



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 : 29.7.2017

CIRCULAR

Sub: Organising Value added Course: Certificate program in basic presentation and teaching 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** "Certificate program in basic presentation and teaching 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, Ms.J.Saranya, Department of English on or before 29.08.2017. 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: 31-8-2017

Name : DEEPSHITHA SR

Reg.No. : U17BE 070

Gender : FEMALE

Department : ENGLISH

Year : 2017 - 2020

Contact No. : 6374949168

Email ID : srdeepshitha20@gmail.com

Course Applied For : Certificate program in basic presentation and teaching skills.

Signature 



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 31-8-2017

Name : DHIVYA V.

Reg.No. : D17MA022

Gender : FEMALE

Department : MATHS

Year : 2017 - 2020

Contact No. : 9003944187

Email ID : v20dhivya@gmail.com

Course Applied For : "Certificate program in basic presentation and teaching skills".

Dhivya
Signature

Bharath Institute of Higher Education & Research

School of Arts

Students Registration List

Value Added Course: Course on Certificate program in basic presentation and teaching skills

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U17BE001	HARI PRASANNA P	EN
2	U17BE007	SHEEBA JOICE G	EN
3	U17BE009	MANISHA DWIVEDI	EN
4	U17BE019	BHADRA RENJITH	EN
5	U17BE026	JENIFER L	EN
6	U17BE036	BUNGA PAVAN KALYAN	EN
7	U17BE040	PANNEER SELVAM P	EN
8	U17BE041	GOCHIPATHALA SUMITH KUMAR	EN
9	U17BE064	DEEPSHITHA S R	EN
10	U17BE070	THANGAMALAR MANSI D	EN
11	U17BA004	KARTHICK J	BBA
12	U17BA007	ABHISHEK J	BBA
13	U17BA013	PRAGADEESH K	BBA
14	U17BA018	MAHENDER SURESH KHONDE	BBA
15	U17BA022	MONISHA S	BBA
16	U17BA023	C MADHAN	BBA
17	U17MI002	JOTHIKA S	MICRO
18	U17MI006	MONISHA R	MICRO
19	U17MI010	SHABANA YASMEEN A	MICRO
20	U17MI022	SURYA R	MICRO
21	U17MI023	MOHAN RAJ R	MICRO
22	U17MA009	KOLANGINATHAN P	MATHS
23	U17MA011	VIJAY B	MATHS
24	U17MA014	SALINI R	MATHS
25	U17MA018	MONISHA S	MATHS
26	U17MA019	DEEPAKRAJ M	MATHS
27	U17MA022	DHIVYA V	MATHS
28	U17MA023	KALAIVANI R	MATHS
29	U17CI003	SATHIYA PRIYA S	CHEM
30	U17CI006	PREETHA P	CHEM
31	U17CI009	ANTONY LEO SEBASTINE P	CHEM
32	U17CI014	MOHANRAJ V	CHEM
33	U17CI015	SETHURAMAN R	CHEM
34	U17CI019	MUKUNDA KUMAR D	CHEM
35	U17CI020	GOWTHAM D	CHEM
36	U17PS005	BALAJI R	PHYSICS
37	U17PS006	MEGALA M	PHYSICS
38	U17PS014	MADESH M	PHYSICS

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
46	U17MI012	PRIYADHARINI	Micro
47	U17MI013	JANANI B	Micro
48	U17MI014	HENAVINEETHA E	Micro
49	U17MI015	DIVAKAR V	Micro
50	U17MI016	VINODHINI D	Micro



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SCHOOL OF ARTS

Value Added Course

Certificate program in basic presentation and teaching skills

Syllabus

Voice - Speak in a clear, firm voice and vary your volume and pitch when you want to emphasize something. Make sure that all participants can hear you easily but be sure not to shout or talk so loud that you sound angry.
Tone - Many people confuse voice and tone.

Communication Network: Scope and Types of Communication Network; Formal and Informal Communication Network; Upward Communication; Downward Communication; Horizontal Communication; Diagonal Communication.

Oral Business Presentation- Purpose –Audience-Locale; Steps in Making a Presentation- Research and planning-Structure and style-Preparation – Presentation; Delivering a Presentation.

Meetings: Types of Meetings; Importance of Business Meetings; Different Types of Business Meetings; Conducting Meetings-Selecting participants-Developing agendas-Opening meetings-Establishing ground rules for meetings-Time management-Evaluations of meeting process-Evaluating the overall meeting-Closing meetings; Common Mistakes Made at Meetings.

Job Interview: Importance and Factors Involving Job Interview; Characteristics of Job Interview; Job Interview Process; Job Interview Techniques- Manners and etiquettes to be maintained during an interview; Sample Questions Commonly asked During Interview

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

Value Added Course: Certificate program in basic presentation and teaching skills

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	31/8/2017	10.00-12.00p.m	2
2	09-01-17	10.00-12.00p.m	2
3	09-04-17	10.00-12.00p.m	2
4	09-05-17	10.00-12.00p.m	2
5	09-06-17	10.00-12.00p.m	2
6	09-07-17	10.00-12.00p.m	2
7	09-08-17	10.00-12.00p.m	2
8	09-11-17	10.00-12.00p.m	2
9	09-12-17	10.00-12.00p.m	2
10	13/9/2017	10.00-12.00p.m	2
11	14/9/2017	10.00-12.00p.m	2
12	15/9/2017	10.00-12.00p.m	2
13	18/9/2017	10.00-12.00p.m	2
14	19/9/2017	10.00-12.00p.m	2
15	20/9/2017	10.00-12.00p.m	2

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

Value Added Course: Certificate program in basic presentation and teaching skills".		Course Duration:30 Hrs		
S.No	Date	Topic	Time	Hour
1	31/8/2017	Introduction of voice modulation	10.00-12.00p.m	2
2	09-01-17	voice and tone	10.00-12.00p.m	2
3	09-04-17	Communication Network	10.00-12.00p.m	2
4	09-05-17	Communication Network	10.00-12.00p.m	2
5	09-06-17	Formal and Informal Communication Network	10.00-12.00p.m	2
6	09-07-17	Upward Communication; Downward Communication	10.00-12.00p.m	2
7	09-08-17	Oral Business Presentation-	10.00-12.00p.m	2
8	09-11-17	Structure and style-Preparation	10.00-12.00p.m	2
9	09-12-17	Different Types of Business Meetings	10.00-12.00p.m	2
10	13/9/2017	Time management	10.00-12.00p.m	2
11	14/9/2017	-Evaluations of meeting process-Evaluating the overall meeting-Closing meetings	10.00-12.00p.m	2
12	15/9/2017	Job Interview	10.00-12.00p.m	2
13	18/9/2017	Importance and Factors Involving Job Interview	10.00-12.00p.m	2
14	19/9/2017	Characteristics of Job Interview	10.00-12.00p.m	2
15	20/9/2017	Job Interview Techniques-	10.00-12.00p.m	2



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Course Feedback form

Value Added Course

Date: 31-8-2017

Course Title: Certificate program in basic presentation and teaching skills

Name: Dhruva

RegNo: U17MA022

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:


Signature



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Course Feedback form

Value Added Course

Date: 31-8-2017

Course Title: Certificate program in basic presentation and teaching skills

Name: Deepshikha SR

RegNo: VIT BE 070

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:

Deepshikha
Signature



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SCHOOL OF ARTS



Resource Person Details

Dr.Raja Ram
S RM Arts & Science College,
Kanchipuram



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School of Arts

CERTIFICATE OF PARTICIPATION

This is to certify that Divya .S has participated in the Certificate program in basic presentation and teaching skills conducted by the School of Arts, BIHER from August 31, 2017 to September 20, 2017.

Is. J. Saranya
course co-ordinator

Dr. A. Subramanian
Convenor

Dr. A. Muthukumaravel
Dean- Arts & Science