



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

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 Praveen Kumar


DEAN- Engineering



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School of Management Studies & Commerce

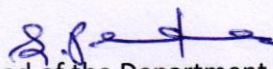
Circular

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



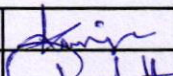

Bharath Institute of Higher Education & Research

School of Management Studies & Commerce

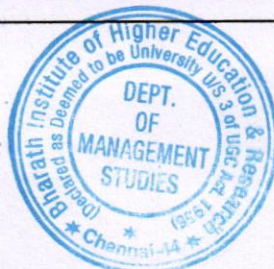
Participant List- 2019

Value Added Course: Interpersonal skills

S.No	Register Number	Student Name	Signature
1	U18BC083	SANJAY P	Sanjay.
2	U18BC084	GOWTHAM O	Gowtham O.
3	U18BC085	BALAJI K	Balaji K.
4	U18BC086	MALA S	Mala S.
5	U18BC087	SAIRAM BABU B	Sairam Babu
6	U18BC088	GOKUL M	Gokul M.
7	U18BC089	SUJI A	Suji A.
8	U18BC090	RAJESH KANNAN R	Rajesh Kannan R.
9	U18BC091	SRINIVASAN P	Srinivasan P.
10	U18BC092	SAKTHIKUMAR K	Sakthikumar K.
11	U18BC093	SIVASABKARI N	Sivasabkari N.
12	U18BC094	ARCHANA A	Archana A.
13	U18BC095	MEENA S	Meena S.
14	U18BC096	BISWAJIT MALIK.	Biswajit Malik.
15	U18BC097	PRASANNA S	Prasanna S.
16	U18BC098	SAHIL KUMAR	Sahil Kumar.
17	U18BC099	VISHNU N	Vishnu N.
18	U18BC100	SOWMIYA V	Sowmya V.
19	U18BC101	DHARANKRISHNA C	Dharankrishna C.
20	U18BC102	DARSHINI D	Darshini D.
21	U18BC103	MANIKANDAN V	Manikandan V.
22	U18BC104	SELVAKUMAR N	Selvakumar N.
23	U18BC105	MUGESH R	Mugesh R.
24	U18BC106	AKSHAYAKUMAR R	Akshayakumar R.
25	U18BC107	VICKY V	Vicky V.
26	U18BC108	KISHORE KUMAR C	Kishore Kumar C.
27	U18BC109	RATHISH K	Rathish K.
28	U18BC110	SANTHOSH N	Santhosh N.
29	U18BC111	GANESHAN P	Ganeshan P.
30	U18BC112	PRABHUDAS R	Prabhudas R.
31	U18BC113	NARMATHA M	Narmatha M.
32	U18BC114	ROHINI S	Rohini S.
33	U18BC115	INDUMATHI K	Indumathi K.
34	U18BC116	AKASH N	Akash N.
35	U18BC117	EZHILARASI M	Ezhilarasi M.
36	U18BC118	DINESH KUMAR E	Dinesh Kumar E.
37	U18BC119	RAMAN G	Raman G.
38	U18BC120	YOGALAKSHMI P	Yogalakshmi P.

39	U18BC121	KAVIYA A	
40	U18BC122	PUHAZHENTHI N	

Bharath Institute of Higher Education & Research				
SCHOOL OF MANAGEMENT & COMMERCE				
Value Added Course: On Interpersonal Skills			Course Duration:30 Hrs	
S.No	Date	Topic	Time	Hour
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
6	05/27/2019	Give idea as opposed to producing fragmented 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	05/30/2019	converse with reasonable accuracy over a wide range of everyday topics	5.00-6.00p.m	1
10	06-01-2019	factors influence fluency, deliver a five-minute informal talk	4.00-5.00p.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
19	06/13/2019	Group/pair presentations	5.00 - 6.00 pm	1
20	06/14/2019	Negotiate disagreement in group work.	4.00 -6.00 pm	2
21	06/15/2019	Evaluate effective conflict prevention, resolution, and management techniques	4.00 - 5.00 pm	1
22	06/18/2019	Evaluate individual needs and personal characteristics	5.00 - 6.00 pm	1
23	06/20/2019	Evaluate effective conflict prevention, resolution, and management techniques	5.00 - 6.00 pm	1



2.8

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

Course Feedback form

Date: 20-5-2018

Course Title: *Entrepreneurial Skills*

Name: *Arshad*

RegNo: *U18BC088*

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:

Session Speed.

Strength of the course:

good.

Arshad
Signature

*** Thank you ***

Course Feedback form

Date: 20/05/18

Course Title: Interpersonal Skill

Name: Dhushini

RegNo: 01BBE102

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

Dhushini
Signature

*** Thank you ***



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SCHOOL OF MANAGEMENT STUDIES & COMMERCE

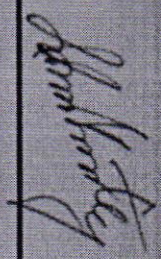
CERTIFICATE OF PARTICIPATION

This is to Certify that

MALAS

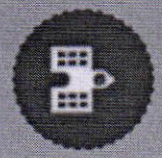
has participated in the Value added course: **INTERPERSONAL SKILL**, a unique and special programme held at Bharath Institute of Higher Education & Research


on 20/05/2019



Mr. R. Ramamoorthy

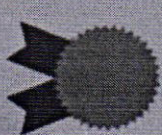
COURSE CO-ORDINATOR





Dr. S. Praveen Kumar

HEAD OF THE DEPARTMENT



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

