



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.

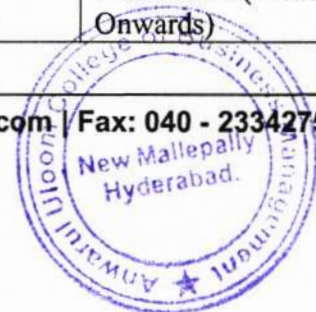
List of Non- Teaching Staff Participated in Professional Development Programs

A.Y-2018-19

S.NO	NAME OF THE TEACHER	DESIGNATION	NAME OF THE PROGRAM	DATE AND DURATION
1	Kaleem	A.O	Self Management	11/07/2018 (11:00 Onwards)
2	Shaik Yahiya	clerk	Self Management	11/07/2018 (11:00 Onwards)
3	Farheen sultana	Librarian	Self Management	11/07/2018 (11:00 Onwards)
4	Wajida Anjum	Librarian	Self Management	11/07/2018 (11:00 Onwards)
5	Wali ur Rahman	Lab Incharge	Self Management	11/07/2018 (11:00 Onwards)
6	Zakera	Librarian	Self Management	11/07/2018 (11:00 Onwards)
7	Shaikl sajjad	Jr Assistant	Self Management	11/07/2018 (11:00 Onwards)
8	Nawaz	Jr Assistant	Self Management	11/07/2018 (11:00 Onwards)
9	Muzammil	Jr Assistant	Self Management	11/07/2018 (11:00 Onwards)
10	Mohd Faisal	Jr Assistant	Self Management	11/07/2018 (11:00 Onwards)
11	K.Radha	Jr Assistant	Self Management	11/07/2018 (11:00 Onwards)
12	Mohd .shafi	Accountant	Self Management	11/07/2018 (11:00 Onwards)
13	V.lingam	Accountant	Self Management	11/07/2018 (11:00 Onwards)
14	Samreen Fatima	Accountant	Self Management	11/07/2018 (11:00 Onwards)
15	Fatima Sultana	Administrative staff	Self Management	11/07/2018 (11:00 Onwards)
16	Sadiya Anjum	Administrative staff	Self Management	11/07/2018 (11:00 Onwards)
17	Asra Fatima	Administrative staff	Self Management	11/07/2018 (11:00 Onwards)
18	Ashrafunnisa	Administrative staff	Self Management	11/07/2018 (11:00 Onwards)

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

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19	Ghouseuddin	Administrative staff	Self Management	11/07/2018 (11:00 Onwards)
20	Mohd Mohsin	Administrative staff	Self Management	11/07/2018 (11:00 Onwards)

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Date: _____

Date: 01-07-2018

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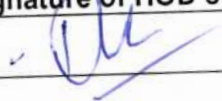
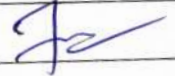
Anwarul Uloom college of Business Management is conducting One Day Administrative Development Programme on “**Self Management**” on **11th July, 2018**. All the Non-Teaching staff members of the departments are requested to register and attend the programme.




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**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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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.

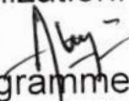
Increased knowledge and skills: By learning more about their health conditions and how to manage them, individuals can develop the skills and knowledge necessary to make informed decisions and take control of their health.

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.

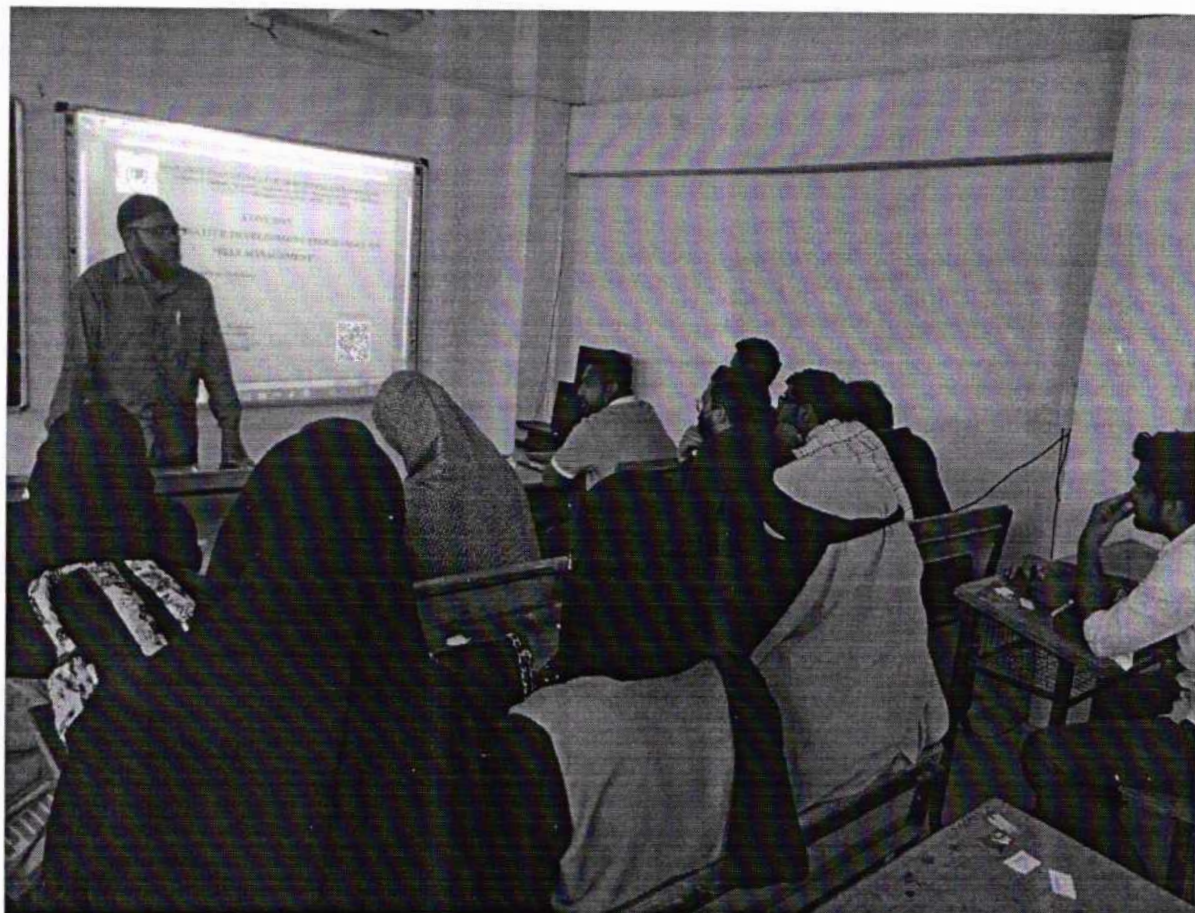
Reduced healthcare utilization: By improving their self-management skills, individuals may be able to reduce their reliance on healthcare services and reduce healthcare costs.

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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OF BUSINESS MANAGEMENT
New Malleshpally, Hyderabad.





Resource Person: Mr. Mohd Wali Ur Rahman


Programme Coordinator


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List of Participants

Name Of the Programme: **One Day Administrative Development Program on SELF MANAGEMENT.**

Date: **1th July, 2018.**

S.NO	NAME OF THE FACULTY	DESIGNATION	COLLEGE NAME	SIGN
1	Syed Ferooz	Sr. Account	AUCBM	Ferooz
2	Syed Mustapha Hussain	Accountant	AUCBM	M. Mustapha
3	Syed Aqeeb	Sr. Account	AUC	Aqeeb
4	Sadiya Anjum	Sr. Acc	AUC	Sadiya
5	Kaleem	Sr. Asst	AUCBM	Kaleem
6	Shaziya	Sr. Asst	Nawab Shah	Shaziya
7	Fatima Sultana	Sr. Acc	Nawab Shah	Fatima
8	Faheem Sultana	Sr. Accountant	AUCBM	Faheem
9	Majeeda Anjum	Sr. Accountant	AUCBM	Majeeda
10	Asha Fatima	Jr. Acc	AUC	Asha
11	SHAILI S. JAD	Jr. Acc	AUC	Shaili
12	Javed.	Accountant	AUC	Javed
13	V. Laxman	Accountant	Anwarul Uloom Degree Coll	Laxman
14	Sarwar Fatima	Accountant	Nawab Shah, M	Sarwar
15	Mohd Muzammil	Accountant	Anwarul Uloom Degree Coll	Muzammil
16	Mohd Faizal	Sr. Acc	AUC Degree Coll	Faizal
17	NAWAZUDDIN	Accountant	Anwarul Uloom Coll BM	Nawazuddin
18	Habib UR Rahman	Accountant	AUCBM	Habib
19	Mohammed Zubair Ahmed	Accountant	Nawab Shah	Zubair
20	Ruthi Farma	Jr. Account	Anwarul Uloom Coll	Ruthi


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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 Wali Ur Rahman

Msc

Anwarul Uloom College

Email ID : waliurrahman007@gmail.com

Contact No: +91-9848870727

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



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Certificate of Participation

This is to certify that

Name Faheen Sultana

Designation Sr Assistant

Institution Anwarul Uloom College

has actively participated in One Day Administrative Development Program on "Self Management" on 11/07/2018 organized by IQAC, Anwarul Uloom College of Business Management.

Programme Co-Ordinator

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



Dr. Osman Bin Salam
Principal