



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 : 2.5.2018

CIRCULAR

Sub: Organising Value added Course: Certificate course on Employability Skills-I reg.,

With reference to the above mentioned subject, we bring it to your notice that , Faculty of Arts, Bharath Institute of Higher Education & Research is organising “Value added course on : Certificate course on Employability Skills-I”. The syllabus and registration form is enclosed herewith.

The candidates those who are interested to join must fill the registration form and submit to the Course Co-ordinator Dr S.Anandhi, Department of Physics on or before 28.05.2018.The Registration form received after the mentioned date shall not be entertained under any circumstances.

S. Anandhi
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

Encl: A copy of Syllabus & Registration form

Copy To:

- 1.All HODs
- 2.Office File/ Notice Board



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 9/5/2018

Name : NANCY I

Reg.No. : UI7BE029

Gender : FEMALE

Department : ENGLISH

Year : 2017

Contact No. : 9962635765

Email ID : nancy@gmail.com

Course Applied For : CERTIFICATE COURSE ON EMPLOYABILITY SKILLS - I


Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 15/5/2018

Name : V. ELAYAKUMAR

Reg.No. : 017PS016

Gender : MALE

Department : PHYSICS

Year : 2017

Contact No. : 9566 292912

Email ID : elaya ve ymail - com

Course Applied For : CERTIFICATE COURSE ON EMPLOYABILITY
SKILLS-I


Signature

Bharath Institute of Higher Education & Research

School of Arts

Students Registration List

Value Added Course: Certificate course on Employability Skills-I

S.NO	REG.NO	NAME OF THE CANDIDATE	Department
1	U17MA010	C.SANDHIYA .	MATHS
2	U17MA009	P. KOLANGINATHAN .	MATHS
3	U17MA008	B.PASUPATHY .	MATHS
4	U17IA006	Girija .	Tamil
5	U17IA005	Durga .	Tamil
6	U17IA004	Charumathi .	Tamil
7	U17IA002	Arundathi .	Tamil
8	U17IA001	Akila .	Tamil
9	U17BS042	NIVETHITHA G	Biotech
10	U17BS041	AJITH D	Biotech
11	U17BS039	GAYATHRI R	Biotech
12	U17BS038	MEGALA P	Biotech
13	U17BS036	SWARNA R	Biotech
14	U17PS016	V. ELAYA KUMAR V	Physics
15	U17PS018	R. SUSHMA CHANDRAN .	Physics
16	U17PS019	S. AFRIN TAJ .	Physics
17	U17PS020	R. VIVITHA .	Physics
18	U17PS021	S. SANDHIYA .	Physics
19	U17PS022	G. RUBAN JEYASEELAN .	Physics
20	U17PS023	N. AASHA N	Physics
21	U17PS024	S. BASKAR .	Physics
22	U17PS025	PRINSHU L.T. RAJKUMAR PANDEY .	Physics
23	U17PS026	G. HARIHARAN G	Physics
24	U17PS027	D. PADMA PRIYA D	Physics
25	U17PS028	S. DIVYA .	Physics
26	U17PS029	N. JESINTHA .	Physics
27	U17PS030	K. ARUN KAILASH .	Physics
28	U17BE031	Bharani Kumar S .	English
29	U17BE030	Aravind .	English
30	U17BE029	Nancy I	English
31	U17BE028	Sudha L	English
32	U17BE027	Manjula N .	English
33	U17BE026	Jenifer .	English
34	U17BE024	Sujithra .	English

35	U17BE023	Swetha .	English
36	U17BE020	Padnapriya .	English
37	U17BE019	Bhadra Renjith Ba .	English
38	U17BE015	Ramesh .	English
39	U17BE014	Roshan Daniel .	English
40	U17MI019	Sandhiya Vijay M	Microbiology
41	U17MI018	Mohammed Rizail Fahath .	Microbiology
42	U17MI017	Parthiban .	Microbiology
43	U17MI015	Divakar .	Microbiology
44	U17MI014	Hena Vineetha .	Microbiology
45	U17MI013	Janani .	Microbiology
46	U17MI011	Punitha S	Microbiology
47	U17MI010	Shabana Yasmeena .	Microbiology
48	U17MI009	Hemalatha .	Microbiology
49	U17MI008	Shantha Moorthi .	Microbiology
50	U17MI007	Divya Sri M	Microbiology
51	U17MI006	Monisha R .	Microbiology
52	U17CI036	K.VIJAYALAKSHMI .	chemistry
53	U17CI035	B.RAKESH B	chemistry
54	U17CI034	C.RAJAGOPAL C	chemistry
55	U17CI033	J.KARTHIKEYAN .	chemistry
56	U17CI032	N.ANISH N	chemistry
57	U17CI031	R.CHITRA R	chemistry
58	U17CI030	M.VALAIESWARI M	chemistry
59	U17CI029	S.DEEPAK .	chemistry
60	U17CI028	N.SABITHA .	chemistry



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Value Added Course

Certificate Courses on Employability Skill-I Syllabus

- i. Understanding the communicative environment-I
- ii. Understanding the communicative environment-II
- iii. What to listen for and why
- iv. When to speak and how
- v. Starting and sustaining a conversation

presentation and interaction

- i. What to present and how – I
- ii. What to present and how – II
- iii. Multimedia presentation: Understanding the basics
- iv. Communication styles
- v. Speaking in groups

visual, nonverbal and aural communication.

Interpersonal communication 1: individuals, groups and cultures.

Interpersonal communication 2: emotional and social skills

Developing key traits 1: creativity, critical thinking and problem solving.

Bharath Institute of Higher Education & Research
School of Arts

Value Added Course: Certificate courses on Employability Skills -I

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	11-06-18	2.00-3.00p.m	1
2	12-06-18	10.00-11.00a.m	1
3	13-06-18	2.00-3.00p.m	1
4	14-06-18	10.00-11.00a.m	2
5	15-06-18	2.00-4.00p.m	1
6	16-06-18	10.00-11.00a.m	1
7	18-06-18	2.00-4.00p.m	2
8	19-06-18	10.00-12.00a.m	2
9	22-06-18	2.00-4.00p.m	1
10	23-06-18	10.00-12.00p.m	2
11	25-06-18	2.00-4.00p.m	2
12	27-06-18	10.00-12.00p.m	2
13	28-06-18	2.00-4.00p.m	2
14	02-07-18	10.00-12.00p.m	2
15	04-07-18	2.00-4.00p.m	2
16	05-07-18	10.00-12.00p.m	2
17	7/06/.2018	10.00-12.00a.m	2
18	07-07-18	2.00-3.00p.m	1
19	10-07-18	10.00-11.00a.m	1

Bharath Institute of Higher Education & Research**School of Arts****Course Lesson Plan****Value Added Course: Certificate Courses on Employability Skills -I Course Duration:30 Hrs**

S.No	Date	Topic	Time	Hour
1	11-06-18	The basics of skill development	2.00-3.00p.m	1
2	12-06-18	Understanding the communicative environment-I	10.00-11.00a.m	1
3	13-06-18	Understanding the communicative environment-II	2.00-3.00p.m	1
4	14-06-18	What to listen for and why	10.00-11.00a.m	2
5	15-06-18	When to speak and how	2.00-4.00p.m	1
6	16-06-18	Starting and sustaining a conversation	10.00-11.00a.m	1
7	18-06-18	Starting and sustaining a conversation	2.00-4.00p.m	2
8	19-06-18	presentation and interaction	10.00-12.00a.m	2
9	22-06-18	What to present and how – I	2.00-4.00p.m	1
10	23-06-18	What to present and how – II	10.00-12.00p.m	2
11	25-06-18	Multimedia presentation: Understanding the basics	2.00-4.00p.m	2
12	27-06-18	Communication styles	10.00-12.00p.m	2
13	28-06-18	Speaking in groups	2.00-4.00p.m	2
14	02-07-18	Speaking in groups	10.00-12.00p.m	2
15	04-07-18	and cultures.	2.00-4.00p.m	2
16	05-07-18	Interpersonal communication	10.00-12.00p.m	2
17	7/06/.2018	emotional and social skills	10.00-12.00a.m	2
18	07-07-18	Developing key traits 1: creativity, critical thinking a	2.00-3.00p.m	1
19	10-07-18	Developing key traits 1: problem solving.	10.00-11.00a.m	1



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Course Feedback form

Value Added Course

Date: 10/7/2018

Course Title: Certificate course on Employability Skills-I

Name:

N. SABITHA

RegNo:

U17C1029

Department:

CHEMISTRY

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: 10/7/2018

Course Title: Certificate course on Employability Skills-I

Name: SWETHA R
RegNo: UI7BE023
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:


Signature



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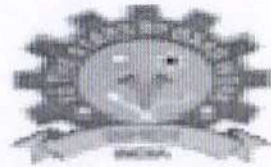
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SCHOOL OF ARTS



Resource Person Details

Dr A. Sivakumar, Ph.D
Dept of Computer Science Engg
Puutaparathi Institute of Technology
Puttaparathy
Andhara.



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School of Arts

83/3, AGARAM MAIN ROAD, THIRUVANCHERRY, CHENNAI - 600 126, TAMIL NADU, INDIA

Certificate of Participation

This is to certify that
ArunKailash K

Has participated in the value added course: Certificate Course on Employability Skills -I , a unique and special programme held at Faculty of Arts, BIHER from 11th June 2018 to 10^h July 2018.

Dr S.Anandhi
Course Co-ordinator

Dr. V.Silambarasan
HOD

Dr.A.Muthukumaravel
Dean of Arts and Science