

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



School of Management Studies & Commerce

<u>Circular</u>

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

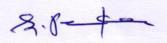
Encl: A copy of Syllabus & Registration form



School of Management Studies & Commerce		Bharath Insti	tute of Higher Education & Researc	h
Value Added Course: Event Management		School of N	Management Studies & Commerce	
S.No Register Number Student Name Signature			Participant List- 2018	
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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 03-09-2018 Introduction to Event Management 4.00-5.00 Pm 05-09-2018 Size & type of event 4.00-5.00 Pm 06-09-2018 Event Team 3 4.00-5.00 Pm 4.00-6.00 Pm 07-09-2018 Code of ethics 2 08-09-2018 Principles of Event Management 4.00-5.00 Pm 10-09-2018 Concept & Designing 4.00-5.00 Pm 11-09-2018 Analysis of concept 4.00-5.00 Pm 12-09-2018 Logistics of concept. 4.00-6.00 Pm 8 2 9 13-09-2018 Preparing event proposal 4.00-5.00 Pm 14-09-2018 Use of planning tools ' 10 4.00-5.00 Pm 11 17-09-2018 Protocols 4.00-5.00 Pm 12 18-09-2018 Dress codes 4.00-6.00 Pm 2 13 19-09-2018 staging, staffing 4.00-5.00 Pm 14 24-09-2018 Leadership skills-Managing team 4.00-5.00 Pm 15 25-09-2018 Group development, Managing meetings 4.00-5.00 Pm Written communications, (Official, semi-official, 16 26-09-2018 Invoice) 4.00-6.00 Pm 2 27-09-2018 Verbal communications 17 4.00-5.00 Pm 18 29-09-2018 Security & Occupational safety 4.00-5.00 Pm 19 03-10-2018 Crowed management 4.00-5.00 Pm 04-10-2018 Major risks and emergency planning 20 4.00-6.00 Pm 2 21 05-10-2018 Incident reporting 4.00-5.00 Pm 08-10-2018 Emergency procedures 22 4.00-5.00 Pm 23 09-10-2018 Brain Storming sessions 4.00-5.00 Pm 1 24 12-10-2018 Travel Arrangements 4.00-6.00 Pm





Course Feedback form

Date: 8/9/248

Course Title: Event management

Name:

Jayashorea

RegNo:

Department: MBD

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				5			
4.	The lectures were clear and easy to understand			1				
5.	The teaching aids were effective				1			
6.	The instructors encourage interaction and were helpful				1			
7.	The level of the course				/			
	(1. Very poor 2. Poor 3. Average 4. Good 5.	Exce	llent	()	/			
8.	Overall rating of the course:	1	2	3	4	5		

Please give Suggestion for the improvement of the course:

Weakness of the course:

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Strength of the course:

*** Thank you ***

Course Feedback form

Date: 8/9/2015.

Course Title: Event. granagement

Name: Pinolean

RegNo: P1784031

Department: MBD

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		1							
2.	The course contents met with your expectations			1						
3.	The lecture sequence was well planned			1						
4.	The lectures were clear and easy to understand				/					
5.	The teaching aids were effective				1					
6.	The instructors encourage interaction and were helpful				1					
7.	The level of the course				/					
	(1. Very poor 2. Poor 3. Average 4. Good 5. l	Exce	llent)	/	-				
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:

more Serson

*** Thank you ***



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



丁品桶

MS. J. Pavithra

COURSE CO-ORDINATOR

4.00

Dr. S. Praveen Kumar

HEAD OF THE DEPARTMENT



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

