



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

Accredited with A++ Grade by NAAC (4th 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: 17th February to 19th 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

Member & Honorary Director

Dr. R. JAHIR HUSSAIN

Vice – Principal

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: 17th February to 19th February 2025

Venue: Physics Seminar Hall (A/c)

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



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Name of the Department	: PG and Research Department of Botany
Name of the Activity	: Dr. A. Khaleel Ahamed Endowment Training Programme on “Soft Skills”
Resource person	: Mr. Robert Maria Vincent Founder and Head – Arise Training & Research Centre, Tiruchirappalli, Tamil Nadu
Title of the Lecture	: “Interview and Personality Skill Development for Future”
Date	: 17.02.2025 to 19.02.2025
Venue	: Physics Seminar Hall A/c

Report

Dr. A. Khaleel Ahamed Endowment Training Programme on “**Soft Skills**” was organized from 17.02.2025 to 19.02.2025 at Physics Seminar Hall of Jamal Mohamed College (Autonomous) Tiruchirappalli. This soft skills training programme was mainly focused on developing, writing and speaking communication skills among final-year UG (2022-2025 Batch) and PG (2023-2025 Batch) Botany students. In this programme, Mr. A. Robert Maria Vincent, Founder and Head of Arise Training and Research Centre, Tiruchirappalli, Tamil Nadu served as a Resource Person. He conducted the training programme on “**Interview and Personality Skill Development for Future**”. In this three day training programme students were enriched with following aspects.

1. Day I: 17-02-2025

Introduction to LinkedIn optimization and resume building with AI tools.

2. Day II: 18-02-2025

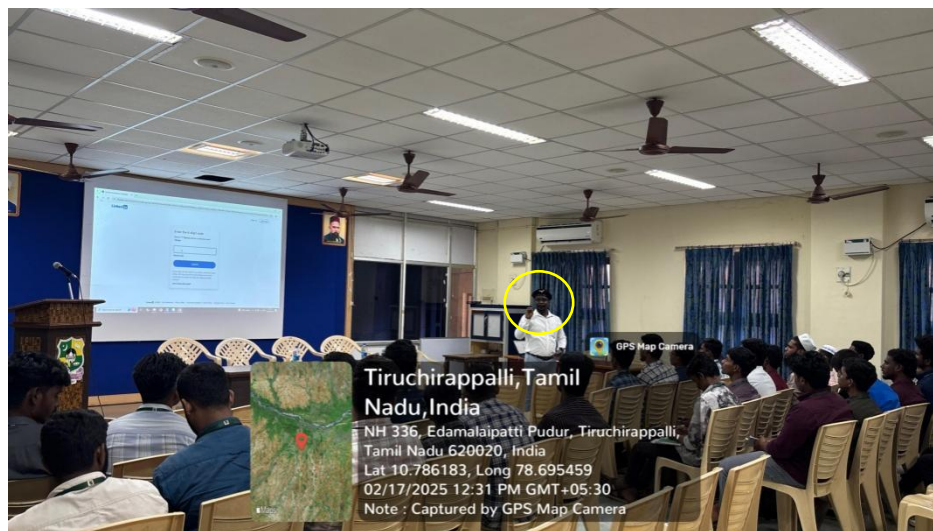
Communication, Etiquette and Group Discussion

3. Day III: 19-02-2025

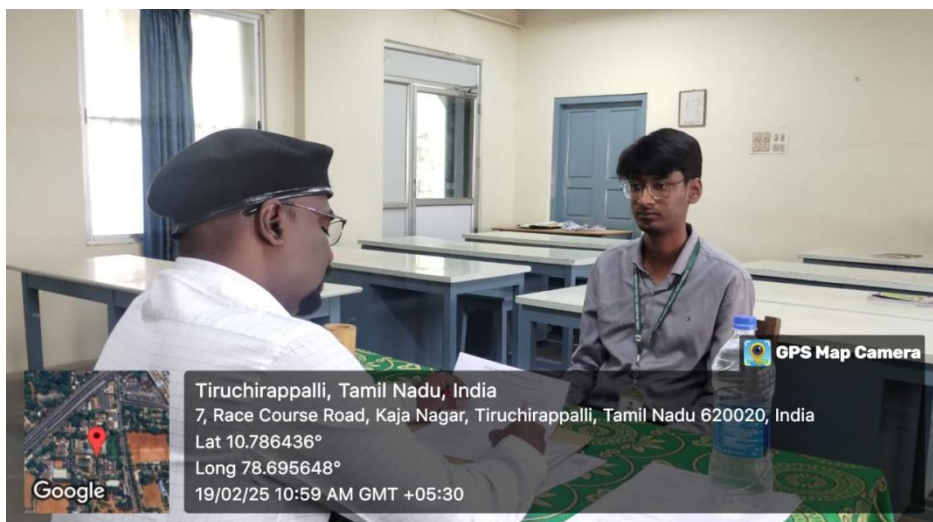
Mock Interview (Basic interview questions, effective communication techniques and enhance the confident level etc.,)

A total of **44** students were actively participated and benefitted through this programme.

Geotagged Photos



Resource person Mr. Robert Maria Vincent interacting with students




Resource person conducting model mock interview to the final year PG student

Programmes Outcomes

At the end of the programme, students were able to

- Enhance the ability to express their thoughts in a structured manner.
- Familiarize with real life interview scenarios.
- Focus on goal setting, professional networking and confidence building exercise.


Signature
Convener of the Programme
Dr. N. AHAMED SHERIF, M.Sc., Ph.D.,
Assistant Professor
PG & Research Department of Botany
Jamal Mohamed College (Autonomous)
Tiruchirappalli-620 020, Tamil Nadu, India.


Signature
Head of the Department
Dr. H. SYED JAHANGIR M.Sc., M.Ph.
Associate Professor and Head
DEPARTMENT OF BOTANY
AMAL MOHAMED COLLEGE (Autonomous)
TIRUCHIRAPPALLI, 620 020



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Venue : Physics Seminar Hall A/c

S. No.	Register Number	Name of the student	Signature of the Student
1.	22PBO006	DIVAKAR J	J. Divy
2.	23PBO002	ATHIL M	M. Akhil
3.	23PBO003	BARANIDHARAN B	B. Baranidharan
4.	23PBO004	CHIRST ANTONY SCHOEN S	Chirst Antony Schoen S
5.	23PBO005	DHANUSHKODI R	Dhanushkodi R
6.	23PBO006	MANIKANDAN P	P. Manikandan
7.	23PBO007	MOHAMED FAHIM A	Fahim A
8.	23PBO008	MOHAMED HASSAN S	Hassan S
9.	23PBO009	PRATHISH BABU S	S. Prathish Babu
10.	23PBO010	PUTHIYAVAN KM	KM Puthiyavan
11.	23PBO012	THANWEER ASWAQ M	M. Thanweer Aswaq


Signature
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Signature
Dr. H. SYED ZAHANGIR, M.Sc., M.Phil., Ph.D.
Associate Professor and Head
DEPARTMENT OF BOTANY
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S. No.	Register Number	Name of the student	Signature of the Student
12.	22UBO001	ABDUL HAMEED A	A. Hameed A
13.	22UBO003	ARUN N	N. Arun
14.	22UBO004	ASLAM JAWITH R	R. Jawith R
15.	22UBO005	BALAMURUGAN V	V. Balamurugan
16.	22UBO006	DEEPAN KS	S. Deepan K S
17.	22UBO007	GUHANRAJ P	P. Guhanraj
18.	22UBO008	GUNALAN C	C. Gunalan
19.	22UBO009	ISMAYIL M	M. Ismayil
20.	22UBO010	JAHIR HUSSAIN B	B. Jahir Hussain
21.	22UBO011	KARTHIKEYAN R	R. Karthikeyan
22.	22UBO012	KASIM AKMAL A	A. Kasim Akmal


Signature

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Signature

Head of the Department
Dr. H. S. Jeyaraman, M.Sc., Ph.D.,
Associate Professor and Head
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S. No.	Register Number	Name of the student	Signature of the Student
23.	22UBO014	KUBERA MOORTHY J	J. Kubera Moorthy
24.	22UBO015	MAHADEVAN M	M. Devas.
25.	22UBO016	MOHAMED AMJATH A	A. Am
26.	22UBO017	MOHAMED FARDEEN A	A. Fardeen
27.	22UBO018	MOHAMED JAHITH J	J. Jahith
28..	22UBO019	MOHAMED KAIF M	M. Kaif
29.	22UBO020	MOHAMED MUHAIDEEN M	M. Muhai
30.	22UBO021	MOHAMED YOSUF M	M. Mohand f.
31.	22UBO022	MOHANRAJ P	P. Mohan Raj
32.	22UBO023	MOULI R	R. R.
33.	22UBO024	MUHAMMAD ASFAQ CMJ	Muhammad Asfaq


Signature
19/02/2025

Convener of the Programme
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Assistant Professor
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Signature
19/02/2025
Head of the Department
Dr. J. JAHANGIR N. S., M.Phil.,
Associate Professor and Head
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S. No.	Register Number	Name of the student	Signature of the Student
34.	22UBO025	MUJIPUR USEN S	S. Mujipur useen
35.	22UBO027	NOORUL HAMEED M	NHMEED
36.	22UBO028	RADHAKRISHNAN S	S. Radhakrishnan
37.	22UBO029	RENGASAMY T	Rengasamy.
38.	22UBO030	RUPAKRAJ A	APP
39.	22UBO031	SARANRAJ G	CR Saranraj
40.	22UBO032	SARVIN CHARLES V	V. Sarvin Charles
41.	22UBO033	THAHA S	THA
42.	22UBO034	VENKATESAN K	K. Venkatesan
43.	22UBO035	VISHVA K	K. VISHVA
44.	22UBO036	YUVARAJ T	T. Yuvaraj


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