



# ANWARUL ULOOM COLLEGE (AUTONOMOUS)

(Accredited by NAAC with 'A' Grade & An ISO 9001:2015 Certified Institution)

(Affiliated to Osmania University, Hyderabad)

Ref. No

Date: 26-08-2022

## PROGRAM REPORT

Program Name	Soft Skills Enhancement Program
Date of the Activity	24-08-2022 to 26-08-2022
Venue/ Mode	Anwarul Uloom College
Organized by	Department of English
Number of Participants	100

### Objective of the program:

1. Solve a problem by applying a problem solving process.
2. Inspiring Leadership excellence and dynamic communication.
3. Understand what leaders can do to develop their own skills.
4. To enhance participants skills when practicing team work concept.

### Topics Covered: Problem Solving

1. Defining the Problem
2. Generating Alternatives
3. Evaluating and selecting alternatives
4. Implementing solutions

### Topics Covered: Leadership Skills

1. Increase productivity
2. Retain employees
3. Improve decision making
4. Implement the best leadership style
5. Support succession

### Topics Covered: Team Work

1. Workplace family
2. Team Games
3. Collaboration
4. Teamwork Skills

*K. K.*  
**Capt. Dr. Kausar Begum Khan**  
Head Department of English  
Anwar Uloom Degree College For Women  
Mallepally, Hyderabad-T.S.





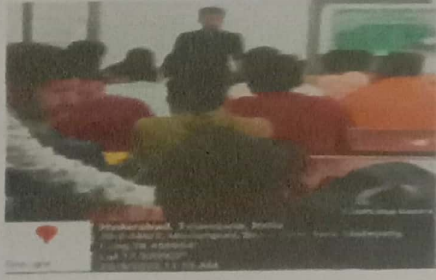
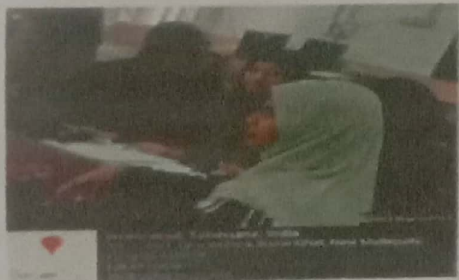
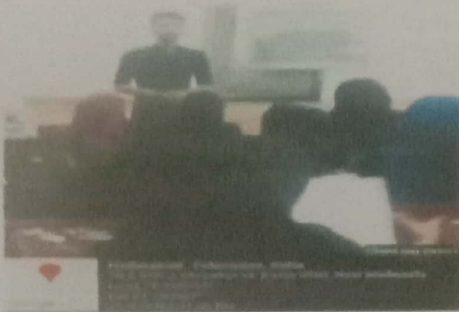
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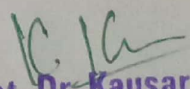
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Outcomes:

1. Problem based learning is a student - centered approach in which students learn about a subject by working in groups to solve an open -ended problem.
2. Leadership skills are the strengths and abilities individual demonstrate that help to oversee processes, guide initiatives and steer their employees towards the achievement of goals.
3. Team work is a set of skills that enable you to work well with others.

  
**Capt. Dr. Kausar Begum Khan**  
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Ref. No

Date: 23-12-2022

Circular

All the Faculty Members and Students of Anwarul Uloom College are here by informed that the Department of English is organizing an International Webinar scheduled on 24<sup>th</sup> December 2022.

Topic: How Hard Are You Working On Your Soft Skills?

Time: 02-00 pm

Resource Person: Dr. Kameshwari Ayyagari

Principal

PRINCIPAL

Anwarul Uloom College (Autonomous)

COORDINATOR

Internal Quality Assurance Cell  
 Anwarul Uloom College (Autonomous)  
 New Mallepally, Hyderabad.

Capt. Dr. Kabeer Begum Khan  
 Head Department of English  
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**ANWARUL ULOOM COLLEGE**  
(AUTONOMOUS)  
NEW MALLEPALLY, HYDERABAD TELANGANA STATE, INDIA  
Accredited by NAAC WITH 'A' GRADE



**PATRONS**

**NAWAB MAHABOOB ALAM KHAN**  
(HON'BLE SECRETARY)

**NAWAB MUJAHED ALAM KHAN**  
(HON'BLE JOINT SECRETARY)

**MR. AHMED BAIG**  
(DIRECTOR)

**MR. MOHAMMED ABDUL RAZZAK**  
(PRINCIPAL)

**All are invited to One Day International Webinar**

On Topic:

**"How Hard Are You Working On Your Soft Skills?"**

24<sup>th</sup> December 2022, Saturday, Time: 2:00 PM

**RESOURCE PERSON**

**Dr. Kameshwari Ayyagari**  
New York, USA.

**Organized by**

**Major. Prof. Sultana Khan**  
(Dean of Arts)

**Capt. Dr. Kausar Begum Khan**  
(HoD, Department of English)

**Coordinators**

**Prof. K.S. Sunita**

**Mrs. A.S Sumaiya Siddiqua**

**Ms. Sariya Armana**

**(Department of English)**

Zoom Link will be shared on WhatsApp group

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Internal Quality Assurance Cell  
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2334 8242, 2334 3170,  
Fax: +91-40-2334 4175

Ref. No.

Date 23-12-2022

## LETTER OF INVITATION FOR ONE DAY INTERNATIONAL WEBINAR

To

Dr. Kameshwari Ayyagari

Dear Madam,

We are pleased to inform you that Department of English, Anwarul Uloom College, is organizing an International Webinar.

In this regard, may we cordially invite you to be our distinguished Resource Person, who will enlighten our Faculty Members and Students on "How Hard Are You Working On Your Soft Skills?" on 24-12-2022 at 02:00 pm. We shall be deeply honored if you accept our invitation and also to have you in this significant program.

Respectfully Yours

**Capt. Dr. Kausar Begum Khan**  
Head Department of English  
Anwar Uloom Degree College For Women  
Mallepally, Hyderabad-T.S.

Director

Anwarul Uloom Group of Institutions

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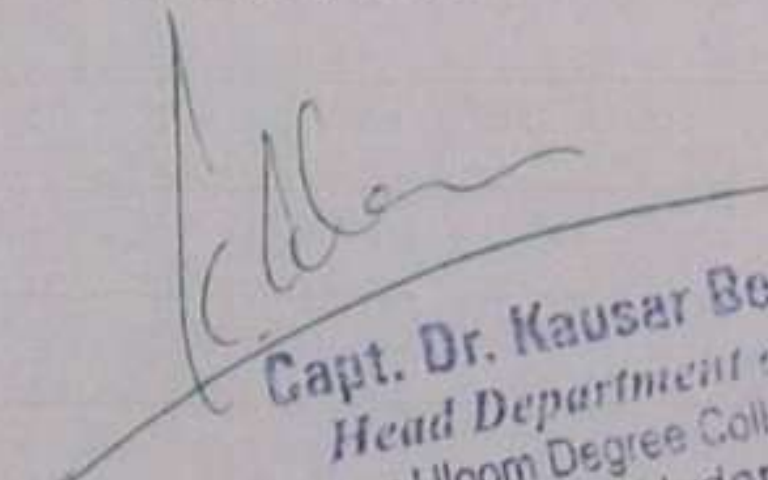
Dr. Kameshwari Ayyagari

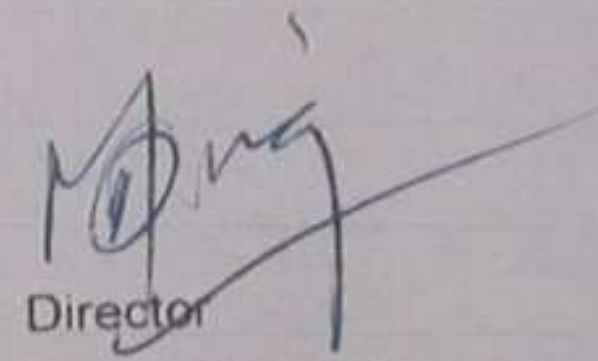
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## REPORT

### "HOW HARD ARE YOU WORKING ON YOUR SOFT SKILLS"

One day International webinar was held on 24<sup>th</sup> December 2022 at 2 PM in Anwarul Uloom College. The resource person was Dr Kameshwari Ayyagari from New York. As it was an online webinar Zoom link was shared to the students and staff. It was organized by Major Prof. Sultana Khan and Capt. Dr. Kausar Begum Khan HoD, Department of English.

She said that the beauty of soft skills is that they're highly transferable. Creativity, responsibility and excellent communication skills can be applied to any job. But how can HR professionals tell which soft skills need shoring up or matter most in their workplaces? Was the question raised by her to the students.

She discussed how soft skills you possess go beyond your technical, measurable abilities. Soft skills focus more on your social, leadership, communication and problem-solving skills, among others. While hard skills are the training and knowledge you've grown during your career, soft skills are how you work with others and on your own. Although soft skills are more personality-based, you can still improve them.

"Watch for those types of behaviors where there's a chance for improvement," She said.

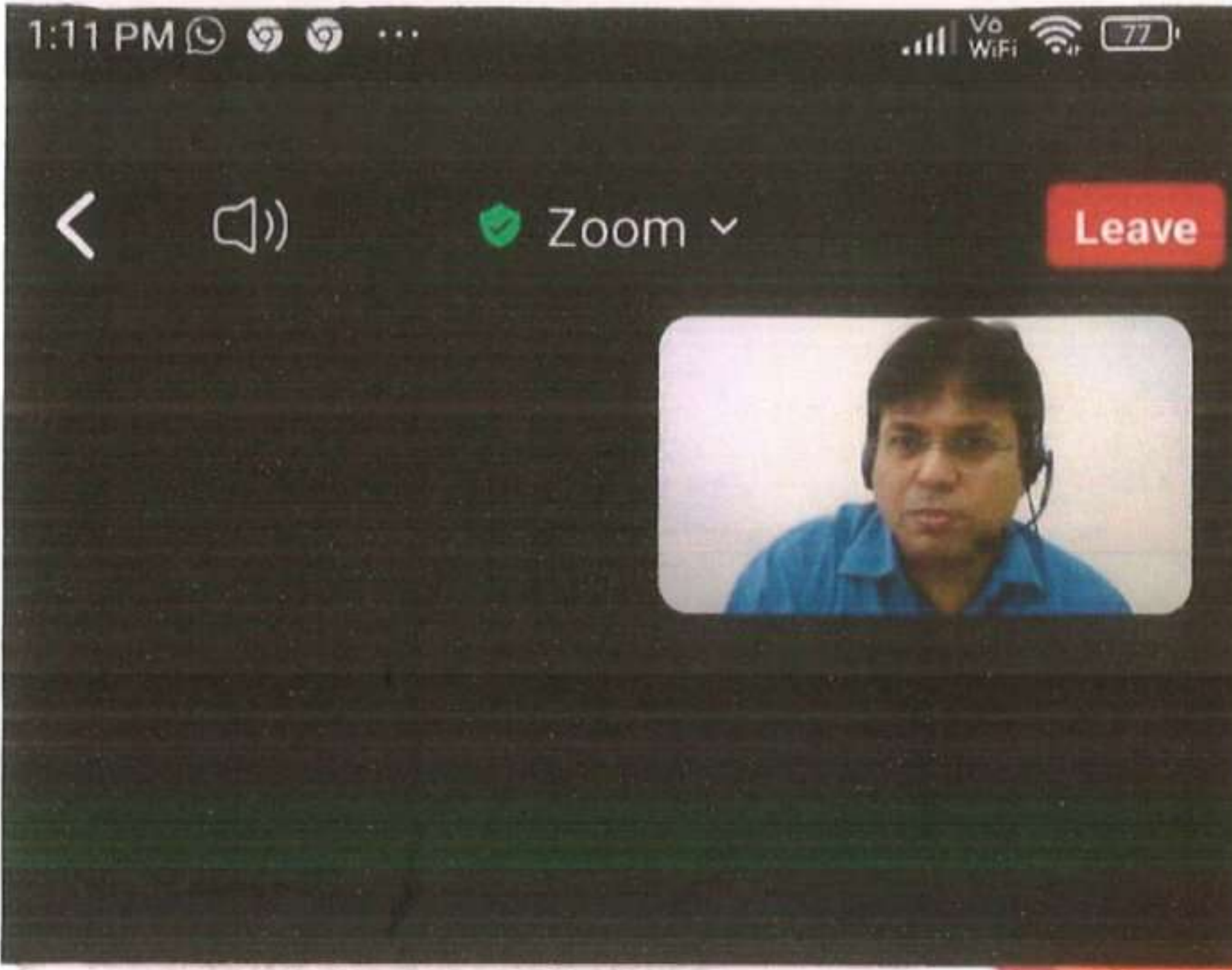
In the end she suggested that to find out which soft skills are most needed in an organization, look no further than your most successful employees. See if there are certain traits they share that allow them to prosper in your workplace. "Take a look at your company's value statements and think about your company's culture," "Those are your company's priorities when it comes to soft skills." on this note the webinar came to an end.

Vote of thanks was given by Assistant lecturer Ms Sariya Sultana.

**Capt. Dr. Kausar Begum Khan**  
Head Department of English  
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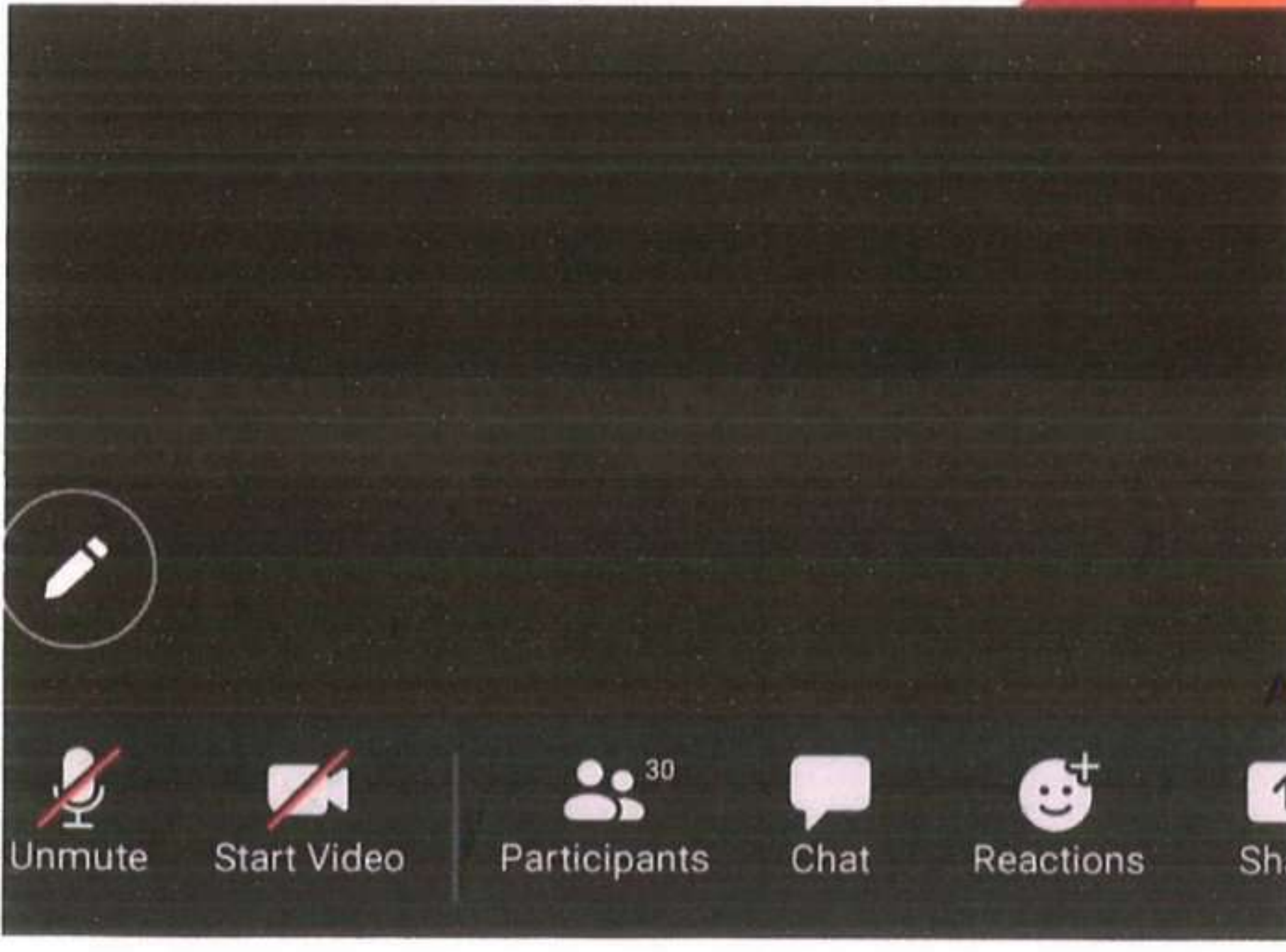
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### Soft Skills

- ✓ Soft skills is a synonym for "people skills." The term describes those personal attributes that indicate a high level of emotional intelligence.
- ✓ Unlike hard skills, which describe a person's technical skill set and ability to perform specific tasks, soft skills are broadly applicable across job titles and industries.
- ✓ It's often said that hard skills will get you an interview but you need soft skills to get -- and keep -- the job.



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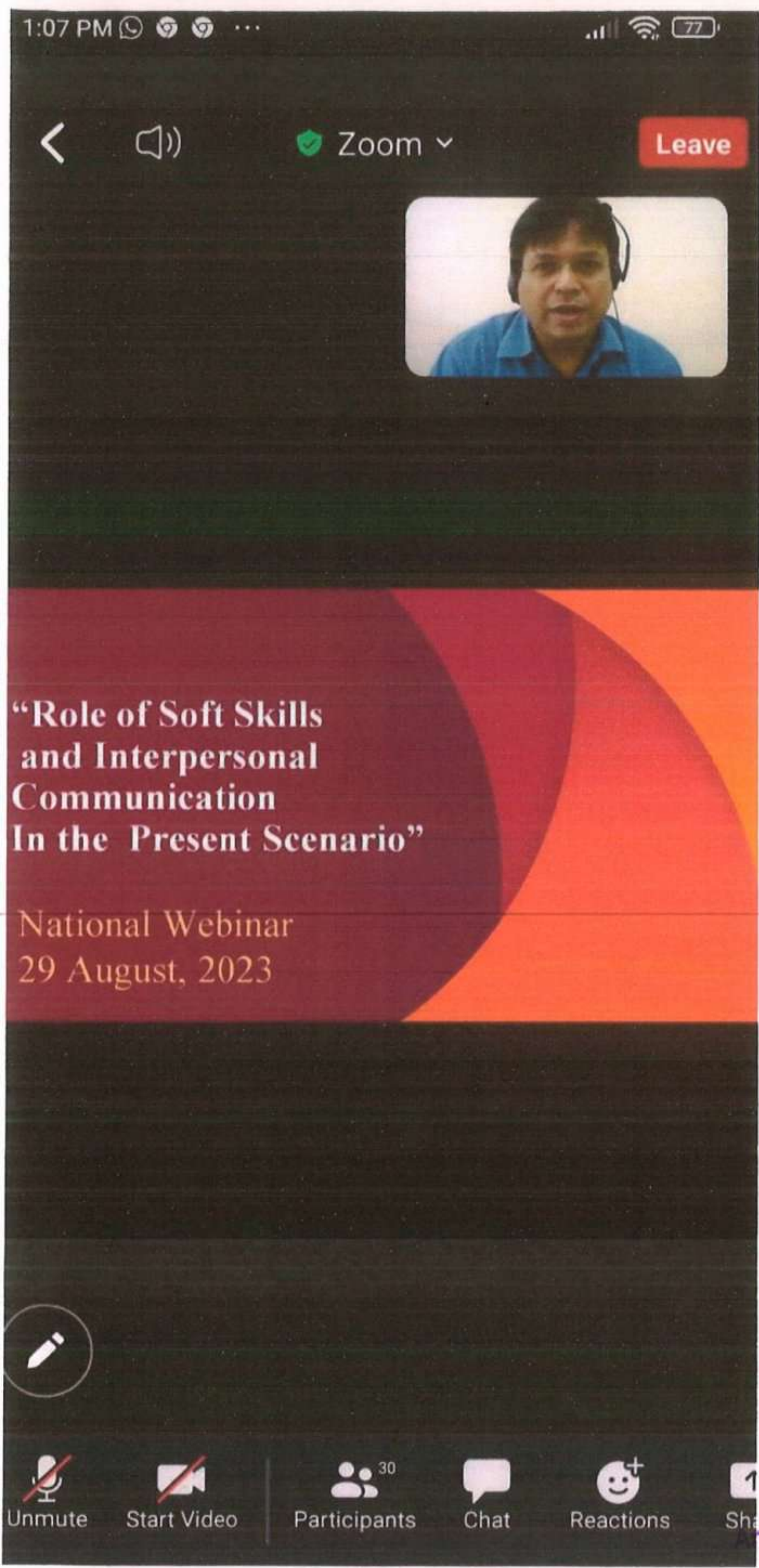


# Most Important Soft Skills?

- ✓ Communication skills
- ✓ Body language
- ✓ Making Decisions
- ✓ Self Motivation
- ✓ Leadership Skills
- ✓ Team-Working Skills
- ✓ Creativity and Problem Solving Skills
- ✓ Time Management and ability to work under Pressure

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