

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

22/01/2021
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: Certificate course on business English - higher- reg.,

Respected Sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled: **Certificate course on business English - higher** on 22/2/2021. 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

22/01/2021

Sub: Organising online Value-added Course Certificate course on business English - higher- 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: Certificate course on business English - higher". 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 19th February 2021; 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: Certificate course on Business English-Higher**

S.No	Register Number	Student Name	Remarks
1	U15BA001	AJITHKUMAR D	
2	U15BA002	BERYL CHRISTY C	
3	U15BA003	CASTRO S	
4	U15BA004	CHRISTY JOSEPH P	
5	U15BA005	DHINAKARAN P	
6	U15BA006	E. RAHUL	
7	U15BA007	IYANAR A	
8	U15BA008	JOTHI B	
9	U15BA009	JOYEL T JOSE	
10	U15BA010	KEERTHIGA A	
11	U15BA011	KIRANKUMAR U	
12	U15BA012	KOWSHIK S	
13	U15BA013	LALITHA PRIYA P	
14	U15BA014	M. MEENA	
15	U15BA015	M. VIJAYA RAM	
16	U15BA016	MALSAWMDAWNOZUALA	
17	U15BA017	MANOJ PRABHAKAR S	
18	U15BA018	NAGOOR MEERAN S	
19	U15BA019	PRABAKARAN P	
20	U15BA020	RAJESH K	
21	U15BA021	RAJESWARI B	
22	U15BA022	RAJKUMAR C	
23	U15BA023	RAJMANI VERMA	
24	U15BA024	S. NARESH	
25	U15BA025	SAMSAD AHAMED	
26	U15BA026	SHANKAR P	
27	U15BA027	SOWNDARYA D	
28	U15BA028	SUNDARALINGAM A	
29	U15BA029	SURESH M	
30	U15BA030	THENMOZHI M	
31	U15BC144	SATHIYAN V	
32	U15BC145	VINITH KUMAR M	
33	U15BC147	VIGNESH D	
34	U15BC148	VIGNESHWARAN M	
35	U15BC149	SRINIVASAN S	
36	U15BC150	SELVAM C	
37	U15BC151	SHARUMATHI V	
38	U15BC152	AKASH R	
39	U15BC153	AJITHKUMAR M	

40	U15BC154	SHEEBA L	
41	U15BC155	SREE RANJINI K	
42	U15BC156	SHARON P	
43	U15BC158	LINGESHWARAN.S	
44	U15BC159	RAM KUMAR S A	
45	U15BC160	SUDARSANABALAN R	
46	U15BC161	P.CHITRA	
47	U15BC162	MANIGANDAN.D	
48	U15BC163	MICAH IMMANUAL M	
49	U15BC165	SARAVANAN C	

Course Feedback form

Date: 22-2-21

Course Title: Business English Higher.

Name: Shankar P

RegNo: U15BA026

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:

Strength of the course:

Excellent


Signature

*** Thank you ***

Course Feedback form

Date: 22/2/21

Course Title: Business English higher

Name: Jayal T Jee

RegNo: U15BA009

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:

Strength of the course:

Resource Person knowledgeable

Jayal
Signature

*** Thank you ***

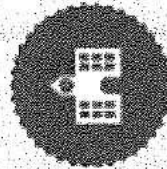


SCHOOL OF MANAGEMENT STUDIES & COMMERCE

CERTIFICATION OF PARTICIPATION

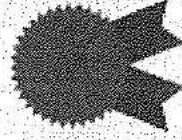
RAHUL E

has participated in the Value-added course: **Certificate course on Business English - Higher**, a unique and special programme held at **Bharath Institute of Higher Education & Research** on 22/02/2021



Mr. Ravi Mohan

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: Certificate course on Business English Higher				
Course Duration:30				
S.No	Date	Topic	Time	Hour
1	2/22/2021	Soft Skills: An Introduction	4.00-5.00 Pm	1
2	2/23/2021	Definition and Significance of Soft Skills	4.00-5.00 Pm	1
3	2/24/2021	Process, Importance of Soft Skill	4.00-5.00 Pm	1
4	2/25/2021	Measurement of Soft Skill Development	4.00-6.00 Pm	2
5	2/26/2021	Understanding the difference between projects and programmes	4.00-5.00 Pm	1
6	2/27/2021	Discovering the Self	4.00-5.00 Pm	1
7	3/1/2021	Setting Goals; Beliefs, Values, Attitude, Virtue	4.00-5.00 Pm	1
8	3/2/2021	Interpersonal Communication	4.00-6.00 Pm	2
9	3/3/2021	Interpersonal relations; communication models, process	4.00-5.00 Pm	1
10	3/4/2021	Barriers; team communication	4.00-5.00 Pm	1
11	3/5/2021	Developing interpersonal relationships	4.00-5.00 Pm	1
12	3/7/2021	Effective communication; listening skills;	4.00-6.00 Pm	2
13	3/8/2021	Essential formal writing skills	4.00-5.00 Pm	1
14	3/9/2021	Corporate communication styles	4.00-5.00 Pm	1
15	3/10/2021	Assertion, persuasion, negotiation	4.00-5.00 Pm	1
16	3/11/2021	Public Speaking: Skills, Methods,	4.00-6.00 Pm	2
17	3/12/2021	Strategies and Essential tips for effective public speaking	4.00-5.00 Pm	1
18	3/14/2021	Group Discussion	4.00-5.00 Pm	1
19	3/15/2021	Importance, Planning, Elements, Skills assessed	4.00-5.00 Pm	1
20	3/16/2021	Effectively disagreeing, Initiating,	4.00-6.00 Pm	2
21	3/17/2021	Interviewer and Interviewee	4.00-5.00 Pm	1
22	3/18/2021	Presentation Skills: Types, Content, Audience Analysis,	4.00-5.00 Pm	1
23	3/19/2021	Time Management – Concept, Essentials, Tips.	4.00-5.00 Pm	1
24	3/21/2021	Stress Management: Stress - Definition, Nature, Types	4.00-6.00 Pm	2