

From

25-03-2019

Dr. K. Manimekalai

HOD

Department of Mathematics

Bharath Institute of Science and Technology

Bharath Institute of Higher Education and Research

Chennai - 600073.

To

The Dean (Engineering)

Bharath Institute of Science and Technology

Bharath Institute of Higher Education and Research

Chennai - 600073.

Respected Sir,

Sub: Requisition letter for granting permission to organizing a Short term Course on
“Improving Writing Skills”-Reg.

I would like to request your support and permission to organize a Certificate Course on
“Improving Writing Skills”. It will be 30 hours session and tentatively scheduled to start from
30th March 2019. The resource person of the program is been planned to engage
Dr. V. Manimozhi, Head, Department of English, BIHER.

I kindly request your approval for organizing the same.

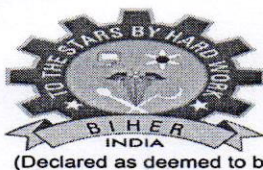
Thanking You

Yours Sincerely

K. Manimekalai
(K. MANIMEKALAI)

Head





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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 BASICS SCIENCES

03-03-2019

CIRCULAR

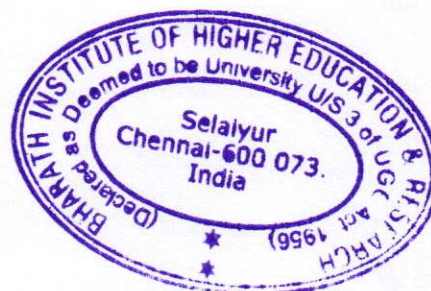
We are pleased to inform that the School of Basics Sciences is organizing a value added course "Short term course on Improving writing Skills" on 30th March 2019. The details of the program are:

- Resource person** : **Dr. V. Manimozhi**
Professor and Head,
Department of English
- Convener** : **Dr. K. Manimekalai**
HoD, Mathematics
- Coordinator** : **Dr. K. L. Rajashree**
Assistant Professor
Department of Mathematics

The classes will be held during Saturdays only. The interested students shall register their names for the programs. The best performer will be rewarded by issuing certificates.

All are invited to take active part in the program.

K. Manimekalai
Convener





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NAME LIST OF THE STUDENTS ENROLLED FOR VALUE ADDED COURSE

ON "SHORT TERM COURSE ON IMPROVING WRITING SKILLS"

Total No. of Students: 35

S. No.	Department	NAME
1	Computer Science Engineering	GADE ASHIKA
2	Computer Science Engineering	CHENNAKKI VASANTH KUMAR
3	Computer Science Engineering	KOTHA PRUDHAVI
4	Computer Science Engineering	SURE VAMSI
5	Computer Science Engineering	VANKAYALAPATI RAVI
6	English	VALASAPALLI NAVEEN
7	English	GUNJA MALLIKA
8	English	TEJASWI L
9	English	GOVIND BUNG
10	English	SINGAMANENI SAI
11	English	PAARI LAISHRAM
12	English	BOLLAM PRANAY KUMAR
13	Civil Engineering	RAJ KUMAR SOMOKANTA
14	Civil Engineering	AJAY M
15	Civil Engineering	ATHNAN BAYAJ K



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Civil Engineering

AKAVINDH R

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17	Civil Engineering	BALAJI A
18	Civil Engineering	SRI RAM J
19	Automobile Engineering	SUNDERJI G
20	Automobile Engineering	RANJITH R
21	Automobile Engineering	YOGESHWARAN K
22	Automobile Engineering	GUTTULA DEEPAK
23	Automobile Engineering	KUMBHAR RAHUL
24	Automobile Engineering	ARUN R
25	Automobile Engineering	AROKIA PRADEEP P
26	IBT	KUMARESH M
27	IBT	HEMALATHA M
28	IBT	KARAN K
29	IBT	NIVEDHITA T
30	IBT	KEERTANA S
31	IBT	MADHAN KUMAR S
32	EEE	MALLIGA V
33	EEE	MARTHINI P
34	EEE	YAAZHINI K
35	EEE	VINOD M



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SCHEDULE FOR TRAINING COURSE

S.NO	TOPIC	DATE	TIME
1	Introduction to Basic Principles of Writing	13/04/2019	9.00A.M – 12.00 P.M
2	Building Content Writing Techniques	20/04/2019	9.00A.M – 12.00 P.M
3	Developing Brand Voice with Content	27/04/2019	9.00A.M – 12.00 P.M
4	Avoid Common Grammar errors in Writing	4/05/2019	9.00A.M – 12.00 P.M
5	Creating Writing sets for List	11/05/2019	9.00A.M – 12.00 P.M
6	Processes and Principles of Writing	18/05/2019	9.00A.M – 12.00 P.M
7	Writing Magnetic Headings	25/05/2019	9.00A.M – 12.00 P.M
8	Master Business Writing Skills	01/06/2019	9.00A.M – 12.00 P.M
9	Principles of Great non-fiction Writing	08/06/2019	9.00A.M – 12.00 P.M
10	Hone your Academic Writing Skills	15/06/2019	9.00A.M – 12.00 P.M
		Total	30 hours



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Students are attending the Short term course on Improving Writing Skills



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SCHOOL OF BASIC SCIENCES

A Short term course on

“IMPROVING WRITING SKILLS”

Certificate of Appreciation

This is to certify that *Ajay M.*

..... *Civil Engineering*

..... attended the short term course on *Improving writing skills* held during
13/04/2019 to 15/06/2019 organized by School of Basic Sciences, Bharath Institute of Higher
Education and Research, Selaiyur, Chennai-600073.

K. Manimekalai
(CONVENER)

V. Mani
(RESOURCEPERSON)

P. Rajan
(COORDINATOR)



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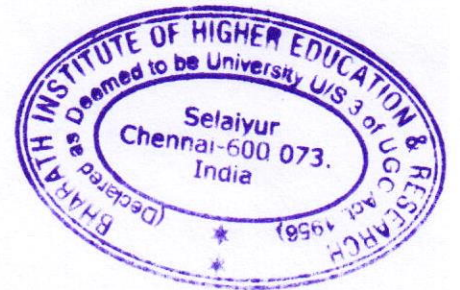
FEEDBACK FORM

<u>Criteria</u>	<u>Strongly Agree</u> <u>(3)</u>	<u>Agree</u> <u>(2)</u>	<u>Disagree</u> <u>(1)</u>
Training was relevant to my needs	✓		
Materials provided were helpful	✓		
Length of training program was sufficient	✓		
Content was well organized	✓		
Questions were engaged	✓		
Instructions were clear and understandable	✓		
Training met my expectations	✓		
The presentations were effective	✓		

MALLIGA.V.

EEE

K. Manimekalai





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Questions were engaged	✓		
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Training met my expectations	✓		
The presentations were effective	✓		

*Director, M.A.
ECC
K. Manimekalai*

