



**PG and Research Department of Botany  
Jamal Mohamed College (Autonomous)**

Accredited with A++ Grade by NAAC (4<sup>th</sup> Cycle) with CGPA 3.69 out of 4.0

(Affiliated to Bharathidasan University)

Tiruchirappalli – 620 020, Tamil Nadu, India

*We take great pleasure in inviting you to the*

**Dr. A. Khaleel Ahamed Endowment Training Programme on  
“Soft Skills”**

**Date: 17<sup>th</sup> February to 19<sup>th</sup> February 2025 Time: 11.30 am Venue: Physics Seminar Hall (A/c)**

*Resource Person*

**A. ROBERT MARIA VINCENT**

Founder and Head – Arise Training & Research Centre  
Tiruchirappalli – 620 019, Tamil Nadu

**Dr. H. SYED JAHANGIR**

Associate Professor and Head  
Department of Botany

*Will give the welcome address*

**Dr. D. I. GEORGE AMALARETHINAM**

Principal

*Will preside over the function*

**Dr. A.K. KHAJA NAZEEMUDEEN D.Litt., USA**

Secretary and Correspondent

*and*

**Hajee M. J. JAMAL MOHAMED**

Treasurer

**Dr. K. ABDUS SAMAD**

Assistant Secretary

**Dr. K. N. ABDUL KADER NIHAL**

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**Dr. R. JAHIR HUSSAIN**

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**Dr. A. ISHAQ AHAMED**

Additional Vice Principal

**Dr. A. J. HAJA MOHIDEEN**

Additional Vice Principal

**Dr. K. N. MOHAMED FAZIL**

Director – Hostel Administration

**Mrs. J. HAJIRA FATHIMA**

Director – Women Hostel

*Will offer felicitations*

**Dr. N. AHAMED SHERIF**

Assistant Professor of Botany

*Will propose Vote of Thanks*

# Dr. A. Khaleel Ahamed Endowment Lecture on “Soft Skills”

## PROGRAMME DETAILS

Date: 17<sup>th</sup> February to 19<sup>th</sup> February 2025

Venue: Physics Seminar Hall (A/c)

<p>Day I: 17.02.2025 Time: 11.30 am to 12.30 pm</p>	<p><b><u>RESUME DRAFTING</u></b></p> <ul style="list-style-type: none"><li>• Resume preparation</li><li>• How to answer questions raised from resume?</li><li>• Resume projection in LinkedIn</li><li>• Hard skills vs soft skills in resume</li><li>• Internship &amp; job search</li><li>• Social media vs job</li></ul>
<p>Day I: 17.02.2025 Time: 12.30 pm to 2.00 pm</p>	<p><b><u>COMMUNICATION</u></b></p> <ul style="list-style-type: none"><li>• 20 strategies – Basic Communication Skills</li><li>• How to answer questions?</li><li>• Non-verbal communication (Body language) for getting a job</li><li>• To speak and not to speak</li></ul>
<p>Day II: 18.02.2025 Time: 11.30 am to 12.30 pm</p>	<p><b><u>ETIQUETTES</u></b></p> <ul style="list-style-type: none"><li>• Dressing etiquettes</li><li>• Email etiquettes</li><li>• Corporate etiquettes</li><li>• Social etiquettes</li></ul>
<p>Day II: 18.02.2025 Time: 12.30 pm to 2.00 pm</p>	<p><b><u>GROUP DISCUSSION</u></b></p> <ul style="list-style-type: none"><li>• Active listening</li><li>• Critical thinking</li><li>• Time management</li><li>• Emotional intelligence</li><li>• Adaptability</li><li>• Leadership</li></ul>
<p>Day III: 19.02.2025 Time: 11.30 am to 2.00 pm</p>	<p><b><u>MOCK INTERVIEW</u></b></p> <ul style="list-style-type: none"><li>• Basic Questions</li><li>• Individual Assessment</li></ul>