



02.04.2021

From

The Head of the Department,

School Of Architecture,

BIHER,

Chennai.

To

The Director,

School Of Architecture,

BIHER,

Chennai.

Respected Sir,

**SUBJECT:Regarding the permission for conducting (online) value added course.**

As the Head of the department, School of Architecture, I would like to request you to give us the permission for conducting value added course on "CERTIFICATE COURSE ON COMMUNICATION SKILLS" in school of architecture, BIHER from 25.04.2021 to 19.05.2021.

It will be important for all students in the Department to attend the Value added course to enhance the professional skill. In addition, the course will ensure that information delivered to students is standardized.

Thank you for your consideration. I look forward for your response soon.

  
Thanks and Regards,

(Mohamed Farook Ali)



14.04.2021

### CIRCULAR

The School of Architecture, Bharath Institute of Higher Education and Research has planned to conduct a certification value added course on "COMMUNICATION SKILLS" for the benefit of II and III year students. This course is scheduled from 25.04.2021 for 30hours which includes theory and practical. The timings are 4:00 PM to 5:30 PM from Monday to Friday and 9:00 AM to 10:30 AM on Saturday (online).

For registrations, students can contact the following faculty members who are assigned to handle the course.

S.NO	Name of the Faculty	Designation
1	Shehnaz Mubeen	Assistant Professor
2	Sachin Kumar	Assistant Professor

All Registered Students must attend all the classes without fail. Students who are completed the course successfully can only get the course certificate.

Head of the Department

Copy: Vice chancellor

Registrar

Dean(Engg) /Dean Arts/Dean Science/Dean law/Dean Agri/All Deans/AO

All HoDs/FM/Website/Office File/Notice Boards

## BARVAC– CERTIFICATE COURSE ON COMMUNICATION SKILLS - I

### OBJECTIVES

- Development of interpersonal skills
- Building Awareness
- Providing Information or Educating
- Creating Interest
- Organizing Resources
- Offering better Coordination
- Increasing Efficiency

### SYLLABUS

Nature and Scope of Communication.

Importance and Purpose of Communication, Process of Communication, Types of Communication.

Personal Appearance , Gestures, Postures , Facial Expression , Eye Contacts , Body Language(Kinesics) ,Time language ,Silence , Tips for Improving Non-Verbal Communication.

Essentials of Effective Communication, Communication Techniques, Barriers to Communication.

Personal Communication, Internal Operational Communication, External Operational Communication.

Horizontal(Lateral) Communication.

Vertical(Downward) Communication.

Vertical(Upward) Communication

Age of Globalization and the Need for Communicating in English, English as the First or Second language , Uses of English in academic and non-academic situations in India.

LIST OF STUDENTS - VALUE ADDED COURSE - CERTIFICATE COURSE ON COMMUNICATION SKILLS

S.NO	REGISTER NUMBER	NAME OF THE STUDENT
1	U15AR01	A ANNI MONICA
2	U15AR02	ABDUL KHADER
3	U15AR03	ADITHYAN E
4	U15AR04	AHAMATH HUSSAIN
5	U15AR06	ARUN PRASANTH
6	U15AR07	A HARSHITH REDDY
7	U15AR08	DHANUSH RAM ADITHYAN
8	U15AR11	JENIFER HEPZIBAH
9	U15AR12	K NAVEEN RAJESWAR
10	U17AR024	IJAZ AHAMED B
11	U17AR025	BOMMEPALLE CHANDRASEKHAR REDDY .
12	U17AR026	SURYA K M
13	U17AR027	DEEPTHI K R
14	U17AR028	VIJAY KRISHNA S
15	U17AR029	SAMMIAH M
16	U17AR501	HAJRAAH M
17	U17AR012	MALAVIKA P
18	U17AR013	DHARANI KUMAR M
19	U17AR015	JULURI PARDHASARADHI
20	U17AR016	TATIREDDY PEDDA KASI REDDY .
21	U17AR018	RANJITH KUMAR R
22	U18AR001	GUGANRAJ S .
23	U18AR002	MOHAMMED DHANISH BASHEER A S .
24	U18AR003	SOWBAGYA R L .
25	U18AR004	BHAVIKA SHINE RAVINDRAKUMAR .
26	U18AR005	UTKARSH KUMAR .
27	U18AR006	SINGARI NIKSHITH KUMAR .
28	U18AR007	MACHINENI SAI VENUGOPAL .
29	U18AR008	REKHA S .
30	U18AR009	JIBIN DHAS .
31	U18AR010	YOGESH C .
32	U18AR011	YUGESH P N
33	U18AR012	ELYAS JAMES
34	U18AR013	SANTOSH SINGH K
35	U18AR014	BITRA VENKAT SAI KUMAR
36	U18AR015	DIVI NAVEEN .
37	U18AR016	GADDAM SURAJ .
38	U18AR018	JOGI JAYA SAI .
39	U18AR019	NASHID AHMED P

COURSE COORDINATOR

HEAD OF THE DEPARTMENT



ONLINE CERTIFICATE COURSE ON COMMUNICATION SKILLS			
LESSON PLAN			TOTAL HOURS-33
FACULTY NAME - SHEHNAZ MUBEEN			
DATE	HOURS	T/P	DESCRIPTION
25-04-2021	1.5	THEORY	Nature and Scope of Communication.
26-04-2021	1.5	THEORY	Nature and Scope of Communication.
27-04-2021	1.5	THEORY	Importance and Purpose of Communication, Process of Communication, Types of Communication.
28-04-2021	1.5	THEORY	Importance and Purpose of Communication, Process of Communication, Types of Communication.
29-04-2021	1.5	THEORY	Importance and Purpose of Communication, Process of Communication, Types of Communication.
30-04-2021	1.5	THEORY	Personal Appearance , Gestures, Postures , Facial Expression , Eye Contacts , Body Language(Kinesics)
02-05-2021	1.5	THEORY	Personal Appearance , Gestures, Postures , Facial Expression , Eye Contacts , Body Language(Kinesics)
03-05-2021	1.5	THEORY	Time language ,Silence , Tips for Improving Non-Verbal Communication.
04-05-2021	1.5	THEORY	Time language ,Silence , Tips for Improving Non-Verbal Communication.
05-05-2021	1.5	THEORY	Essentials of Effective Communication, Communication Techniques, Barriers to Communication.
06-05-2021	1.5	THEORY	Essentials of Effective Communication, Communication Techniques, Barriers to Communication.
07-05-2021	1.5	THEORY	Personal Communication, Internal Operational Communication, External Operational Communication.
09-05-2021	1.5	THEORY	Personal Communication, Internal Operational Communication, External Operational Communication.
10-05-2021	1.5	THEORY	Horizontal(Lateral) Communication. Vertical(Downward) Communication.
11-05-2021	1.5	THEORY	Horizontal(Lateral) Communication. Vertical(Downward) Communication.
12-05-2021	1.5	THEORY	Horizontal(Lateral) Communication. Vertical(Downward) Communication.
13-05-2021	1.5	THEORY	Age of Globalization and the Need for Communicating in English.
14-05-2021	1.5	THEORY	Age of Globalization and the Need for Communicating in English.
16-05-2021	1.5	THEORY	English as the First or Second language
17-05-2021	1.5	THEORY	English as the First or Second language
18-05-2021	1.5	THEORY	Uses of English in academic and non-academic situations in India
19-05-2021	1.5	THEORY	Uses of English in academic and non-academic situations in India
 COURSE COORDINATORS		 HEAD OF THE DEPARTMENT	

APPENDIX 'A' - VALUE ADDED COURSE - CERTIFICATE COURSE ON CONSTRUCTION LAWS

S.NO.	NAME OF THE STUDENT	25-06-2022	26-06-2022	27-06-2022	28-06-2022	29-06-2022	30-06-2022	02-07-2022	03-07-2022	04-07-2022	05-07-2022	06-07-2022	07-07-2022	08-07-2022	09-07-2022	10-07-2022	11-07-2022	12-07-2022	13-07-2022	14-07-2022	15-07-2022	16-07-2022	17-07-2022	18-07-2022	19-07-2022	20-07-2022	Avg %	
1	ABHIR MOHITA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	87
2	ABDUL KHADIM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	84
3	ABHIRAM	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	83
4	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	82
5	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	81
6	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	80
7	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	79
8	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	78
9	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	77
10	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	76
11	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	75
12	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	74
13	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	73
14	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	72
15	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	71
16	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	70
17	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	69
18	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	68
19	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	67
20	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	66
21	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	65
22	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	64
23	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	63
24	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	62
25	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	61
26	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	60
27	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	59
28	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	58
29	ADARSH K	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	57

*[Handwritten Signature]*  
COORDINATOR

*[Handwritten Signature]*  
HEAD OF THE DEPARTMENT

SCHOOL OF  
ARCHITECTURE



**Bharath**  
INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
WISDOM AND KNOWLEDGE IN THE HANDS OF THE FUTURE LEADERS OF INDIA

TIMETABLE- VALUE ADDED COURSE -CERTIFICATE COURSE ON COMMUNICATION SKILLS

DAY	9.00 - 10.30	4.00 - 5.30
MONDAY		COMMUNICATION SKILLS
TUESDAY		COMMUNICATION SKILLS
WEDNESDAY		COMMUNICATION SKILLS
THURSDAY		COMMUNICATION SKILLS
FRIDAY		COMMUNICATION SKILLS
SATURDAY	COMMUNICATION SKILLS	

COURSE COORDINATOR  
SHEHNAZ MUBEN SACHIN  
KUMAR

HEAD OF THE DEPARTMENT

## COURSE FEEDBACK FORM

Academic Year	2020-21								
Course Code									
Course Title	B Communication Skills								
Number of Credits	3								
<b>I. Information on the Respondent: (Tick (✓) Appropriately)</b>									
<b>1. Percentage of classes attended</b>									
0-20		20-40		40-60		60-80	✓	80-100	
<b>2. Number of hours per week spent on the course (Other than lecture hours)</b>									
0-2		2-4		4-6		6-8	✓	8-10	
<b>3. Preparation for the course by the student:</b>									
(i)	Have done part of this course earlier								
(ii) ✓	Has adequate prior exposure to the prerequisites								
(iii)	Had to pickup relevant additional topics through concurrent study								
(iv)	Have no exposure to the background material								
<b>4. The expectations for taking the course by the student are:</b>									
(a)	Enhance by skill base in the area of specializations								
(b)	Get exposed to a relevant subject								
(c)	Curiosity								
(d) ✓	Better Employment Opportunity								
(e)	Complete Course requirements								
(f)	To Improve CGPA								



<b>II. About the Course Information on the Respondent: (Tick (√) Appropriately)</b>						
<b>Depth of Coverage</b>						
UG level		Graduate level	✓	Advance level		
<b>Standard of test and assignments</b>						
High	✓	Normal		Easy		
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Coverage of the syllabus		✓				
Organization of the Course		✓				
Emphasis on fundamentals		✓				
Emphasis of fundamentals			✓			
Coverage of modern/advanced topics			✓			
Availability of text books/study materials		✓				
Usefulness of tests and assignments			✓			
Overall rating of the Course		✓				
What benefit you derived from the course?			✓			
<b>About the Instructor: Information on the Respondent: (Tick (√) Appropriately)</b>						
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
1.	Pace of the Teaching/lecture	✓				
2.	Comment of the Subject	✓				
3.	Clarity of expression	✓				
4.	Level of preparation		✓			
5.	Level of interaction	✓				
6.	Accessibility outside the class		✓			
7.	Others (please specify)		✓			
<b>A: Excellent</b>		<b>B: Very Good</b>		<b>C: Good</b>		<b>D: Satisfactory</b>
						<b>E: Poor</b>

SCHOOL OF  
ARCHITECTURE



**Bharath**  
INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
(Deemed as Deemed to be University under section 3 of UGE Act 1956)

### CERTIFICATE OF PARTICIPATION

This certificate is presented to

ELYAS JAMES

For actively participating in the value added course on **\*COMMUNICATION SKILLS\*** Conducted by School of Architecture, BIHER from 25.04.2021 to 19.05.2021.

  
COURSE COORDINATORS

  
HEAD OF THE DEPARTMENT