

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

16/04/2019
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: Essential career Soft Skill- reg.,

Respected Sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled: **Essential career soft skill** on 20/05/2019. 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

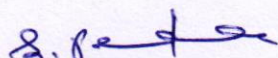
Circular

17/04/2019

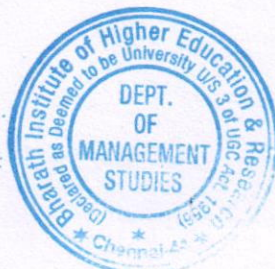
Sub: Organising Value-added Course: Essential career Soft Skill - reg.,

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: Essential career Soft Skill". 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 16th May 2019; 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 & COMMERCE				
Value Added Course: On Essential Career Soft Skills			Course Duration:30 Hrs	
S.No	Date	Topic	Time	Hour
1	05/20/2019	An Introduction of Soft Skill	4.00-5.00p.m	1
2	05/22/2019	Definition and Significance of Soft Skills	5.00-6.00p.m	1
3	05/23/2019	Process, Importance and Measurement of Soft Skill Develop	4.00-5.00p.m	1
4	05/24/2019	Self-Discovery: Discovering the Self;	4.00-6.00p.m	2
5	05/25/2019	Setting Goals; Beliefs, Values, Attitude, Virtue	4.00-5.00p.m	1
6	05/27/2019	Positivity and Motivation	5.00-6.00p.m	1
7	05/28/2019	Discovering the Self; Setting Goals	4.00-5.00p.m	1
8	05/29/2019	Driving out Negativity; of soft skill	4.00-6.00p.m	2
9	05/30/2019	Meaning and Theories of Motivation	5.00-6.00p.m	1
10	06-01-2019	; Enhancing Motivation Levels.	4.00-5.00p.m	1
11	06-03-2019	Interpersonal Communication: Interpersonal relations	4.00-5.00p.m	1
12	06-04-2019	communication models, process and barriers	4.00-6.00p.m	2
13	06-05-2019	Team communication; developing interpersonal relationshi	4.00-5.00p.m	1
14	06//06/2019	Practice in ; listening skills; essential formal writing skills	4.00-5.00p.m	1
15	06-07-2019	corporate communication styles	5.00-6.00p.m	1
16	06-08-2019	Assertion, persuasion, negotiation	4.00-6.00p.m	2
17	06-10-2019	Public Speaking: Skills, Methods, Strategies and Essential tip	4.00-5.00p.m	1
18	06-11-2019	. Group Discussion: Importance, Planning	4.00 - 5.00pm	1
19	06/13/2019	Elements, Skills assessed; Effectively disagreeing, Initiating,	5.00 - 6.00 pm	1
20	06/14/2019	Summarizing and Attaining the Objective	4.00 -6.00 pm	2
21	06/15/2019	Presentation Skills: Types, Content, Audience Analysis	4.00 - 5.00 pm	1
22	06/18/2019	Time Management – Concept, Essentials, Tips.	5.00 - 6.00 pm	1
23	06/20/2019	. Emotional Intelligence: Meaning, History, Features, Comp	5.00 - 6.00 pm	1
24	06/22/2019	Strategies to enhance Emotional Intelligence	4.00 - 6.00 pm	2

S. R. S.

Bharath Institute of Higher Education & Research

School of Management Studies & Commerce

Participant List- 2019

Value Added Course: Essential career softskill

S.No	Register Number	Student Name	Signature
1	U17BC053	MELVIN IMMANUVEL S	Melvin
2	U17BC054	JAYARAJ G	Jayaraj
3	U17BC055	SURENDHAR A	Surendhar
4	U17BC056	BALAJI V	Balaji
5	U17BC057	ROHINI A	Rohini
6	U17BC058	PRINCY D	Princy
7	U17BC059	SANGEETHA PRIYA A	Sangeetha
8	U17BC060	ROSHINI R	Roshini
9	U17BC061	KARTHIKEYAN V	Karthikeyan
10	U17BC062	DEEPAK S	Deepak
11	U17BC063	BRINDA A	Brinda
12	U17BC064	BHARANIKUMAR A	Bharanikumar
13	U17BC065	SIVASANKARI S	Sivasankari
14	U17BC066	VIGNESH R	Vignesh
15	U17BC067	YOGA K	Yoga
16	U17BC068	VASANTHA E	Vasantha
17	U17BC069	AARTHI S	Aarthi
18	U17BC070	BHUVANESHWARI L	Bhuvaneshwari
19	U17BC071	MURALIKRISHNAN P	Muralikrishnan
20	U17BC072	MUKILAN P	Mukilan
21	U17BC073	ADHITYAN B	Adhityan
22	U17BC074	SAKTHIVEL M	Sakthivel
23	U17BC075	SUBASREE M	Subasree
24	U17BC076	KARTHICK M	Karthick
25	U17BC077	PRAVEEN KUMAR R	Praveen
26	U18BC001	SRIRAM K	Sriram
27	U18BC002	SIDDHARTHA V	Siddhartha
28	U18BC003	DIVYA G	Divya
29	U18BC004	PARTHIBAN M	Parthiban
30	U18BC005	DEVENDRAN R	Devendran
31	U18BC006	BHUVANESHWARI L	Bhuvaneshwari
32	U18BC007	KARTHICKRAJ G	Karthick
33	U18BC008	JAYAPRIYA M	Jayapriya
34	U18BC009	ANNAPOORANI R	Annapoorani
35	U18BC010	SHALINI S	Shalini
36	U18BC012	SANTHOSHKUMAR S	Santhosh
37	U18BC013	RAVINDAR S	Ravindar
38	U18BC014	KAMALRAJ E S	Kamalraj

39	U18BC015	SRINIVASAN S	Srinivasan
40	U18BC016	SWETHA A	Swetha
41	U18BC017	SHELCIYA B	Shelciya
42	U18BC018	KEERTHI D	Keerthi
43	U18BC019	ADITHYA S	Adithya
44	U18BC020	YUVASHREE V	Yuvashree
45	U18BC021	MENAKA S	Menaka
46	U18BC022	GUNASEELAN B	Gunaseelan
47	U18BC023	YASMEEN NISHA I	Yasmeen
48	U18BC024	JOHNBOSCO L	Johnbosco
49	U18BC025	PRABHAKARAN K	Prabhakaran
50	U18BC026	SURENDAR M	Surendar

Course Feedback form

Date: 20/5/18

Course Title: Essential Career Softskill -

Name: Rohini

RegNo: U17BE057

Department: Commerce

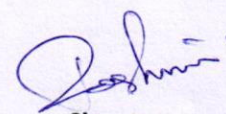
S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	objectives of the course clear to you			/		
2.	The course contents met with your expectations				/	
3.	The lecture sequence was well planned				/	
4.	The lectures were clear and easy to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

Excellent


 Signature

*** Thank you ***

Course Feedback form

Date: *20-05-2019*

Course Title: *Essential Cases Jeff Steilb*

Name: *Priya*

RegNo: *U17BC058*

Department: *Commerce*

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:

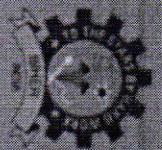
Weakness of the course:

Strength of the course:

Excellent

Priya
Signature

*** Thank you ***



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SCHOOL OF MANAGEMENT STUDIES & COMMERCE
CERTIFICATE OF PARTICIPATION

This is to Certify that

SIVA SANKARI

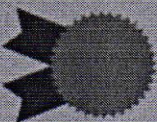
has participated in the Value added course: **ESSENTIAL CAREER SOFTSKILL**, a
unique and special programme held at Bharath Institute of Higher Education & Research

on 20/05/2019

Mr. Gowtham Ashirwad
COURSE CO-ORDINATOR



Dr. S. Praveen Kumar
HEAD OF THE DEPARTMENT



Value Added Course: Essential career Soft skill on 20/05/2019

