

15/04/2019 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: Interpersonal skills- reg.,

Respected Sir,

With reference to subject mentioned above, the department proposes to conduct a value-added course titled: **Interpersonal skills** on 20/05/2019. We kindly solicit your kind permission to commence the program.

Warm Regards,

Dr'S Prayeen Kumar

DEAN-Engineering



School of Management Studies & Commerce

Circular

16/04/2019

Sub: Organising Value-added Course: Interpersonal 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: Certificate course on Marketing / SEO". 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 16th May 2019; application received after the mentioned date shall not be entertained under any circumstances.

Head of the Department

Encl: A copy of Syllabus & Registration form

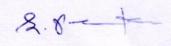


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	37	U18BC119		
	38	U18BC120	YOGALAKSHMI P	(MVOV)

39	U18BC121	KAVIYA A	din
40	U18BC122	PUHAZHENTHI N	(Bright

Bharath Institute of Higher Education & Research SCHOOL OF MANAGEMENT & COMMERCE Value Added Course: On Interpersonal Skills Course Duration: 30 Hrs						
1	05/20/2019	Listening as a key skill	4.00-5.00p.m	1		
2	05/22/2019	Importance of speaking Skill	5.00-6.00p.m	1		
3	05/23/2019	Give Instruction on personal information	4.00-5.00p.m	1		
4	05/24/2019	Clarification Improving pronunciation	4.00-6.00p.m	2		
5	05/25/2019	preparing to listen to a lecture	4.00-5.00p.m	1		
,	05/05/0010	Give idea as opposed to producing fragmented	5 00 6 00			
6	05/27/2019	utterances	5.00-6.00p.m	1		
7	05/28/2019	Explain to a process information	4.00-5.00p.m	1		
8	05/29/2019	stressing syllables and speaking clearly	4.00-6.00p.m	2		
9		range of everyday topics	5.00-6.00p.m	1		
10		informal talk	4.00-5.00p.m	1		
10	00-01-2019	informal talk	4.00-3.00p.m	1		
11	06-03-2019	Describe health and symptoms	4.00-5.00p.m	1		
12	06-04-2019	Invite and offer – accept – decline – take leave	4.00-6.00p.m	2		
13	06-05-2019	Giving verbal and non-verbal feedback	4.00-5.00p.m	1		
14	06//06/2019	participating in a group discussion	4.00-5.00p.m	1		
15	06-07-2019	summarizing academic readings and lectures conversational speech	5.00-6.00p.m	1		
16	06-08-2019	Discuss with Formal and informal talk	4.00-6.00p.m	2		
17	06-10-2019	Respond to explanations, directions and instructions in academic	4.00-5.00p.m	1		
18	06-11-2019	communication strategies for presentations and interactive	4.00 - 5.00pm	1		
	06/13/2019	Group/pair presentations	5.00 - 6.00 pm	1		
	06/14/2019	Negotiate disagreement in group work.	4.00 -6.00 pm	2		
	06/15/2019	Evaluate effective conflict prevention, resolution, and management techniques	4.00 - 5.00 pm	1		
	06/18/2019	Evaluate individual needs and personal characteristics	5.00 - 6.00 pm	1		
	06/20/2019	Evaluate effective conflict prevention, resolution, and management techniques				

DEPT. OF MANAGEMENT STUDIES



	Demonstrate leadership, teamwork, and		
24 06/22/2019	collaboration in career,	4.00 - 6.00 pm	2

8.8-1-

Course Feedback form

Date: 20-5-2018

Course Title: Entry personal Slits

Name:

RegNo:

Department: Commune

S.No	Particulars	1	2	3	4	5
	(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied	5. V	ery	Satis	sfied)
1.	objectives of the course clear to you		100		4	
2.	The course contents met with your expectations				/	
3.	The lecture sequence was well planned		/			/
4.	The lectures were clear and easy to understand				1	
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.]	Exce	llent	t)	/	
8.	Overall rating of the course:	1	2	3	4	5

Please give Suggestion for the improvement of the course:

Weakness of the course:

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of the course:

good. Strength of the course:

*** Thank you ***

Course Feedback form

Date: 20/05/18

Course Title: Interpersonal Skill

Name:

RegNo: DIBBEIO

Department: Commune

Dheelin

S.No	Particulars	1	2	3	4	5
	(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied	5. V	ery	Satis	sfied)
1.	objectives of the course clear to you			/		
2.	The course contents met with your expectations				1	
3.	The lecture sequence was well planned				/	
4.	The lectures were clear and easy to understand				-	/
5.	The teaching aids were effective				1	
6.	The instructors encourage interaction and were helpful				5/	
7.	The level of the course					
	(1. Very poor 2. Poor 3. Average 4. Good 5.	Exce	llent)		/
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 ***

Smillent.



SCHOOL OF MANAGEMENT STUDIES & COMMERCE

CERTIFICATE OF PARTICIPATION

This is to Certify that

MALAS

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

on 20/05/2019

Mr. R.Ramamoorthy

COURSE CO-ORDINATOR

S. Part

HEAD OF THE DEPARTMENT

Dr. S. Praveen Kumar



Value Added Course: Personal Skills on 20/05/2019

