



ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

(A MUSLIM MINORITY INSTITUTION)

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

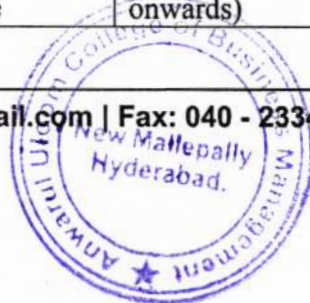
List of Non- Teaching Staff Participated in Professional Development Programs

A.Y-2020-2021

S.NO	NAME OF THE TEACHER	DESIGNATION	NAME OF THE PROGRAM	DATE AND DURATION
1	Mohd Kaleem	AO	Ms-Office	16/11/2020 (11:00 onwards)
2	Shaik Aijaz	Sr.Assistant	Ms-Office	16/11/2020 (11:00 onwards)
3	Samreen Sultana	Sr.Assistant	Ms-Office	16/11/2020 (11:00 onwards)
4	Mohd Muzammil	Sr.Assistant	Ms-Office	16/11/2020 (11:00 onwards)
5	Syed Abdul Qadeer	Sr.Assistant	Ms-Office	16/11/2020 (11:00 onwards)
6	Sajjad ahmed	Sr.Assistant	Ms-Office	16/11/2020 (11:00 onwards)
7	Venkat Reddy	Sr.Assistant	Ms-Office	16/11/2020 (11:00 onwards)
8	P.Swapna	Sr.Assistant	Ms-Office	16/11/2020 (11:00 onwards)
9	Shaik Yahiya	Sr.Assistant	Ms-Office	16/11/2020 (11:00 onwards)
10	Swathi Reddy	Admin	Ms-Office	16/11/2020 (11:00 onwards)
11	Radha	Admin	Ms-Office	16/11/2020 (11:00 onwards)
12	v. Lingam	Accountant	Ms-Office	16/11/2020 (11:00 onwards)
13	Kausar Asra	Accountant	Ms-Office	16/11/2020 (11:00 onwards)
14	Mohd Mohsin	Accountant	Ms-Office	16/11/2020 (11:00 onwards)
15	Farheen Fathima	Accountant	Ms-Office	16/11/2020 (11:00 onwards)
16	Sultana Fatima	Accountant	Ms-Office	16/11/2020 (11:00 onwards)
17	Mr Mohd Farooq Ali	Accountant	Ms-Office	16/11/2020 (11:00 onwards)
18	Mr Mohd Wasif Ahmed	Accountant	Ms-Office	16/11/2020 (11:00 onwards)

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

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19	Miss Saba Fatima	Accountant	Ms-Office	16/11/2020 (11:00 onwards)
20	Mr M A Hyder Khan	Accountant	Ms-Office	16/11/2020 (11:00 onwards)
21	Osman Pasha	Admin	Ms-Office	16/11/2020 (11:00 onwards)
22	Syed Farooq	Librarian	Ms-Office	16/11/2020 (11:00 onwards)


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Date: _____

Date: 06-11-2020

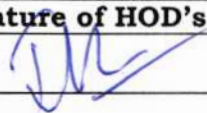
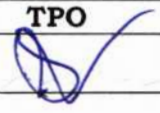
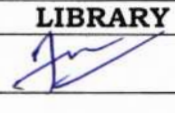
CIRCULAR

All the Non-Teaching staff members of concerned departments are invited to register and attend the One Day Administrative Development Programme on **"MS Office"** on **16th November, 2020** organizing at Anwarul Uloom College of Business Management.


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**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.

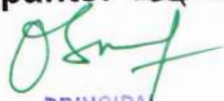
Resource Person:

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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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.

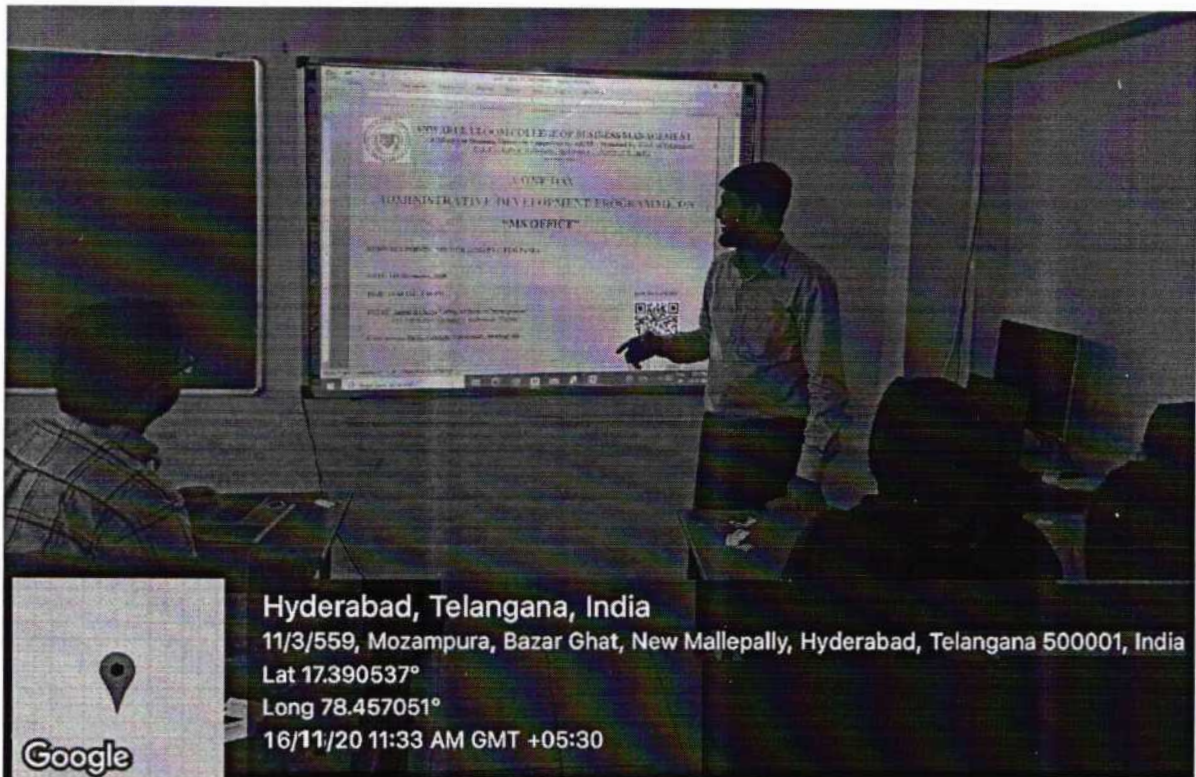
Cost savings: By increasing efficiency and productivity, conducting Microsoft Office programs can lead to cost savings for businesses. Employees who can work faster and produce higher-quality work can save time and resources, reducing costs associated with errors and delays.

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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Programme Co-ordinator





Resource Person: Mr. Mohd Saleem Pasha


Programme Coordinator


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List of Participants

Name of the Programme: **One Day Administrative Development Program on MS OFFICE.**

Date: **16th November, 2020.**

S.NO	NAME OF THE FACULTY	DESIGNATION	COLLEGE NAME	SIGN
1	Syed Aqeeb	AUC	AUC	SAqeeb
2	Sadiya Anjum	SAEC	AUC	Sadiya
3	Shaziya	Sr Asst	Nawab Shah	Shaziya
4	Fatima Sultana	Sr Acc	Nawab Shah	Fatima
5	Kaleem	Sr. Asst	AUMBC	Kaleem
6	Majeeda Anjum	Sr. Accountant	AUCBM	Majeeda
7	Asia Fatima	Tx Acct	AUC	Asia
8	Fasheen Sultana	Sr. Accountant	AUMBC	Fasheen
9	R. Radha	Sr. Acc	AUC	Manjama
10	Sultan Fatima	Tx Acct	AUC	Sultan
11	P. Sathya Kumar	Acct	Nawab Shah	Sathya
12	Shah Yashvi	Admin	AUC	Yashvi
13	Mohammad Zubair Ahmed	Accountant	Nawab Shah	Zubair
14	Swati Reddy	Jr. Acct	Jr. Accountant	Swati
15	Syed Mustaf Hussain	Accountant	AUCBM	S. Mustaf
16	Syed Jalooq	Librarian	AUCBM	Jalooq
17	V. Lingam	Account	AUC	Lingam
18	Osman Parsha	Admin	AUC Degree Coll	Osman
19	Mohsin Ahmed	Admin str	AUC	Mohsin
20	Asra Khan	Admin	AUC	Asra

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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 : auchm.lpo@gmail.com

Contact No: +91-7093882626

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 Osman Bin Salam
2. Mrs Shireen Banu
3. Mr Sai Strujan Kumar

For any further details contact: 040-23340208, 23347296



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Certificate of Participation

This is to certify that

Name Syed Aqeel

Designation Sr Assistant

Institution Anwarul Uloom College

has actively participated in One Day Administrative Development Program on "Ms Office" on 16/11/2020 organized by IQAC, Anwarul Uloom College of Business Management.

Programme Co-Ordinator


PRINCIPAL
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New Mallepally, Hyderabad.



Dr. Osman Bin Salam
Principal