



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

ADMINISTRATIVE TRAINING PROGRAMS DURING THE LAST FIVE YEARS

YEARS	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
NUMBER	20	21	22	23	20

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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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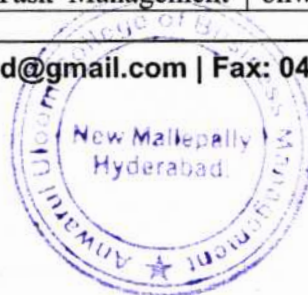
List of Non- Teaching Staff Participated in Professional Development Programs

A.Y-2022-2023

S.NO	NAME OF THE TEACHER	DESIGNATION	NAME OF THE PROGRAM	DATE AND DURATION
1	Farheen Sultana	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
2	Wajida Anjum	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
3	Kaleem	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
4	Muzammil	Jr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
5	Nawaz	Jr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
6	Sajjad	Clerk	Time And Task Management	06/06/2022 (11:00 onwards)
7	Mohd Mohsin	Clerk	Time And Task Management	06/06/2022 (11:00 onwards)
8	Yahiya	Clerk	Time And Task Management	06/06/2022 (11:00 onwards)
9	Muneer	Jr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
10	Shoukath	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
11	Afreen Sultana	Clerk	Time And Task Management	06/06/2022 (11:00 onwards)
12	Samreen	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
13	Kausar	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
14	Afreen Sultana	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
15	Samreen	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
16	Kausar	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
17	Javeed	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
18	Tousif	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)

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19	Shazia	Sr.Assistant	Time And Task Management	06/06/2022 (11:00 onwards)
20	Asra Fatima	Clerk	Time And Task Management	06/06/2022 (11:00 onwards)

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Date: _____

Date: 26.05.2022

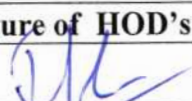
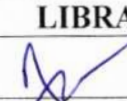
CIRCULAR

This is to inform that, Anwarul Uloom College of Business Management is organizing One Day Administrative Development Programme on “**TIME AND TASK MANGEMENT**” on **6th June, 2022**. All the Non-Teaching staff members of concerned departments are requested to register and attend the programme.


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**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.

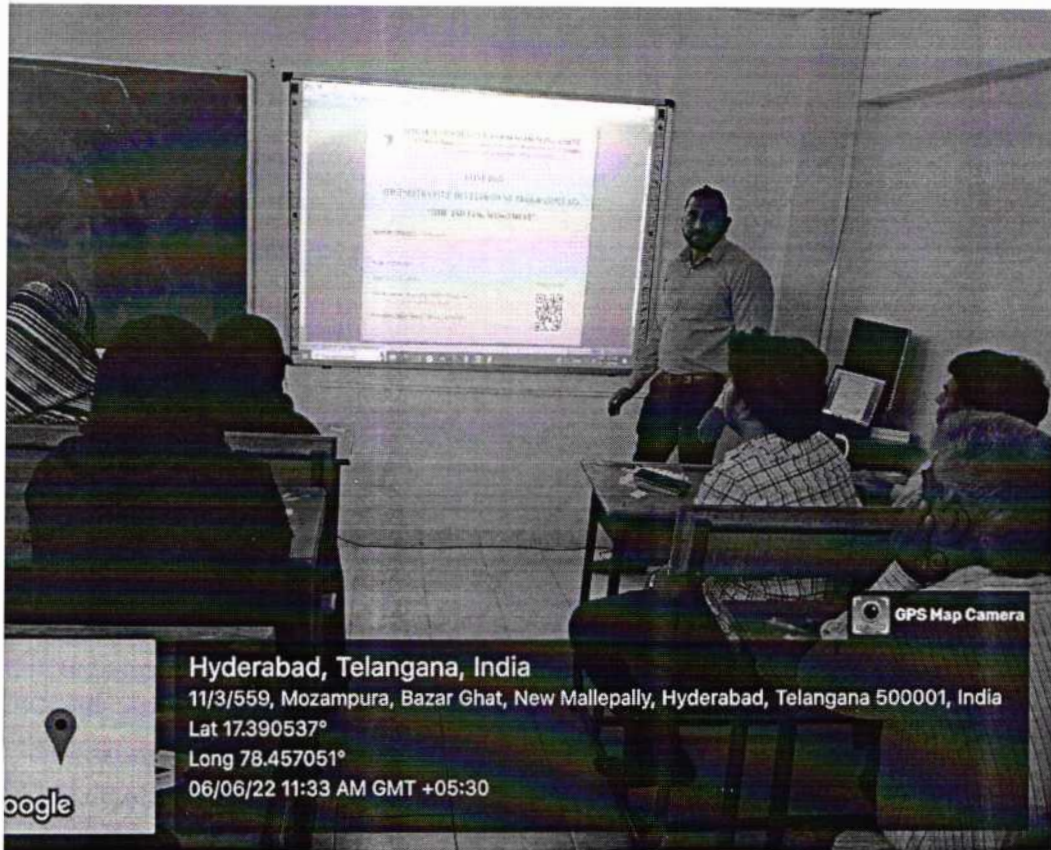
Improved time estimation: Through time management training, individuals can learn how to estimate the time required for different tasks more accurately, which can lead to better planning and scheduling.

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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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:

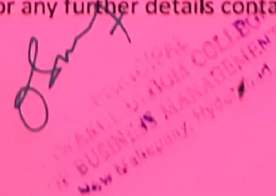
MOHAMMED IBRAHIM UDDIN

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





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List of Participants

Name of the Programme: **One Day Administrative Development Program on Time and Task Management.**

Date: 6th June, 2022

S.NO	NAME OF THE FACULTY	DESIGNATION	COLLEGE NAME	SIGN
1	Mohammed Zubair Ahmed.	Accountant	Nawab Shah	Zubair
2	Fashreen Sultana.	Sr. Accountant	AUCBM	Fashreen
3	Sadiya Anjum	Sr. Acc	AUC	Sadiya
4	Kaleem	Sr. Asst	AUMBC	Kaleem
5	Shaziya.	Sr. Asst	Nawab Shah	Shaziya
6	Fatima Sultana	Sr. Acc	Nawab Shah	Fatima
7	SHAIK SATTAD	Jr. Acc	AUC	Shaike
8	Syed Aqeeb		AUC	Syed Aqeeb
9	Asha Fatima	Jr. Acc	AUC	Asha
10	Wajeeda Anjum	Sr. Accountant	AUCBM	Wajeeda
11	Samreen	Sr. i	Nawab Shah	Sam
12	Sara Kausar	Sr. Acc	AUC	Sara
13	Muzammil Momin	Jr. Account	AUCBM	Muz
14	Yahya	Jr. Account	Anwarul Uloom Coll	YH
15	Tareed	Acc	Nawab Shah	Tareed
16	Touhidul Hossain	Jr. Asst	Anwarul Uloom	Touhid
17	Ayesha Fatima	Jr. Acc	AUC	Ayesha
18	Imman	Account	Anwarul Uloom college	Imman
19	Syed Mustapha Hussain	Jr. Account	AUCBM	Syed Mustapha
20	Syed Faleeq	S. Acc	AUCBM	Syed Faleeq


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Certificate of Participation

This is to certify that

Name Kaleem

Designation Sr. Assistant

Institution Anwarul Uloom College of Business Management

has actively participated in One Day Administrative Development Program on "Time And Task Management" on 06/07/2022 organized by IQAC, Anwarul Uloom College of Business Management.


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Programme Co-Ordinator

Dr. Osman Bin Salam
Principal