

(A MUSLIM MINORITY INSTITUTION)

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#11-3-918, New Mallepally, Hyderabad - 500001, T.S., India.

# 6.3.3.1. TOTAL NUMBER OF PROFESSIONAL DEVELOPMENT /ADMINISTRATIVE TRAINING PROGRAMMES ORGANIZED BY THE INSTITUTION FOR TEACHING AND NON TEACHING STAFF YEAR WISE DURING THE LAST FIVE YEARS

### PROFESSIONAL DEVELOPMENT PROGRAMS DURING THE LAST FIVE YEARS

YEARS	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
NUMBER	103	94	95	87	86

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ANWARUL ULC: // COLLEGE
OF BUSINES I FI L'AGEMENT
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# 6.3.3.1. TOTAL NUMBER OF PROFESSIONAL DEVELOPMENT /ADMINISTRATIVE TRAINING PROGRAMMES ORGANIZED BY THE INSTITUTION FOR TEACHING AND NON-TEACHING STAFF YEAR WISE DURING THE LAST FIVE YEARS

### PROFESSIONAL DEVELOPMENT PROGRAMS DURING THE LAST FIVE YEARS

YEAR	NAME OF THE PROGRAM	DATE	RESOURC	No. Of Participants	
2022-2023	Barriers to poor Organised communication	20/02/2023 To 25/02/2023	Dr.Srinivas Reddy	Dr.Mohd Ajaz Khan	55
2022-2023	Time Management	01/08/2022 To 06/08/2022	Dr.Y.Vinodhini	Dr.Nikhath Sultana	48
2021 2022	Emotional Intelligence	31/01/2022 To 5/02/2022	Dr.Venkat Reddy	R.Renuka	48
2021-2022	Digital Literacy Programme	13/09/2021 To 18/09/2021	Dr.Nizamuddin	Dr.Shyam Kumar	46
	Creative Thinking	15/02/2021 To 20/02/2021	Dr.Osman Bin Dr.Shama Salam Yasmeen		47
2020-2021	Online Teaching Methods	23/11/2020 To 28/11/2020	Dr.Shahnaz Sultana	Dr.Afroze Ahmed	48
2010 2020	Student Psychology	24/02/2020 To 29/02/2020	Dr.Feroz Khan	DrThirupathi	47
2019-2020	Innovative Approaches in Management	05/08/2019 To 10/08/2019	Dr.Shahbaz Khan	Dr.Syed Abdul Aleem	40
2010 2010	Analytical Approaches to Research Methodology	28/01/2019 To 02/02/2019	Prof.Ahmed Baig	Dr.Shahnaz Sultana	42
2018-2019	Practical Approaches to Practical Learning	16/07/2018 To 21/07/2018	Dr.Durdana	Dr. Aseem Khan	44

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# <u>List Of Teaching Staff Participated In Professional Development Programs</u>

## A.Y-2022-2023

NAME OF THE TEACHER	DESIGNATION	NAME OF THE PROGRAM	DATE AND DURATION
		Barriers to Poor Organised	20/02/2023-
Mr Mohd Farooq Ali	Asso.Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Mr Mohd Wasif Ahmed	Asso.Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Miss Saba Fatima	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Mr M A Hyder Khan	Asso.professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Mr.Mohd Salauddin	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Miss Arshiya Arif	Asst. Professor	Communication	25/02/2023(11:00-1:00)
Mr Mohammed Saleem		Barriers to Poor Organised	20/02/2023-
Pasha	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Miss Meenaz	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Mr Mohammed Sartajuddin	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Mr Mohammed Sayeed	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Mrs Zarin Fathima	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Mrs.Fathima Unnisa	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Mrs Nazia Tabassum	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Miss Bushra Husna	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Miss Ruhi Naaz	Asst. Professor	Communication	25/02/2023(11:00-1:00)
		Barriers to Poor Organised	20/02/2023-
Ms. Naher Nabra Quadri	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			20/02/2023-
		Barriers to Poor Organised	25/02/2023(11:00-1:00)
Ms. Nazeen Saba Quadri	Assistant Professor	1.7	
	Mr Mohd Farooq Ali Mr Mohd Wasif Ahmed Miss Saba Fatima Mr M A Hyder Khan Mr.Mohd Salauddin Miss Arshiya Arif Mr Mohammed Saleem Pasha Miss Meenaz Mr Mohammed Sartajuddin Mr Mohammed Sayeed Mrs Zarin Fathima Mrs.Fathima Unnisa Mrs Nazia Tabassum	Mr Mohd Farooq Ali  Mr Mohd Wasif Ahmed  Asso.Professor  Miss Saba Fatima  Asst. Professor  Mr M A Hyder Khan  Asst. Professor  Mr.Mohd Salauddin  Asst. Professor  Mr Mohammed Saleem Pasha  Asst. Professor  Mr Mohammed Saleem Pasha  Asst. Professor  Mr Mohammed Sartajuddin  Asst. Professor  Mr Mohammed Sartajuddin  Asst. Professor  Mr Mohammed Sayeed  Asst. Professor  Mr Mohammed Sayeed  Asst. Professor  Mrs Zarin Fathima  Asst. Professor  Mrs.Fathima Unnisa  Asst. Professor  Mrs Nazia Tabassum  Asst. Professor  Miss Bushra Husna  Asst. Professor  Miss Ruhi Naaz  Asst. Professor  Asst. Professor	Mr Mohd Farooq Ali  Asso.Professor  Mr Mohd Wasif Ahmed  Asso.Professor  Mr M A Hyder Khan  Asso.Professor  Mr.Mohd Salauddin  Asst. Professor  Mr.Mohd Salauddin  Asst. Professor  Mr Mohammed Saleem Pasha  Asst. Professor  Asst. Professor  Mr Mohammed Sartajuddin  Mr Mohammed Sartajuddin  Asst. Professor  Mr Mohammed Sayeed  Asst. Professor  Mrs Zarin Fathima  Asst. Professor  Mrs. Pathima Unnisa  Asst. Professor  Asst. Professor  Mrs Nazia Tabassum  Asst. Professor  Asst. Professor  Asst. Professor  Communication  Barriers to Poor Organised Communication

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# List Of Teaching Staff Participated In Professional Development Programs

	1		Barriers to Poor Organised	20/02/2023-
18	Ms. Nazia Farheen	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
19	Ms. Qaiser Sultana	Assistant Professor	Communication	25/02/2023(11:00-1:00)
	DU THE CASE DESIGN COLUMN		Barriers to Poor Organised	20/02/2023-
20	Ms. Rabia Basra	Asst. Prof	Communication	25/02/2023(11:00-1:00)
1985-931			Barriers to Poor Organised	20/02/2023-
21	Ms. Rafath Sultana	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
22	Ms. Rakshi Fatima	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
23	Ms. Saira Siddiqua	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
24	Ms. Salma Begum	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
25	Ms. Sameena Begum	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
26	Ms. Sameera Fatima	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
27	Ms. Sana Shimaila Siddiqui	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
28	Ms. Sarah Farhath	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
29	Ms. Sarwath Jahan	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
30	Ms. Shabana Sultana Hashmi	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
31	Ms. Shahana Sultana	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
32	Ms. Sharega Firdose	Asst. Prof	Communication	25/02/2023(11:00-1:00)
	1		Barriers to Poor Organised	20/02/2023-
33	Ms. Sujitha Bujjuri	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
34	Ms. Sumayyah Firdous	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
35	Ms. Syeda Sameena	Asst. Prof	Communication	25/02/2023(11:00-1:00)
N-39//			Barriers to Poor Organised	20/02/2023-
36	Ms. Tahera Abid	Assistant Professor	Communication	25/02/2023(11:00-1:00)
-			Barriers to Poor Organised	20/02/2023-
37	Ms. Wajida Tabassum	Assistant Professor	Communication	25/02/2023(11:00-1:00)
31	11151 Trujiau Lububbuiii		12 11636 01	,

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# List Of Teaching Staff Participated In Professional Development Programs

			Barriers to Poor Organised	20/02/2023-
38	Ms. Zarina Begum	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
39	Ms.Humaira Fatima	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
40	Ms.Kauser Jabeen	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
41	Ms.Sameera Ahmed	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
42	Ms.Syeda Faheem Unnisa	Asst. Prof	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
43	Mubeen Sultana	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
44	N.Sadanandam	Lecturer	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
45	Nazia Khatoon	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
46	Neeta Pole	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
47	Nikhat Sultana	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
48	Null Sumera Jabin	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
49	P Naga Bharathi	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
50	Dr. D. D. Sahoo	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
51	G. Naresh	Assistant Professor	Communication	25/02/2023(11:00-1:00)
			Barriers to Poor Organised	20/02/2023-
52	Syeda Munawar	Assistant Professor	Communication	25/02/2023(11:00-1:00)
	5,000		Barriers to Poor Organised	20/02/2023-
53	Mary Rapaka	Assoc.Professor	Communication	25/02/2023(11:00-1:00)
33	Trimi J Tupum		Barriers to Poor Organised	20/02/2023-
54	D.Durga Bhavani	Assoc.Professor	Communication	25/02/2023(11:00-1:00)
34	D.Durgu Diluvuiii	5	Barriers to Poor Organised	20/02/2023-
55	MD.Akbar	Assoc.Professor	Communication	25/02/2023(11:00-1:00)
55	TIDE TROW			

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# List Of Teaching Staff Participated In Professional Development Programs

## A.Y-2022-2023

.NO	NAME OF THE TEACHER	DESIGNATION	NAME OF THE PROGRAM	DATE AND DURATION
	NAME OF THE TEACHER	DESIGNATION	TROGRAM	01/08/2022-06/08/2022
	Dr. Osman Bin Salam	Professor	Time Management	(11:00-1:00)
	Di. Coman Din Caram	110103501	Time Management	01/08/2022-06/08/2022
	Dr.Y Vinodhini	Professor	Time Management	(11:00-1:00)
		11010001		01/08/2022-06/08/2022
	Dr. Atiya Mahboob	Professor	Time Management	(11:00-1:00)
	•			01/08/2022-06/08/2022
	Mr Mohd.Ibrahimuddin	Asso Professor	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
	Mrs. Shahnaaz Sultana	Asso Professor	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
	Mrs Shabana Fatima	Asso Professor	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
	Mr Syed Muzammiluddin	Asso Professor	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
	Mrs Raheemunnisa	Asso Professor	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
	Mrs Sadiya Aziz	Asso Professor	Time Management	(11:00-1:00)
	•			01/08/2022-06/08/2022
)	Mr.Mohd Nizamuddin	Asso Professor	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
l	Dr Md Aijaz Khan	Asso Professor	Time Management	(11:00-1:00)
	•			01/08/2022-06/08/2022
2	Mr Md Rahman Shareef	Asso Professor	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
3	Dr. Aseem Khan	Asso Professor	Time Management	(11:00-1:00)
	Dr. Mohammed Ahmed	3	disease artists to	01/08/2022-06/08/2022
4	Mohiuddin	Asso.Professor	Time Management	(11:00-1:00)
			rema assa w	01/08/2022-06/08/2022
5	Mrs Asma Sultana	Asso.Professor	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
6	Ms. Afshan Sultana	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
				(11:00-1:00)
7	Ms. Asima Aqsa	Asst. Prof	Time Management	

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# List Of Teaching Staff Participated In Professional Development Programs

				01/08/2022-06/08/2022
8	Ms. Asma Bader	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
9	Ms. Asma Khanam	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
0	Ms. Asra Ahmed	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
1	Ms. Ayesha Farhath Fathima	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
2	Ms. Bashira Ahmed	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
3	Ms. Bazela Shahwar	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
4	Ms. Fareeha Qureshi	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
5	Ms. G. Swetha	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
6	Ms. Heena Afreen	Asst. Prof	Time Management	(11:00-1:00)
		Assistant		01/08/2022-06/08/2022
7	Ms. Ishrath Nousheen	Professor	Time Management	(11:00-1:00)
-		Associate		01/08/2022-06/08/2022
8	Ms. M. Saritha Devi	Professor	Time Management	(11:00-1:00)
	Minima Devi			01/08/2022-06/08/2022
9	Ms. Mariyamyaseen	Asst. Prof	Time Management	(11:00-1:00)
_	1715. Tridity dilly discon	Assistant		01/08/2022-06/08/2022
0	Ms. Mujeeb Tarnam	Professor	Time Management	(11:00-1:00)
	inis majeco ramam	10111111		01/08/2022-06/08/2022
1	Ms. N. Swati Vikas	Asst. Prof	Time Management	(11:00-1:00)
1	1713, 17, GWALL VIRAS	Assistant		01/08/2022-06/08/2022
2	Ms. Naher Nabra Quadri	Professor	Time Management	(11:00-1:00)
2	IVIS. IVAIIOI IVADIA QUAGII	Assistant		01/08/2022-06/08/2022
2	Ms. Nazeen Saba Quadri	Professor	Time Management	(11:00-1:00)
3	Wis. Nazeeli Saba Quadit	110103301		01/08/2022-06/08/2022
1	Ma Nazia Farbaan	Asst. Prof	Time Management	(11:00-1:00)
4	Ms. Nazia Farheen	Assistant	Thirt training training	01/08/2022-06/08/2022
-	Ma Opion Sultana	Professor	Time Management	(11:00-1:00)
5	Ms. Qaiser Sultana	110103301	Time transgement	01/08/2022-06/08/2022
	M. D.U. D.	Asst. Prof	Time Management	(11:00-1:00)
36	Ms. Rabia Basra	ASSL FIOI	Time Management	

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# List Of Teaching Staff Participated In Professional Development Programs

	1	1		
7	Ms. Rafath Sultana	Assistant Professor	Time Management	01/08/2022-06/08/2022 (11:00-1:00)
		Assistant		01/08/2022-06/08/2022
3	Ms. Rakshi Fatima	Professor	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
)	Ms. Saira Siddiqua	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
)	Ms. Salma Begum	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
	Ms. Sameena Begum	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
2	Ms. Sameera Fatima	Asst. Prof	Time Management	(11:00-1:00)
		1 1		01/08/2022-06/08/2022
3	Ms. Sana Shimaila Siddiqui	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
1	Ms. Sarah Farhath	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
5	Ms. Sarwath Jahan	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
5	Ms. Shabana Sultana Hashmi	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
7	G. Naresh	Asst. Prof	Time Management	(11:00-1:00)
				01/08/2022-06/08/2022
3	Nirmala Patel	Asst. Prof	Time Management	(11:00-1:00)

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Date: 21.07.2022

# **CIRCULAR**

This is to inform that, Anwarul Uloom College of Business Management is Faculty Development Programme on "TIME organizing One Week MANGEMENT" on 01st Aug,2022 to 6th Aug,2022. All the Faculty members of concerned departments are requested to register and attend the programme.

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# A REPORT ON ONE WEEK FACULTY DEVELOPMENT PROGRAMME

# ON

# "TIME MANAGEMENT"

# **ORGANIZED BY**

# INTERNAL QUALITY ASSURANCE CELL (IQAC),

# ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 01st August, 2022 to 6th August, 2022.

Time: 11:00 AM to 1:00 PM

# **Resource Persons**

## Dr .Y.Vinodhini

- Ph.D(Business Management)
- Professor
- Anwarul Uloom College of Business Management

Email ID: <a href="mailto:yvinodhinichinna@gmail.com">yvinodhinichinna@gmail.com</a>

Ph: +91-8143134859

# Dr. NIKHATH SULTANA

- Ph.D(Business Management)
- Professor
- Mesco College

Email: nikhat.sultana@gmail.com

Ph: 8106406986

Number of Participants: 46 (Issued Certificate to all the participants)

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New Hollandily, Hyderabad,

## **OBJECIVES OF THE PROGRAM:**

- Help individuals prioritize tasks and goals based on importance and urgency.
- Teach individuals to identify and eliminate time-wasting activities and habits.
- Encourage individuals to delegate tasks and responsibilities effectively.
- Reduce stress and burnout by promoting a balanced and manageable workload.
- Support individuals in achieving their goals and realizing their potential by managing their time effectively.

# TOPICS COVERED IN THE PROGRAM:

- Understanding the Importance of Time Management
- The Benefits of Effective Time Management
- · Identifying Your Time Wasters
- Goal Setting and Prioritization
- Creating a Daily Schedule and To-Do List
- Time Blocking and Batch Processing
- Delegating Tasks and Saying No
- Overcoming Procrastination and Distractions
- Developing Productive Habits
- Evaluating and Adjusting Your Time Management System

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Non Makapaliv, Hyderabad,

## OUTCOME OF THE PROGRAM:

The Faculty Development Program on Time Management commenced with the Internal Quality Assurance Cell Coordinator & Vice-Principal Mr. Mohammed Ibrahim Uddin giving an introduction of the speaker Dr. Y. Vinodhini, Professor Anwarul Uloom College of Business Management.

The program aimed to train the faculty of different colleges on time management techniques that they could use to improve their productivity and efficiency.

The program covered various aspects of time management, including setting goals, prioritizing tasks, and eliminating time wasters.

The training program also included practical exercises that allowed the participants to apply the concepts learned during the program.

One of the outcomes of the program was that the faculty members who participated in the training reported an improvement in their time management skills

Another outcome of the program was that the participants were able to identify the time wasters that were eating into their productivity. Dr. Vinodhini taught the participants how to identify and eliminate time wasters such as procrastination, multitasking, and social media distractions.

The program also had a positive impact on the participants' personal lives.

They reported that they were now able to manage their personal time better, which had a positive impact on their work-life balance

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How Mallonally, hyderabad.



The program also had a positive impact on the college environment. The faculty members who participated in the training were able to share their newfound knowledge with their colleagues, which resulted in a more productive and efficient work environment

The program was also a success in terms of participant feedback. The participants gave positive feedback on the content and delivery of the program, with many stating that they found the program to be informative, engaging, and practical.

In conclusion, the Time Management training program organized by Dr. Y. Vinodhini at Anwarul Uloom College of Business Management was a success. The program had a positive impact on the participants time management skills, productivity, and work-life balance

Overall, the program was well-received by the participants, who found it to be informative, engaging, and practical.

Programme Co-ordinator

Bus

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PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Mallepaily, Hyderabad.



Resource Person: Dr.Y.Vinodhini, Dr. NIKHATH SULTANA

Programme Coordinator

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OF BUSINESS MANAGEMENT
New Makepelly, Hyderabad.





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#11-3-918, New Mallepally, Hyderabad - 500001, T.S., India.

# **List of Participants**

Name of the Programme: A one week Faculty Development Program on Time Management.

Date: 01/08/2022 to 06/08/2022

S.NO	NAME OF THE FACULTY	DESIGNATION	COLLEGE NAME	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
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OF BUSINESS MANAGEMENT
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New Mallepally
Hyderabad.

A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON

TIME MANAGEMENT



### REGISTRATION FORM

IAME:
DESIGNATION:
DRGANISATION:
ADDRESS:
MOBILE: /
EMAIL:

PLACE:

SIGN OF APPLICANT

### IMPORTANT DATES:

DATES:	TOPICS
01.08.2022	PRIORITIZATION
02.08.2022	TIME TRACKING AND TIME BLOCKING
03.08.2022	DELEGATION & PROCRASTINATION
04.08.2022	DISTRACTION MANAGEMENT & GOAL SETTING
05.08.2022	TIME OPTIMIZATION A & TIME ESTIMATION
06.08.2022	SELFCARE

FREE REGISTRATION:

Academicians, Faculty & Research Scholars

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OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad-T.S.

Management has carved a niche for itself over a period of two decades. Our relentless effort in imparting quality education through participatory teaching methodologies and pedagogical tools helped in chiselling personality of students. Anwarul Uloom College of Business Management is not just an educational institution; it is a commitment, a commitment towards building a new generation of smart and capable individuals the custodians of the future. One of the best colleges in our country, Anwarul Uloom College of Business Management has wide reputation for its quality of learning and a holistic approach towards grooming the students.

ABOUT TIME MANAGEMENT: - Time management is the process of organizing and planning how much time is spent on various activities to maximize productivity and achieve goals. It involves prioritizing tasks, setting deadlines, and avoiding procrastination. Effective time management leads to less stress, increased efficiency, and greater success in both personal and professional endeavors.

## FACULTY DEVELOPMENT PROGRAMME SUBTHEMES:

- · UNDERSTANDING THE IMPORTANCE OF TIME MANAGEMENT
- THE BENEFITS OF EFFECTIVE TIME MANAGEMENT
- · IDENTIFYING YOUR TIME WASTERS
- · GOAL SETTING AND PRIORTIZATION
- · CREATING A DAILY SCHEDULE AND TO-DO LIST
- TIME BLOCKING AND BATCH PROCESSING
- · DELEGATING TASK AND SAYING NO
- OVERCOMING PROCRASTINATION AND DISTRACTIONS
- · DEVELOPING PRODUCTIVE HABITS
  - EVADUATING AND ADJUSTING YOUR TIME MANAGEMENT

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# Certificate of Participation

This is to certify that

Institution	Designation	Name

College of Business Management. MANAGEMENT" from 01/08/2022 to 06/08/2022 organized by IQAC, Anwarul Uloom MIT,

Programme Co-ordinator





- Church

Dr. Osman Bin Salam

Principal



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Date:		
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Date: 11-02-2023

# **CIRCULAR**

Anwarul Uloom college of Business Management is conducting One Week Faculty Development Programme on "Barriers to poor Organized Communication" on 20<sup>th</sup> February, 2023 to 25<sup>st</sup> February, 2023. All the Faculty members of the departments are requested to register and attend the programme.



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OF BUSSMESS MANAGEMENT

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# A REPORT ON ONE WEEK FACULTY DEVELOPMENT PROGRAMME ON

# "BARRIERS TO POOR ORGANISED COMMUNICATION" ORGANIZED BY

# INTERNAL QUALITY ASSURANCE CELL (IQAC), ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 20th February, 2023 to 25th February, 2023.

Time: 11:00 AM to 1:00 PM

# Resource Persons

# **DR.SRINIVAS REDDY**

- Ph.D(Business Management)
- Professor
- -A.V College

Email ID: srinivasreddy01@gmail.com

Ph: +91-8143138980

# Dr. MOHD AJAZ KHAN

- Ph.D(Business Management)
- Professor
- Deccan College

Email: ajazkhan@gmail.com

Ph: 9030681903

Number of Participants: 55 (Issued Certificate to all the participants)

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OF BUSINESS MANAGEMENT
More Malescopy, Hyderobad.

## OBJECIVES OF THE PROGRAM:

- 1. To identify common barriers that prevents effective communication within an organization, such as language barriers, cultural differences, technical jargon, and physical distance.
- 2. To raise awareness among employees about the importance of effective communication in achieving organizational goals and success.
- 3. To provide employees with the necessary skills and tools to overcome communication barriers and improve their communication abilities.
- 4. To improve employee engagement and motivation by creating a more open and collaborative work environment where communication is valued...
- 5. To enhance customer satisfaction by improving communication between employees and customers, this can lead to better customer service and increased customer loyalty.

## TOPICS COVERED IN THE PROGRAM:

- 1. The importance of effective communication in the workplace
- 2. Identifying common communication barriers in organizations

New Mallenally

- Overcoming language barriers and cultural differences in communication
- Improving listening and feedback skills
- Addressing non-verbal communication barriers

Avoiding jargon and technical language that may be difficult for others to understand

7. Developing effective written communication skills

8. Identifying and resolving conflicts that arise due to communication

barriers

Encouraging open communication and active listening

**OUTCOME OF THE PROGRAM:** 

The Faculty Development Program on Time Management commenced with the Internal Quality Assurance Cell Coordinator & Vice-Principal Mr. Mohammed Ibrahim Uddin giving an introduction of the speaker Dr.P.K Dutta Professor Anwarul Uloom College of Business

Management.

Increased clarity and understanding: By addressing communication barriers and promoting effective communication strategies, individuals and groups may be better able to understand and convey their messages. This can

lead to more effective collaboration and decision-making.

Improved relationships: Clear communication can help build trust and foster positive relationships between individuals and groups. This can lead to increased cooperation and better outcomes in various contexts, such as in

the workplace or in interpersonal relationships.

Reduced conflicts: Miscommunication and misunderstandings can often lead to conflicts and tension. By addressing communication barriers, a program may be able to reduce the likelihood of conflicts arising.

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Blow Mattenanty, Hyderabad.

Enhanced productivity and efficiency: Effective communication can improve the speed and accuracy of task completion, which can result in increased productivity and efficiency.

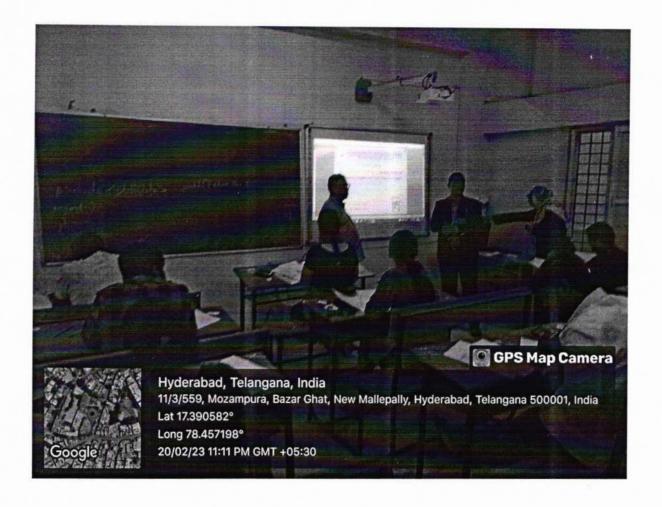
Better health outcomes: In healthcare settings, poor communication can lead to medical errors and adverse health outcomes. By improving communication, healthcare providers can ensure that patients receive the care they need in a safe and effective manner.

Overall, a program aimed at breaking down barriers to poor organized communication could have a wide range of positive outcomes, depending on the specific strategies and interventions used.

Programme Co-ordinator

PRINCIPAL
ANWARUL ULGOM COLLEGE
OF BUSINESS MANAGEMENT
New Malegaly, Hydershad.





Resource Person: DR.SRINIVAS REDDY, Dr. MOHD AJAZ KHAN

\*

Programme Coordinator

PRINCIPAL
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OF BUSINESS MANAGEMENT
New Melepedy, Hyderebed.





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# **List of Participants**

Name Of the Programme: A one week Faculty Development Program on BARRIERS TO POOR ORGANISED COMMUNICATION.

Date: 20/02/2023 to 25/02/2023

s.no	NAME OF THE FACULTY	DESIGNATION	COLLEGE NAME	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
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PRINCIPAL
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OF BUSINESS MANAGEMENT

Phone: 040 - 23347296, 23340208 | Email: aucbm.hyd@gmail.com

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| Fax: 040 - 23342750



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# **List of Participants**

Name of the Programme: A one week Faculty Development Program on Time Management.

Date: 01/08/2022 to 06/08/2022

s.no	NAME OF THE FACULTY	DESIGNATION	COLLEGE NAME	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
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Phone: 040 - 23347290, 25340200 Email: aucbm.hyd@gmail.com

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S.NO	NAME OF THE FACULTY	DESIGNATION	COLLEGE	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
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OF BUSINESS MANAGEMENT
New Mallepelly, Hyderabad.

Hew Mallepally

# A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON BARRIERS TO POOR ORGANISED COMMUNICATION



## **REGISTRATION FORM**

NAME:	
DESIGNATION:	
ORGANISATION:	
ADDRESS:	
AAORU E.	
EMAIL:	
	SIGN OF APPLICANT
PLACE:	
DATE:	

# IMPORTANT DATES:

IMPORTANT DATES:	TOPICS
DATES:	IMPORTANCE OF EFFECTIVE COMMUNICATION
20.02.2023	IMPORTANCE OF EFFECTIVE COMMUNICATION
21.02.2023	IDENTIFYING COMMOM COMMUNICATION BARRIERS
	TO MAKE LANGUAGE BARRIERS
22.02.2023	- LISTENING AND FFEDDACK SINCE
23.02.2023	
24.02.2023	DEVELOPING WRITTEN COMMUNICATION IDENTIFYING AND RESOLVING COMMUNICATION
25.02.2023	BARRIERS AND RESOLUTION BARRIERS

# FREE REGISTRATION:

Academicians, Faculty & Research Scholars

# **ABOUT COLLEGE:**

Anwarul Uloom College of Business Management has carved a niche for itself over a period of two decades. Our relentless effort in imparting quality education through participatory teaching methodologies and pedagogical tools helped in chiselling personality of students. Anwarul Uloom College of Business Management is not just an educational institution; it is a commitment, a commitment towards building a new generation of smart and capable individuals the custodians of the future. One of the best colleges in our country, Anwarul Uloom College of Business Management has wide reputation for its quality of learning and a holistic approach towards grooming the students.

# ABOUT BARRIERS TO POOR ORGANISED COMMUNICATION: -

Barriers to effective communication can be defined as any factors or situations that hinder the transmission or reception of a message, resulting in a breakdown in communication or a miscommunication between the sender and the receiver. These barriers can be physical, psychological, linguistic, cultural, or technological. By identifying and addressing these barriers, individuals and organizations can improve their communication skills and create a more productive and efficient communication environment.

# FACULTY DEVELOPMENT PROGRAMME SUBTHEMES:

- 1. The importance of effective communication in the workplace
- Identifying common communication barriers in organizations
- 3. Overcoming language barriers and cultural differences in communication
- 4. Improving listening and feedback skills
- Addressing non-verbal communication barriers
- Avoiding jargon and technical language that may be difficult for others to understand
- Developing effective written communication skills
- Identifying and resolving conflicts that arise communication barriers





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# Certificate of Participation

This is to certify that

Name

Ruhi Nac 2

Institution Aucam Designation / )çs/

has actively participated in One week Faculty Development Program on "BARRIERS TO POOR ORGANISED COMMUNICATION" from 20/02/2023 to 25/02/2023 organized by

IQAC, Anwarul Uloom College of Business Management

Programme Co-ordinator



Dr. Osman Bin Salam

Principal



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# Sertufacate of Participa

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Name\_

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Institution Wand Shah & Ham Klan College of Engineering of

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Programme co-ordinator



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