



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

04/08/2018
Chennai

From
Dr S Praveen Kumar,
Professor & Head,
Department of Management Studies,
Bharath Institute of Higher Education and Research,
Chennai


To
The Dean Engineering
Bharath Institute of Higher Education and Research,
Chennai


Sub: Permission to conduct value- added course: Event Management- reg.,

Respected Sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled: Event Management on 03/09/2018. We kindly solicit your kind permission to commence the program.

Warm Regards,


Dr S Praveen Kumar


DEAN- Engineering



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School of Management Studies & Commerce

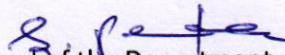
Circular

05/08/2018

Sub: Organising Value-added Course: Event Management - 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: Event Management**". 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 to reach on or before 26th Aug 2018; application received after the mentioned date shall not be entertained under any circumstances.


Head of the Department

Encl: A copy of Syllabus & Registration form



Bharath Institute of Higher Education & Research

School of Management Studies & Commerce

Participant List- 2018

Value Added Course: Event Management

S.No	Register Number	Student Name	Signature
1	P17BA022	RAMAN	Raman
2	P17BA023	RAJESH	Rajesh
3	P17BA024	ANBALAGAN	Anbalagan
4	P17BA025	JOHN	John
5	P17BA026	PAUL SAMUEL	Paul Samuel
6	P17BA027	VAISHALI	Vaishali
7	P17BA028	RAMYA	Ramyra
8	P17BA029	RANJANI	Ranjani
9	P17BA030	JAYSHREE	Jayshree
10	P17BA031	PINAKA	Pinaka
11	P17BA032	CHITRA	Chitra
12	P17BA033	RAJANI	Rajani
13	P17BA034	RAJANI	Rajani
14	P17BA035	ANUSHYA	Anushya
15	P17BA036	RAMYA	Ramyra
16	P17BA037	ANGEL	Angel
17	P17BA038	RAMESH	Ramesh
18	P17BA039	KRISHNA KUMAR	Krishna
19	P17BA040	PRIYA LAKSHMI	Priya Lakshmi
20	P17BA041	RAM MOHAN,	Ram Mohan
21	P17BA042	RAVI KUMAR	Ravi Kumar
22	P17BA043	Balaji C	Balaji
23	U16BC075	JOTHIESWARI C S	Jothieswari
24	U16BC076	RAMYA MARY E	Ramyra
25	U16BC077	KANDIPOGU CHARULATHA	Charulatha
26	U16BC078	ASWINI K	Aswini
27	U16BC079	YUMENISHA T	Yumenisha
28	U16BC080	NANDHA KUMAR S	Nandha
29	U16BC081	DINESH K	Dinesh
30	U16BC082	N SRI RANGA AISHWARYA	N Sri Ranga
31	U16BC083	CHINARASU V	Chinarasu
32	U16BC084	SAM S	Sam
33	U16BC085	NAVEEN KUMAR K	Naveen
34	U16BC086	PRIYANKA M	Priyanka
35	U16BC087	POOVARASAN R	Poovarasan

Bharath Institute of Higher Education & Research				
School of Management studies and Commerce				
Value Added Course: Certificate Program on Event management Course Duration:30 Hrs				
S.No	Date	Topic	Time	Hour
1	03-09-2018	Introduction to Event Management	4.00-5.00 Pm	1
2	05-09-2018	Size & type of event	4.00-5.00 Pm	1
3	06-09-2018	Event Team	4.00-5.00 Pm	1
4	07-09-2018	Code of ethics	4.00-6.00 Pm	2
5	08-09-2018	Principles of Event Management	4.00-5.00 Pm	1
6	10-09-2018	Concept & Designing	4.00-5.00 Pm	1
7	11-09-2018	Analysis of concept	4.00-5.00 Pm	1
8	12-09-2018	Logistics of concept.	4.00-6.00 Pm	2
9	13-09-2018	Preparing event proposal	4.00-5.00 Pm	1
10	14-09-2018	Use of planning tools	4.00-5.00 Pm	1
11	17-09-2018	Protocols	4.00-5.00 Pm	1
12	18-09-2018	Dress codes	4.00-6.00 Pm	2
13	19-09-2018	staging, staffing	4.00-5.00 Pm	1
14	24-09-2018	Leadership skills-Managing team	4.00-5.00 Pm	1
15	25-09-2018	Group development, Managing meetings	4.00-5.00 Pm	1
16	26-09-2018	Written communications, (Official, semi-official, Invoice)	4.00-6.00 Pm	2
17	27-09-2018	Verbal communications	4.00-5.00 Pm	1
18	29-09-2018	Security& Occupational safety	4.00-5.00 Pm	1
19	03-10-2018	Crowed management	4.00-5.00 Pm	1
20	04-10-2018	Major risks and emergency planning	4.00-6.00 Pm	2
21	05-10-2018	Incident reporting	4.00-5.00 Pm	1
22	08-10-2018	Emergency procedures	4.00-5.00 Pm	1
23	09-10-2018	Brain Storming sessions	4.00-5.00 Pm	1
24	12-10-2018	Travel Arrangements	4.00-6.00 Pm	2



S. P. [Signature]

Course Feedback form

Date: 5/9/2018

Course Title: Event management

Name: Jayashree

RegNo: P17BA030

Department: MBA

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:	1	2	3	4	5

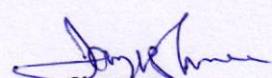
Please give Suggestion for the improvement of the course:

Weakness of the course:

Session very spread

Strength of the course:

good


Signature

*** Thank you ***

Course Feedback form

Date: 3/9/2018

Course Title: Event Management

Name: Pinalan

RegNo: P17BA031

Department: MBA

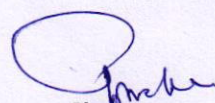
S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	objectives of the course clear to you		✓			
2.	The course contents met with your expectations			✓		
3.	The lecture sequence was well planned			✓		
4.	The lectures were clear and easy to 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:	1	2	3	4	5

Please give Suggestion for the improvement of the course:

Weakness of the course:

Strength of the course:

nice session


 Signature

*** Thank you ***



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INSTITUTE OF HIGHER EDUCATION AND RESEARCH

Decreed & Ordained - by - De - University under section 3 of UGC Act 1956
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SCHOOL OF MANAGEMENT STUDIES & COMMERCE
CERTIFICATE OF PARTICIPATION

This is to Certify that

RAMYA

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

on 03/09/2018



MS. J. Pavithra

COURSE CO-ORDINATOR





Dr. S. Praveen Kumar

HEAD OF THE DEPARTMENT



Value Added Course: Event Management on 03/09/2018

