

# 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

20/07/2020  
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 value- added course: Certificate Program in Enhancing communication skills for employability- .eg.,**

Respected Sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled: **Certified Program in Enhancing communication skills for employability** on 21/08/2020. We kindly solicit your kind permission to commence the program.

Warm Regards,

  
Dr S Praveen Kumar

  
DEAN- Engineering

DEAN  
BHARATH INSTITUTE OF HIGHER EDUCATION & RESEARCH  
(Declared as Deemed to be University U/S 3 of UGC Act. 1956)  
Chennai - 600 073, INDIA.



## School of Management Studies & Commerce

### Circular

20/07/2020

**Sub: Organising online Value-added Course: Certified Program in Enhancing communication skills for employability- 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: Certified Program in Enhancing communication skills for employability". 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 17<sup>th</sup> August 2020; application received after the mentioned date shall not be entertained under any circumstances.

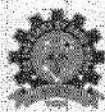
  
Head of the Department

Encl: A copy of Syllabus & Registration form

**Bharath Institute of Higher Education & Research****School of Management Studies & Commerce****Participant List****Value Added Course: Certified program in Enhancing  
communication skills for employability**

| <b>S.No</b> | <b>Register Number</b> | <b>Student Name</b>      | <b>Remarks</b> |
|-------------|------------------------|--------------------------|----------------|
| 1           | U15BA003               | CASTRO S                 |                |
| 2           | U15BA004               | CHRISTY JOSEPH P         |                |
| 3           | U15BA005               | DHINAKARAN P             |                |
| 4           | U15BA008               | JOTHI B                  |                |
| 5           | U15BA009               | JOYEL T JOSE             |                |
| 6           | U15BA010               | KEERTHIGA A              |                |
| 7           | U15BA011               | KIRANKUMAR U             |                |
| 8           | U15BA012               | KOWSHIK S                |                |
| 9           | U15BA013               | LALITHA PRIYA P          |                |
| 10          | U15BA014               | M. MEENA                 |                |
| 11          | U15BA015               | M. VIJAYA RAM            |                |
| 12          | U15BA016               | MALSAWMDAWNOZUALA        |                |
| 13          | U15BA017               | MANOJ PRABHAKAR S        |                |
| 14          | U15BA018               | NAGOOR MEERAN S          |                |
| 15          | U15BA019               | PRABAKARAN P             |                |
| 16          | U15BA020               | RAJESH K                 |                |
| 17          | U15BA022               | RAJKUMAR C               |                |
| 18          | U15BA024               | S. NARESH                |                |
| 19          | U15BA025               | SAMSAD AHAMED            |                |
| 20          | U15BA027               | SOWNDARYA D              |                |
| 21          | U15BA029               | SURESH M                 |                |
| 22          | U15BA030               | THENMOZHI M              |                |
| 23          | U15BA031               | YOGESHWARAN R            |                |
| 24          | U15BA032               | NASIR MANZOOR PARAH      |                |
| 25          | U15BA033               | THULASINGAM A            |                |
| 26          | U15BC051               | KIRUBAKARAN N            |                |
| 27          | U15BC052               | KIRUTHIKA P              |                |
| 28          | U15BC053               | KODHANDHAPANI R          |                |
| 29          | U15BC054               | KURT JONATHAN<br>EDMONDS |                |
| 30          | U15BC055               | LAWRANCE R               |                |
| 31          | U15BC056               | MADHANMANIKANDAN M       |                |
| 32          | U15BC057               | MAGESHAN K               |                |
| 33          | U15BC058               | MANIKANDAN G             |                |
| 34          | U15BC059               | MANJULA R                |                |
| 35          | U15BC060               | MENAKA B                 |                |

| <b>Bharath Institute of Higher Education &amp; Research</b>  |             |   |              |             |
|--|-------------|---|--------------|-------------|
| <b>School of Management studies and Commerce</b>   |             |   |              |             |
| <b>Value Added Course: Certificate course on Enhancing Communication skills for employability Course Duration:30</b> |             |   |              |             |
| <b>S.No</b>  | <b>Date</b> | <b>Topic</b>  | <b>Time</b>  | <b>Hour</b> |
| 1  | 8/21/2020   | Soft Skills: An Introduction  | 4.00-5.00 Pm | 1           |
| 2  | 8/22/2020   | Definition and Significance of Soft Skills  | 4.00-5.00 Pm | 1           |
| 3  | 8/23/2020   | Process, Importance of Soft Skill   | 4.00-5.00 Pm | 1           |
| 4  | 8/24/2020   | Measurement of Soft Skill Development   | 4.00-6.00 Pm | 2           |
| 5  | 8/25/2020   | Understanding the difference between projects and programmes                                  | 4.00-5.00 Pm | 1           |
| 6  | 8/26/2020   | Discovering the Self  | 4.00-5.00 Pm | 1           |
| 7  | 9/1/2020    | Setting Goals; Beliefs, Values, Attitude, Virtue  | 4.00-5.00 Pm | 1           |
| 8  | 9/2/2020    | Interpersonal Communication   | 4.00-6.00 Pm | 2           |
| 9  | 9/3/2020    | Interpersonal relations; communication models, process  | 4.00-5.00 Pm | 1           |
| 10   | 9/4/2020    | Barriers; team communication  | 4.00-5.00 Pm | 1           |
| 11   | 9/5/2020    | Developing interpersonal relationships  | 4.00-5.00 Pm | 1           |
| 12   | 9/7/2020    | Effective communication; listening skills;  | 4.00-6.00 Pm | 2           |
| 13   | 9/8/2020    | Essential formal writing skills   | 4.00-5.00 Pm | 1           |
| 14   | 9/9/2020    | Corporate communication styles  | 4.00-5.00 Pm | 1           |
| 15   | 9/10/2020   | assertion, persuasion, negotiation  | 4.00-5.00 Pm | 1           |
| 16   | 9/11/2020   | Public Speaking: Skills, Methods, Strategies and Essential tips for effective public speaking | 4.00-6.00 Pm | 2           |
| 17   | 9/12/2020   | Strategies and Essential tips for effective public speaking                                   | 4.00-5.00 Pm | 1           |
| 18   | 9/14/2020   | Group Discussion  | 4.00-5.00 Pm | 1           |
| 19   | 9/15/2020   | Importance, Planning, Elements, Skills assessed   | 4.00-5.00 Pm | 1           |
| 20   | 9/16/2020   | Effectively disagreeing, Initiating,  | 4.00-6.00 Pm | 2           |
| 21   | 9/17/2020   | Interviewer and Interviewee   | 4.00-5.00 Pm | 1           |
| 22   | 9/18/2020   | Presentation Skills: Types, Content, Audience Analysis,                                       | 4.00-5.00 Pm | 1           |
| 23   | 9/19/2020   | . Time Management – Concept, Essentials, Tips.  | 4.00-5.00 Pm | 1           |
| 24   | 9/21/2020   | Stress Management: Stress - Definition, Nature, Types   | 4.00-6.00 Pm | 2           |



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**SCHOOL OF MANAGEMENT STUDIES & COMMERCE**

**CERTIFICATION OF PARTICIPATION**

**KEERTHIGA G**

has participated in the Value-added course: **Certified program in Enhancing communication skills for employability**, a unique and special programme held at **Bharath Institute of Higher Education & Research** on 21/08/2020.



Mr. R Ramamoorthy  
COURSE CO-ORDINATOR

Dr S Praveen Kumar  
HEAD OF THE DEPARTMENT



## Course Feedback form

Date: 21-8-2020

Course Title: *Certified program in enhancing Communication skills for employability.*

Name: *Anesh*

RegNo: *UISBA024*

Department: *BBA*

| 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: 21/8/20

Course Title: enhancing Communication skills for employability

Name: Jothi b

RegNo: .0156a008

Department: bba

| 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 :f the course:

Weakness of the course:

Strength of the course:

Excellent session.

  
Signature

\*\*\* Thank you \*\*\*