



DEAN STUDENTS' WELFARE

Prof. Syed Alim Ashraf
Dean Students Welfare

Email: dsw@manuu.edu.in

No.MANUU/DSW/F.67/2020-21/1219

Date: 17.02.2021

CIRCULAR

Sub: Conduct of One Week Online Workshop for MANUU Students on "Employability Skills"

Ref: Hon'ble Vice-Chancellor I/c approval dated 02.02.2021

The office of the DSW is organizing a **One Week Online Workshop for MANUU Students on "Employability Skills" from 22.02.2021 to 26.02.2021 in collaboration with the Quran Foundation, Hyderabad.** It is to inform to all the students and concerned that every day the sessions will be held online from 03.00 pm to 05.00 pm on IMC, MANUU YouTube Channel as per the schedule (copy attached).

All the Deans, Heads, Principals, Directors are requested to ensure the participation of the said students without disturbing their regular classes.

[Handwritten signature]
17/02/21

Dean Students Welfare
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500032

To,

All the Deans, Heads, Principals & Directors

Copy to:

1. O/o Hon'ble VC
2. O/o the Registrar
3. O/o COE
4. All Deans, Head, Principals, Directors
5. The Director - IMC
6. The PRO (for news coverage)
7. The Director CIT (for uploading in university website)



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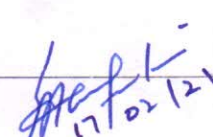
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Schedule of Online Workshop on Employability Skills
22 - 26, February 2021
(3:00 to 5:00 pm)

Venue: IMC Studio, MANUU

Sr. No.	Date	Topic and Resource Person		Host
1	22.02.2021	Inaugural Session	What Do Employers Look For (How to Face Interviews) Abdul Raheem	Prof. Mohammed Abdul Sami Siddiqui
2	23.02.2021	Effective Resume Writing (All About Making a Resume) Mohammed Samiuddin		Mr. Jameel Ahamed
3	24.02.2021	Group Discussion(GD), Just a Minute (JAM), Self Introduction Mohammed Aslam		Dr. Jarrar Ahamad
4	25.02.2021	Effective Communication Skills and Soft Skills Mohammed Mouzam		Ms. Ismat Fathima
5	26.02.2021	How to Improve Your Job Search (Different Job Search Options) Wasim Javid		Dr. K.M. Ziyauddin


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