



# Bharathi

**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 BASICS SCIENCES

18-12-2020

### CIRCULAR

We are pleased to inform that the School of Basics Sciences is organizing a training program on "Staffing of Personnel and Scheduling Course" on 18<sup>th</sup> December 2020 (online).

The details of the program are:

<b>Resource person</b>	:	<b>Mr. K.Surendar</b> <b>Human Resources and Staffing</b> <b>Chennai.</b>
<b>Convener</b>	:	<b>Dr. V.Krishnasamy</b> <b>HoD, Chemistry</b>
<b>Coordinator</b>	:	<b>Dr. A.Manikandan</b>

The classes will be held during Saturdays only. The interested students shall register their names for the programs. The best performer will be rewarded by issuing certificates.

All are invited to take active part in the program.

**Convener**





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## SCHEDULE FOR TRAINING COURSE

S.NO	TOPIC	DATE	TIME
1	Introducing Recruitment and Selection	19/12/2020	9.00A.M – 12.00 P.M
2	Legal Issues with Recruitment and Selection	26/12/2020	9.00A.M – 12.00 P.M
3	Understanding the Work: Job Analysis and Competency Models	02/01/2021	9.00A.M – 12.00 P.M
4	Recruitment: Attracting Quality Applicants	09/01/2021	9.00A.M – 12.00 P.M
5	Interview and Evaluation Techniques	16/01/2021	9.00A.M – 12.00 P.M
6	Decision Making Module	23/01/2021	9.00A.M – 12.00 P.M
7	Human Resources Planning	30/01/2021	9.00A.M – 12.00 P.M
8	Recruitment Plan	06/02/2021	9.00A.M – 12.00 P.M
9	Interview Guide and Job Offer	13/02/2021	9.00A.M – 12.00 P.M
10	Model Exam	20/02/2021	9.00A.M – 12.00 P.M
		<b>Total</b>	<b>30 hours</b>



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## NAME LIST OF THE STUDENTS ENROLLED FOR TRAINING COURSE

### ON "STAFFING OF PERSONNEL AND SCHEDULING COURSE"

Total No. of Students: 36

S. No.	Department	NAME
1	CSE	PATHAN ASAD ALI KHAN
2	CSE	RAGIRI RAHUL
3	CSE	NIRANJAN
4	CSE	PRAVEEN KUMAR
5	CSE	PEDDAKOTLA RAM BHUPAL
6	CSE	RAVIPATI
7	CSE	NAGALAKSHMI
8	CSE	SIMHADRI
9	CSE	PRANEETH
10	CSE	KIREETI
11	CSE	ANITHA
12	CSE	ALTHAF
13	CSE	SRIKANTH
14	CSE	RAMU
15	CSE	RAYALA SUSHANK
16	CSE	BHARATH
17	CSE	KIRAN
18	CSE	S B SREETHAN KUMAR

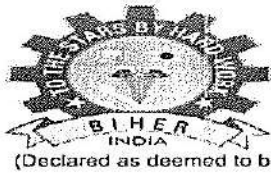


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	CSE	PAMIDI JASWANTH
19	CSE	
20	CSE	NITHIN
21	CSE	VIVEKANANDA
22	CSE	ABHISHEK
23	CSE	ANUPRIYA
24	CSE	VAMSHI
25	CSE	SATYA SURIYA SAHITH
26	CSE	HARISH
27	CSE	MAHESH
28	CSE	ROHIT WAMAN
29	CSE	PAGADALA RAM
30	CSE	PILLI VENKATA ADITYA
31	CSE	GANESH
32	CSE	PADAMALA HAREESH
33	CSE	PONNAM SHANMUKHA
34	CSE	RAVI SAI
35	CSE	VENUGOPAL
36	CSE	SAGAM NITHIN



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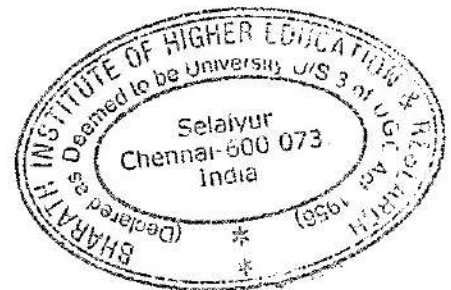
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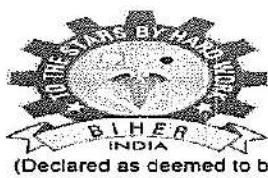
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## FEEDBACK FORM

<u>Criteria</u>	<u>Strongly Agree</u> <u>(3)</u>	<u>Agree</u> <u>(2)</u>	<u>Disagree</u> <u>(1)</u>
Training was relevant to my needs	✓		
Materials provided were helpful	✓		
Length of training program was sufficient	✓		
Content was well organized	✓		
Questions were engaged	✓		
Instructions were clear and understandable	✓		
Training met my expectations	✓		
The presentations were effective	✓		

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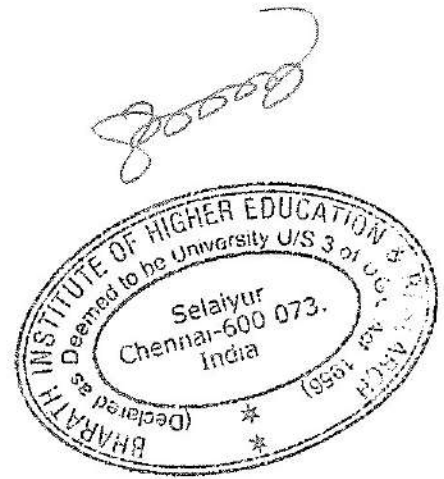
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Length of training program was sufficient	✓		
Content was well organized		✓	
Questions were engaged		✓	
Instructions were clear and understandable		✓	
Training met my expectations		✓	
The presentations were effective		✓	





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## SCHOOL OF ARTS

*A training program on*

**“STAFFING OF PERSONNEL AND SCHEDULING COURSE”**

### Certificate of Appreciation

*This is to certify that* .....

*RAYALA SUSHANK* .....

.....attended the training program on *STAFFING OF PERSONNEL AND SCHEDULING COURSE* held during 19/12/2020 to 20/02/2021 organized by School of Basic Sciences, Bharath Institute of Higher Education and Research, Selaiyur, Chennai-600073.

  
Dr. V. Krishinasamy  
(Convener)

  
Mr. K. Surendar (HRMN)  
(Resource Person)

  
Dr. A. Manikandan  
(Coordinator)