



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 : 29.6.2017

CIRCULAR

Sub: Organising Value added Course: Hands on training in communication skills - 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 "Hands on training in communication skills"**. 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 , D.Thilagam, Department of English on or before 27.07.2017.The Registration form received after the mentioned date shall not be entertained under any circumstances.

Encl: A copy of Syllabus & Registration form

Copy To:

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

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



Bharath

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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 28/7/2017

Name : Andrew Peter

Reg.No. : U17BE050

Gender : Male

Department : English

Year : 2017

Contact No. : 7092528894

Email ID : andrewpeter21@gmail.com

Course Applied For : Hands on training in communication
skill


Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 28/7/2017

Name : Monisha.S
Reg.No. : V17MA018
Gender : Female
Department : Maths
Year : 2017
Contact No. : 7053817790
Email ID : monisha13@gmail.com
Course Applied For : Hands on training in communication skills


Signature

Bharath Institute of Higher Education & Research
School of Arts
Students Registration List
Hands on training in communication skills

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U17BE043	J AIS SHALINI P	EN
2	U17BE044	ABINAYA T	EN
3	U17BE046	CHRISPIN KOILDASS L	EN
4	U17BE047	BOSE NANDHINI	EN
5	U17BE048	SANKAR R P	EN
6	U17BE049	JOTHIKA A	EN
7	U17BE050	ANDREW PETER P	EN
8	U17BA023	C MADHAN	BBA
9	U17MI002	JOTHIKA S	MICRO
10	U17MI006	MONISHA R	MICRO
11	U17MI010	SHABANA YASMEEN A	MICRO
12	U17MI022	SURYA R	MICRO
13	U17MI023	MOHAN RAJ R	MICRO
14	U17MA009	KOLANGINATHAN P	MATHS
15	U17MA011	VIJAY B	MATHS
16	U17MA014	SALINI R	MATHS
17	U17MA018	MONISHA S	MATHS
18	U17MA019	DEEPAKRAJ M	MATHS
19	U17MA022	DHIVYA V	MATHS
20	U17MA023	KALAIVANI R	MATHS
21	U17CI003	SATHIYA PRIYA S	CHEM
22	U17CI006	PREETHA P	CHEM
23	U17CI009	ANTONY LEO SEBASTINE P	CHEM
24	U17CI014	MOHANRAJ V	CHEM
25	U17CI015	SETHURAMAN R	CHEM
26	U17CI019	MUKUNDA KUMAR D	CHEM
27	U17CI020	GOWTHAM D	CHEM
28	U17PS005	BALAJI R	PHYSICS
29	U17PS006	MEGALA M	PHYSICS
30	U17PS014	MADESH M	PHYSICS
31	U17PS015	SHALINI M	PHYSICS
32	U17PS016	ELAYAKUMAR V	PHYSICS
33	U17PS023	AASHA N	PHYSICS
34	U17PS026	HARIHARAN G	PHYSICS
35	U17PS027	PADMA PRIYA D.	PHYSICS
36	U17SC004	ANANDH RAJ J	CS
37	U17SC008	REVATHI R	CS
38	U17IA001	AKILA.R	TAMIL

39	U17PS015	SHALINI M	PHYSICS
40	U17PS016	ELAYAKUMAR V	PHYSICS
41	U17PS023	AASHA N	PHYSICS
42	U17PS026	HARIHARAN G	PHYSICS
43	U17PS027	PADMA PRIYA D	PHYSICS
44	U17SC004	ANANDH RAJ J	CS
45	U17SC008	REVATHI R	CS



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Value Added Course

Hands on training in communication skills

Syllabus

ASPECTS OF COMMUNICATION

Communication: An Introduction. Communication Network in an Organization-I.

Communication Network in an Organization-II. Communication in English.

Introduction to Communication: Purpose of Communication; Process of Communication; Importance of Communication in Business; Differences between Technical and General Communication; Barriers to Communication; Measures to Overcome the Barriers to Communication.

Types of Communication: Types of Communication; Verbal Communication- Importance of verbal communication- Advantages of verbal communication- Advantages of written communication; Significance of Non-verbal Communication

Listening Skills: Listening Process; Classification of Listening; Purpose of Listening; Common Barriers to the Listening Process; Measures to Improve Listening; Listening as an Important Skill in Work Place.

Language for Communication: Language and Communication; General Principles of Writing; Improving Writing Skills, Essentials of good style, Expressions and words to be avoided; Grammar and Usage

Communication in Organizations: Internal Communication; Stake Holders in Internal Communication; Channels of Internal Communication; External Communication; Stake Holders in External Communication; Channels of External Communication.

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

Value Added Course: Course on Hands on training in communication skills

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	28/7/2017	10.00-12.00p.m	2
2	08-01-17	10.00-12.00p.m	2
3	08-02-17	10.00-12.00p.m	2
4	08-03-17	10.00-12.00p.m	2
5	08-04-17	10.00-12.00p.m	2
6	08-05-17	10.00-12.00p.m	2
7	08-07-17	10.00-12.00p.m	2
8	08-08-17	10.00-12.00p.m	2
9	08-09-17	10.00-12.00p.m	2
10	08-10-17	10.00-12.00p.m	2
11	08-11-17	10.00-12.00p.m	2
12	14/8/2017	10.00-12.00p.m	2
13	16/8/2017	10.00-12.00p.m	2
14	17/8/2017	10.00-12.00p.m	2
15	18/8/2017	10.00-12.00p.m	2

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

Value Added Course: Hands on training in communication skills			Course Duration:30 Hrs	
S.No	Date	Topic	Time	Hour
1	28/7/2017	Communication: An Introduction	10.00-12.00p.m	2
2	08-01-17	Communication Network in an Organization-I.	10.00-12.00p.m	2
3	08-02-17	Communication Network in an Organization-II	10.00-12.00p.m	2
4	08-03-17	Purpose of Communication	10.00-12.00p.m	2
5	08-04-17	Process of Communication	10.00-12.00p.m	2
6	08-05-17	Types of Communication	10.00-12.00p.m	2
7	08-07-17	Importance of verbal communication	10.00-12.00p.m	2
8	08-08-17	Advantages of verbal communication- Advantages of written co	10.00-12.00p.m	2
9	08-09-17	Significance of Non-verbal Communication	10.00-12.00p.m	2
10	08-10-17	Listening Process	10.00-12.00p.m	2
11	08-11-17	Classification of Listening	10.00-12.00p.m	2
12	14/8/2017	Listening as an Important Skill in Work Place	10.00-12.00p.m	2
13	16/8/2017	Language for Communication: Language and Communication	10.00-12.00p.m	2
14	17/8/2017	General Principles of Writing	10.00-12.00p.m	2
15	18/8/2017	Communication in Organizations	10.00-12.00p.m	2



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Course Feedback form

Value Added Course

Course Title: Hands on training in communication skills
Date: 18/8/2017

Name: Monisha . S
RegNo: U17MA018
Department: Maths

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:

Monisha
Signature



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Course Feedback form

Value Added Course

Date: 18/8/2017

Course Title: Hands on training in Communication Skills

Name: Andrew Peter

RegNo: U17BE050

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:				✓	

Please give Suggestion for the improvement of the course:

Andrew Peter
Signature



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Resource Person Details

Dr.A .Anandha Jothi
Tagore Arts & Science College,
Kanchipuram




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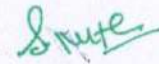
School of Arts

CERTIFICATE OF PARTICIPATION

This is to certify that **Jenifer.L** has participated in the **Hands on Training in Communication Skills** conducted by the School of Arts, **BIHER** from July 28, 2017 to August 18, 2017.


s. Thilagam.D
Course co-ordinator


Dr. A. Subramanian
Convenor


Dr. A. Muthukumar
Dean- Arts & Scie