



ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

(A MUSLIM MINORITY INSTITUTION)

[Affiliated to Osmania University | Approved by AICTE | Permitted by Govt. of Telangana]

#11-3-918, New Malleshpally, 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

YEAR	NAME OF THE PROGRAM	DATE	RESOURCE PERSON		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
	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
	Digital Literacy Programme	13/09/2021 To 18/09/2021	Dr.Nizamuddin	Dr.Shyam Kumar	46
2020-2021	Creative Thinking	15/02/2021 To 20/02/2021	Dr.Osman Bin Salam	Dr.Shama Yasmeen	47
	Online Teaching Methods	23/11/2020 To 28/11/2020	Dr.Shahnaz Sultana	Dr.Afroze Ahmed	48
2019-2020	Student Psychology	24/02/2020 To 29/02/2020	Dr.Feroz Khan	Dr..Thirupathi	47
	Innovative Approaches in Management	05/08/2019 To 10/08/2019	Dr.Shahbaz Khan	Dr.Syed Abdul Aleem	40
2018-2019	Analytical Approaches to Research Methodology	28/01/2019 To 02/02/2019	Prof.Ahmed Baig	Dr.Shahnaz Sultana	42
	Practical Approaches to Practical Learning	16/07/2018 To 21/07/2018	Dr.Durdana	Dr. Aseem Khan	44


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New Malleshpally, Hyderabad.



Phone: 040 – 23347296, 23340208 | Email: aucbm.hyd@gmail.com | Fax: 040 - 23342750



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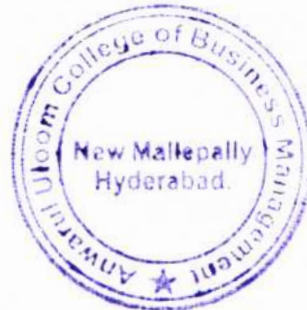
#11-3-918, New Malleshpally, Hyderabad - 500001, T.S., India.

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

ADMINISTRATIVE TRAINING PROGRAMS DURING THE LAST FIVE YEARS

YEAR	NAME OF THE PROGRAM	DATE	RESOURCE PERSON	NO. OF PARTICIPANTS
2022-2023	TIME AND TASK MANAGEMENT	6th June, 2022	SYED SULEMAN	20
2020-2021	TALLY	04th September, 2021	MOHD. WASIF AHMED	21
2021-2022	MS OFFICE	16th November, 2020	MR. MOHD SALEEM PASHA	22
2019-2020	DEALING WITH DIFFICULT PEOPLE	15th July, 2019	MRS. SADIYA AZIZ	23
2018-2019	SELF MANGEMENT	11th July, 2018	MR. MOHD WALI UR RAHMAN	20

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



REGISTRATION FORM

NAME: _____
DESIGNATION: _____
ORGANISATION: _____
ADDRESS: _____
MOBILE: _____
EMAIL: _____

PLACE:
DATE:

SIGN OF APPLICANT

IMPORTANT DATES:

DATES:	TOPICS
20.02.2023	IMPORTANCE OF EFFECTIVE COMMUNICATION
21.02.2023	IDENTIFYING COMMON COMMUNICATION BARRIERS
22.02.2023	OVERCOMING LANGUAGE BARRIERS
23.02.2023	IMPROVING LISTENING AND FEEDBACK SKILLS
24.02.2023	DEVELOPING WRITTEN COMMUNICATION SKILLS
25.02.2023	IDENTIFYING AND RESOLVING COMMUNICATION 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.

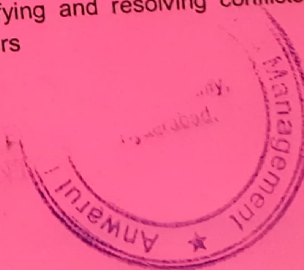
ABOUT BARRIERS TO POOR ORGANISED COMMUNICATION: -

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
2. Identifying common communication barriers in organizations
3. Overcoming language barriers and cultural differences in communication
4. Improving listening and feedback skills
5. Addressing non-verbal communication barriers
6. 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 communication barriers

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New Malapally, Hyderabad-500 082



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


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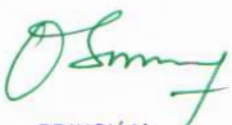


OBJECTIVES OF THE PROGRAM:

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


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6. 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
9. 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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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.

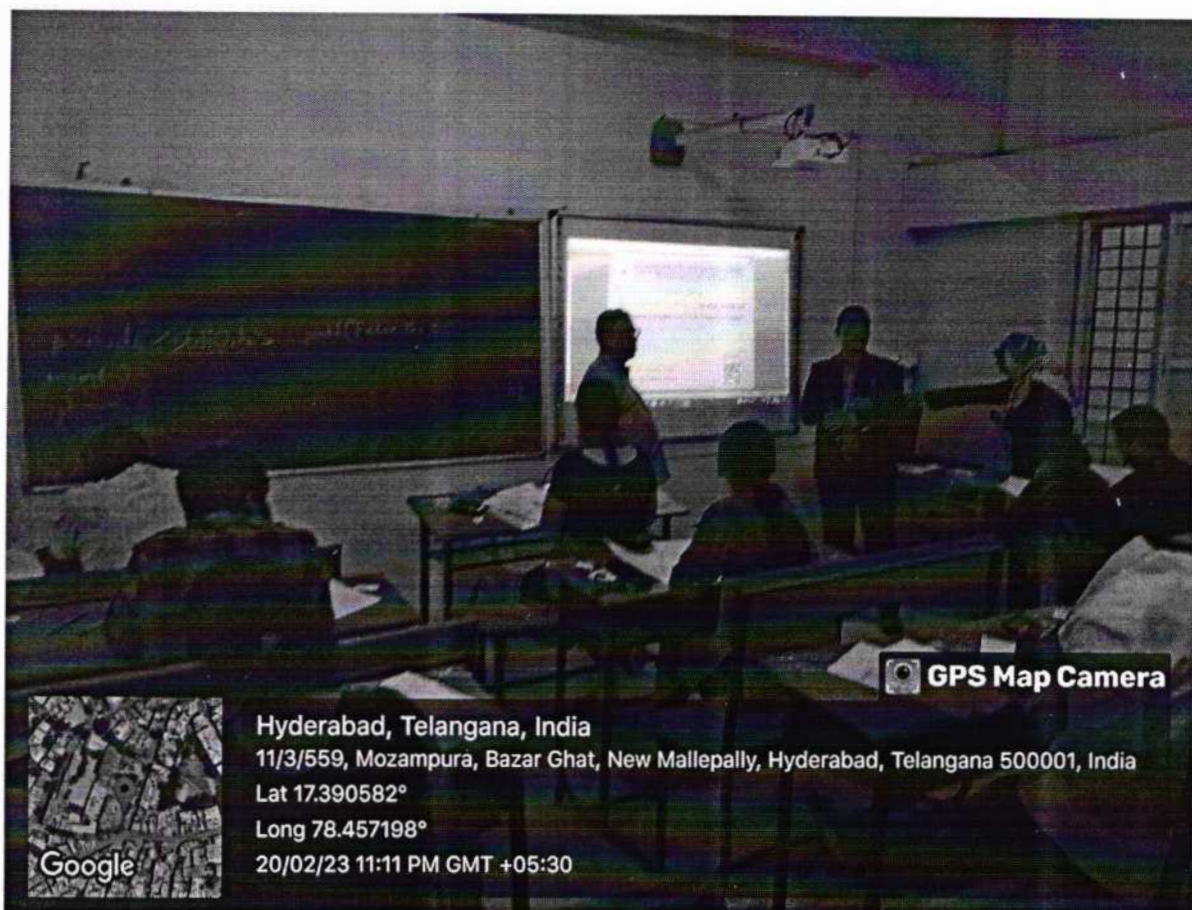


Programme Co-ordinator



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New Malleshpally, Hyderabad.





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

Programme Coordinator

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New Mallepally, Hyderabad.



A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON

TIME MANAGEMENT



REGISTRATION FORM

NAME: -----
 DESIGNATION: -----
 ORGANISATION: -----
 ADDRESS: -----
 MOBILE: -----
 EMAIL: -----

PLACE: _____
 DATE: _____

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

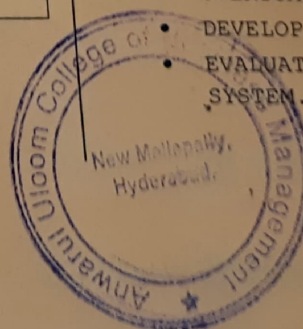
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ABOUT COLLEGE: Anwarul Uloom College of Business Management has carved a niche for itself over a period of two decades. Our relentless effort in imparting quality education through participatory teaching methodologies and pedagogical tools helped in 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 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 PRIORITIZATION
- 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
- EVALUATING AND ADJUSTING YOUR TIME MANAGEMENT SYSTEM.



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: <u>yvinodhinichinna@gmail.com</u> Ph: +91-8143134859	Dr. NIKHATH SULTANA - Ph.D(Business Management) - Professor - Mesco College Email: <u>nikhat.sultana@gmail.com</u> Ph: 8106406986
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Number of Participants: 46 (Issued Certificate to all the participants)


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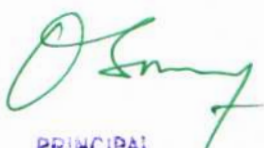


OBJECTIVES OF THE PROGRAM:

- 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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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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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.

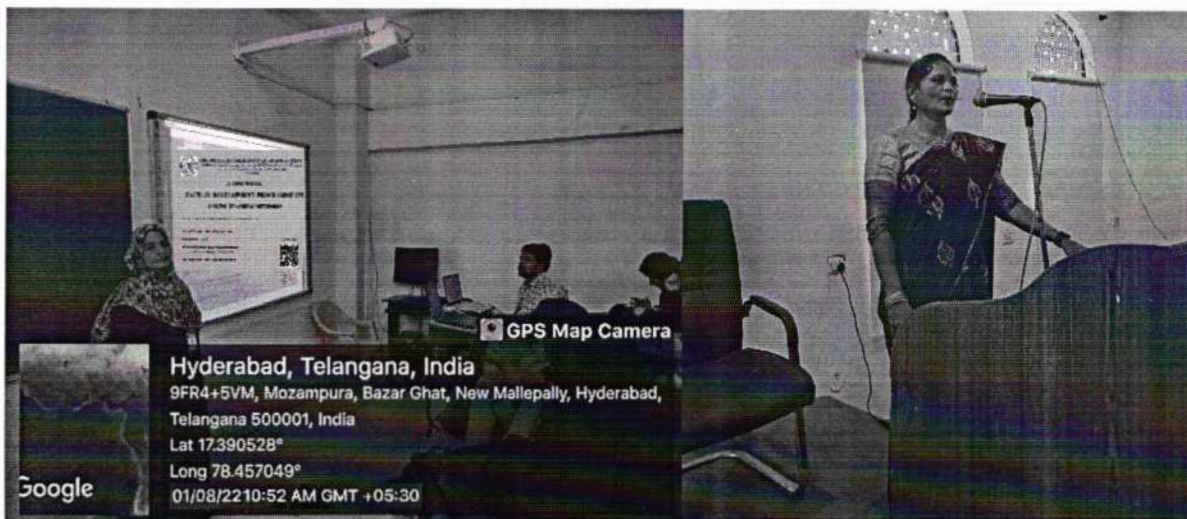
In conclusion, the Time Management training program organized by Dr. Y. Vinodhini at Anwarul Uloom College of Business Management was a success. The program had a positive impact on the participants' time management skills, productivity, and work-life balance

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


Programme Co-ordinator


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ANWARUL ULOOM COLLEGE
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New Malleshpally, Hyderabad.





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


Programme Coordinator


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11-3-918, New Mallepally, Hyderabad - 500001, Telangana, India.



ONE DAY ADMINISTRATIVE DEVELOPMENT PROGRAM ON "TIME AND TASK MANAGEMENT"

On 6th June, 2022

ORGANISED BY:

INTERNAL QUALITY ASSURANCE CELL (IQAC),

DEPARTMENT OF BUSINESS MANAGEMENT

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

CONTACT DETAILS:

Syed Suleman

Corporate Trainer & Team Lead

INVESO PVT LTD

Contact: +91-9966076528

Email Id: salman5486@gmail.com



CHIEF PATRON:

MEHBOOB ALAM KHAN

HONORABLE SECRETARY, ANWARUL ULOOM EDUCATIONAL ASSOCIATION

PATRON:

MUJAHID ALAM KHAN

HONORABLE SECRETARY, ANWARUL ULOOM EDUCATIONAL ASSOCIATION

CONFERENCE CHAIRMAN:

PROF AHMED BAIG, GOVERING BODY MEMEBER, ANWARUL ULOOM EDUCATIONAL ASSOCIATION

CONVENERS:

Dr. OSMAN BIN SALAM

PRINCIPAL, ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

IQAC COORDINATOR:

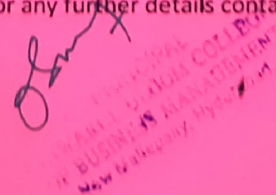
MOHAMMED IBRAHIM UDDIN

VICE-PRINCIPAL, ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

ORGANISING COMMITTEE:

1. Dr Osman Bin Salam
2. Mrs Raheemunnisa
3. Mrs. Ruhi

For any further details contact: 040-23340208, 23347296



**A REPORT ON ONE DAY ADMINISTRATIVE DEVELOPMENT PROGRAMME
ON**

"TIME AND TASK MANGEMENT"

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC),

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 6^h June, 2022

Time: 11:00 AM onwards.

Resource Person:

Syed Suleman

Corporate Trainer

- INVESO PVT LTD

Contact: +91-9966076528

Email Id:salman5486@gmail.com

Number of Participants: 20 (Issued Certificate to all the participants)


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OBJECTIVES OF THE PROGRAM:

- Effective time and task management can help individuals and organizations get more work done in less time, thereby increasing productivity.
- Poor time management can lead to stress and anxiety, which can have negative impacts on individuals' mental and physical health. By improving time and task management skills, individuals can reduce stress and increase overall well-being.
- A time and task management program can help individuals prioritize their tasks and allocate their time more effectively, ensuring that they focus on the most important tasks first.
- Effective time management can help individuals meet deadlines and achieve their goals in a timely manner, thereby increasing their sense of accomplishment and boosting their confidence.
- By streamlining workflows and reducing time wastage, individuals can enhance their overall efficiency and get more done in less time.

TOPICS COVERED IN THE PROGRAM:

- Goal setting: Setting clear goals and priorities is essential for effective time management. A time and task management program may help individuals identify their goals, break them down into smaller tasks, and prioritize them according to importance.
- Time tracking: To manage time effectively, it's important to have an accurate understanding of how much time is being spent on various


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tasks. A time and task management program may provide tools for tracking time, such as timers or time-tracking software.

- Planning and scheduling: Effective planning and scheduling can help individuals allocate their time more efficiently. A time and task management program may provide tips and techniques for creating schedules and to-do lists that help individuals make the most of their time.
- Delegation and outsourcing: Sometimes, it may be more effective to delegate tasks to others or outsource certain tasks to free up time for more important work. A time and task management program may provide guidance on how to identify tasks that can be delegated or outsourced, and how to manage the process effectively.
- Prioritization and decision making: With limited time and resources, it's important to make informed decisions about which tasks to focus on. A time and task management program may provide strategies for prioritizing tasks and making decisions based on their relative importance.

OUTCOME OF THE PROGRAM:

The Faculty Development Program on Time and Task Management commenced with the Internal Quality Assurance Cell Coordinator & Vice-Principal Mr. Mohammed Ibrahim Uddin giving an introduction of the speaker Syed Suleman, Corporate Trainer Invesco Pvt Ltd


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

Improved productivity: By learning effective time and task management techniques, individuals can become more productive and accomplish more in less time.

Reduced stress: Better time and task management can help individuals feel less overwhelmed and stressed, as they can prioritize their tasks and avoid last-minute rushes.

Increased focus: Effective time and task management can help individuals stay focused on their goals and avoid distractions.

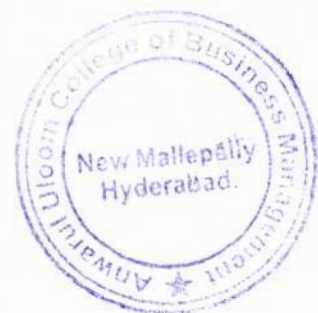
Better work-life balance: By managing their time more effectively, individuals can create more time for their personal life and hobbies, which can lead to a better work-life balance.

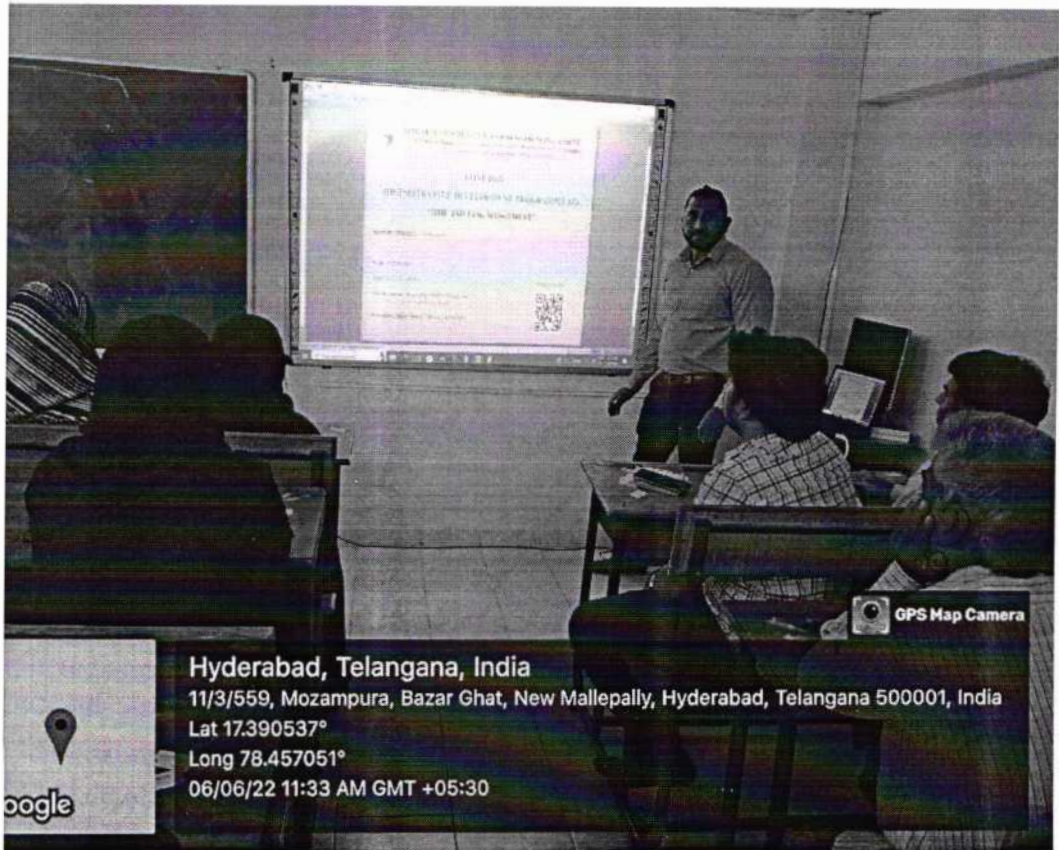
Improved time estimation: Through time management training, individuals can learn how to estimate the time required for different tasks more accurately, which can lead to better planning and scheduling.

Enhanced accountability: Time and task management programs can help individuals become more accountable for their work and deadlines, leading to increased professionalism and higher-quality work.


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Programme Co-ordinator





Source Person: Syed Suleman


Programme Coordinator


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New Mallepally, Hyderabad.



A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON

DIGITAL LITERACY



REGISTRATION FORM

NAME: _____
 DESIGNATION: _____
 ORGANISATION: _____
 ADDRESS: _____
 MOBILE: _____
 EMAIL: _____

PLACE: _____
 DATE: _____

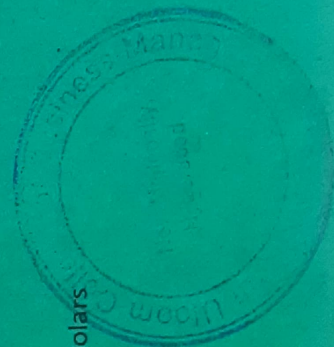
SIGN OF APPLICANT

IMPORTANT DATES:

DATES:	TOPICS
13.09.2021	TOOL AND TECHNIQUES FOR DIGITAL TEACHING
14.09.2021	DIGITAL ASSESSMENT AND EVALUATION
15.09.2021	ONLINE LEARNING AND COLLABORATION
16.09.2021	DIGITAL LITERACY FUNDAMENTALS
17.09.2021	EMERGING TECHNOLOGIES AND TRENDS
18.09.2021	DIGITAL CITIZENSHIP AND ETHICS

FREE REGISTRATION:

Academicians, Faculty & Research Scholars



ABOUT COLLEGE:

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ABOUT DIGITAL LITERACY: -

Digital literacy refers to the ability to use Digital Technologies effectively and responsibly. It includes skills such as navigating online platform using search engines, distinguishing reliable sources from unreliable ones and protecting ones privacy and security online. Being digitally literate enhance ones social connectivity and overall quality of life.

FACULTY DEVELOPMENT PROGRAMME SUBTHEMES:

1. Tools and techniques for Digital Teaching
2. Digital Assessment and Evaluation
3. Online Learning and Collaboration
4. Digital Literacy Fundamentals
5. Emerging Technologies and Trends
6. Digital Citizenship and Ethics

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 New Malakpally, Hyderabad-50.

**A REPORT ON ONE WEEK FACULTY DEVELOPMENT PROGRAM ON
"DIGITAL LITERACY"**

**ORGANIZED BY
INTERNAL QUALITY ASSURANCE CELL (IQAC),
ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD**

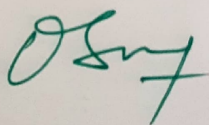
Date: 13th September, 2021 to 18th September, 2021.

Time: 11:00 AM to 1:00 PM

Resource Persons

Dr. NIZAMUDDIN - Ph.D(Business Management) - Professor - Hyderabad Presidency College Email: nizamuddin@gmail.com Ph: 9030681903	DR.SHYAM KUMAR - Ph.D(Business Management) - Professor - Aurora PG College Email: shyam.kumar@gmail.com Ph: 9391355444
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Number of Participants: 46 (Issued Certificate to all the participants)



PRINCIPAL
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New Malleshpally, Hyderabad.

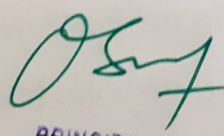


OBJECTIVES OF THE PROGRAM

1. Enhance the digital literacy skills of the faculty members.
2. To equip the faculty members with the necessary tools and techniques to incorporate technology in their teaching.
3. Encourage the faculty members to use technology in innovative ways to improve the learning outcomes of the students.
4. Create a forum for the exchange of ideas and sharing of experiences among the faculty members.
5. Enhance the overall quality of education by leveraging the power of technology.

TOPICS COVERED IN THE PROGRAM:

- Introduction to Digital Literacy
- Tools and Techniques for Digital Teaching
- Digital Assessment and Evaluation
- Online Learning and Collaboration
- Digital Literacy Fundamentals
- Digital Learning Tools and Techniques
- Digital Citizenship and Ethics
- Emerging Technologies and Trends
- Innovative Teaching Methods
- Personalized Learning and Differentiation

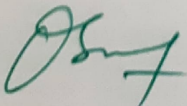

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New Malleshpally, Hyderabad.

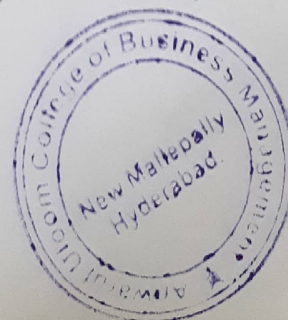


OUTCOME OF THE PROGRAM:

The Anwarul Uloom College of Business Management recently conducted a one-week faculty development program on Digital Literacy, in collaboration with the Internal Quality Assurance Cell (IQAC). The Faculty Development Program on DIGITAL LITERACY commenced with the Internal Quality Assurance Cell Coordinator & Vice-Principal Mr. Mohammed Ibrahim Uddin giving an introduction of the speaker Dr. Mohd. Aijaz, Professor Anwarul Uloom College of Business Management. The program was aimed at enhancing the digital literacy skills of the faculty members and providing them with the necessary tools and techniques to incorporate technology into their teaching. The one-week faculty development program on digital literacy organized by the IQAC of Anwarululoom College of Business Management was a great success. The program was attended by 50 faculty members from different departments of the college.

The program covered various topics of Digital Literacy. The sub-theme covered various digital tools and technologies that can be used in teaching and research. It included topics like Learning Management Systems (LMS), multimedia tools, and online assessment tools. Dr. Mohd Aijaz spoke on topics such as Tools and Techniques for Digital Teaching, Digital Assessment and Evaluation, Online Learning and Collaboration, Digital Literacy Fundamentals, Digital Learning Tools and Techniques, Digital Citizenship and Ethics, Emerging Technologies and Trends and Innovative Teaching Methods. The program encouraged the faculty members to develop innovative teaching methods that can make the learning process more engaging and interactive. The FDP encouraged the faculty members


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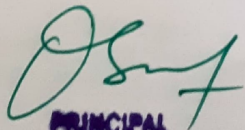


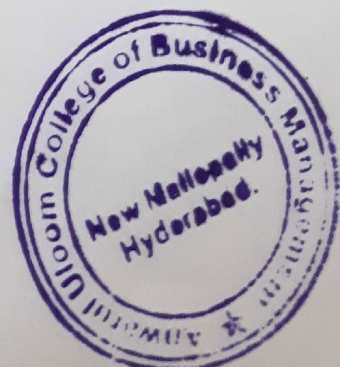
to use technology in innovative ways to improve the learning outcomes of the students.

One of the out come of this FDP was it provided the necessary tools and techniques to use online platforms to facilitate learning and collaboration among the students. The program created a forum for the exchange of ideas and experiences among the faculty members, which led to the sharing of best practices and innovative teaching methods. The topic Personalized Learning and Differentiation was clearly explained and stated an exploration of how technology could be used to personalize learning and differentiate instruction based on the needs and preferences of individual learners.

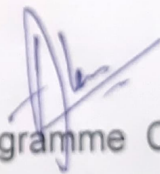
Another major outcome of the program was that the Participants who attend an FDP on Digital Literacy Program are likely to develop their digital literacy skills, including their ability to use technology tools and techniques effectively, to integrate technology into teaching and learning, and to make informed decisions regarding digital ethics and citizenship.

In conclusion, the one-week faculty development program on Digital Literacy organized by the IQAC of Anwarul Uloom College of Business Management was a great success. The program helped the faculty members to enhance their digital literacy skills, use technology in innovative ways, improve their assessment and evaluation methods, use online platforms to facilitate learning and collaboration among students, and exchange ideas and experiences among the faculty members. Overall, the program was highly beneficial for the faculty members, and it is

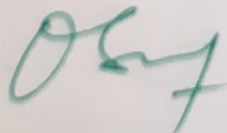

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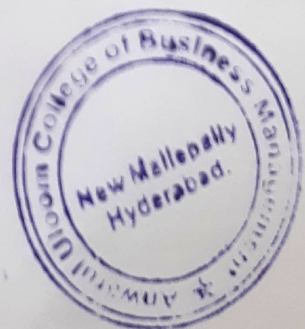
recommended that such programs be organized on a regular basis to enhance the quality of education.

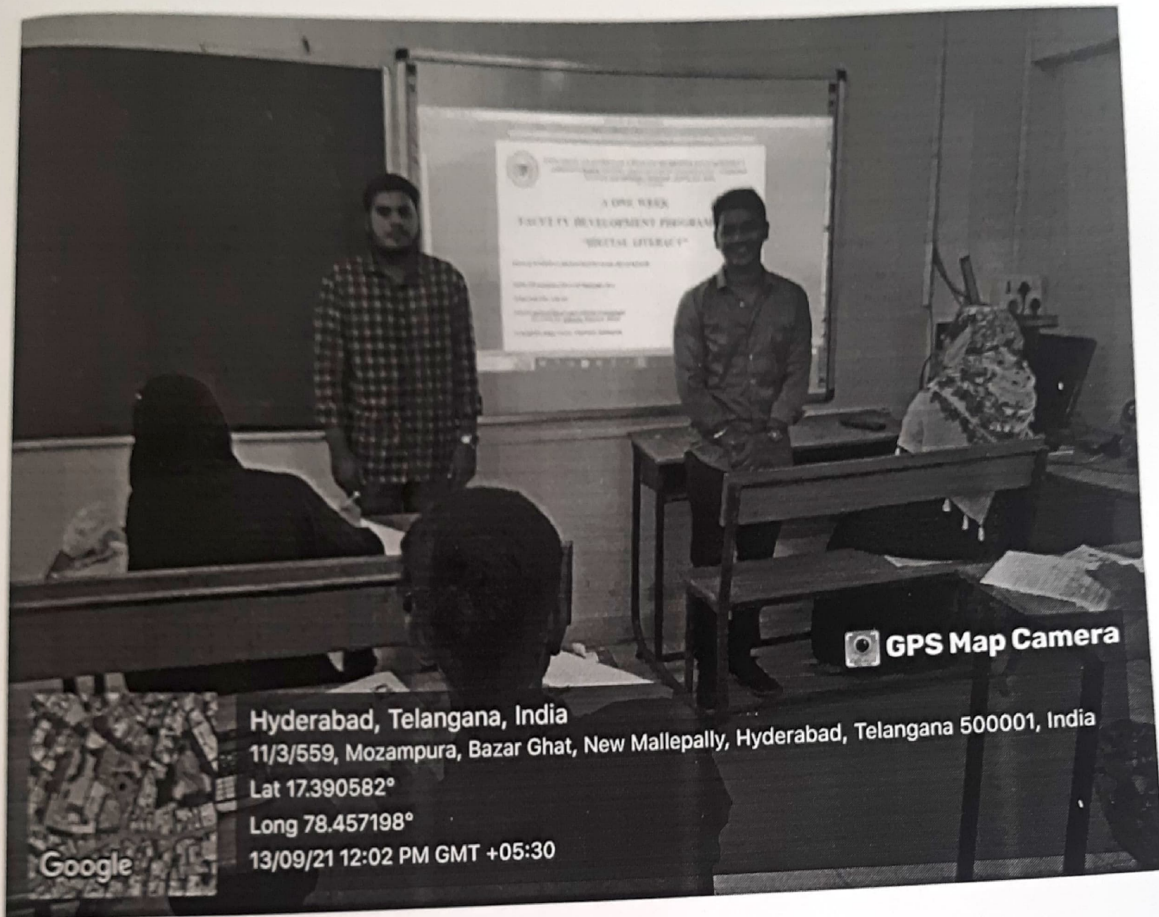


Programme Co-ordinator

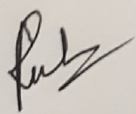


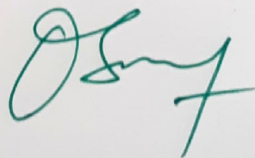
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Resource Person: Dr. NIZAMUDDIN, DR.SHYAM KUMAR


Programme Coordinator


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New Mallepally, Hyderabad.



A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON EMOTIONAL INTELLIGENCE



REGISTRATION FORM

NAME: -----
DESIGNATION: -----
ORGANISATION: -----
ADDRESS: -----
MOBILE: -----
EMAIL: -----

SIGN OF APPLICANT

PLACE:
DATE:

IMPORTANT DATES:

DATES:	TOPICS
31.01.2022	EMOTIONAL INTELLIGENCE
01.02.2022	SELF AWARENESS
02.02.2022	SELF MANAGEMENT
03.02.2022	SOCIAL AWARENESS
04.02.2022	RELATIONSHIP MANAGEMENT
05.02.2022	EMPATHY

FREE REGISTRATION:

Academicians, Faculty & Research Scholars

Principal
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad-T.S.

ABOUT COLLEGE:

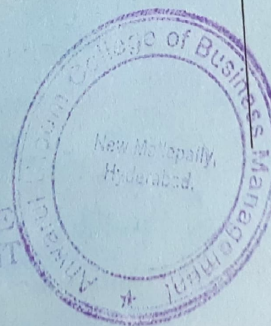
Anwarul Uloom College of Business Management has carved a niche for itself over a period of two decades. Our relentless effort in imparting quality education through participatory teaching methodologies and pedagogical tools helped in chiselling personality of students. Anwarul Uloom College of Business 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 EMOTIONAL INTELLIGENCE: -

Emotional intelligence refers to the ability to recognize, understand and manage our emotions as well as the emotions of others. Individuals with high emotional intelligence are better able to navigate social situations and communicate effectively with others. Emotional intelligence is a key component of successful leadership as it allows leaders to inspire and motivate their teams while also creating a positive work culture.

FACULTY DEVELOPMENT PROGRAMME SUBTHEMES:

- Emotional Intelligence
- Self Awareness
- Self Management
- Social Awareness
- Relationship Management
- Empathy



**A REPORT ON ONE WEEK FACULTY DEVELOPMENT PROGRAMME
ON**

“EMOTIONAL INTELLIGENCE”

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC),

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 31st January, 2022 to 5th February, 2022.

Time: 11:00 AM to 1:00 PM

Resource Persons

DR.VENKAT REDDY - Ph.D(Business Management) - Professor -Anwarul uloom college for pharmacy Email ID: venkatreddyau@gmail.com Ph: +91-8143313456	MRS.R.RENUKA - Ph.D(Business Management) - Professor - St.Ann's College Email: r.renukadevi@gmail.com Ph: 9885062290
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Number of Participants: 48(Issued Certificate to all the participants)


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OBJECTIVES OF THE PROGRAM

- Raise awareness of the importance of emotional intelligence in teaching and learning.
- Enable faculty members to understand their own emotions and how they impact their work.
- Teach faculty members techniques for managing their emotions and responding to challenging situations effectively.
- Help faculty members develop their interpersonal skills and enhance their ability to communicate effectively with students and colleagues.
- Provide faculty members with tools and strategies for promoting positive emotions and creating a supportive learning environment.

TOPICS COVERED IN THE PROGRAM

- Understanding the concept of Emotional Intelligence (EI) and its importance in personal and professional life.
- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Management
- Motivation
- Self-regulation


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- Empathy
- Social Skills

OUTCOMES OF THE PROGRAM

Anwarul Uloom College of Business Management, in collaboration with its Internal Quality Assurance Cell (IQAC), recently organized a one-week faculty development program on Emotional Intelligence. The program was designed to help faculty members develop their emotional intelligence skills, which is essential in creating a positive learning environment and improving student outcomes.

The one-week faculty development program on Emotional Intelligence organized by the Anwarululoom College of Business Management's IQAC was a resounding success. The program helped faculty members develop their emotional intelligence competencies, which are essential in creating a positive learning environment and improving student outcomes. By focusing on subthemes that explored different aspects of emotional intelligence, the program provided faculty members with a comprehensive understanding of the subject and equipped them with practical tools and strategies to apply in the classroom.

Dr. Venkat Reddy spoke on various topics such as Understanding the concept of Emotional Intelligence (EI) and its importance in personal and professional life, Self-Awareness, Self-Management, Social Awareness, Relationship Management, Motivation, Self-regulation, Empathy and Social Skills. One of the major outcome of the FDP was the Faculty members reported that they were better able to understand their own emotions,


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triggers, and strengths, and how to use this knowledge to enhance their teaching and interactions with students. Another major outcome of the FDP was Faculty members reported that they were more empathetic and understanding of students' needs, concerns, and emotions and better able to create a supportive learning environment.

The program helped the faculty members develop effective communication and interpersonal skills to develop positive relationships with colleagues and students. The program helped the faculty members develop empathy towards others and understand their emotions.

In this FDP Faculty members reported that they had incorporated the skills and strategies they learned in the program into their teaching and interactions with students, resulting in improved student outcomes. The positive outcomes reported by faculty members demonstrate the program's effectiveness in achieving its objectives and highlight the importance of emotional intelligence in teaching and learning. In conclusion, the one-week faculty development program on Emotional Intelligence organized by the IQAC of Anwarul Uloom College of Business Management was a success. The program aimed to enhance the emotional intelligence of the faculty members, and it achieved its objectives. The program helped the faculty members develop an understanding of Emotional Intelligence, self-awareness, self-regulation, motivation, empathy, and social skills.

The program resulted in positive outcomes, such as enhanced emotional intelligence, improved self-awareness, effective self-regulation, motivated faculty members, empathetic faculty members, and improved communication and interpersonal skills. Overall, the program was a


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significant step towards the professional development of the faculty members, and it would help them in their personal and professional life. In this FDP Faculty members reported that they had incorporated the skills and strategies they learned in the program into their teaching and interactions with students, resulting in improved student outcomes.



Programme Co-ordinator



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New Malleshpally, Hyderabad.





Resource Person: DR.VENKAT REDDY, MRS.R.RENUKA


Programme Coordinator


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 New Mallepally, Hyderabad.





ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

(A Muslim Minority Institution)

(Approved by AICTE | Permitted by Govt. of TS | Affiliated to Osmania University)

11-3-918, New Mallepally, Hyderabad - 500001,
Telangana, India.

ONE DAY ADMINISTRATIVE DEVELOPMENT PROGRAM ON

" TALLY "

on 4th September, 2021

ORGANISED BY:

INTERNAL QUALITY ASSURANCE CELL (IQAC),

DEPARTMENT OF BUSINESS MANAGEMENT

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

RESOURCE PERSON:

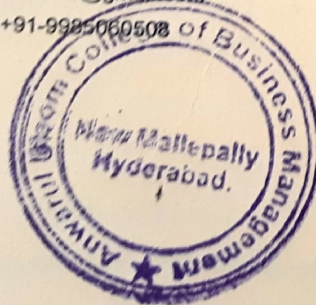
Mohd. Wasif Ahmed

- Corporate trainer

- Optom Solutions

-Email ID : wasifahmed@gmail.com

Contact No: +91-9985060508



CHIEF PATRON:

MEHBOOB ALAM KHAN

HONORABLE SECRETARY, ANWARUL ULOOM EDUCATIONAL
ASSOCIATION

PATRON:

MUJAHID ALAM KHAN

HONORABLE SECRETARY, ANWARUL ULOOM EDUCATIONAL
ASSOCIATION

CONFERENCE CHAIRMAN:

PROF AHMED BAIG, GOVERING BODY MEMEBER, ANWARUL
ULOOM EDUCATIONAL ASSOCIATION

CONVENERS:

Dr. OSMAN BIN SALAM

PRINCIPAL, ANWARUL ULOOM COLLEGE OF BUSINESS
MANAGEMENT

IQAC COORDINATOR:

MOHAMMED IBRAHIM UDDIN

VICE-PRINCIPAL, ANWARUL ULOOM COLLEGE OF BUSINESS
MANAGEMENT

ORGANISING COMMITTEE:

1. Dr. ATIYA MAHBOOB
2. Mrs. SHABANA FATIMA
3. Ms. RUHI NAAZ

For any further details contact: 040-23340208, 23347296

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New Mallepally, Hyderabad.



A REPORT ON ONE DAY ADMINISTRATIVE DEVELOPMENT PROGRAMME

ON

"TALLY"

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC),

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 04th September, 2021

Time: 11:00 AM onwards.

Resource Person:

-Mohd. Wasif Ahmed

- Corporate trainer
- Optom Solutions
- Email ID : wasifahmed@gmail.com
- Contact No:+91-9985060508

Number of Participants: 20(Issued Certificate to all the participants)


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New Mallepally, Hyderabad.



OBJECTIVES OF THE PROGRAM:

- Tally program helps businesses to manage their financial accounts efficiently. It provides an organized way to record transactions, maintain ledgers, and generate financial statements like balance sheets, profit and loss statements, and cash flow statements.
- Tally program can also help businesses to manage their inventory efficiently by providing features like stock analysis, stock transfer, and stock valuation.
- Tally program helps businesses to comply with various tax laws and regulations by providing features like GST invoicing, tax calculations, and e-filing of tax returns.
- Tally program can help businesses to monitor and control their costs by providing features like cost center management, budgeting, and variance analysis.
- Tally program can provide businesses with insights into their financial performance through features like ratio analysis, trend analysis, and graphical representation of data.

TOPICS COVERED IN THE PROGRAM:

- Installation and setup of Tally software
- Creating a company and configuring its settings
- Recording transactions such as sales, purchases, payments, and receipts
- Creating and managing ledgers and groups
- Managing inventory and stock items


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- Generating financial reports such as balance sheet, profit and loss statement, and cash flow statement
- Handling payroll and statutory compliance
- Using shortcut keys and other features for efficient data entry and management
- Troubleshooting common issues and errors in Tally software

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 Mr. Mohd Wasif Ahmed Corporate Trainer Optum Solutions.

Improved accuracy in financial accounting: Tally is a popular accounting software that can help businesses keep track of their financial transactions and generate accurate financial reports. By conducting a tally program, businesses can ensure that their employees are properly trained to use the software, resulting in more accurate financial accounting.

Increased efficiency in business operations: Tally can automate many accounting tasks, such as generating invoices, tracking inventory, and preparing tax returns. By conducting a tally program, businesses can ensure that their employees are able to use the software efficiently, saving time and reducing errors.

Better decision-making: Tally can provide businesses with valuable insights into their financial performance, such as cash flow, profitability, and debt


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levels. By conducting a tally program, businesses can ensure that their employees are able to use these insights to make better-informed business decisions.

Enhanced compliance: Tally can help businesses stay compliant with tax regulations, such as GST and TDS. By conducting a tally program, businesses can ensure that their employees are familiar with these regulations and are able to use the software to stay compliant.

Improved employee satisfaction: Conducting a tally program can provide employees with the opportunity to learn new skills and improve their proficiency in using accounting software. This can lead to increased job satisfaction and motivation.

Overall, conducting a tally program can lead to a range of positive outcomes for businesses, including improved accuracy in financial accounting, increased efficiency in operations, better decision-making, enhanced compliance, and improved employee satisfaction.


Programme Co-ordinator


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Resource Person: Mohd. Wasif Ahmed


Programme Coordinator


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New Mallepally, Hyderabad.



**A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON
CREATIVE THINKING**



REGISTRATION FORM

NAME: -----
DESIGNATION: -----
ORGANISATION: -----
ADDRESS: -----
MOBILE: -----
EMAIL: -----

PLACE:

SIGN OF APPLICANT

DATE:

IMPORTANT DATES:

DATES:	TOPICS
15.02.2021	CREATIVE THINKING
16.02.2021	CREATIVE TEACHING METHODS
17.02.2021	PROBLEM SOLVING
18.02.2021	CHALLENGES FOR PROMOTING CREATIVITY
19.02.2021	EVALUATION OF CREATIVE THINKING
20.02.2021	DEVELOPING A CREATIVE MINDSET

FREE REGISTRATION:

Academicians, Faculty & Research Scholars

ABOUT COLLEGE:

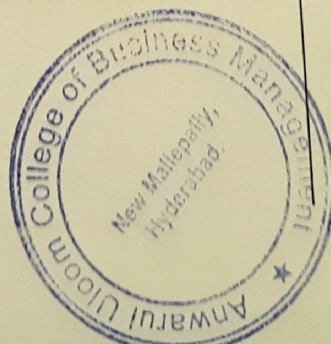
Anwarul Uloom College of Business Management has carved a niche for itself over a period of two decades. Our relentless effort in imparting quality education through participatory teaching methodologies and pedagogical tools helped in chiselling personality of students. Anwarul Uloom College of Business 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.

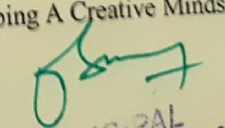
ABOUT CREATIVE THINKING: -

Creative Thinking involves generating innovative and original ideas or solutions to problems. It requires breaking away from conventional thinking patterns and exploring different perspectives and possibilities. It is not limited to any specific domain or field and can be applied in various aspects of life. Practicing creative thinking skills enhances one's ability.

FACULTY DEVELOPMENT PROGRAMME SUBTHEMES:

- Creative Thinking
- Creative Teaching Methods
- Problem Solving
- Challenges For Promoting Creativity
- Evaluation Of Creative Thinking
- Developing A Creative Mindset




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Hyderabad-T.S.

**A REPORT ON ONE WEEK FACULTY DEVELOPMENT PROGRAMME
ON**

“CREATIVE THINKING”

ORGANIZED BY

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

Date: 15th February, 2021 to 20th February, 2021.

Time: 11:00 AM to 1:00 PM

Resource Persons

DR.OSMAN BIN SALAM Ph.D(Business Management) - Principal - Anwarul Uloom College of Business Management Email ID: osmanbinsalam@gmail.com Ph: +91-7780606642	DR.SHAMA YASMEEN - Associate Professor - Global College Email: shama.yasmeen@gmail.com Ph: 9177412204
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Number of Participants: 47 (Issued Certificate to all the participants)


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New Malleshpally, Hyderabad.



OBJECTIVES OF THE PROGRAM:

- Enhance the creative thinking skills of the faculty members.
- Encourage the faculty members to think out-of-the-box and develop innovative teaching methods.
- Equip the faculty members with the necessary tools and techniques to incorporate creative thinking in their teaching.
- Help the faculty members to understand the importance of creativity in the learning process.
- Create a forum for the exchange of ideas and sharing of experiences among the faculty members.

TOPICS COVERED IN THE PROGRAM

1. Introduction to Creative Thinking and its significance
2. Creative Teaching Methods
3. Problem Solving and Decision Making
4. Innovation and Entrepreneurship
5. Techniques for Promoting Creative Thinking
6. Challenges and Solutions for Promoting Creativity in Teaching and Learning
7. Integrating Creativity into the Curriculum
8. Evaluation of Creative Thinking Skills
9. Developing a Creative Mindset
- 10 Brainstorming


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OUTCOME OF THE PROGRAM:

The one-week faculty development program on creative thinking organized by the IQAC of Anwarul Uloom College of Business Management was a great success. The program was attended by 50 faculty members from different departments of the college.

The Faculty Development Program on Creative Thinking commenced with the Internal Quality Assurance Cell Coordinator & Vice-Principal Mr. Mohammed Ibrahim Uddin giving an introduction of the speaker, Dr. Osman Bin Salam, Principal Anwarul Uloom College of Business Management. The program had a significant impact on the participating faculty member.

The program covered a range of topics related to creative thinking, including the importance of creative thinking in teaching and learning, techniques for promoting creative thinking, challenges and solutions for promoting creativity in teaching and learning, integrating creativity into the curriculum, and evaluation of creative thinking skills.

The program helped faculty members enhance their creative thinking abilities by introducing them to new techniques and approaches for idea generation and problem-solving. Participants found the sessions on brainstorming and lateral thinking especially helpful. The program enabled faculty members to develop new teaching methods that foster creative thinking among students. Many participants noted that they planned to incorporate the techniques they learned into their courses, such as using mind maps, brainstorming exercises, and group work.

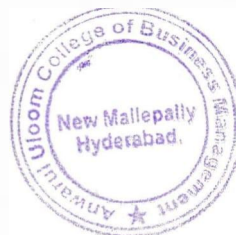

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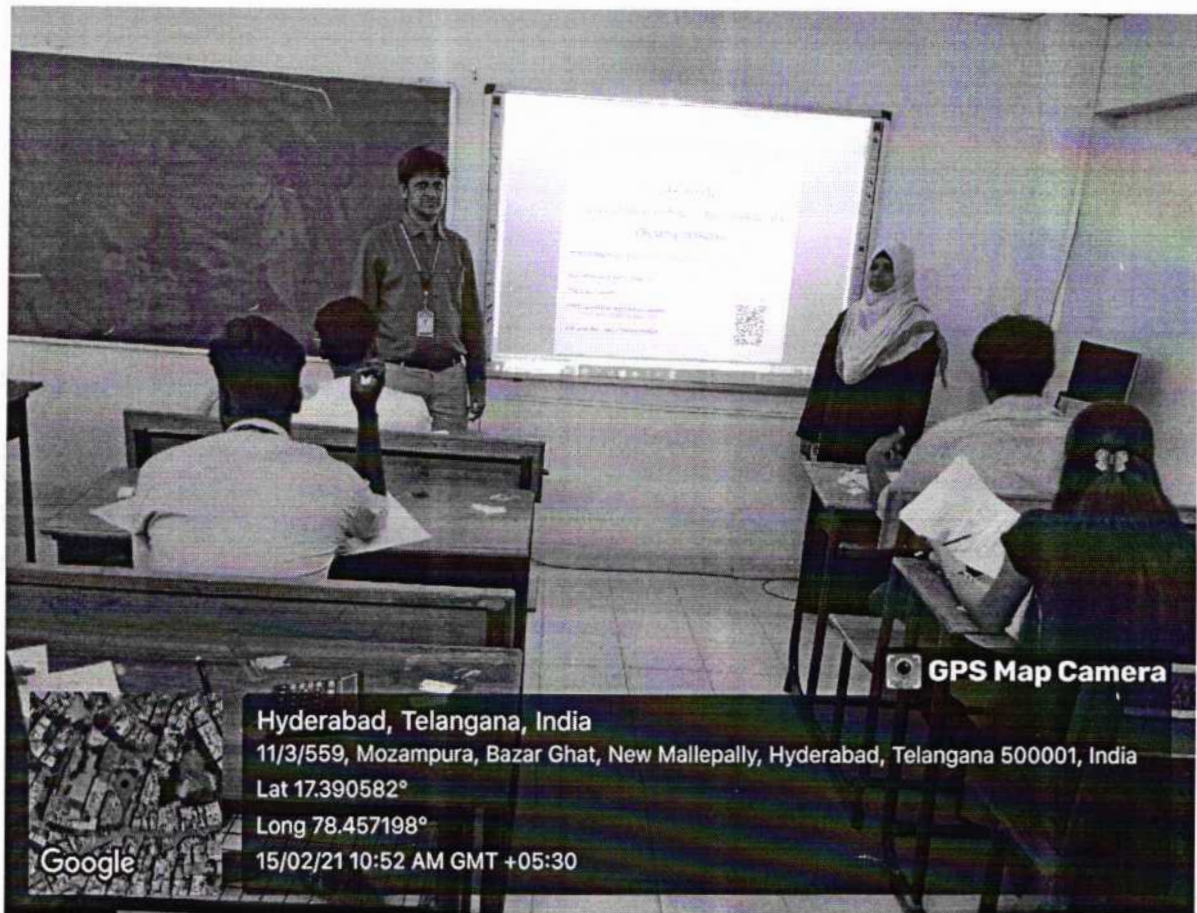


The program provided opportunities for faculty members to network and collaborate with each other. Participants appreciated the chance to share ideas and experiences with colleagues from different departments and disciplines. The program fostered a culture of innovation and creativity within the college. Participants noted that they felt more empowered to take risks and explore new ideas after attending the program. The program helped participants to re-evaluate their curriculum design. Dr. Osman Bin Salam encouraged participants to share their ideas. Overall, the program was a great success, and the teachers gained a lot of valuable knowledge and skills that they can use to enhance their teaching and research.

Programme Co-ordinator

Principal
PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.





Resource Person: DR.OSMAN BIN SALAM, DR.SHAMA YASMEEN


Programme Coordinator


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



**A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON
ONLINE TEACHING METHODS**



REGISTRATION FORM

NAME: -----
DESIGNATION: -----
ORGANISATION: -----
ADDRESS: -----
MOBILE: -----
EMAIL: -----

SIGN OF APPLICANT

PLACE:
DATE:

IMPORTANT DATES:

DATES:	TOPICS
23.11.2020	INTRODUCTION TO ONLINE TEACHING METHODS
24.11.2020	COURSE DESIGN
25.11.2020	LEARNING MANAGEMENT SYSTEMS
26.11.2020	ONLINE ASSESSMENT
27.11.2020	QUALITY ASSURANCE IN ONLINE TEACHING
28.11.2020	FUTURE TRENDS IN ONLINE TEACHING

FREE REGISTRATION:
Academicians, Faculty & Research Scholars

ABOUT COLLEGE:

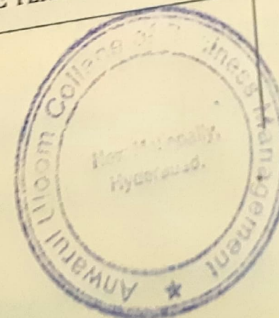
Anwarul Uloom College of Business Management has carved a niche for itself over a period of two decades. Our relentless effort in imparting quality education through participatory teaching methodologies and pedagogical tools helped in chiselling personality of students. Anwarul Uloom College of Business 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.

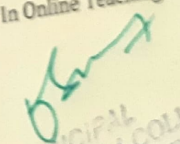
ABOUT PRACTICAL APPROACHES TO PRACTICAL LEARNING:-

Online Teaching Methods refer to various strategies and techniques used by educator to deliver instructions in a virtual or remote setting. These methods include live and recorded lectures. Online teaching methods should prioritize engagement and interactivity to promote student motivation and participation. As online learning became more prevalent, educator must continue to adapt and refine their online teaching methods to optimize the learning experience for the students.

FACULTY DEVELOPMENT PROGRAMME SUBTHEMES:

1. Introduction to online teaching methods
2. Course Design
3. Learning Management Systems
4. Online Assessment
5. Quality Assurance
6. Future Trends In Online Teaching




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OF BUSINESS MANAGEMENT
New Malepally, Hyderabad-15.

**A REPORT ON ONE WEEK FACULTY DEVELOPMENT PROGRAMME
ON**

“ONLINE TEACHING METHODS”

ORGANIZED BY

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

Date: 23rd November, 2020 to 28th November, 2020.

Time: 11:00 AM to 1:00 PM

Resource Persons

DR.SHAHNAZ SULTANA - Ph.D(Business Management) - Professor - Anwarul Uloom College of Business Management Email ID: shehnaazkhan41@gmail.com Ph: 9642251828	Dr. AFROZ AHMED - Ph.D(Business Management) - Professor - MESCO College Email: afroze.ahmed@gmail.com Ph: 9848278552
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Number of Participants: 48 (Issued Certificate to all the participants)


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



OBJECTIVES OF THE PROGRAM:

1. Learn Basic concepts of online teaching, advantages and challenges of online teaching.
2. Importance of developing effective online teaching methods.
3. Creates an environment that is conducive to learning and knowledge acquisition.
4. Helps increase access to education by removing geographic barriers and making education more flexible and convenient.
5. Incorporate interactive and collaborative learning activities that promote student engagement and participation.
6. Provides high quality education that is effective in achieving learning outcomes.

TOPICS COVERED IN THE PROGRAM

- ❖ Introduction to Online Teaching Methods.
- ❖ Benefits of online teaching methods
- ❖ Course Design
- ❖ Learning Management Systems
- ❖ Online Pedagogy
- ❖ Best Practices for online Teaching
- ❖ Online Assessment
- ❖ Online Learning Analytics
- ❖ Quality assurance in online teaching
- ❖ Future trends in Online Teaching
- ❖ Promoting collaboration and interaction


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OF BUSINESS MANAGEMENT
New Malakpet, Hyderabad.



OUTCOME OF THE PROGRAM:

The Faculty Development Program on Online Teaching Methods commenced with the Internal Quality Assurance Cell Coordinator & Vice-Principal Mr. Mohammed Ibrahim Uddin giving an introduction of the speaker Dr. Shahnaaz Sultana, Professor Anwarul Uloom College of Business Management. The program aimed to train the faculty of different colleges on Online Teaching Methods that would enhance the quality of education and improve student outcomes.

The Participants has gained a better understanding of the principles and practices of online teaching and how to design and deliver effective online courses.

One of the key outcomes of the program was that the participants learned the most effective online teaching methods their advantages and how they can be implemented. Most of the participants felt that online teaching is making education more accessible to students who are unable to attend traditional classroom setting.

The program covered a range of topics related to online teaching methods, including different online teaching platforms and tools, planning and designing online classes, delivery of online classes, creating engaging and interactive online learning experiences, assessment methods and tools for online learning, and challenges and solutions for online teaching and learning. The program was a great success, and the teachers gained a lot of valuable knowledge and skills that they can use in their online teaching


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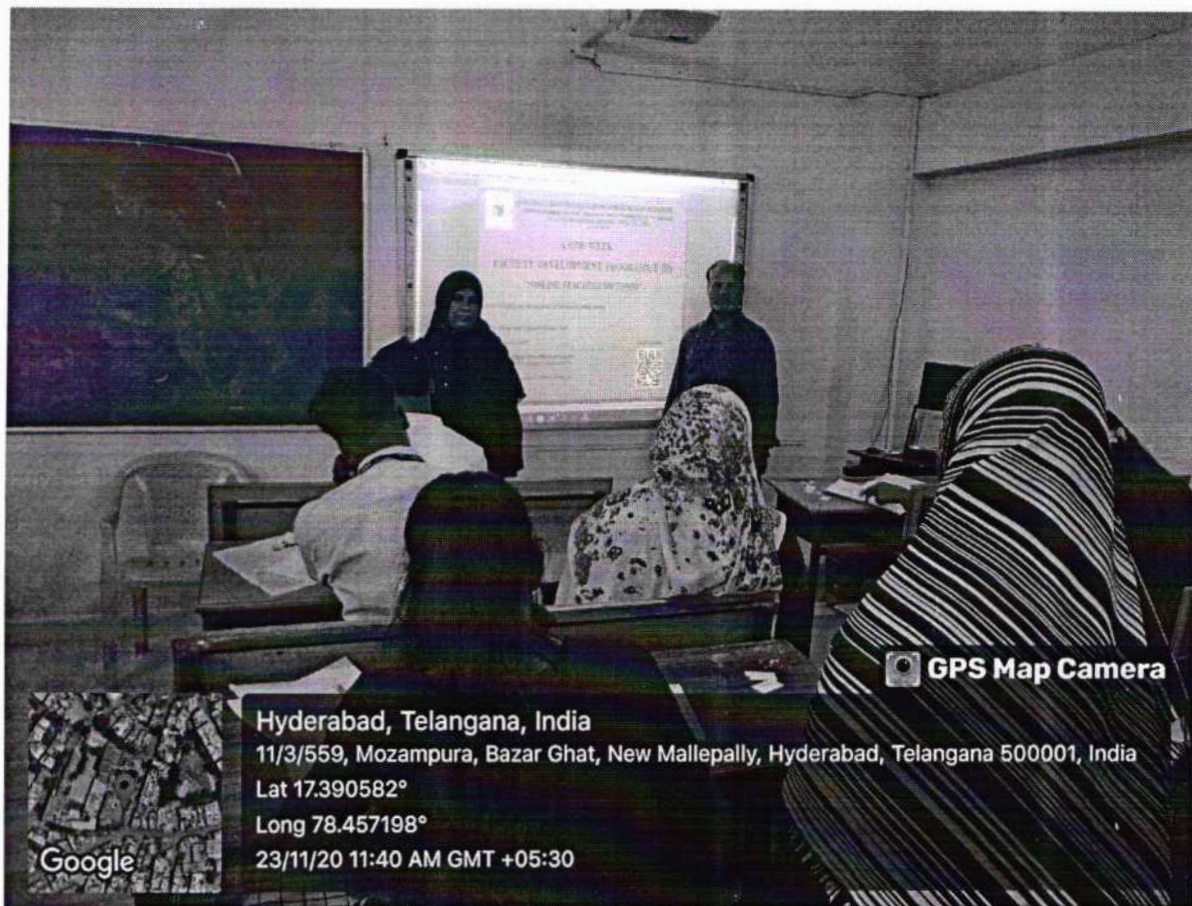
Overall, the outcomes of the FDP on online teaching methods helped the faculty members in developing the knowledge , skills and confidence needed to effectively design and deliver online courses, enhance the quality of education and improve student outcomes. FDP on online teaching methods was highly beneficial to participants as they navigate the shifts to remote learning. Moreover online teaching methods have become increasingly popular in recent years especially with the rise of remote learning due to the COVID-19 pandemic.

In conclusion, the one-week faculty development program on online teaching methods organized by IQAC Anwarul Uloom College of Business Management was highly beneficial for the teachers.

Programme Co-ordinator

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ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad.





Resource Person: DR.SHAHNAZ SULTANA, Dr. AFROZ AHMED

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Programme Coordinator

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 New Mallepally, Hyderabad.**





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11-3-918, New Mallepally, Hyderabad - 500001, Telangana, India.

ONE DAY ADMINISTRATIVE DEVELOPMENT PROGRAM ON "MS OFFICE"

On 16th November, 2020

ORGANISED BY:

INTERNAL QUALITY ASSURANCE CELL (IQAC),

DEPARTMENT OF BUSINESS MANAGEMENT

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

CONTACT DETAILS:

Mr. Mohammad Saleem Pasha

Assistant Professor

Anwarul Uloom College of Business Management

Email ID : aucbm.tpo@gmail.com

Contact No: +91-7093882626

PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad

CHIEF PATRON:

MEHBOOB ALAM KHAN

HONORABLE SECRETARY, ANWARUL ULOOM EDUCATIONAL
ASSOCIATION

PATRON:

MUJAHID ALAM KHAN

HONORABLE SECRETARY, ANWARUL ULOOM EDUCATIONAL
ASSOCIATION

CONFERENCE CHAIRMAN:

PROF AHMED BAIG, GOVERING BODY MEMEBER, ANWARUL ULOOM
EDUCATIONAL ASSOCIATION

CONVENERS:

Dr. OSMAN BIN SALAM

PRINCIPAL, ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

IQAC COORDINATOR:

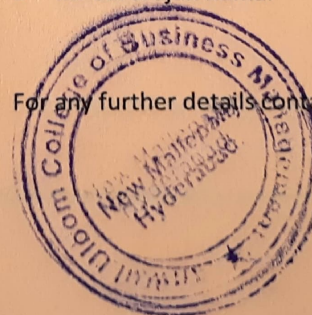
MOHAMMED IBRAHIM UDDIN

VICE-PRINCIPAL, ANWARUL ULOOM COLLEGE OF BUSINESS
MANAGEMENT

ORGANISING COMMITTEE:

1. Dr Osman Bin Salam
2. Mrs Shireen Banu
3. Mr Sai Srujan Kumar

For any further details contact: 040-23340208, 23347296



**A REPORT ON ONE DAY ADMINISTRATIVE DEVELOPMENT PROGRAMME
ON**

"MS OFFICE"

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC),

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 16th November, 2020

Time: 11:00 AM onwards.

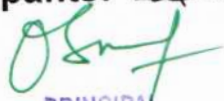
Resource Person:

Mr. Mohd Saleem Pasha

- Placement Officer
- Assistant Professor
- Anwarul Uloom College of Business Management
- Email ID : aucbm.tpo@gmail.com

Contact No: +91-7093882626

Number of Participants: 20 (Issued Certificate to all the participants)


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New Mallepally, Hyderabad.



OBJECTIVES OF THE PROGRAM:

1. To enhance computer skills: Microsoft Office programs are widely used in many industries and workplaces. Learning how to use these programs effectively can help individuals improve their computer skills, which can be useful in a variety of careers.
2. To increase productivity: Knowing how to use Microsoft Office programs efficiently can help individuals complete tasks more quickly and accurately, which can increase productivity in the workplace.
3. To improve communication: Microsoft Office programs like Word, Excel, and PowerPoint can be used to create and share documents, spreadsheets, and presentations, which can help improve communication and collaboration in the workplace.
4. To acquire new skills: Microsoft Office programs have many features and capabilities that can be used to perform a variety of tasks. Learning how to use these features can help individuals acquire new skills that can be valuable in their careers.
5. To enhance career opportunities: Having Microsoft Office skills can be an asset when applying for jobs or seeking career advancement. Employers often require applicants to have knowledge of Microsoft Office programs, so learning these skills can increase one's employability and career opportunities.

TOPICS COVERED IN THE PROGRAM:

1. Microsoft Word: This application is used for creating and editing documents such as letters, reports, and memos. Topics covered may include formatting, tables, graphics, mail merge, and macros.


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2. Microsoft Excel: This application is used for creating spreadsheets and performing calculations. Topics covered may include formulas, functions, charts, graphs, data analysis tools, and macros.
3. Microsoft PowerPoint: This application is used for creating presentations. Topics covered may include creating and formatting slides, adding images and multimedia, and delivering presentations.
4. Microsoft Outlook: This application is used for managing email, contacts, and calendars. Topics covered may include creating and sending emails, managing appointments and meetings, and organizing contacts.
5. Microsoft Access: This application is used for creating and managing databases. Topics covered may include creating tables, forms, queries, and reports, and using macros.

OUTCOME OF THE PROGRAM:

Improved proficiency: Participants can improve their proficiency in using Microsoft Office applications such as Word, Excel, PowerPoint, Outlook, and other tools. They can learn new features, shortcuts, and techniques that can help them work more efficiently and effectively.

Increased productivity: With improved proficiency, participants can increase their productivity by completing tasks faster, creating more accurate documents, and producing more professional presentations.

Enhanced communication: Microsoft Office programs can help participants improve their communication skills by teaching them how to use tools like Outlook for email, calendar management, and collaboration.


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Better job prospects: Learning Microsoft Office can improve job prospects as many employers require proficiency in these applications. Being proficient in Microsoft Office can help participants stand out in the job market and increase their chances of getting hired.

Higher job satisfaction: With increased productivity and proficiency, participants can experience higher job satisfaction and reduce work-related stress.

Improved business performance: Conducting Microsoft Office programs for employees can lead to improved business performance. Employees who are proficient in Microsoft Office can create more professional-looking documents and presentations, which can enhance the company's reputation and image.

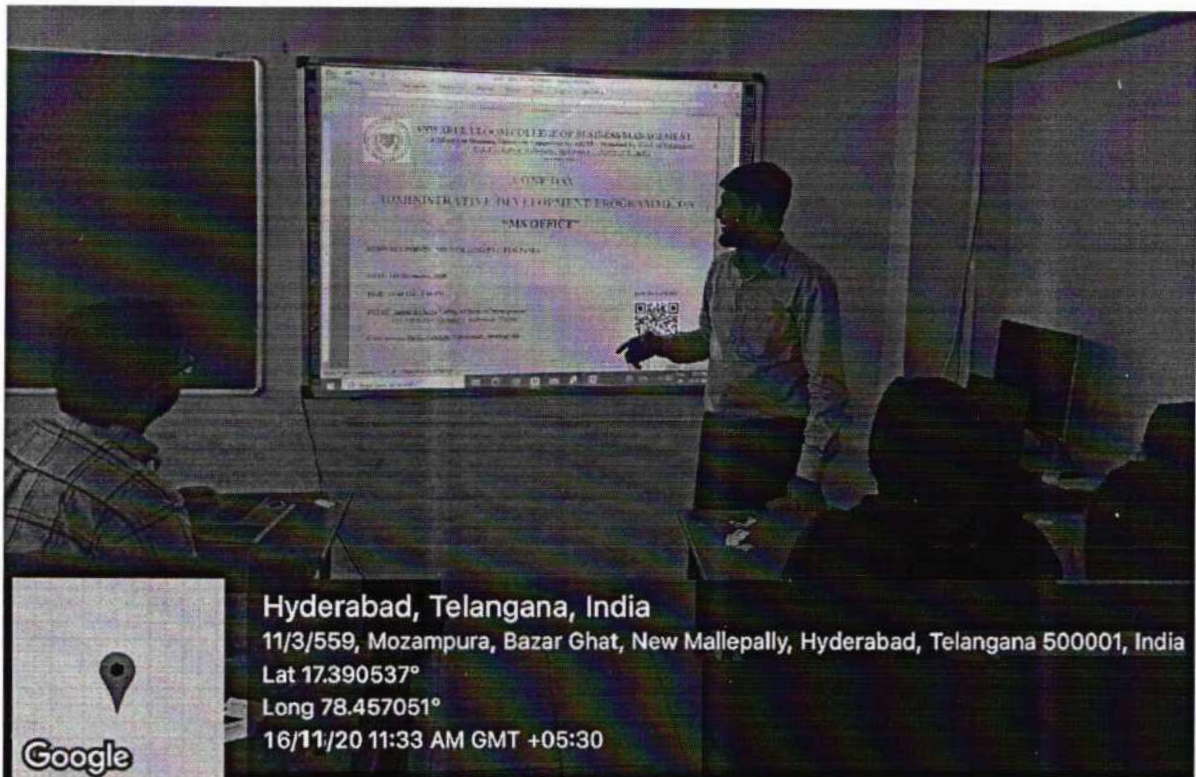
Cost savings: By increasing efficiency and productivity, conducting Microsoft Office programs can lead to cost savings for businesses. Employees who can work faster and produce higher-quality work can save time and resources, reducing costs associated with errors and delays.

Overall, conducting Microsoft Office programs can have several positive outcomes for individuals and businesses, including improved proficiency, productivity, communication, job prospects, job satisfaction, business performance, and cost savings.

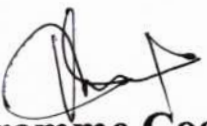

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New Mallepally, Hyderabad.


Programme Co-ordinator





Resource Person: Mr. Mohd Saleem Pasha


Programme Coordinator


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**A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON
INNOVATIVE APPROACHES IN MANAGEMENT**



REGISTRATION FORM

NAME: -----
 DESIGNATION: -----
 ORGANISATION: -----
 ADDRESS: -----
 MOBILE: -----
 EMAIL: -----

PLACE: _____
 DATE: _____

SIGN OF APPLICANT _____

IMPORTANT DATES:

DATES:	TOPICS
05.08.2019	DESIGN THINKING
06.08.2019	AGILE MANAGEMENT
07.08.2019	LEAN MANAGEMENT
08.08.2019	HOLACRACY
09.08.2019	GAMIFICATION
10.08.2019	SOCIAL RESPONSIBILITY

FREE REGISTRATION:

Academicians, Faculty & Research Scholars

[Signature]
 ANWARUL ULOOM COLLEGE
 OF BUSINESS MANAGEMENT
 Near Malakpet, Hyderabad

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 INNOVATIVE APPROACHES IN MANAGEMENT:

Innovative approaches in management refer to new and creative methods and strategies that organizations use to improve their performance, increase efficiency, and achieve their goals. These approaches can be applied to different areas of management, including human resources, operations, marketing, finance, and information technology.

FACULTY DEVELOPMENT PROGRAMME SUBTHEMES:

- Design thinking
- Agile management
- Lean management
- Holacracy
- Gamification
- Social responsibility



**A REPORT ON ONE WEEK FACULTY DEVELOPMENT PROGRAMME
ON**

"INNOVATIVE APPROACHES IN MANAGEMENT"

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC),

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 5th August, 2019 to 10th August, 2019.

Time: 11:00 AM to 1:00 PM

Resource Persons

Dr. SHAHBAZ KHAN - Associate Professor - AMJAD ALI KHAN COLLEGE OF BUSINESS ADMINISTRATION Email ID: shahbaz.khan@gmail.com Ph: +91-9885062290	Dr. SYED ABDUL ALEEM - Ph.D(Business Management) - Professor - Anwarul Uloom College for Computer Studies Email: afeefaaleem@gmail.com Ph: 9885090136
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Number of Participants: 40 (Issued Certificate to all the participants)


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OBJECTIVES OF THE PROGRAM:

- ❖ Encouraging creative thinking: One of the primary objectives of an innovative approach in management program is to encourage creative thinking among managers and leaders. Through this program, participants can learn how to think outside the box and develop new and innovative ideas for their organizations.
- ❖ Enhancing problem-solving skills: Another objective of this program is to enhance the problem-solving skills of managers and leaders. Participants can learn how to identify complex problems and find innovative solutions to address them.
- ❖ Improving decision-making: Effective decision-making is critical for the success of any organization. An innovative approaches in management program can help managers and leaders learn how to make better decisions by considering various factors and thinking critically.
- ❖ Encouraging collaboration: Collaboration and teamwork are essential for the success of any organization. An innovative approaches in management program can help participants learn how to work effectively in teams and collaborate with colleagues to achieve common goals.
- ❖ Developing leadership skills: Innovative approaches in management program can help participants develop their leadership skills. They can learn how to inspire and motivate their teams, communicate effectively, and lead their organizations to success.
- ❖ Promoting innovation culture: An innovative approaches in management program can help promote a culture of innovation within an organization.


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Participants can learn how to create an environment that encourages creativity, experimentation, and innovation.

TOPICS COVERED IN THE PROGRAM:

- ❖ **Design Thinking:** This approach involves using empathy to understand the needs of stakeholders, brainstorming creative solutions, and prototyping and testing those solutions.
- ❖ **Agile Management:** An approach that emphasizes iterative and incremental development, with a focus on flexibility and adaptability.
- ❖ **Lean Management:** An approach that focuses on reducing waste and increasing efficiency through continuous improvement and customer value creation.
- ❖ **Innovation Strategy:** Developing an innovation strategy that aligns with the overall business strategy, and identifying opportunities for innovation.
- ❖ **Disruptive Innovation:** Understanding the potential impact of disruptive technologies and business models, and how to respond to them.
- ❖ **Digital Transformation:** Understanding the impact of technology on business processes and customer behavior, and developing strategies to adapt to the digital age.
- ❖ **Creativity and Ideation:** Techniques for generating and evaluating new ideas, and fostering a culture of innovation within an organization.
- ❖ **Change Management:** Strategies for managing organizational change


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and overcoming resistance to innovation.

- ❖ Leadership for Innovation: Developing the leadership skills necessary to foster a culture of innovation and lead teams through the innovation process.
- ❖ Collaboration and Teamwork: Techniques for fostering collaboration and teamwork to support innovation and achieve business goals.

OUTCOME OF THE PROGRAM:

The Faculty Development Program on Innovative Approaches in 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 covered various aspects of:

Improved decision-making: By learning innovative management approaches, managers can become more adept at making strategic decisions that benefit the organization.

Increased efficiency and productivity: Innovative approaches can help managers identify ways to streamline processes, reduce waste, and increase efficiency, which can ultimately lead to increased productivity and profitability.




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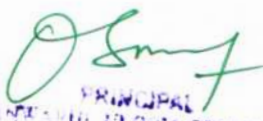
Enhanced collaboration and teamwork: Managers who have a solid understanding of innovative management approaches can better facilitate teamwork and collaboration among their team members.

Improved employee engagement and retention: Managers who are well-versed in innovative approaches can create a more engaging and rewarding work environment for their employees, which can lead to improved retention rates.

Enhanced organizational agility: Innovation is often associated with adaptability and agility, and managers who learn innovative approaches can help their organization become more agile and better able to respond to changes in the business environment.

Overall, conducting an Innovative Approaches in Management program can be a worthwhile investment for organizations looking to improve their management practices and stay competitive in today's rapidly changing business landscape.


Programme Co-ordinator


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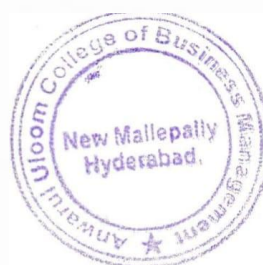




Resource Person: Dr.SHAHBAZ KHAN, Dr. SYED ABDUL ALEEM

Programme Coordinator

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OF BUSINESS MANAGEMENT
 New Mallepally, Hyderabad.



**A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON
STUDENTS PSYCHOLOGY**



REGISTRATION FORM

NAME: _____
DESIGNATION: _____
ORGANISATION: _____
ADDRESS: _____
MOBILE: _____
EMAIL: _____

PLACE: _____

DATE: _____

SIGN OF APPLICANT

IMPORTANT DATES:

DATES:	TOPICS
24.02.2020	Introduction to Students Psychology
25.02.2020	Understanding Students Behaviour
26.02.2020	Identifying Students Behaviour
27.02.2020	Addressing Psychological Issues
28.02.2020	Handling Challenging Situations
29.02.2020	Best Practices

FREE REGISTRATION:

Academicians, Faculty & Research Scholars

ABOUT COLLEGE:

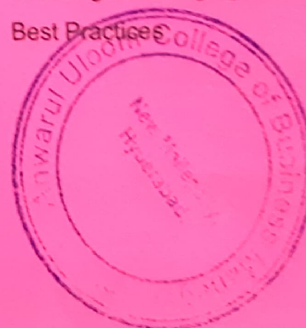
Anwarul Uloom College of Business Management has carved a niche for itself over a period of two decades. Our relentless effort in imparting quality education through participatory teaching methodologies and pedagogical tools helped in chiselling personality of students. Anwarul Uloom College of Business 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 STUDENTS PSYCHOLOGY

Students Psychology is complex and influenced by a variety of factors including their environment, upbringing and experience. Students belief about their abilities known as self-efficacy can have a significant impact on their academic performance and motivation. Understanding students psychology can help educator create supportive learning environment.

FACULTY DEVELOPMENT PROGRAMME SUBTHEMES:

1. Introduction to Students Psychology
2. Understanding Students Behaviour
3. Identifying Students Behaviour
4. Addressing Psychological Issues
5. Handling Challenging Situations
6. Best Practices



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**A REPORT ON ONE WEEK FACULTY DEVELOPMENT PROGRAMME
ON**

“STUDENT PSYCHOLOGY”

ORGANIZED BY

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

Date: 24th February, 2020 to 29th February, 2020.

Time: 11:00 AM to 1:00 PM

Resource Persons

Dr. FEROUZ KHAN	Dr .B.THIRUPATHI
- Ph.D(Business Management) - Professor - MRIM College Email: ferozmrim@yahoo.com Ph: 9866855007	- Ph.D(Business Management) - Professor - RBVRRIT Email ID: thirupathi.rbvrr@gmail.com Ph: +91-8148469236

Number of Participants: 42 (Issued Certificate to all the participants)


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OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.



OBJECTIVES OF THE PROGRAM:

- Enable faculty members to understand the psychological needs of students and how they impact their academic performance.
- Enhance the ability of faculty members to identify and address various psychological issues that students may face.
- Equip faculty members with essential knowledge and skills to create a supportive and positive learning environment for students.
- Provide a platform for faculty members to exchange ideas and best practices on addressing psychological issues of students.
- Provide an in-depth understanding of the psychological aspects that influence students' academic performance

TOPICS COVERED IN THE PROGRAM

- Introduction to student psychology
- Understanding student behavior
- Identifying psychological issues
- Addressing psychological issues
- Creating a positive learning environment
- Handling challenging situations
- Best practices
- Enhancing emotional Intelligence communication skills
- Use of technology in enhancing student learning and academic performance
- Strategies to improve student motivation and engagement


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OUTCOME OF THE PROGRAM:

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

The program aimed to train the faculty of different colleges on Students Psychology. The program covered various aspects of students Psychology including Understanding Students Behavior, Enhancing Students Learning, Addressing Mental Health Concerns, Developing Interpersonal Skills and Providing Career Guidance Building.

The faculty members gained an in-depth understanding of the various psychological aspects that influence students' academic performance. They learned about the importance of understanding students' personality, motivation, learning style, and emotional intelligence. The program provided strategies to deal with common psychological issues faced by students, such as stress, anxiety, depression, and substance abuse. Faculty members learned about the importance of identifying these issues and providing appropriate support to students.

The program focused on developing emotional intelligence and communication skills among faculty members. Faculty members gain knowledge about the importance of effective communication and how it can impact students' academic performance. The program provided a platform for faculty members to exchange ideas and best practices, which enhanced communication and collaboration among them. Faculty members acquired


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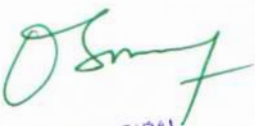


knowledge about strategies for creating a supportive and positive learning environment for students, which can help them thrive academically.

The participants had gained new skills and knowledge that can be applied in teaching leading to improvements in the quality of academic programs.

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.

Dr. Abdul Aleem has clearly explained better teaching methodologies strategies and tools that will surely contribute to creating a more supportive and positive learning environment which can benefit student's psychological health and academic success. Surely this program will have a positive Impact on faculty's and student's psychology. The program's outcomes have the potential to contribute to better academic outcomes for students and contribute to the institution's overall success.


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Programme Co-ordinator



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11-3-918, New Mallepally, Hyderabad - 500001, Telangana, India.

**ONE DAY ADMINISTRATIVE DEVELOPMENT PROGRAM ON "DEALING
WITH DIFFICULT PEOPLE**

On 15th July, 2019

ORGANISED BY:

INTERNAL QUALITY ASSURANCE CELL (IQAC),

DEPARTMENT OF BUSINESS MANAGEMENT

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

CONTACT DETAILS:

Mrs. Sadiya Aziz

MBA

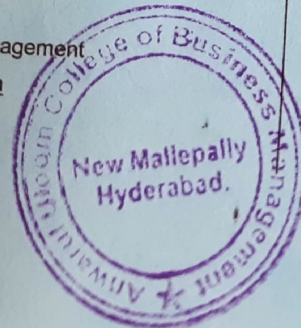
Associate Professor

Anwarul Uloom College of Business Management

Email ID : elegant.elf@gmail.com

Contact No: +91-7799278388

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ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.



CHIEF PATRON:

MEHBOOB ALAM KHAN

HONORABLE SECRETARY, ANWARUL ULOOM EDUCATIONAL
ASSOCIATION

PATRON:

MUJAHID ALAM KHAN

HONORABLE SECRETARY, ANWARUL ULOOM EDUCATIONAL
ASSOCIATION

CONFERENCE CHAIRMAN:

PROF AHMED BAIG, GOVERNING BODY MEMEBER, ANWARUL ULOOM
EDUCATIONAL ASSOCIATION

CONVENERS:

Dr. OSMAN BJN SALAM

PRINCIPAL, ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

IQAC COORDINATOR:

MOHAMMED IBRAHIM UDDIN

VICE-PRINCIPAL, ANWARUL ULOOM COLLEGE OF BUSINESS
MANAGEMENT

ORGANISING COMMITTEE:

1. Dr. Osman Bin Salam
2. Mrs. Raheemunnisa
3. Mr. Sai Srujan Kumar

For any further details contact: 040-23340208, 23347296



A REPORT ON ONE DAY ADMINISTRATIVE DEVELOPMENT PROGRAMME

ON

"DEALING WITH DIFFICULT PEOPLE"

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC),

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 15th July, 2019

Time: 11:00 AM onwards.

Resource Person:

Mrs. Sadiya Aziz

- MBA (Ph.d)
- Associate Professor
- Anwarul Uloom College of Business Management
- Email ID : elegant.elf@gmail.com
- Contact No: +91-7799278388

Number of Participants: 20 (Issued Certificate to all the participants)


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OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.



OBJECTIVES OF THE PROGRAM:

1. Developing effective communication skills: The program can help participants develop effective communication skills to deal with difficult people. This may include strategies for active listening, effective questioning, and providing feedback.
2. Understanding different personalities and behaviors: The program can help participants understand different personality types and behaviors, including difficult behaviors. This can help participants tailor their communication and conflict resolution strategies to the specific individual they are dealing with.
3. Learning conflict resolution techniques: The program can teach participants how to resolve conflicts with difficult people. This may include strategies for managing emotions, identifying common ground, and negotiating solutions.
4. Building resilience: The program can help participants build resilience to deal with difficult people. This may include techniques for managing stress, maintaining a positive attitude, and staying motivated.

TOPICS COVERED IN THE PROGRAM:

1. Understanding difficult behaviors: Participants may learn about common difficult behaviors such as aggression, passive-aggressiveness, defensiveness, and manipulation. They may also learn about the underlying causes of these behaviors and how to recognize them.


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2. **Effective communication:** The program may cover strategies for effective communication, including active listening, providing feedback, and using nonverbal communication. Participants may also learn how to adapt their communication style to different personality types.
3. **Conflict resolution:** Participants may learn about different conflict resolution techniques, such as negotiation, compromise, and mediation. They may also learn how to manage emotions during conflicts and how to identify and address underlying issues.
4. **Building relationships:** The program may cover strategies for building positive relationships with difficult people, such as establishing trust, setting boundaries, and finding common ground. Participants may also learn how to maintain positive relationships with difficult people over time.
5. **Emotional intelligence:** The program may cover the concept of emotional intelligence, including self-awareness, self-regulation, empathy, and social skills. Participants may learn how to apply these skills to manage difficult people and situations.

OUTCOME OF THE PROGRAM:

Improved communication: Participants may develop better communication skills, including active listening, effective questioning, and providing feedback. This can lead to more productive and positive interactions with difficult people.


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Conflict resolution: Participants may learn how to resolve conflicts with difficult people more effectively. This can lead to fewer misunderstandings, less tension, and better working relationships.

Increased empathy: Participants may develop a better understanding of difficult people and their behaviors, leading to increased empathy and more positive interactions.

Improved relationships: Participants may build stronger, more positive relationships with difficult people. This can lead to increased trust, improved teamwork, and a more positive work environment.

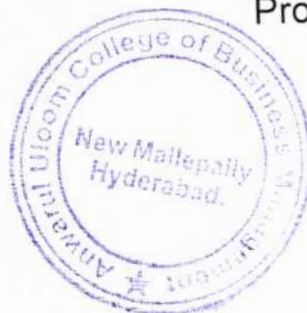
Reduced stress: Participants may learn how to manage stress and emotions when dealing with difficult people. This can lead to improved well-being, increased job satisfaction, and decreased burnout.

Increased productivity: Participants may become more productive by reducing the amount of time and energy spent on dealing with difficult people. This can lead to more efficient work processes and better results.

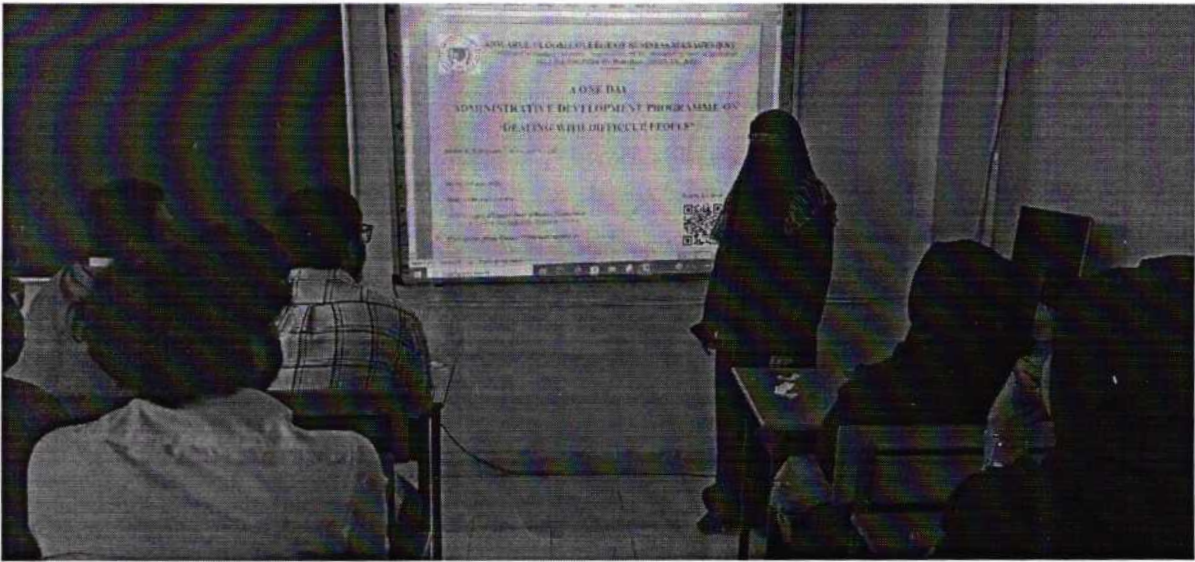
Better customer service: Participants may learn how to deal with difficult customers more effectively. This can lead to improved customer satisfaction, increased loyalty, and better business outcomes.

Overall, the outcomes of a "Dealing with Difficult People" program are designed to improve the participants' ability to manage challenging situations and people effectively, while maintaining a positive and productive work environment.


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Programme Co-ordinator



Resource Person: Mrs. Sadiya Aziz


Programme Coordinator


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ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.



**A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON
PRACTICAL APPROACHES TO PRACTICAL LEARNING**



REGISTRATION FORM

NAME: -----
DESIGNATION: -----
ORGANISATION: -----
ADDRESS: -----
MOBILE: -----
EMAIL: -----

PLACE: -----
DATE: -----

SIGN OF APPLICANT

IMPORTANT DATES:

DATES:	TOPICS
16.07.2018	LEARNING STYLES AND STRATEGIES
17.07.2018	GOAL SETTING AND PLANNING
18.07.2018	TIME MANAGEMENT
19.07.2018	PROBLEM-SOLVING
20.07.2018	TIME OPTIMIZATION A & TIME ESTIMATION
21.07.2018	SELF CARE

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 PRACTICAL APPROACHES TO PRACTICAL LEARNING: -

Practical approaches to practical learning are methods and strategies that focus on providing learners with hands-on experience and opportunities to apply theoretical knowledge to real-life situations. These approaches aim to bridge the gap between theory and practice, and to help learners develop the skills and knowledge necessary to succeed in their chosen field..

FACULTY DEVELOPMENT PROGRAMME SUBTHEMES:

1. Learning styles and strategies
2. Goal-setting and planning
3. Time management
4. Problem-solving
5. Feedback and reflection
6. Collaboration and communication
7. Technology and Tools



Signature
Principal
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad-33

A REPORT ON ONE WEEK FACULTY DEVELOPMENT PROGRAMME

ON

"PRACTICAL APPROACHES TO PRACTICAL LEARNING"

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC),

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 16th July, 2018 to 21st July, 2018.

Time: 11:00 AM to 1:00 PM

Resource Persons

DR. DURDANA	Dr. MOHD ASEEM KHAN
- Ph.D(Business Management) - Professor - Presidency college Email ID: durdana641@gmail.com Ph: +91-7698253641	- Ph.D - Professor - Anwarul Uloom College Email: asimkhan786@gmail.com Ph: 9391355444

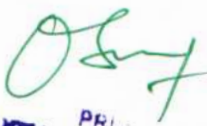
Number of Participants: 45 (Issued Certificate to all the participants)


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OBJECTIVES OF THE PROGRAM:

1. To enhance students' practical skills: The program aims to provide students with practical, hands-on experiences that can help them develop and improve their skills in various areas. This can include technical skills, such as operating machinery or software, as well as soft skills, such as communication and teamwork.
2. To promote problem-solving skills: Practical learning programs often involve real-world scenarios and challenges, which can help students develop critical thinking and problem-solving skills. This can prepare them for the challenges they may face in their future careers.
3. To increase student engagement: Practical learning programs can be more engaging and motivating for students than traditional classroom-based learning. By providing hands-on experiences, students may be more interested and invested in the learning process.
4. To improve knowledge retention: Studies have shown that students often retain information better when they have hands-on experiences and can apply what they have learned in real-world scenarios. Practical learning programs can help students remember and apply what they have learned.
5. To prepare students for the workforce: Practical learning programs can help students develop skills and knowledge that are directly applicable to the workplace. This can help them be better prepared for their future careers and more competitive in the job market.


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TOPICS COVERED IN THE PROGRAM:

1. Ethnical skills development in areas such as coding, software development, web design, data analysis, or machine learning.
2. Soft skills development in areas such as leadership, communication, collaboration, critical thinking, and problem-solving.
3. Business skills development, including entrepreneurship, marketing, finance, and project management.
4. Industry-specific skills development in areas such as healthcare, engineering, hospitality, or construction.
5. Personal development, including time management, stress management, goal-setting, and self-reflection.

OUTCOME OF THE PROGRAM:

The Faculty Development Program on Practical Approaches To Practical Learning commenced with the Internal Quality Assurance Cell Coordinator & Vice-Principal Mr. Mohammed Ibrahim Uddin giving an introduction of the speaker Dr. Atiya Mahboob, Professor Anwarul Uloom College of Business Management.

The program aimed to As an AI language model, I don't have specific information about a particular program called "Practical Approaches To Practical Learning." However, in general, practical approaches to learning can be beneficial for students as they provide hands-on experiences that can improve retention and understanding of concepts.


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Practical learning can help students develop skills that are essential in real-world scenarios, such as problem-solving, critical thinking, communication, and collaboration. It can also help students build confidence and increase their motivation to learn.

The outcome of any practical learning program will depend on several factors, including the goals of the program, the teaching methods used, the level of student engagement and motivation, and the resources available. However, in general, a well-designed and well-implemented practical learning program can lead to improved academic performance, increased student engagement, and enhanced skills and knowledge.

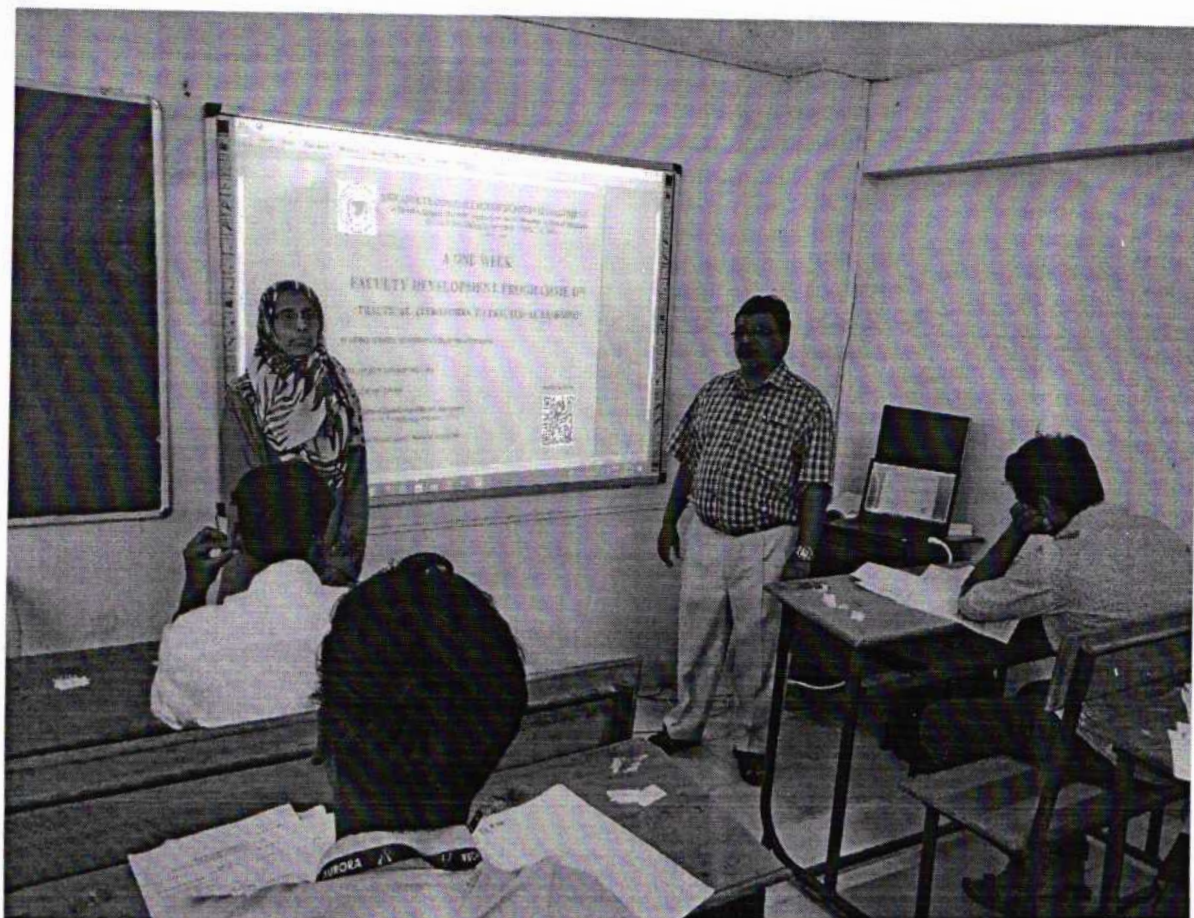


Programme Co-ordinator



PRINCIPAL
AMWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad.





Resource Person: DR. DURDANA, Dr. MOHD ASEEM KHAN

Programme Coordinator

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OF BUSINESS MANAGEMENT
 New Malleshpet, Hyderabad.



A ONE WEEK FACULTY DEVELOPMENT PROGRAM ON ANALYTICAL APPROACHES TO RESEARCH METHODOLOGY



REGISTRATION FORM

NAME: _____
 DESIGNATION: _____
 ORGANISATION: _____
 ADDRESS: _____
 MOBILE: _____
 EMAIL: _____

SIGN OF APPLICANT

PLACE: _____
 DATE: _____

IMPORTANT DATES:		TOPICS
DATES:		
28.01.2019		Systematic and data-driven approach
29.01.2019		Quantitative methods
30.01.2019		Reductionism
31.01.2019		Objectivity
01.02.2019		Generalizability
02.02.2019		Theory Building

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 ANALYTICAL APPROACHES TO RESEARCH METHODOLOGY:

An analytical approach to research methodology involves breaking complex phenomena into smaller components, analyzing them and then drawing conclusions based on the results of the analysis. It involves a systematic, data-driven approach to research, using logical and computational methods to identify patterns and relationships.

FACULTY DEVELOPMENT PROGRAMME SYNOPSIS

1. Systematic and data-driven approach
2. Quantitative methods
3. Reductionism
4. Objectivity
5. Generalizability
6. Theory Building



**A REPORT ON ONE WEEK FACULTY DEVELOPMENT PROGRAMME
ON**

"ANALYTICAL APPROACHES TO RESEARCH METHODOLOGY"

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC),

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 28th January, 2019 to 2nd February, 2019.

Time: 11:00 AM to 1:00 PM

Resource Persons

Prof .AHMED BAIG - Professor - Anwarul Uloom College Email: ahmedbaigauc@gmail.com Ph: 8143134859	Dr .SHAHNAAZ SULTANA - Ph.D(Business Management) - Professor - Shadan college Email: shahenaz.sultana@gmail.com Ph: 9642251828
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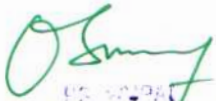
Number of Participants: 42 (Issued Certificate to all the participants)


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OBJECTIVES OF THE PROGRAM:

1. Enhancing critical thinking skills: Analytical approach to research methodology encourages individuals to think critically and logically about research problems, methods, and results. This helps individuals develop a deeper understanding of research and its implications, and enables them to make informed decisions based on evidence.
2. Developing research skills: Analytical approach to research methodology provides individuals with the skills and tools necessary to conduct research, analyze data, and interpret findings. This includes skills such as research design, data collection, data analysis, and report writing.
3. Improving problem-solving skills: Analytical approach to research methodology involves identifying research problems, developing hypotheses, and testing them using various analytical methods. This process helps individuals develop problem-solving skills that can be applied in various settings.
4. Increasing knowledge and understanding: Analytical approach to research methodology helps individuals gain a deeper understanding of the research process, including the strengths and limitations of various research methods and techniques.
5. Enhancing communication skills: Analytical approach to research methodology involves presenting research findings in a clear and concise manner, both orally and in writing. This helps individuals develop effective communication skills that are essential in various professional settings.


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TOPICS COVERED IN THE PROGRAM:

1. Ethnical skills development in areas such as coding, software development, web design, data analysis, or machine learning.
2. Soft skills development in areas such as leadership, communication, collaboration, critical thinking, and problem-solving.
3. Business skills development, including entrepreneurship, marketing, finance, and project management.
4. Industry-specific skills development in areas such as healthcare, engineering, hospitality, or construction.
5. Personal development, including time management, stress management, goal-setting, and self-reflection.

OUTCOME OF THE PROGRAM:

The Faculty Development Program on Practical Approaches To Practical Learning commenced with the Internal Quality Assurance Cell Coordinator & Vice-Principal Mr. Mohammed Ibrahim Uddin giving an introduction of the speaker Dr. Atiya Mahboob, Professor Anwarul Uloom College of Business Management.

The program aimed to As an AI language model, I don't have specific information about a particular program called "Practical Approaches To Practical Learning." However, in general, practical approaches to learning can be beneficial for students as they provide hands-on experiences that can improve retention and understanding of concepts.

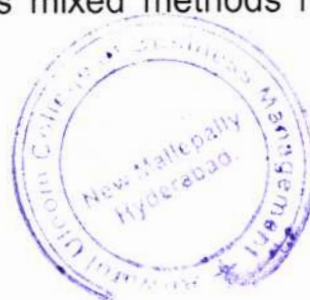

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TOPICS COVERED IN THE PROGRAM:

- ❖ Introduction to research methodology: This covers the basics of research, including the research process, research design, and different types of research methods.
- ❖ Research ethics: This covers the ethical considerations involved in research, such as informed consent, confidentiality, and minimizing harm to participants.
- ❖ Research problem formulation: This covers the process of identifying research problems, developing research questions, and formulating hypotheses.
- ❖ Sampling methods: This covers different methods for selecting participants or data sources for research, such as random sampling, stratified sampling, and convenience sampling.
- ❖ Data collection methods: This covers different methods for collecting data, such as surveys, interviews, focus groups, and observation.
- ❖ Data analysis methods: This covers different methods for analyzing data, such as descriptive statistics, inferential statistics, and qualitative analysis.
- ❖ Reporting research findings: This covers the process of presenting research findings, including writing research reports, creating visual displays of data, and presenting research findings to different audiences.
- ❖ Applications of research methodology: This covers the practical applications of research methodology in different fields, such as healthcare, education, social sciences, and business.
- ❖ Emerging trends in research methodology: This covers new and emerging trends in research methodology, such as mixed methods research, big data analysis, and meta-analysis.


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OUTCOME OF THE PROGRAM:

The Faculty Development Program on Analytical Approaches to Research Methodology 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 covered various aspects of :

Improved understanding of research design: Participants will gain a deeper understanding of research design, including the different types of research, data collection techniques, and analytical approaches.

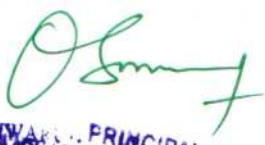
Increased analytical skills: The program can help participants develop their analytical skills, including statistical analysis, data visualization, and interpretation of results.

Enhanced critical thinking: The program can foster critical thinking skills, helping participants to evaluate research studies and identify flaws or gaps in existing research.

Improved research quality: By applying analytical approaches and techniques, participants can improve the quality of their research and produce more robust and reliable results.

Increased research productivity: Improved research quality can also lead to increased productivity, as researchers can produce more publications and secure more research funding.

Better communication of research findings: The program can also help researchers to communicate their findings more effectively to various audiences, including academic peers, policymakers, and the general public.


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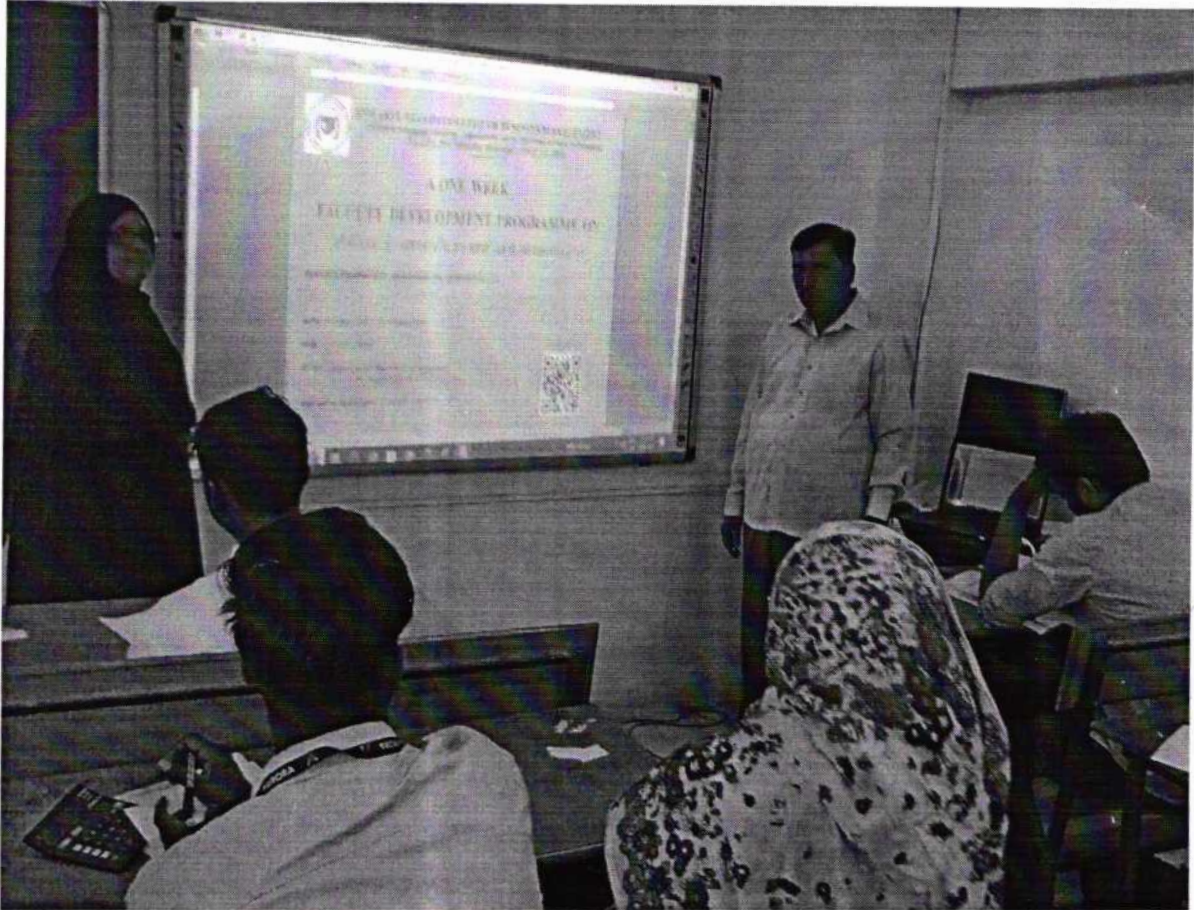


Greater collaboration: Participants in the program can network and collaborate with other researchers who share similar research interests and develop new research projects together.

Programme Co-ordinator

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OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad.





Resource Person: Prof .AHMED BAIG, Dr .SHAHNAAZ SULTANA




Programme Coordinator


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New Mallepally, Hyderabad.



ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

(A Muslim Minority Institution)

(Approved by AICTE | Permitted by Govt. of TS | Affiliated to
Osmania University)

11-3-918, New Malleshpally, Hyderabad - 500001,
Telangana, India.



**ONE DAY ADMINISTRATIVE DEVELOPMENT PROGRAM ON
" SELF MANAGEMENT "**

on 11th July, 2018

ORGANISED BY:

INTERNAL QUALITY ASSURANCE CELL (IQAC),

DEPARTMENT OF BUSINESS MANAGEMENT

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

RESOURCE PERSON:

Mr. Mohd Wail Ur Rahman

Msc

Anwarul Uloom College

Email ID : wailurrahman007@gmail.com

Contact No: +91-9848870727

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OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad.

CHIEF PATRON:

MEHBOOB ALAM KHAN
HONORABLE SECRETARY, ANWARUL ULOOM EDUCATIONAL
ASSOCIATION

PATRON:

MUJAHID ALAM KHAN
HONORABLE SECRETARY, ANWARUL ULOOM EDUCATIONAL
ASSOCIATION

CONFERENCE CHAIRMAN:

PROF AHMED BAIG, GOVERNING BODY MEMBER, ANWARUL
ULOOM EDUCATIONAL ASSOCIATION

CONVENERS:

Dr. OSMAN BIN SALAM
PRINCIPAL, ANWARUL ULOOM COLLEGE OF BUSINESS
MANAGEMENT

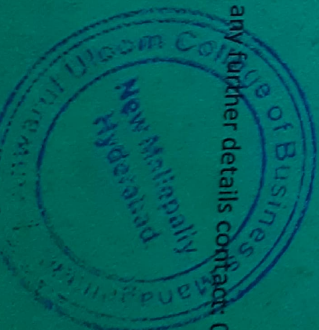
IQAC COORDINATOR:

MOHAMMED IBRAHIM UDDIN
VICE-PRINCIPAL, ANWARUL ULOOM COLLEGE OF BUSINESS
MANAGEMENT

ORGANISING COMMITTEE:

1. Dr. ATIYA MAHBOOB
- 2 Mrs. SHABANA FATIMA
- 3 Ms. RUHI NAAZ

For any further details contact 040-23340208, 23347296



**A REPORT ON ONE DAY ADMINISTRATIVE DEVELOPMENT PROGRAMME
ON**

"SELF MANGEMENT"

ORGANIZED BY

INTERNAL QUALITY ASSURANCE CELL (IQAC),

ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT, HYDERABAD

Date: 11th July, 2018

Time: 11:00 AM onwards.

Resource Person:

Mr. Mohd Wali Ur Rahman

- Msc

- Anwarul Uloom College

-Email ID : waliurrahman007@gmail.com

Contact No: +91-9848870727

Number of Participants: 20 (Issued Certificate to all the participants)


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New Mallepally, Hyderabad.



OBJECTIVES OF THE PROGRAM:

- **Improve personal effectiveness:** A self-management program aims to enhance an individual's ability to manage their time, resources, and priorities effectively, resulting in improved productivity, efficiency, and overall performance.
- **Reduce stress and improve well-being:** Self-management programs can help individuals manage their stress levels and promote their physical and mental health. By learning effective stress-management techniques and building healthy habits, individuals can reduce the risk of burnout and improve their overall well-being.
- **Enhance self-awareness and self-regulation:** Self-management programs can help individuals develop greater self-awareness and emotional intelligence, enabling them to regulate their thoughts, emotions, and behaviors more effectively. This can lead to better decision-making, more positive relationships, and improved personal growth.
- **Increase goal attainment:** Self-management programs can help individuals clarify their goals and develop action plans to achieve them. By building goal-setting skills and learning how to break down larger goals into smaller, more manageable steps, individuals can increase their chances of success and achieve more in less time.
- **Foster personal growth and development:** Self-management programs can provide individuals with tools and strategies to help them continue to grow and develop personally and professionally. By focusing on their strengths, identifying areas for improvement, and committing to ongoing learning and development, individuals can


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reach their full potential and achieve greater satisfaction and fulfillment in life

TOPICS COVERED IN THE PROGRAM:

- Time management: Managing time effectively is an important part of self-management. This may involve prioritizing tasks, breaking them down into smaller steps, and creating schedules or routines.
- Stress management: Learning to manage stress is another important component of self-management. This may involve relaxation techniques, mindfulness, or other stress-reducing strategies.
- Emotional regulation: Self-management programs may address how to regulate one's emotions, such as anger or anxiety, in order to improve overall well-being.
- Problem-solving: Self-management programs often teach problem-solving skills, which can help individuals identify and overcome obstacles that may arise in pursuit of their goals.
- Communication skills: Effective communication is essential for success in many areas of life. Self-management programs may cover topics such as active listening, conflict resolution, and assertiveness.

OUTCOME OF THE PROGRAM:

A self-management program is designed to help individuals develop the skills and tools necessary to manage their health conditions and improve


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their overall quality of life. Some potential outcomes of participating in a self-management program include:

Improved self-efficacy: Self-management programs can help individuals feel more confident in their ability to manage their health conditions and make positive changes in their lives.

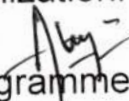
Increased knowledge and skills: By learning more about their health conditions and how to manage them, individuals can develop the skills and knowledge necessary to make informed decisions and take control of their health.

Better health outcomes: By improving their self-management skills, individuals may be able to better manage their health conditions, reduce symptoms, and improve their overall health outcomes.

Improved quality of life: Self-management programs can help individuals improve their overall quality of life by reducing symptoms, improving physical function, and enhancing emotional well-being.

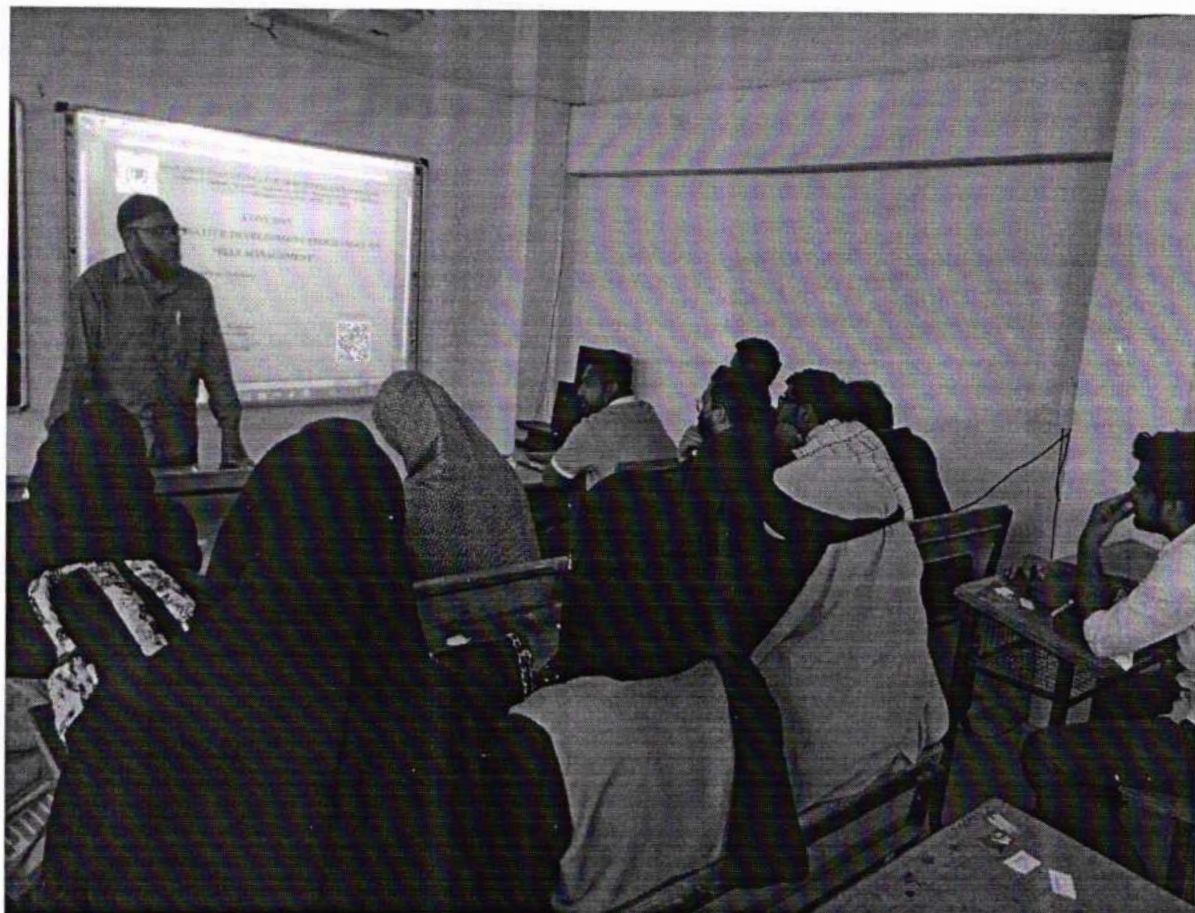
Reduced healthcare utilization: By improving their self-management skills, individuals may be able to reduce their reliance on healthcare services and reduce healthcare costs.

Overall, participating in a self-management program can have numerous benefits for individuals with chronic health conditions, including improved self-efficacy, increased knowledge and skills, better health outcomes, improved quality of life, and reduced healthcare utilization.


Programme Co-ordinator


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ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad.





Resource Person: Mr. Mohd Wali Ur Rahman


Programme Coordinator


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