

Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)

ACCREDITED WITH 'A' GRADE BY NAAC

11/08/2020
Chennai

From
Dr S Praveen Kumar,
Professor & Head,
Department of Management Studies,
Bharath Institute of Higher Education and Research,
Chennai

To
The Dean Engineering
Bharath Institute of Higher Education and Research,
Chennai


**Sub: Permission to conduct online value-added course: Introduction to Business
Correspondence and report writing- reg.,**

Respected Sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled: **Introduction to Business Correspondence and report writing** on 12/09/2020. We kindly solicit your kind permission to commence the program.

Warm Regards,


Dr S Praveen Kumar


DEAN-Engineering

DEAN
BHARATH INSTITUTE OF HIGHER EDUCATION & RESE
(Declared as Deemed to be University U/S 3 of UGC Act.
Chennai-600 073. INDIA.



School of Management Studies & Commerce

Circular

11/08/2020

Sub: Organising online Value-added Course: Introduction to Business Correspondence and report writing- reg.,

With reference to the above-mentioned subject, it is to bring it to your notice that School of Management Studies & Commerce, Bharath Institute of Higher Education & Research is organising "Value added course: Introduction to Business Correspondence and report writing". The Course content and registration form is enclosed below.

The application must reach the institution along with all the necessary documents as mentioned. The hard copy of the application should be sent to the institution by registered/speed post only to reach on or before 8th September 2020; application received after the mentioned date shall not be entertained under any circumstances.


Head of the Department

Encl: A copy of Syllabus & Registration form

Bharath Institute of Higher Education & Research			
School of Management Studies & Commerce			
Participant List			
Value Added Course: Introduction to Business correspondence and report writing			
S.No	Register Number	Student Name	Remarks
1	U15BC022	DEENADHAYALAN V	
2	U15BC023	DEVAKIRUBAI S	
3	U15BC024	DEVARAJ B	
4	U15BC025	DHAMODHARAN M	
5	U15BC026	DHARANI M	
6	U15BC027	DHARANI M	
7	U15BC028	DINESH KUMAR D	
8	U15BC029	DIPIKA R	
9	U15BC030	DIVYA K	
10	U15BC031	DIVYA M	
11	U15BC032	GAYATHRI J	
12	U15BC033	GAYATHRI M	
13	U15BC035	GOVINDASAMY K	
14	U15BC037	GUGAN G	
15	U15BC038	GUNASEKARAN G	
16	U15BC039	HARI HARAN K	
17	U15BC040	HARI PRASAD L	
18	U15BC041	HARIPRIYA A	
19	U15BC042	IYYAPPAN V	
20	U15BC043	JAYA SURYA J	
21	U15BC044	JAYALAKSHMI L	
22	U15BC045	JAYASHREE M	
23	U15BC046	JAYASRI C	
24	U15BC047	JEEVANANDHAM E	
25	U15BC048	KALAIVANAN B	
26	U15BC049	KAVIARASU K	
27	U15BC050	KIRUBAKARAN G	
28	U15BC051	KIRUBAKARAN N	
29	U15BC052	KIRUTHIKA P	
30	U15BC053	KODHANDHAPANI R	
31	U15BC054	KURT JONATHAN EDMONDS	
32	U15BC055	LAWRANCE R	
33	U15BC056	MADHANMANIKANDAN M	
34	U15BC057	MAGESHAN K	
35	U15BC058	MANIKANDAN G	
36	U15BC059	MANJULA R	
37	U15BC060	MENAKA B	
38	U15BC061	MOHAIDEEN NIWAS M	

39	U15BC062	MOHAMEDAEJAZ M	
40	U15BC063	MOHAMMED AKEM K	
41	U15BC064	MOHAN S	
42	U15BC065	MUHAMMED ILLYAS K K	
43	U15BA022	RAJKUMAR C	
44	U15BA024	S. NARESH	
45	U15BA025	SAMSAD AHAMED	
46	U15BA027	SOWNDARYA D	
47	U15BA029	SURESH M	
48	U15BA030	THENMOZHI M	
49	U15BA031	YOGESHWARAN R	
50	U15BA032	NASIR MANZOOR PARAH	
51	U15BA033	THULASINGAM A	
52	U15BA036	ARUN KUMAR A	
53	U15BA038	MULAGOORI SREETHA	
54	U15BA039	MOHAN M	
55	U15BA042	G GOVARDHAN NAIDU	
56	U15BA043	D ADARSH	

Course Feedback form

Date: 12-09-20

Course Title: Introduction to business correspondence
and report writing

Name: Divyika R

RegNo: U1526029

Department: Commerce

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.	The course contents met with your expectations				/	
3.	The lecture sequence was well planned			/		/
4.	The lectures were clear and easy to understand			/	/	
5.	The teaching aids were effective					/
6.	The 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:

Weakness of the course:

Session Speed

Strength of the course:


 Signature

*** Thank you ***

Course Feedback form

Date: 12/9/2020

Course Title: *Introduction to business correspondence and report writing*

Name: *dhawan*

RegNo: *U152026*

Department: *Commerce*

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.	The course contents met with your expectations					
3.	The lecture sequence was well planned					
4.	The lectures were clear and easy to understand					
5.	The teaching aids were effective					
6.	The 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:

Weakness of the course: *slow in my speed.*

Strength of the course:

dhawan
Signature

*** Thank you ***



Bharath

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SCHOOL OF MANAGEMENT STUDIES & COMMERCE

CERTIFICATION OF PARTICIPATION

DEVARAJ B

has participated in the Value-added course: **Introduction to Business
Correspondence and Report Writing**, a unique and special programme held at
Bharath Institute of Higher Education & Research on 12/09/2020



Mr. Bharathvajan
COURSE CO-ORDINATOR

Dr S Praveen Kumar
HEAD OF THE DEPARTMENT



Bharath Institute of Higher Education & Research				
School of Management studies and Commerce				
Value Added Course: Introduction to Business correspondence and Report writing Course Duration:30 Hrs				
S.No	Date	Topic	Time	Hour
1	9/12/2020	Basic Elements of communication	4.00-5.00 Pm	1
2	9/14/2020	Level of communication forms	4.00-5.00 Pm	1
3	9/15/2020	models and media of communication	4.00-5.00 Pm	1
4	9/16/2020	- Verbal and nonverbal communication	4.00-6.00 Pm	2
5	9/18/2020	Functions and Types.	4.00-5.00 Pm	1
6	9/21/2020	Communication dimensions in	4.00-5.00 Pm	1
7	9/22/2020	Networks	4.00-5.00 Pm	1
8	9/23/2020	Communication structures	4.00-6.00 Pm	2
9	9/24/2020	communication in different situations	4.00-5.00 Pm	1
10	9/28/2020	Intra and inter personal communication	4.00-5.00 Pm	1
11	9/29/2020	The process of Intra and inter personal communication	4.00-5.00 Pm	1
12	9/30/2020	The effects of Intra and inter personal variables on effective communication.	4.00-6.00 Pm	2
13	10/1/2020	The effects of Intra and inter personal variables on effective communication.	4.00-5.00 Pm	1
14	10/5/2020	Business letters	4.00-5.00 Pm	1
15	10/6/2020	Types	4.00-5.00 Pm	1
16	10/7/2020	Basic principles, style and tone Letters relating to calling for a post	4.00-6.00 Pm	2
17	10/8/2020	Basic principles, style and tone Letters relating to calling for a post	4.00-5.00 Pm	1
18	10/9/2020	calling for interview	4.00-5.00 Pm	1
19	10/12/2020	Appointment orders Termination order- Business Enquiries Orders	4.00-5.00 Pm	1
20	10/13/2020	Regret conciliation of orders Complaints and Adjustments	4.00-6.00 Pm	2
21	10/14/2020	Considerations -Types of report preparation of report-	4.00-5.00 Pm	1
22	10/15/2020	Report format	4.00-5.00 Pm	1
23	10/16/2020	principles of writing a report	4.00-5.00 Pm	1
24	10/17/2020	feed pack on the report -common	4.00-6.00 Pm	2