



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

13/09/2018
Chennai

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

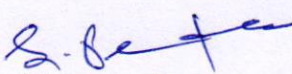
To
The Dean Engineering
Bharath Institute of Higher Education and Research,
Chennai


Sub: Permission to conduct value- added course: Skill development in Freelancers- reg.,

Respected Sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled: **Skill development in freelancers** on 15/10/2018. 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

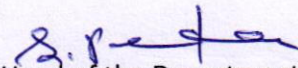
Circular

14/09/2018

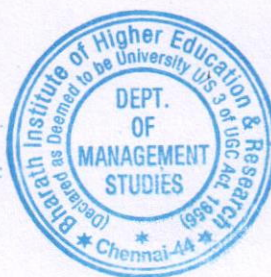
Sub: Organising Value-added Course: Skill development in Freelancers - reg.,

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: Skill development in Freelancers**". 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 12th October 2018; 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 and Commerce				
Value Added Course: Short term course on skill development in Freelancers Course Duration:30 Hrs				
S.No	Date	Topic	Time	Hour
1	15-10-2018	Soft Skills- Introduction	4.00-5.00 Pm	1
2	16-10-2018	Definition and Significance of Soft Skills	4.00-5.00 Pm	1
3	17-10-2018	Process, Importance and Measurement of Soft Skill Development.	4.00-5.00 Pm	1
4	18-10-2018	Developing Positive Thinking and Attitude	4.00-6.00 Pm	2
5	19-10-2018	Meaning and Theories of Motivation	4.00-5.00 Pm	1
6	23-10-2018	Enhancing Motivation Levels	4.00-5.00 Pm	1
7	24-10-2018	Interpersonal Communication	4.00-5.00 Pm	1
8	25-10-2018	Interpersonal relations	4.00-6.00 Pm	2
9	26-10-2018	communication models	4.00-5.00 Pm	1
10	29-10-2018	Process and Barriers	4.00-5.00 Pm	1
11	30-10-2018	Team communication	4.00-5.00 Pm	1
12	31-10-2018	Developing interpersonal relationships through effective communication	4.00-6.00 Pm	2
13	01-11-2018	listening skills	4.00-5.00 Pm	1
14	02-11-2018	Skills, Methods, Strategies and Essential tips for effective public speaking.	4.00-5.00 Pm	1
15	09-11-2018	Group Discussion: Importance	4.00-5.00 Pm	1
16	12-11-2018	Elements	4.00-6.00 Pm	2
17	13-11-2018	Body Language	4.00-5.00 Pm	1
18	14-11-2018	Teamwork	4.00-5.00 Pm	1
19	15-11-2018	Leadership Skills	4.00-5.00 Pm	1
20	16-11-2018	Presentation Skills: Types, Content, Audience Analysis	4.00-6.00 Pm	2
21	19-11-2018	Time Management – Concept, Essentials, Tips.	4.00-5.00 Pm	1
22	20-11-2018	Personality Development – Meaning, Nature, Features.	4.00-5.00 Pm	1
23	22-11-2018	Learning Skills	4.00-5.00 Pm	1
24	26-11-2018	Adaptability Skills	4.00-6.00 Pm	2

S. Perumal

Bharath Institute of Higher Education & Research

School of Management Studies & Commerce

Participant List- 2018

Value Added Course: Skill Development in Freelancers

S.No	Register Number	Student Name	Signature
1	U17BC020	SARAN V	Saran
2	U17BC021	MALARVIZHI K	Malarvizhi
3	U17BC022	VARSHA S	Varsha
4	U17BC023	ABITHA R	Abitha
5	U17BC024	TABBUSSUM FATHIMA A	Tabbussum
6	U17BC025	DOLLY JOHANA B	Dolly
7	U17BC026	AARTHI R	Aarthi
8	U17BC027	VENKATESAN H	Venkatesan
9	U17BC029	SELVAMANI C	Selvan
10	U17BC030	AHALYA M L	Ahalya
11	U17BC031	RAJESHWARI S K	Rajeswari
12	U17BC032	USHA P	Usha
13	U17BC033	AJAI KUMAR G	Ajai
14	U17BC034	SWATHI P	Swathi
15	U17BC035	KANNAN M	Kannan
16	U17BC036	TAMILARASAN M	Tamil
17	U17BC037	DHINESH T	Dhinesh
18	U17BC038	MANGAIYARKKARASI M	Mangai
19	U17BC039	VIGNESH S	Vignesh
20	U17BC040	MOHAN N A	Mohan
21	U17BC041	HARIKRISHNAN V	Hari Krishnan
22	U17BC043	MADHANKUMAR P	Madhan
23	U17BC044	S AKASH KUMAREN	Aakash
24	U17BC045	TAMILARASAN N	Tamil
25	U17BC046	AJAY A	Ajay
26	U17BC048	VIGNESHWARAN K	Vignesh
27	U17BC049	MANIGANDAN P	Manigandan
28	U17BC050	RAJESH S	Rajesh
29	U17BC051	HARIKRISHNAN K	Hari Krishnan
30	U17BC052	THANGARAJ S	Thangaraj

Course Feedback form

Date: 15/10/16

Course Title: Skill development in Accounting

Name: Ashlee Leannan

RegNo: U1602006

Department: Commerce

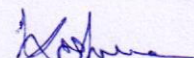
S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	objectives of the course clear to you			✓		
2.	The course contents met with your expectations				✓	
3.	The lecture sequence was well planned					✓
4.	The lectures were clear and easy to 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.


Signature

*** Thank you ***

Course Feedback form

Date: 15/10/18.

Course Title: Skin development in forelimbs

Name: Dinesh

RegNo: U16BC020

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:

Excellent


Signature

*** Thank you ***



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SCHOOL OF MANAGEMENT STUDIES & COMMERCE

CERTIFICATE OF PARTICIPATION

This is to Certify that

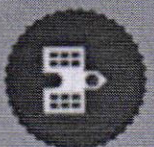
RAJESHWARI S K

has participated in the Value added course: **SKILL DEVELOPMENT IN FREELANCER**, a
unique and special programme held at Bharath Institute of Higher Education & Research

on 15/10/2018

Ms. Magdalene Peter

COURSE CO-ORDINATOR



Dr. S. Praveen Kumar

HEAD OF THE DEPARTMENT



Value Added Course: Skill Development in Freelancer on 15/10/2018

