

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

21/07/2020

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 online value- added course: Certified program in enhancing employability skills- reg.,

Respected Sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled:**Certified program in enhancing employability skills** 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

21/07/2020

Sub: Organising Value-added Course: Certified program in enhancing employability skills-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 employability skills". 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 17th 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
Employability skills**

S.No	Register Number	Student Name	Remarks
1	U15BC061	MOHAIDEEN NIWAS M	
2	U15BC062	MOHAMEDAEJAZ M	
3	U15BC063	MOHAMMED AKEM K	
4	U15BC064	MOHAN S	
5	U15BC065	MUHAMMED ILLYAS K K	
6	U15BC066	MURALI A	
7	U15BC067	MURALIDHARAN S	
8	U15BC068	MURUGAN M	
9	U15BC069	MUTHURAJ P	
10	U15BC070	NARESH M	
11	U15BC071	NIRMAL RAJ S	
12	U15BC072	NIRMAL SELVAM K P	
13	U15BC073	PANDIYAN M	
14	U15BC074	PAVITHRA PRIYA C	
15	U15BC075	PAVITHRA R	
16	U15BC076	PAVITHRA V	
17	U15BC077	POJASHRI R	
18	U15BC078	PRABHAKARAN R	
19	U15BC079	PRAKASH S	
20	U15BC080	PRASANTH B	
21	U15BC081	PRAVEEN R	
22	U15BC082	PRIYANKA G	
23	U15BC083	PRIYANKA SHARMA	
24	U15BC084	RADHA R	
25	U15BC085	RAJKUMAR T	
26	U15BC086	RAMAKRISHNAN T	
27	U15BC087	RAMYA C	
28	U15BC088	RANJITH KUMAR S	
29	U15BC090	RANJITHA M	
30	U15BC091	SAGAYA SANTHOSH A	
31	U15BC092	SAIVARALAKSHMI R	
32	U15BC094	SANDHIYAKRISHNA S	
33	U15BC095	SANDHYA S	
34	U15BA036	ARUN KUMAR A	
35	U15BA038	MULAGOORI SREETHA	
36	U15BA039	MOHAN M	
37	U15BA042	G GOVARDHAN NAIDU	
38	U15BA043	D ADARSH	

39	U15BA044	BURRI RAJA	
40	U15BA045	ABRAHAMKARTHICK K	
41	U15BA046	AJAY DANIEL B	
42	U15BA047	GOKULA KRISHNAN R P	
43	U15BA052	KAVIRAJAN R	
44	U15BA055	PRAVEEN M	
45	U15BA056	ANGELINA JOSEPH	
46	U15BC096	SANGAVI S	
47	U15BC097	SANGEETHA M	
48	U15BC098	SANGEETHA R	
49	U15BC099	SASI KUMAR A	
50	U15BC100	SATHISH LINGAM K	
51	U15BC102	SHALINI P	
52	U15BC103	SHALINI V	
53	U15BC104	SHANMUGAM A	
54	U15BC105	SHARMILA T	
55	U15BC106	SHOBANA A	
56	U15BC107	SIVA SANKAR K	
57	U15BC108	SOBANRAJ A	
58	U15BC109	SRIDEVI M	

Course Feedback form

Date: 21/08/2020

Course Title: Certified program in enhancing employability skills.

Name: mohans

RegNo: 01560069

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:

Strength of the course:

Resource person explained well

Mohans
Signature

*** Thank you ***

Course Feedback form

Date: 21-8-2020

Course Title: Certified Program in enhancing employability skills.

Name: MURALI.A

RegNo: U1522066

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

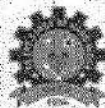
Please give Suggestion for the improvement of the course:

Weakness of the course:

Strength of the course:


Signature

*** Thank you ***



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SCHOOL OF MANAGEMENT STUDIES & COMMERCE

CERTIFICATION OF PARTICIPATION

MURUGAN M

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



Ms. Manjini

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: Certified Program in Enhancing Communication Skills for Employability Course Duration:30				
S.No	Date	Topic	Time	Hour
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	8/24/2020	Process, Importance of Soft Skill	4.00-5.00 Pm	1
4	8/25/2020	Measurement of Soft Skill Development	4.00-6.00 Pm	2
5	8/26/2020	Understanding the difference between projects and programmes	4.00-5.00 Pm	1
6	8/27/2020	Discovering the Self	4.00-5.00 Pm	1
7	8/28/2020	Setting Goals; Beliefs, Values, Attitude, Virtue	4.00-5.00 Pm	1
8	8/29/2020	Interpersonal Communication	4.00-6.00 Pm	2
9	8/31/2020	Interpersonal relations; communication models, process	4.00-5.00 Pm	1
10	9/1/2020	Barriers; team communication	4.00-5.00 Pm	1
11	9/2/2020	Developing interpersonal relationships	4.00-5.00 Pm	1
12	9/3/2020	Effective communication; listening skills;	4.00-6.00 Pm	2
13	9/4/2020	Essential formal writing skills	4.00-5.00 Pm	1
14	9/5/2020	Corporate communication styles	4.00-5.00 Pm	1
15	9/7/2020	assertion, persuasion, negotiation	4.00-5.00 Pm	1
16	9/8/2020	Public Speaking: Skills, Methods,	4.00-6.00 Pm	2
17	9/9/2020	Strategies and Essential tips for effective public speaking	4.00-5.00 Pm	1
18	9/10/2020	Group Discussion	4.00-5.00 Pm	1
19	9/11/2020	Importance, Planning, Elements, Skills assessed	4.00-5.00 Pm	1
20	9/12/2020	Effectively disagreeing, Initiating,	4.00-6.00 Pm	2
21	9/14/2020	Interviewer and Interviewee	4.00-5.00 Pm	1
22	9/15/2020	Presentation Skills: Types, Content, Audience Analysis,	4.00-5.00 Pm	1
23	9/16/2020	. Time Management – Concept, Essentials, Tips.	4.00-5.00 Pm	1
24	9/17/2020	Stress Management: Stress - Definition, Nature, Types	4.00-6.00 Pm	2