



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: 01-05-2019

CIRCULAR

Sub: Organising Value-added Course: Certificate course on Stenography English course - reg.,

With reference to the above-mentioned subject, we bring it to your notice that School of Arts, Bharath Institute of Higher Education & Research is organising "Value added course on Certificate course on Stenography English course". The syllabus and registration form are enclosed below.

The candidates those who are interested to join must fill the registration form and submit to the course coordinator Mr.V.C.Jain , School of Arts on or before 31.07.2019. The Registration form received after the mentioned date shall not be entertained under any circumstances.


Dean, Faculty of Arts & Science
Bharath Institute of Higher Education & Research
Declared as Deemed to be University U/S Section 3
Chennai-600 073. INDIA

Encl: A copy of Syllabus & Registration form

Copy To:

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

Bharath Institute of Higher Education & Research

School of Arts

TIMETABLE

Value Added Courses on Certificate course on Stenography English course

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	19/03/08	2.00-4.00p.m	2
2	19/05/08	2.00-4.00p.m	2
3	19/06/08	2.00-4.00p.m	2
4	19/07/08	2.00-4.00p.m	2
5	19/08/08	2.00-4.00p.m	2
6	19/09/08	2.00-4.00p.m	2
7	19/12/08	2.00-4.00p.m	2
8	13/8/2019	2.00-4.00p.m	2
9	14/8/2019	2.00-4.00p.m	2
10	16/8/2019	2.00-4.00p.m	2
11	19/8/2019	2.00-4.00p.m	2
12	20/8/2019	2.00-4.00p.m	2
13	21/8/2019	2.00-4.00p.m	2
14	22/8/2019	2.00-4.00p.m	2
15	23/8/2019	2.00-4.00p.m	2

Bharath Institute of Higher Education & Research
School of Arts
Participant List

Value Added Courses on Certificate course on Stenography English course

S.NO	REG.No	NAME OF THE CANDIDATE	DEPARTMENT
1	U18BE004	VIGNESH B	EN
2	U18BE005	SOWMIYA M	EN
3	U18BE006	INBARASAN C	EN
4	U18BE007	DINESHKUMAR P G	EN
5	U18BE016	ARUNMOZHIVARMAA J	EN
6	U18BE018	BHARATH R	EN
7	U18BE019	EZHILARASAN K	EN
8	U18BE021	SHAMERABEE N	EN
9	U18BE025	RAMYA P	EN
10	U18BE026	SANTHOSH K	EN
11	U18BE028	SANMUGAPRIYAA S	EN
12	U18BE029	NISHA C	EN
13	U18BE030	ARUNKUMAR K	EN
14	U18BE031	SIVANANDA BALAJI K	EN
15	U18BE034	OSHIKA ROY CHOWDHURY	EN
16	U18BE035	M KEVIN RICHARD	EN
17	U18BE036	ELANGO E	EN
18	U18BE037	DHANAKUMAR K	EN
19	U18BE042	VINCENITHI ROSE SHARON A	EN
20	U18BE043	JOTHYLAKSHMI B	EN
21	U18BE044	SAMUELSMACKER R	EN
22	U18PS001	BALAJI S	PHY
23	U18PS002	SANJAY KANTH S	PHY
24	U18PS003	DIVYA S	PHY
25	U18PS004	GOPIKRISHNAN C	PHY
26	U18PS005	SARAN R	PHY
27	U18PS006	UJJWAL KUMAR	PHY
28	U18PS007	BALAJI S	PHY
29	U18PS008	SREE LAKSHMI PRIYA S	PHY
30	U18PS009	NAMBIRAJAN S	PHY
31	U18PS010	MOHAMED AZHARUDEEN M	PHY
32	U18PS012	SANGEETHA V	PHY
33	U18PS013	PURUSHOTHAMAN R	PHY
34	U18PS014	KARUNYA G A	PHY
35	U18PS015	KOKILA P	PHY
36	U18PS017	ANTHA L	PHY

44	U18MA009	GOWSIYA BEGAM S	MATHS
45	U18MA010	AYENDRILA SENGUPTA	MATHS



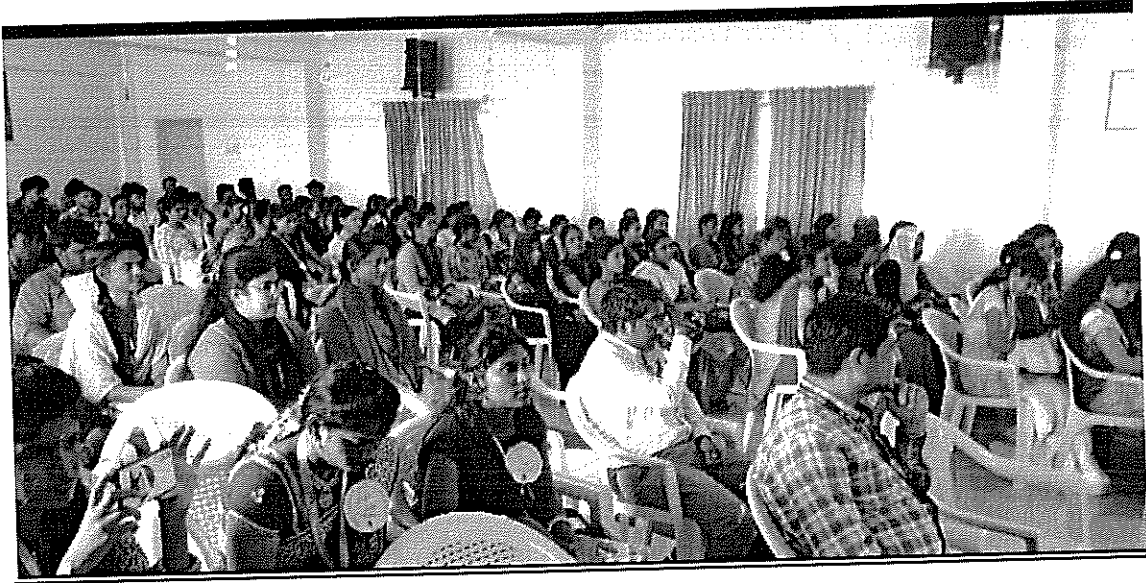
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SCHOOL OF ARTS

Certificate course on Stenography English course



Resource Person

**Mrs. R. Shanthi, Stenographer,
Apex hi-Tech Institute, Bangalore**



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Bharath Institute of Science and Technology

83.3, Agharam Main Road, Secretariat Colony, Tiruvanchery, Selaiyur, Chennai - 600126, Tamil Nadu, India.

School of Arts

**Certificate of
Participation**

This certificate is awarded to *Mr./ Ms. SARANRAJ C* for enthusiastic participation and completion of the Value Added Courses on "*Certificate course on Stenography English course*" from 03.08.2019 to 23.08.2019.

Mr. V.C. Jain
Convener
Arts & Science

Dr. A. Muthukumaravel
Dean -

Bharath Institute of Higher Education & Research
School of Arts
LESSON PLAN

Value Added Course on Certificate course on Stenography English course

S.No	Date	Topic	Time
1	19/03/08	Analogies	2.00-4.00p.m
2	19/05/08	Similarities and differences	2.00-4.00p.m
3	19/06/08	Space Visualization	2.00-4.00p.m
4	19/07/08	Problem Solving	2.00-4.00p.m
5	19/08/08	Analysis	2.00-4.00p.m
6	19/09/08	Judgment	2.00-4.00p.m
7	19/12/08	Decision making	2.00-4.00p.m
8	13/8/2019	Visual memory	2.00-4.00p.m
9	14/8/2019	Discriminating observation	2.00-4.00p.m
10	16/8/2019	Relationship concepts	2.00-4.00p.m
11	19/8/2019	Arithmetic reasoning	2.00-4.00p.m
12	20/8/2019	Verbal & Figure Classification	2.00-4.00p.m
13	21/8/2019	Arithmetical number series	2.00-4.00p.m
14	22/8/2019	Non-verbal series	2.00-4.00p.m
15	23/8/2019	English Language & Comprehension	2.00-4.00p.m



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Value Added Course

Certificate course on Stenography English course

Syllabus

Through SSC Stenographer syllabus, candidates can check the subject-wise important topics and concepts. Besides, the syllabus will help candidates to plan their preparation. Some of the highlights of SSC Stenographer syllabus are given below.

General Intelligence & Reasoning	The syllabus for General Intelligence and Reasoning consists of questions from Verbal and Non-Verbal Reasoning. The test also includes questions that test a candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation, and other analytical functions
General Awareness	Questions in this section are designed to test the ability of the candidate's general awareness
English Language & Comprehension	This section aims to test the candidate's English Language skills

1. Analogies. Similarities and differences, Space Visualization, Problem Solving, Analysis
2. Judgment, Decision making, Visual memory, Discriminating observation, Relationship concepts
3. Arithmetic reasoning, Verbal & Figure Classification, Arithmetical number series, Non-verbal series etc Abstract ideas & symbols,
Relationship, arithmetic computation, analytical functions of abstract ideas & symbols.



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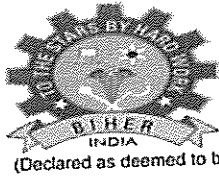
Registration Form

Value Added Courses on Certificate course on Stenography English course

Date: 3.8.2019.

Name : Saran . . R
Reg.No. : U18PS005
Date of Birth : 18.07.1998
Gender : Male
Department : Physics
Year : 2018
Contact No. : 7683428101
Email ID : Saranraj123@gmail.com
Course Applied For : Certificate Course on Stenography English Course.


Signature



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Course Feedback form

Certificate course on Stenography English course

Date: 3.8.2019.

Course Title: Certificate course on Stenography English course

Name: Saran.R

RegNo: U18PS005

Department: Physics

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:

Saran
Signature