



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-II 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-II**”. 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.

Dean-Faculty of Arts & Science
Dean-Faculty of Arts & Sciences
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: 16/5/2018

Name : R. VIVITHA
Reg.No. : 017PS020
Gender : FEMALE
Department : PHYSICS
Year : 2017 - 2018
Contact No. : 98 40 466 105
Email ID : Vivitharajathalenishnan@gmail.com.
Course Applied For : CERTIFICATE COURSE ON EMPLOYABILITY
SKILLS-II


Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 21/05/2018

Name : C. RAJAYOPAL

Reg.No. : 017C1034

Gender : MALE

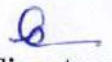
Department : CHEMISTRY

Year : 2017-2018

Contact No. : 9652550869

Email ID : rajag1891@gmail.com

Course Applied For : CERTIFICATE COURSE ON EMPLOYABILITY
SKILLS - II


Signature

Bharath Institute of Higher Education & Research

School of Arts

Students Registration List

Value Added Course: Certificate course on Employability Skills-II

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	U17CI036	K.VIJAYALAKSHMI .	chemistry
29	U17CI035	B.RAKESH B	chemistry
30	U17CI034	C.RAJAGOPAL C	chemistry
31	U17CI033	J.KARTHIKEYAN .	chemistry
32	U17CI032	N.ANISH N	chemistry
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



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Certificate Courses on Employability Skill-II Syllabus

Understand the various factors impacting consumer behavior like Personality, Perception, Product life cycle. Role of Consumer behavior in decision making.

Discussion of different types of products and how the selling techniques of different products and services varies from sector to sector.

- Basic Knowledge of Statistical Tools
- Devise a questionnaire
- Learn Forecasting techniques
- Analyze and evaluate the focus group model and assess the total market through primary and secondary data.
- Selling Skills
- Decoding body language
- Power Dressing
- General Business Etiquette
- Self Motivation

Understanding of customer's thinking and align products and services to meet the customer need.

Demonstration of techniques on how to sell the services

Do a simple project work , by designing a research questionnaire for an FMCG product .
Forecast Future sales by using forecasting techniques

- Demonstrate learning of different types of body languages.
- Dress Properly
- Demonstrate understanding of business etiquettes.

Bharath Institute of Higher Education & Research
School of Arts
Course Time Table

Value Added Course: Certificate courses on Employability Skills -II

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	11-06-18	12.00-1.00p.m	1
2	12-06-18	11.00-12.00p.m	1
3	13-06-18	12.00-1.00p.m	1
4	14-06-18	11.00-12.00p.m	1
5	15-06-18	12.00-3.00p.m	2
6	16-06-18	11.00-1.00p.m	2
7	18-06-18	1.00-3.00p.m	2
8	19-06-18	2.00-4.00p.m	2
9	22-06-18	3.00-4.00p.m	1
10	23-06-18	1.00-3.00p.m	2
11	25-06-18	11.00-1.00p.m	2
12	27-06-18	1.00-3.00p.m	2
13	28-06-18	11.00-1.00p.m	2
14	02-07-18	11.00-1.00p.m	2
15	03-07-18	11.00-1.00p.m	2
16	06-07-18	2.00-4.00p.m	2
17	7/07/2018	2.00 -4.00 pm	2
18	10-07-18	11.00-12.00a.m	1

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School of Arts
Lesson Plan

Value Added Course: Certificate course on Employment skill II			Course Duration:30 Hrs	
S.No	Date	Topic	Time	Hour
1	11-06-18	like Personality, Perception, Product life cycle. Role of Consumer behavior in decision making.	12.00-1.00p.m	1
2	12-06-18	Discussion of different types of products and how the selling techniques of different products and services varies from sector to sector	11.00-12.00p.m	1
3	13-06-18	Basic Knowledge of Statistical Tools	12.00-1.00p.m	1
4	14-06-18	devise a questionnaire	11.00-12.00p.m	1
5	15-06-18	Learn Forecasting techniques	12.00-3.00p.m	2
6	16-06-18	Analyze and evaluate the focus group model and assess the total market through primary and secondary date	11.00-1.00p.m	2
7	18-06-18	Selling Skills	1.00-3.00p.m	2
8	19-06-18	Decoding body language	2.00-4.00p.m	2
9	22-06-18	Power Dressing	3.00-4.00p.m	1
10	23-06-18	General Business Etiquette, self motivation,	1.00-3.00p.m	2
11	25-06-18	Understanding of customer's thinking and align products and se	11.00-1.00p.m	2
12	27-06-18	Demonstration of techniques on how to sell the services	1.00-3.00p.m	2
13	28-06-18	Do a simple project work ,.	11.00-1.00p.m	2
14	02-07-18	by designing a research questionnaire for an FMCG product	11.00-1.00p.m	2
15	03-07-18	Forecast Future sales by using forecasting techniques	11.00-1.00p.m	2
16	06-07-18	Demonstrate learning of different types of body languages	2.00-4.00p.m	2
17	7/07.2018	Dress Properly	2.00 -4.00 pm	2
18	10-07-18	Demonstrate understanding of business etiquettes	11.00-12.00a.m	1



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Course Feedback form

Value Added Course

Date: 10/7/18

Course Title: Certificate course on Employability Skills-II

Name: SANDIYA VIJAY M
RegNo: U17M1019
Department: MICRO BIOLOGY

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					5
4.	Lectures were clear and easy to understand					5
5.	Teaching aids were effective					5
6.	Instructors encourage interaction and were helpful					5
7.	The level of the course					5
(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-II

Name:

B. PASUPATHY

RegNo:

U17MA009

Department:

MATHEMATICS

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:

Pasupathy
Signature



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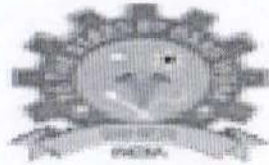
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Resource Person Details

Dr E. Sundarambal, Ph.D
Dept of Computer Science Engg
Chennai Institute of Technology
Chennai.



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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
SARAVANAN I

Has participated in the value added course: Certificate Course on Employability Skills -II, 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