



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: 03.08.2019

CIRCULAR

Sub: Organising Value-added Course: Courses on Office Secretarial practice 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 Courses on Office Secretarial practice”. 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. S.Angel, School of Arts on or before 07.08.2019. The Registration form received after the mentioned date shall not be entertained under any circumstances.

Encl: A copy of Syllabus & Registration form

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

Copy To:

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

Bharath Institute of Higher Education & Research

School of Arts

TIMETABLE

Value Added Courses on Courses on Office Secretarial practice

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	03.08.2019	2.00-4.00p.m	2
2	05.08.2019	2.00-4.00p.m	2
3	06.08.2019	2.00-4.00p.m	2
4	07.08.2019	2.00-4.00p.m	2
5	08.08.2019	2.00-4.00p.m	2
6	09.08.2019	2.00-4.00p.m	2
7	10.08.2019	2.00-4.00p.m	2
8	12.08.2019	2.00-4.00p.m	2
9	13.08.2019	2.00-4.00p.m	2
10	14.08.2019	2.00-4.00p.m	2
11	15.08.2019	2.00-4.00p.m	2
12	16.08.2019	2.00-4.00p.m	2
13	17.08.2019	2.00-4.00p.m	2
14	19.08.2019	2.00-4.00p.m	2
15	20.08.2019	2.00-4.00p.m	2



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SCHOOL OF ARTS

Value Added Course

Courses on Office Secretarial practice

Syllabus

Importance of typewriting in modern era. Typewriting for vocational use, personal use and college preparatory - Various kinds of typewriters based on the make, the type, the size the language etc. Manual typewriter, electric typewriter, electronic typewriter, word processor.

Systems of typing, touch system and sight system, their advantages and disadvantages, arranging the materials for typing and end of the class procedure. Correct typing procedure, various parts of a typewriter and their use.

Manipulative control, margin steps, paper guide, paper release, line space gauge, cylinder knobs, shift key, space bar. Insertion and removal of paper in/out of machine. Covering the key-board typing of alphabats words, phrases, sentences.

Centering, horizontal and vertical mathematical and judgement placement. Proof reading and correcting of error, proof correction marks, use of different types of erasing materials, erasers chemical tape within the machine squeezing and superseding. Key board operation

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

Value Added Course on Courses on Office Secretarial practice

Course Duration:30 Hrs

S.No	Date	Topic	Time	Hours
1	03.08.2019	Importance of typewriting in modern era	2.00-4.00p.m	2
2	05.08.2019	Various kinds of typewriters based on the make, the type, the size	2.00-4.00p.m	2
3	06.08.2019	Typewriting for vocational use, personal use and college preparatory.	2.00-4.00p.m	2
4	07.08.2019	Manual typewriter, electric typewriter, electronic, world processor.	2.00-4.00p.m	2
5	08.08.2019	Correct typing procedure	2.00-4.00p.m	2
6	09.08.2019	Manipulative control, margin steps, paper guide.	2.00-4.00p.m	2
7	10.08.2019	Insertion and removal of paper in/out of machine.	2.00-4.00p.m	2
8	12.08.2019	line space guage, cylinder knobs, shift key, space bar etc.	2.00-4.00p.m	2
9	13.08.2019	Covering the key-board typing of alphabets words, phrases, sentences.	2.00-4.00p.m	2
10	14.08.2019	various parts of a typewriter and their use.	2.00-4.00p.m	2
11	15.08.2019	Typing of number and symbol key. Typing of symbols not given on the key	2.00-4.00p.m	2
12	16.08.2019	Centering, horizontal and vertical mathematical and judgement.	2.00-4.00p.m	2
13	17.08.2019	Proof reading and correcting of error, proof correction	2.00-4.00p.m	2
14	19.08.2019	use of different types of erasing materials, chemical tape, chemical liquid.	2.00-4.00p.m	2
15	20.08.2019	machine squeezing and superseding. Key board operation	2.00-4.00p.m	2



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Registration Form

Value Added Courses on Courses on Office Secretarial practice

Date: 30/7/2019

Name : Sudhansu D
Reg.No. : U17SCO19
Date of Birth : 17/08/2000
Gender : MALE
Department : Computer Science
Year : 2017 - 2020
Contact No. : 9643259672
Email ID : sudhansud@gmail.com
Course Applied For : office secretarial practice


Signature

Bharath Institute of Higher Education & Research

School of Arts

Participant List

Value Added Courses on - Courses on Office Secretarial practice

S.NO	REG.No	NAME OF THE CANDIDATE	DEPARTMENT
1	U17BE017	HARIHARAPRABU S	BA- ENGLISH
2	U17BE018	PRIYA M	BA-ENGLISH
3	U17BE019	GOWTHAM S	BA-ENGLISH
4	U17BE020	SARAN V	BA-ENGLISH
5	U17CA061	VIJAY KUMAR M	BCA
6	U17CA062	FLAVIN C	BCA
7	U17CA063	ASWIN S	BCA
8	U17CA064	JABASRAJA P	BCA
9	U17CA065	YUVANRAJ K	BCA
10	U17CA067	AJAI C	BCA
11	U17CA068	ADITYA PRAKASH	BCA
12	U17CA069	YUVARAJ M	BCA
13	U17CA070	MANIKANDAN K	BCA
14	U17CA071	SWATHINI K	BCA
15	U17SC009	BHARATHBALAJI G K	BSC-COMPUTER SCIENCE
16	U17SC010	BHARATH KUMAR N	BSC-COMPUTER SCIENCE
17	U17SC011	NANDAKUMAR B	BSC-COMPUTER SCIENCE
18	U17SC012	BOTHYRAJA M	BSC-COMPUTER SCIENCE
19	U17SC013	MANIKANDAN A	BSC-COMPUTER SCIENCE
20	U17SC014	DHAMODARAN B	BSC-COMPUTER SCIENCE
21	U17SC015	SARAVANAN K	BSC-COMPUTER SCIENCE
22	U17SC016	SANTHOSH M	BSC-COMPUTER SCIENCE
23	U17SC017	SHARMILADEVI C	BSC-COMPUTER SCIENCE
24	U17SC019	SUDHARSAN D	BSC-COMPUTER SCIENCE
25	U17SC021	S. DEENA	BSC-COMPUTER SCIENCE
26	U17SC022	B. PREM KUMAR	BSC-COMPUTER SCIENCE
27	U17SC023	M. RAJ KUMAR	BSC-COMPUTER SCIENCE
28	U17SC024	D. KALAISELVAKUMAR	BSC-COMPUTER SCIENCE

29	U17SC025	P. YUVARAJ	BSC-COMPUTER SCIENCE
30	U17SC026	P. SATHISH	BSC-COMPUTER SCIENCE
31	U17SC027	S. ANAND	BSC-COMPUTER SCIENCE
32	U17SC028	K. GOKULAKANNAN	BSC-COMPUTER SCIENCE
33	U17SC029	MANISH TOPNO	BSC-COMPUTER SCIENCE
34	U17SC030	B. RAVI CHANDRAN	BSC-COMPUTER SCIENCE
35	U17SC031	PAVAN PANINTHRA	BSC-COMPUTER SCIENCE
36	U17SC032	RAJKUMAR E	BSC-COMPUTER SCIENCE
37	U17SC033	B. AKASH	BSC-COMPUTER SCIENCE
38	U17SC034	V. DHAKSHAYINI	BSC-COMPUTER SCIENCE
39	U17SC035	C.K. DINESH KUMAR	BSC-COMPUTER SCIENCE
40	U17SC047	M. KEERTHIKA	BSC-COMPUTER SCIENCE
41	U17PS032	NITHISHRAJ G	BSC-PHYSICS
42	U17PS033	RAJALAKSHMI C	BSC-PHYSICS
43	U17PS034	SWARNA M	BSC-PHYSICS
44	U17PS035	KOWSALYA G	BSC-PHYSICS
45	U17PS036	NANDHINI M	BSC-PHYSICS
46	U17VC022	PRAVEEN RAJ K	BSC-VISCOM
47	U17VC023	KALPANA M G	BSC-VISCOM
48	U17VC024	PAVITHRA P	BSC-VISCOM
49	U17VC025	SWETHA PRIYA J	BSC-VISCOM
50	U17VC026	HARSHA N	BSC-VISCOM



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Course Feedback form

Value Added Courses on Courses on Office Secretarial Practice

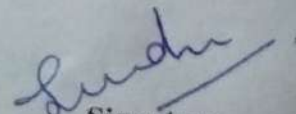
Date: 20.08.2019

Course Title: Courses on Office Secretarial practice

Name: D. Sudhaman
RegNo: 017SC019
Department: computer science.

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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Resource Person Details
Mr. A. Stephen Jebanesan
Department of English
University of Madras,



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Bharath Institute of Science and Technology


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

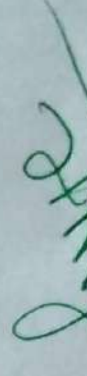
School of Arts

Certificate of Participation

This certificate is awarded to Mr./ Ms. SUDHARSAN D for enthusiastic participation and completion of the Value Added Courses on Office Secretarial practice from 03.08.2019 to 20.08.2019.


Mr. S. Angel
Course Coordinator


Dr. A. Subramaniam
Convener


Dr. A. Muthukumaravel
Dean - Arts & Science