



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

16/05/2022

Chennai

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

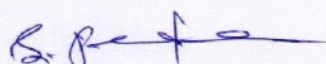
To
The Dean Engineering
Bharath Institute of Higher Education and Research,
Chennai

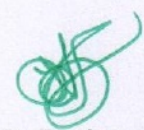
Sub: Permission to conduct value- added course: Competency Enhancement Skills - reg.,

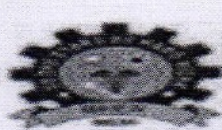
Respected Sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled: **Competency Enhancement Skills** on 06/06/2022. We kindly solicit your kind permission to commence the program.

Warm Regards,


Dr S Praveen Kumar


DEAN- Engineering



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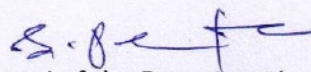
School of Management Studies & Commerce

Circular

Sub: Organising Value-added Course: Competency Enhancement 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: Competency Enhancement 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 01st June 2022; 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- 2022			
Value Added Course: Competency Enhancement skills			
S.No	Register Number	Student Name	Remarks
1	U16BC002	ABIRAMI S	
2	U16BC003	SUJAY S	
3	U16BC004	KISHORE V	
4	U16BC005	ARAVIND S	
5	U16BC006	KISHORE KANNA G	
6	U16BC007	K ABISHEK KUMAR	
7	U16BC008	SAM GIDEON P	
8	U16BC009	PREM KUMAR M	
9	U16BC011	HARIKARAN P	
10	U16BC012	MADHAN KUMAR D	
11	U16BC013	AKSHAYA A	
12	U16BC014	PRADEEP B	
13	U16BC015	ELAMPARITHI G	
14	U16BC016	SANGEETHA P S	
15	U16BC017	SURYA PRAKASH E	
16	U16BC018	HARDIK L	
17	U16BC019	RAKESH S	
18	U16BC020	DINESH R	
19	U16BC021	SIEON H	
20	U16BC022	RAGHURAM M	
21	U16BC023	KARTHICK V K	
22	U16BC024	NISHAJITH S	
23	U16BC025	VIJAYA KUMAR R	
24	U16BC026	HOORNESHWARAN S	
25	U16BC027	NICKSON JEBASTIN J	
26	U16BC028	DINESH P	
27	U16BC029	VIGNESH S	
28	U16BC030	SANTHOSH M	
29	U16BC031	K VEDAKSHI	
30	U16BC033	DHANASEKAR V	
31	U16BC035	JAWAHAR CHANDRAN R	
32	U16BC036	MARIE FETHIL M	
33	U16BC037	ESTHER M	
34	U16BC038	KANNIGA PARAMESHWARI K	
35	U16BC039	AATHITHAN S	
36	U16BC040	NAVEEN KUMAR M	
37	U16BC041	MUTHARASI S	
38	U16BC042	NIRMAL KUMAR S	
39	U16BC043	DINESH G	
40	U16BC044	GOKULNATH K	
41	U16BC045	RUBESH ARAVIND V R	

42	U16BC046	SAGAYA NIVETHA A	
43	U16BC047	G ROHINI	
44	U16BC048	S KARTHICK	
45	U16BC049	PRASANTH V	

Bharath Institute of Higher Education & Research				
School of Management studies and Commerce				
Value Added Course: A TRAINING COURSE ON COMPETANCY ENHANCEMENT SKILLS Course Duration:30 Hrs				
S.No	Date	Topic	Time	Hour
1	06-06-2022	Introduction-Theory of Communication	4.30-5.30 Pm	1
2	07-06-2022	Modes of Communication	4.30-5.30 Pm	1
3	08-06-2022	Types of Communication	4.30-5.30 Pm	1
4	09-06-2022	Effective Communication	4.00-6.00 Pm	2
5	12-06-2022	Communication-Barriers	4.30-5.30 Pm	1
6	13-06-2022	Communication- Strategies	4.30-5.30 Pm	1
7	14-06-2022	Language of Communication	4.30-5.30 Pm	1
8	15-06-2022	Verbal and Non-verbal (Spoken and Written	4.00-6.00 Pm	2
9	16-06-2022	Personal, Social and Business Communication	4.30-5.30 Pm	1
10	17-06-2022	communication	4.30-5.30 Pm	1
11	20-06-2022	Group communication	4.30-5.30 Pm	1
12	21-06-2022	Speaking Skills	4.00-6.00 Pm	2
13	22-06-2022	Dialogue-Group Discussion	4.30-5.30 Pm	1
14	23-06-2022	Interview-Public Speech	4.30-5.30 Pm	1
15	27-06-2022	Role Play/Extempore Presentations	4.30-5.30 Pm	1
16	28-06-2022	Reading and Understanding	4.00-6.00 Pm	2
17	29-06-2022	Close Reading-Comprehension	4.30-5.30 Pm	1
18	03-07-2022	Analysis and Interpretation	4.30-5.30 Pm	1
19	04-07-2022	Summary Paraphrasing	4.30-5.30 Pm	1
20	05-07-2022	Translation (from Indian language to English and vice-versa)	4.00-6.00 Pm	2
21	06-07-2022	Literary/Knowledge Texts	4.30-5.30 Pm	1
22	10-07-2022	Writing Skills-Making notes- Documenting	4.30-5.30 Pm	1
23	11-07-2022	Report Writing-Writing Letters - job applications, CV and Resume	4.30-5.30 Pm	1
24	12-07-2022	Academic Writing-Writing a Proposal	4.00-6.00 Pm	2

Course Feedback form

Date:

Course Title: Competency enhancement SKILLS

Name: Rakesh

RegNo: U16BSC019

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:

ma

Rakesh
Signature

*** Thank you ***

Course Feedback form

Course Title: Employment enhancement Skills

Name: Pandey

RegNo: U16BCE44

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:

good

Pandey
Signature

*** Thank you ***



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SCHOOL OF MANAGEMENT STUDIES & COMMERCE

CERTIFICATION OF PARTICIPATION

MATHAN KUMAR D

has participated in the Value-added course: **Competency Enhancement Skills**,
a unique and special programme held at
Bharath Institute of Higher Education & Research on 06/06/2022



Ms. Magdalene Peter
COURSE CO-ORDINATOR

Dr S Praveen Kumar
HEAD OF THE DEPARTMENT



Value added course: A training course on Competency Enhancement Skills on 06-06-2022

