



SRI BHARATHI

ENGINEERING COLLEGE FOR WOMEN

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Kaikkurichi, Pudukkottai -622 303

www.sbec.edu.in

NAAC DOCUMENTS



Quality Indicator Frame Work

Criterion – 1

CURRICULAR ASPECTS

Submitted by

IQAC

Internal Quality Assurance Cell

Sri Bharathi Engineering College for Women



SRI BHARATHI ENGINEERING COLLEGE FOR WOMEN

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai-25)

KAIKKURUCHI, PUDUKOTTAI – 622 303

DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 / EVEN SEMESTER

1.2 Academic Flexibility (30)

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

AND

1.2.2 Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Certificate Course Title:	LET'S SPEAK IN ENGLISH FOR ENHANCING PROFESSIONAL SKILLS				
Resource Person:	Resource Person 1: Mr.S.Ramesh Raja Assistant Professor/English SBECW, Pudukkottai-622303,Tamilnadu.		Resource Peron 2: Mrs.P.Alagumathi Assistant Professor/English SBECW, Pudukkottai-622303,Tamilnadu.		
Date of conduct from :	01.04.2021	To:	07.04.2021	Duration:	30 Hours
Organized Department :	SCIENCE AND HUMANITIES				
Participant Year:	1	Semester:	EVEN	No. of Students Registered :	35
Venue:	https://meet.google.com/rts-smis-has				

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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 / EVEN SEMESTER

Date: 30.03.2021

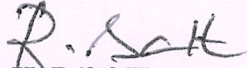
DEPARTMENT CIRCULAR

Certificate course offered by the Department of Science and Humanities for all First year students on “ Let’s Speak in English for Enhancing Professional Skills” from 01.04.2021 to 07.04.2021 through online platform. Certificate will be issued to the eligible participants at the end of the course.

S.No.	Name of the Course	Resource Person
1.	Let’s Speak in English for Enhancing Professional Skills	1. Mr.S.Ramesh Raja Assistant Professor/English Sri Bharathi Engineering College for Women, Pudukkottai-622303, Tamilnadu.
		2. Mrs.P.Alagumathi Assistant Professor/English Sri Bharathi Engineering College for Women, Pudukkottai-622303, Tamilnadu.

Cc:

- Principal’s Office
- IQAC Coordinator
- Class In charges – I Years (All Departments)
- I-year Students(Civil,ECE,EEE,CSE)
- Notice Board


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PUDUKKOTTAI - 622 303.


Dr. S. THILAGAVATHI M.E., Ph.D.
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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 / EVEN SEMESTER

Certificate Course on “LET’S SPEAK IN ENGLISH FOR ENHANCING
PROFESSIONAL SKILLS”

SYLLABUS

S.NO	TOPIC COVERED	DURATION (in hours)	DATE/SESSION	RESOURCE PERSON
1	Communication: The Process of Communication, Listening, Speaking, Reading and Writing	3	01.04.2021/FN	Mr.S.Ramesh Raja
2	Listening: What is Listening? , Listening Vs Hearing ,Process of Listening and Importance of Listening	3	01.04.2021/AN	Mrs.P.Alagumathi
3	Basic Types of Listening and Barriers to Effective Listening	3	03.04.2021/FN	Mrs.P.Alagumathi
4	How to Listen Effectively? <ul style="list-style-type: none">• Active Listener• Benefits of Effective Listening	3	03.04.2021/AN	Mr.S.Ramesh Raja
5	Native and Second Language Speaker: <ul style="list-style-type: none">• Listening to a Second Language speaker• Native speaker	3	05.04.2021/FN	Mr.S.Ramesh Raja
6	Speaking:	3	05.04.2021/AN	Mrs.P.Alagumathi

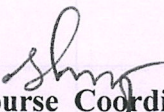

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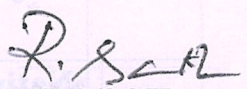
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	What is Speaking? ,Organs of Speech, Imitation, Formal and Informal			
7	Characteristics: Listen, Eye contact, Transitional Phrases and Useful Expressions, Body Language	3	06.04.2021/FN	Mrs.P.Alagumathi
8	Confident Speaker: • Ways to Speak More Confidently • Adopt a Practice and Repetition Routine Consciously Speak More Slowly	3	06.04.2021/AN	Mr.S.Ramesh Raja
9	Conversations: • Using Simple Words • Self Introduction • Informal Talk with Friends	3	07.04.2021/FN	Mrs.P.Alagumathi
10	Formal conversation: • Asking Permission • Requesting • Describing • Story Telling • Group Discussion	3	07.04.2021/AN	Mr.S.Ramesh Raja
Total Hours		30		


Course Coordinator


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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 (EVEN SEM)

STUDENTS PARTICIPATION LIST-CERTIFICATE COURSE PROGRAM

LET'S SPEAK IN ENGLISH FOR ENHANCING PROFESSIONAL SKILLS

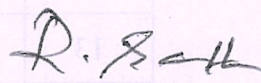
S.NO	REG.NO	NAME OF THE STUDENT	YEAR/BRANCH
1	912620104001	AKALYA.S	I/CSE
2	912620104002	HEMA.V	I/CSE
3	912620104003	ISWARYA.R	I/CSE
4	912620104004	KALAIVANI.S	I/CSE
5	912620104005	KALPANA.K	I/CSE
6	912620104006	MAHALAKSHMI.P	I/CSE
7	912620104007	MEIYYAMMAL.M	I/CSE
8	912620104008	NANDHINI.P	I/CSE
9	912620104009	PRASANNADEVI.P	I/CSE
10	912620104010	PRISHIYA.E	I/CSE
11	912620104012	ROSAMMAL.M	I/CSE
12	912620104013	ROSHIKA.K	I/CSE
13	912620104014	SABHA AYSHA.S	I/CSE
14	912620104015	SATHIYASRI.P	I/CSE
15	912620104016	SIVAGAMI.D	I/CSE
16	912620104017	SIVAHARINI.S	I/CSE
17	912620104018	SUBASHINI.C	I/CSE
18	912620104019	SUBASHINI.M	I/CSE
19	912620104020	SWETHA.D	I/CSE

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20	912620104021	VANATHI.T	I/CSE
21	912620104022	VINCIYA MARY.S	I/CSE
22	912620103001	ASWINI T	I/CIVIL
23	912620103002	GEETHA M	I/CIVIL
24	912620103003	KEERTHI S	I/CIVIL
25	912620103004	SUBATHRA S	I/CIVIL
26	912620106001	ABIRAMI S	I/ECE
27	912620106002	ANUSHYA M	I/ECE
28	912620106003	ARTHI S	I/ECE
29	912620106004	JEYASRI K	I/ECE
30	912620106005	RISHVANA BANU S	I/ECE
31	912620106006	SENPAGAHARINI V	I/ECE
32	912620106007	SONIYA P	I/ECE
33	912620105001	KAYALVIZHI K	I/EEE
34	912620105002	RAMADEVI S	I/EEE
35	912620105003	SRINANTHANA S	I/EEE


Course Coordinator


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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 (ODD SEM)

ATTENDANCE SHEET FOR CERTIFICATE COURSE- LET'S SPEAK IN ENGLISH FOR ENHANCING PROFESSIONAL SKILLS

S. NO	REG.NO	NAME OF THE STUDENT	YEAR/ BRANCH	DATE: 01.04.21		DATE: 03.04.21		DATE: 05.04.21		DATE: 06.04.21		DATE: 07.04.21		NO OF SESSIONS ATTENDED
				FN	AN	FN	AN	FN	AN	FN	AN	FN	AN	
1	912620104001	AKALYA.S	I/CSE	/	/	/	/	/	/	/	/	/	/	10
2	912620104002	HEMA.V	I/CSE	/	/	/	/	/	/	/	/	/	/	10
3	912620104003	ISWARYA.R	I/CSE	/	/	a	a	/	/	/	/	/	/	08
4	912620104004	KALAIVANIS	I/CSE	/	/	/	/	/	/	/	/	/	/	10
5	912620104005	KALPANA.K	I/CSE	/	/	/	/	/	/	/	/	/	/	10
6	912620104006	MAHALAKSHMI.P	I/CSE	/	/	/	/	/	/	/	/	/	/	10
7	912620104007	MEIYYAMMAL.M	I/CSE	/	/	/	/	/	/	/	/	/	/	10
8	912620104008	NANDHINI.P	I/CSE	/	/	/	/	/	/	/	/	/	/	10
9	912620104009	PRASANNADEVI.P	I/CSE	/	/	/	/	/	/	/	/	/	/	10
10	912620104010	PRISHIYA.E	I/CSE	/	/	/	/	/	/	/	/	/	/	10
11	912620104012	ROSAMMAL.M	I/CSE	/	/	/	/	/	/	/	/	/	/	10
12	912620104013	ROSHIKA.K	I/CSE	/	/	/	/	/	/	/	/	/	/	10
13	912620104014	SABHA AYSHA.S	I/CSE	/	/	/	/	/	/	/	/	/	/	10
14	912620104015	SATHIYASRI.P	I/CSE	/	/	/	/	/	/	/	/	/	/	10
15	912620104016	SIVAGAMI.D	I/CSE	/	/	/	/	/	/	/	/	/	/	10

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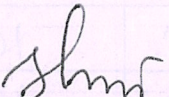
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SRI BHARATHI ENGINEERING

COLLEGE FOR WOMEN

Kaikkurichi - 622 303, Pudukkottai Dt.

16	912620104017	SIVAHARINI.S	I/CSE	/	/	/	/	/	/	/	/	/	/	/	10
17	912620104018	SUBASHINI.C	I/CSE	/	/	/	/	/	/	/	/	/	/	/	10
18	912620104019	SUBASHINI.M	I/CSE	/	/	/	/	/	/	/	/	/	/	/	10
19	912620104020	SWETHA.D	I/CSE	/	/	/	/	/	/	a	a	/	/	/	08
20	912620104021	VANATHI.T	I/CSE	/	/	/	/	/	/	/	/	/	/	/	10
21	912620104022	VINCIYA MARY.S	I/CSE	/	/	/	/	/	/	/	/	/	/	/	10
22	912620103001	ASWINI T	I/CIVIL	/	/	/	/	a	a	/	/	/	/	/	08
23	912620103002	GEETHA M	I/CIVIL	/	/	/	/	/	/	/	/	/	/	/	10
24	912620103003	KEERTHI S	I/CIVIL	/	/	/	/	/	/	/	/	/	/	/	10
25	912620103004	SUBATHRA S	I/CIVIL	/	/	/	/	/	/	/	/	/	/	/	10
26	912620106001	ABIRAMI S	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
27	912620106002	ANUSHYA M	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
28	912620106003	ARTHI S	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
29	912620106004	JEYASRI K	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
30	912620106005	RISHVANA BANU S	I/ECE	a	a	/	/	/	/	/	/	/	/	/	08
31	912620106006	SENPAGAHARINI V	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
32	912620106007	SONIYA P	I/ECE	/	/	/	/	/	/	/	/	/	/	/	10
33	912620105001	KAYALVIZHI K	I/EEE	/	/	/	/	/	/	/	/	/	/	/	10
34	912620105002	RAMADEVI S	I/EEE	/	/	/	/	/	/	/	/	/	/	/	10
35	912620105003	SRINANTHANA S	I/EEE	/	/	/	/	/	/	/	/	/	/	/	10


Course Coordinator


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Kaikkurichi, Pudukkottai, Tamil Nadu – 622 303, India

Report on Certificate Course

Title: LET'S SPEAK IN ENGLISH FOR ENHANCING PROFESSIONAL SKILLS

Resource Person: **1.Mr.S.Ramesh Raja**
2.Mrs.P.Alagumathi
Assistant Professor/English
Sri Bharathi Engineering College for Women,
Pudukkottai-622303,Tamilnadu.

Date of conduct from : **01.04.2021** To: **07.04.2021** Duration: **30 Hours**

Organized Department : **SCIENCE AND HUMANITIES**

Participant Year: **I(CIVIL, CSE,EEE ,ECE)** Semester: **EVEN** No. of Students Registered : **35**

Venue: **Google Meet Link: <https://meet.google.com/rts-smis-has>**

Outcome of Certificate Course (CC)

At the end of the Certificate course the student can able to

- Develop the ability to articulate thoughts clearly and confidently in professional settings, including presentations, meetings, and networking events.
- Enhance written communication skills, such as writing professional emails, reports, and other business-related documents with clarity and conciseness.
- Improve active listening skills to better understand colleagues, clients, and customers, leading to enhanced communication and collaboration.
- Learn how to present oneself confidently during job interviews and effectively respond to common interview questions.
- Enhance presentation techniques, including using visual aids and body language to engage an audience and deliver compelling presentations.

Assessment Process

- Students securing **more than 60% on total score** and secured more than 75% in attendance is eligible to receive the certificate for the Certificate course conducted
- Total Score = (0.5 *Attendance in Certificate out of 100 percentage + 0.5 *Test mark in CC out of 100 marks)


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Principal
PRINCIPAL

SRI BHARATHI ENGINEERING
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KAIKKURICHI - 622 303.
PUDUKKOTTAI DISTRICT

D: S.THILAGAVATHI M.E.,Ph.D.,
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DEPARTMENT OF SCIENCE AND HUMANITIES

Certificate of completion

This is to certify that **KEERTHI S** (Reg.No 912620103003)

I Year CIVIL has successfully completed the Certificate course on **Let's Speak**

In English for Enhancing Professional Skills from 1st

April 2021 to 7th April 2021 (5 days) for the academic year 2020-2021.

COURSE COORDINATOR

HOD/S&H

PRINCIPAL

Dr. S.THILAGAVATHI M.E.,Ph.D.,
PRINCIPAL

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DEPARTMENT OF SCIENCE AND HUMANITIES

Certificate of completion

This is to certify that **ABIRAMI S** (Reg.No 912620106001)

I Year ECE has successfully completed the Certificate course on **Let's Speak**

In English for Enhancing Professional Skills from 1st

April 2021 to 7th April 2021 (5 days) for the academic year 2020-2021.

COURSE COORDINATOR

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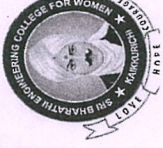
PRINCIPAL

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DEPARTMENT OF SCIENCE AND HUMANITIES

Certificate of completion

This is to certify that **RAMADEVIS** (Reg.No 912620105002)

I Year EEE has successfully completed the Certificate course on Let' s Speak

In English for Enhancing Professional Skills from 1st

April 2021 to 7th April 2021 (5 days) for the academic year 2020-2021.

Shrini

COURSE COORDINATOR

R. Sath

HOD/S&H

Abhi

Abhi **PRINCIPAL**

Dr. S.THILAGAVATHI M.B., Ph.D.,
PRINCIPAL

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Certificate of completion

This is to certify that **SATHIYASRI.P** (Reg.No 912620104015)

I Year CSE has successfully completed the Certificate course on **Let's Speak**

In English for Enhancing Professional Skills from 1st

April 2021 to 7th April 2021 (5 days) for the academic year 2020-2021.

COURSE COORDINATOR

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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 / EVEN SEMESTER

Value Added Course on “LET’S SPEAK IN ENGLISH FOR ENHANCING PROFESSIONAL SKILLS”

MCQ QUESTIONS (25X1=25 Marks)

- Includes all form of communication which we use words.
 - Letters
 - Gesture
 - Verbal
 - Body language
- Which of the following is a barrier to communication?
 - Noise
 - Gestures
 - Body language
 - Script
- Which of the following is a type of non-verbal communication?
 - Letters
 - Email
 - Telephone calls
 - Body language
- What are the skills needed to perform face to face communication?
 - Verbal and Written
 - Non-verbal and written
 - Verbal and non-verbal
 - Body language
- If your body language is expressing something contrary to what your words are saying, it is highly likely that your audience will not believe what you're telling them.
 - True
 - False
- Verbal communication is
 - Where words are not used
 - Where words are used
 - Only spoken
 - Only written
- You should notify and clarify information from the speaker if you did not understand the message.
 - True
 - False
- Which of these is not a communication skill?
 - Running
 - Texting
 - Chatting to people
 - Speaking
- What body language shows you are listening?
 - Turning away from the speaker
 - Nodding and making eye contact
 - Looking out of the window
 - Eating something
- If you don't agree with someone else, what would you say?
 - You are wrong.
 - I agree
 - I don't agree.
 - Stop talking rubbish.


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PRINCIPAL

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11. If you want to complain, what's the best way to behave?
 - a) Stay calm but stick to your point
 - b) Get very angry
 - c) Get ready to cry
 - d) Ask a politician to support
12. If you need to make a phone call for information what could you do before you call?
 - a) Prepare your questions
 - b) Brush your teeth
 - c) Make a coffee
 - d) Forward to friends
13. You have a discussion with a friend about politics. You don't agree with them. What should you do?
 - a) Change the subject
 - b) Say what you believe
 - c) Get angry with your friend
 - d) Leave the place
14. Which of the following is positive body language to use when speaking?
 - a) Fold your arms or cross your legs
 - b) Stand behind a lectern and keep your body hidden
 - c) Keep arms open and use open gestures
 - d) Don't make eye contact
15. Listening requires
 - a) Effort and thought
 - b) No effort and no thought
 - c) Using your eyes
 - d) Looking at someone
16. How do you feel about speaking in front of a group?
 - a) You try to avoid it if at all possible
 - b) You enjoy the opportunity to convey your ideas
 - c) You like the idea but not the pressure it creates
 - d) You don't mind doing it, if you are able to plan
17. When working on a problem with other people, you have to
 - a) Prefer to take the initiative and sort it out quickly
 - b) Try to find a collective solution
 - c) Let other people find the answer
 - d) Allow others to lead and help if needed
18. How do you react when others become emotional around you?
 - a) Notice, but prefer to keep out of it
 - b) Not sure how to act
 - c) Try to make them laugh
 - d) Listen and try to comfort them
19. While having a conversation, you have to
 - a) Share your views and opinions
 - b) Actively take part but can get distracted
 - c) Easily lose interest
 - d) Often lead the conversation
20. How do you usually participate in group discussions?
 - a) Usually prefer not to get involved
 - b) Get involved and interact freely with the group
 - c) Listen and only speak when you have a suggestion
 - d) Lead the discussion and express your thoughts


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21. During a formal conversation, if you don't understand something, what is the best way to respond?
- a) Ignore it and hope it becomes clear later.
 - b) Politely ask for clarification.
 - c) Interrupt the speaker and express confusion.
 - d) Pretend to understand to avoid embarrassment.
22. In a formal business meeting, how should you handle your mobile phone?
- a) Place it on the table and check messages discreetly.
 - b) Keep it on silent mode and check messages frequently.
 - c) Leave it in your bag or pocket on silent mode.
 - d) Answer calls whenever necessary, even if it interrupts the meeting.
23. When meeting someone for the first time in a formal setting, what is the most appropriate way to greet them?
- a) Nod your head without saying anything.
 - b) Shake hands firmly while maintaining eye contact and say, "Nice to meet you."
 - c) Give them a high-five.
 - d) Say, "Hey, what's up?"
24. Which of the following topics is generally considered appropriate for a formal conversation with a colleague or business partner?
- a) Their dating life
 - b) Recent vacation plans
 - c) Industry trends and business developments
 - d) Their favorite reality TV show
25. In a formal business meeting, when should you silence your cell phone?
- a) Never - It's okay to take calls during a meeting.
 - b) Only during important presentations.
 - c) Before the meeting starts or during the meeting to avoid disruptions.
 - d) Only if someone asks you to do so.



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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021/ EVEN SEMESTER

Value Added Course On "LET'S SPEAK IN ENGLISH FOR ENHANCING
PROFESSIONAL SKILLS"

MCQ ANSWER KEY

1	c	6	b	11	a	16	b	21	b
2	a	7	a	12	a	17	b	22	c
3	d	8	a	13	b	18	d	23	b
4	c	9	b	14	c	19	a	24	c
5	a	10	c	15	a	20	b	25	c


Course Coordinator


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DEPARTMENT OF SCIENCE AND HUMANITIES

ACADEMIC YEAR 2020-2021 (EVEN SEM)

MARK SHEET FOR CERTIFICATE COURSE- LET'S SPEAK IN ENGLISH FOR ENHANCING PROFESSIONAL SKILLS

S.NO	REG.NO	NAME OF THE STUDENT	YEAR/ BRANCH	ATTENDANCE DETAILS		CC-MCQ TEST		OVERALL MARK(100) (50% of A + 50% of B)
				No of Sessions Attended	Attendance Mark(100) (A)	No of Correct Answers	MCQ Mark(100) (B)	
1	912620104001	AKALYA S	I/CSE	10	100	19	76	88
2	912620104002	HEMA V	I/CSE	10	100	15	60	80
3	912620104003	ISWARYA R	I/CSE	8	80	16	64	72
4	912620104004	KALAIVANI S	I/CSE	10	100	17	68	84
5	912620104005	KALPANA K	I/CSE	10	100	19	76	88
6	912620104006	MAHALAKSHMI P	I/CSE	10	100	20	80	90
7	912620104007	MEIYYAMMAL M	I/CSE	10	100	19	76	88
8	912620104008	NANDHINI P	I/CSE	10	100	18	72	86
9	912620104009	PRASANNA DEVI P	I/CSE	10	100	14	56	78

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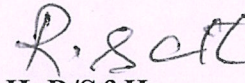
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10	912620104010	PRISHIYA E	I/CSE	10	100	16	64	82
11	912620104012	ROSAMMAL M	I/CSE	10	100	17	68	84
12	912620104013	ROSHIKA K	I/CSE	10	100	15	60	80
13	912620104014	SABHA AYSHA S	I/CSE	10	100	16	64	82
14	912620104015	SATHIYASRI P	I/CSE	10	100	15	60	80
15	912620104016	SIVAGAMI D	I/CSE	10	100	20	80	90
16	912620104017	SIVAHARINI S	I/CSE	10	100	20	80	90
17	912620104018	SUBASHINI C	I/CSE	10	100	16	64	82
18	912620104019	SUBASHINI M	I/CSE	10	100	13	52	76
19	912620104020	SWETHA D	I/CSE	8	80	19	76	78
20	912620104021	VANATHI T	I/CSE	10	100	20	80	90
21	912620104022	VINCIYA MARY S	I/CSE	10	100	18	72	86
22	912620103001	ASWINI T	I/CIVIL	8	80	21	84	82
23	912620103002	GEETHA M	I/CIVIL	10	100	18	72	86
24	912620103003	KEERTHI S.S. THILAGAVATHI M.E., Ph.D., PRINCIPAL	I/CIVIL	10	100	19	76	88

25	912620103004	SUBATHRA S	I/CIVIL	10	100	19	76	88
26	912620106001	ABIRAMI S	I/ECE	10	100	18	72	86
27	912620106002	ANUSHYA M	I/ECE	10	100	21	84	92
28	912620106003	ARTHI S	I/ECE	10	100	20	80	90
29	912620106004	JEYASRI K	I/ECE	10	100	24	96	98
30	912620106005	RISHVANA BANU S	I/ECE	8	80	18	72	76
31	912620106006	SENPAGAHARINI V	I/ECE	10	100	19	76	88
32	912620106007	SONIYA P	I/ECE	10	100	21	84	92
33	912620105001	KAYALVIZHI K	I/EEE	10	100	18	72	86
34	912620105002	RAMADEVI S	I/EEE	10	100	13	52	76
35	912620105003	SRINANTHANA S	I/EEE	10	100	18	72	86


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