



# MAZHARUL ULOOM COLLEGE, AMBUR

(Affiliated to Thiruvalluvar University, Vellore, Recognized by UGC under section 2f and 12B)

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*Capacity building and skills enhancement initiatives taken by  
the institution during the Year 2020-2021*

## **Communication Skills**



# MAZHARUL ULOOM COLLEGE, AMBUR

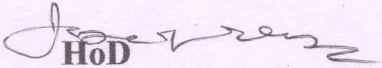
(Recognized by UGC under section 2f and 12B) Affiliated to Thiruvalluvar University, Vellore)

<b>Department</b>	DEPARTMENT OF ENGLISH
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<b>Titles</b>	<b>Description</b>
Date	24.05.2021
Name of the Programme	Virtual Workshop
Title of the Programme	ENGLISH FOR CAREER
Resource Person	<b>MR.P.ASHRAF ALI</b> Assistant Professor of English C.Abdul Hakeem College, Melvisharam
Number of Beneficiaries	166
Outcome	Students got awareness on various career opportunities and the importance of English

**Note: List of attachments (including page numbers)**

1. Proposal
2. Circular
3. Attendance
4. Reports
5. Others (If Any)

  
**HoD**  
**Dr. A. SHAFEE AHMED KHAN**  
M.A., M.Sc., M.Phil., Ph.D., NET, CTE  
Asst. Professor, Head & Research Supervisor  
PG & Research Dept. of English  
Mazharul Uloom College, Ambur - 635 802  
Contact Number: 9934617657

  
**Principal**  
**PRINCIPAL**  
**MAZHARUL ULOOM COLLEGE**  
**AMBUR-635 802, Vellore Dist.**



M.A. Uzefa Rashida &lt;uzefama1608@gmail.com&gt;

**Permission for English Association Virtual Workshop.**

1 message

huzaifa rasheeda <uzefama1608@gmail.com>  
To: Aadil Ahmed <principalmuc@gmail.com>

Mon, May 17, 2021 at 8:12 PM

From  
M. A. Uzefa Rashida  
Vice President  
English Association  
Department of English  
Mazharul Uloom College, Ambur

To Principal i/c  
Mazharul Uloom College  
Ambur

Respected Sir

The English Association of our College would like to conduct a **Virtual Workshop** on 'English for Career' for the UG students of English on 22 May 2021 at 12 pm .The **Resource Person** for this program , **Prof. Ashraf Ali Khan** , Assistant Professor of English, C.Abdul Hakeem College, Melvishram has been kind enough to accept the invitation. Kindly grant us permission for the same.

Thanking You  
Regards

M. A. Uzefa Rashida

17.5.2021  
Ambur



**MAZHARUL ULOOM COLLEGE, AMBUR**  
**SHIFT I/SHIFT II**  
**CIRCULAR - REVISED**

Under the auspices of English Association of our college One Day Virtual Workshop on **\*English for Career\*** will be conducted at **\*11.45 am on 24.05.2021\*** Prof. Ashraf Ali Khan, Assistant Professor of English, C. Hakeem College, Melvisharam has kindly consented to be resource person.

**Dr. K. H. Kaleemullah**, Principal i/c will preside. **Prof. A. Noorul Ameen** HoD of Corporate Secretaryship will deliver the Valedictory Address. All Students of I, II and III year of both Shift I and II are invited to attend the workshop. Mentors are asked to circulate this in their respective classes. The zoom link will be shared 10 minutes before the programme.

Date: 20.05.2021

u.y.a  
20/5/2021  
PRINCIPAL i/c  
PRINCIPAL  
MAZHARUL ULOOM COLLEGE  
AMBUR - 635 802, Vellore Dist.

Circular Completed:

1. Circular completion by:
2. Verified by:





# MAZHARUL ULOOM COLLEGE, AMBUR

Established and Managed by the Ambur Muslim Educational Society

Reaccredited by NAAC with B Grade

Affiliated with the Thiruvalluvar University, Vellore

The Management, Principal and the Faculty Members of the PG and Research Department of English cordially invite you to participate in the

## Virtual Workshop

On

## ENGLISH FOR CAREER

On Monday, 24 May 2021 at 12:30 pm

**Dr. K. H. Kaleemullah** Principal i/c

will preside and inaugurate the workshop

### **Prof. P. Ashraf Ali Khan**

Assistant Professor of English

C. Abdul Hakeem College, Melvisharam

has kindly consented to be the Chief Guest and Resource Person.

### **Prof. A. Noorul Ameen**

Assistant Professor of Corporate Secretaryship

Mazharul Uloom College, Ambur

Will deliver the Valedictory Address.

### Patrons

#### **Dr. K. H. Kaleemullah**

Principal i/c

#### **Janab M. Nazar Mohamed**

Secretary and Correspondent

### Conveners

#### **Dr. A. Shafee Ahmed Khan**

Assistant Prof. & Head  
PG & Research Department of English

#### **Prof. P.J. Sadia Parveen**

Assistant Prof. & Head  
UG Department of English

### Organising Committee

#### **Prof. M. A. Uzefa Rashida**

Vice President, English Association

#### **Prof. U. Thiyagarajan**

Asst. Professor of English





# MAZHARUL ULOOM COLLEGE, AMBUR

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PG and Research Department of English organises

## ENGLISH FOR CAREER

Monday, 24 May 2021

12:30 pm

Virtual Workshop

### AGENDA

**Qirath :**

**Mr. N. Mohammed Abrar**

III B.Com (CS)

**Welcome address:**

**Prof. P. J. Sadia Parveen**

Assistant Prof. of English  
Head, UG Department of English

**Presidential & Inaugural Address:**

**Dr. K. H. Kaleemullah**

Principal i/c

**Special Address:**

**Dr. A. Shafee Ahmed Khan**

Assistant Prof. & Head  
PG & Research Department of English

**Introduction of Chief Guest :**

**Prof. M. A. Uzefa Rashida**

Vice President, English Association

**Resource Person's Address:**

**Prof. P. Ashraf Ali Khan**

Assistant Professor of English  
C. Abdul Hakeem College, Melvisharam

**Valedictory Address:**

**Prof. A. Noorul Ameen**

Assistant Professor of Corporate Secretaryship  
Mazharul Uloom College, Ambur

**Vote of Thanks:**

**Prof. U. Thiyagarajan**

Asst. Professor of English



# MAZHARUL ULOOM COLLEGE, AMBUR

## PG & Research Department of English organised One day Online Workshop on 'English for Career'

**Date: 24.05.2021**

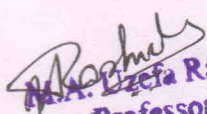
### Action taken Report

The PG & Research Department of English, Mazharul Uloom College, Ambur organized One day Virtual Workshop on English For Career on 24.05.2021 through zoom app at 12.30 pm. The Chief Guest and Resource Person for the Virtual workshop was Prof. P. Ashraf Ali Khan, Assistant Professor in English, C. Abdul Hakeem College, Melvisharam.

Mrs. M. A. Uzefa Rashida, Vice President, English Association, Assistant Professor of English hosted the virtual meet. The workshop started with Qirath recited by Mr. N. Mohammed Abrar, III B. Com (CS) followed by its translation by Ms. A.F. Fiza Zainab, III B.Sc. (MB). Prof. P. J. Sadia Parveen, Vice President, College Union, Shift-II, Assistant Professor & Head, UG Department of English welcomed the guest of honour and other participants in the virtual platform. The Principal- in-charge, Dr. K. H. Kaleemullah delivered the presidential address. The IQAC coordinator, Assistant Professor & Head, PG & Research Department of English, Dr. A. Shafee Ahmed Khan gave a special address. The Chief Guest and Resource Person for the Virtual workshop was Prof. P. Ashraf Ali Khan, Assistant Professor in English, C. Abdul Hakeem College, Melvisharam.

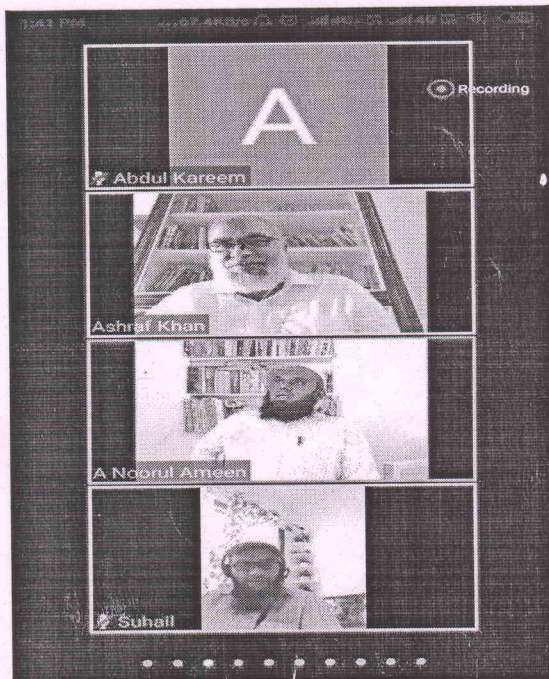
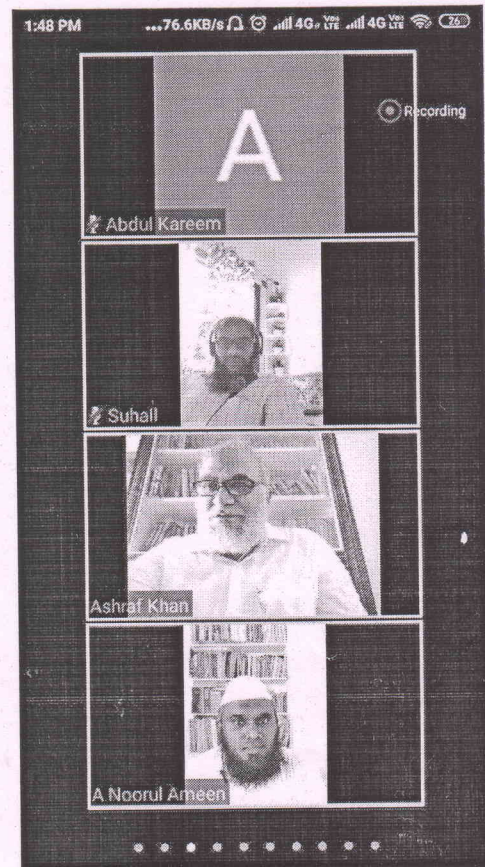
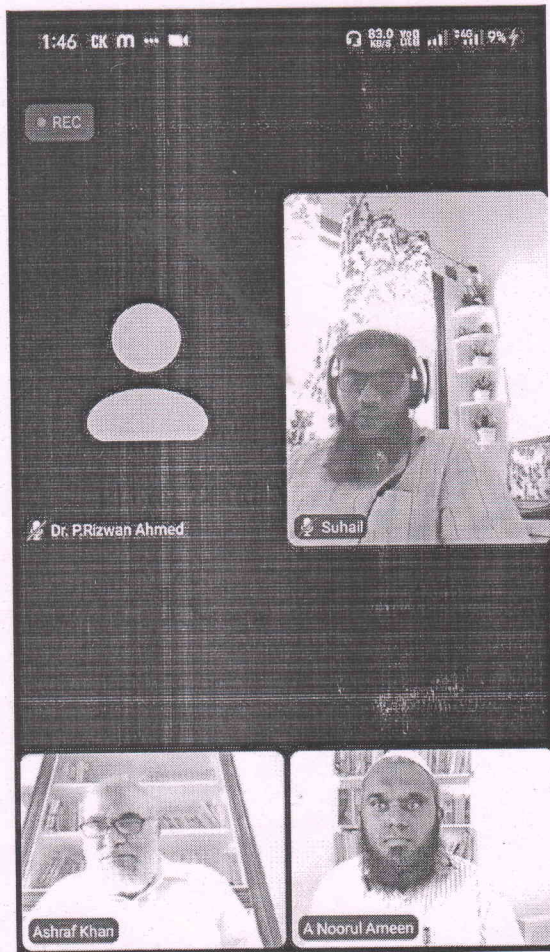
He discussed about how the students need to improve their communication skills in detail. He gave a complete picture of the barriers the learners face when they have to communicate in English and gave a list of solutions to improve their LSRW skills. His speech made the student participants feel at home and there was a consistent attendance through out the meet.

The Head & Assistant Professor of Corporate Secretaryship, Prof. A Noorul Ameen delivered a heartening valedictory address. Finally, Mr. U. Thiagarajan, Assistant Professor of English, proposed the Vote of thanks. The Virtual Workshop came to an end on a grateful note

  
Mrs. M. A. Uzefa Rashida  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802.



## Photos of the Meet:





## Name of the College

119 responses

Mazharul uloom college

Mazharul Uloom College

Mazharul Uloom College, Ambur

Mazharul Uloom college

Mazharul uloom college

MAZHARUL ULOOM COLLEGE

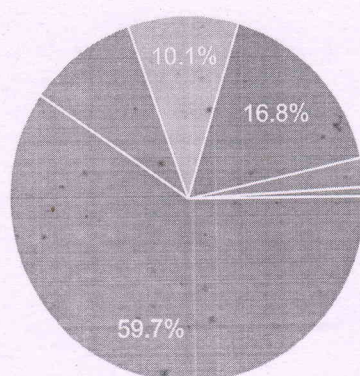
Mazharul Uloom College Ambur

MAZHARUL ULOOM COLLEGE AMBUR

Mazharul uloom college ambur

## Year of Study/ Designation

119 responses



- I Year
- II Year
- III Year
- Assistant Professor
- Associate Professor
- Assistant Professor & Head
- Associate Professor & Head

## City, State

11.6 responses

Ambur

Tamilnadu

Ambur, Tamil Nadu

Ambur, Tamilnadu

Tamil Nadu

Ambur, Tamilnadu

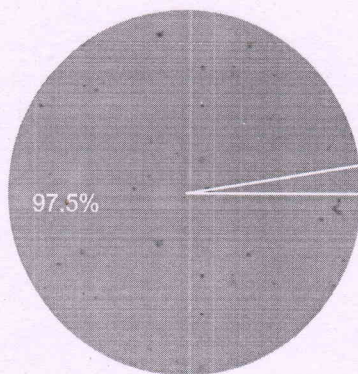
## State

Vellore

Ambur, TN

## Was the workshop very useful?

119 responses

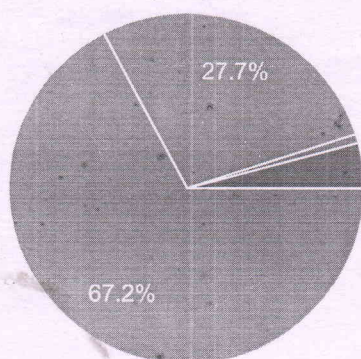


● Yes  
● No



## How was the Resource Person's Address?

119 responses



- Excellent
- Good
- Fair
- Poor
- Interesting

## Any other suggestion

89 responses

No

Nothing

Good

Excellent Programme.

Nil

No

Nothing

Good Program

Need to conduct more such Workshops.

### One International Participant: Feedback

Email.id

wawerumaina99@gmail.com

Full Name \*

Alex maina

Department \*

Mass communication

Name of the College \*

Alex maina official

Year of Study/ Designation \*

III Year

WhatsApp Number \*

0745829569

City, State

Nairobi Kenya

Was the workshop very useful? \*

Yes

No

How was the Resource Person's Address? \*

Excellent

Any other suggestion

I like the program, has a competitive and unique content in communication



**Mrs. M. A. Uzefa Rashida**  
Vice President, English Association.

**M.A. Uzefa Rashida**  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 63<sup>rd</sup> 802.



Attendance Sheet - 24.05.2021

Good	Nothing	
Good	Need of the program to contact this useful program for student but also I am glad for good communication on this program	
Excellent	I heard of the program to contact this useful program for student but also I am glad for good communication on this program	
Excellent	Very nice and very useful session this kind of sessions conducted in future frequently	
Excellent	Thank you for conduct the program	
Excellent	Very nice and very useful session this kind of sessions conducted in future frequently	
Excellent	Assalamualaikum warahmatullahi wabarakatuh si: This program was very useful. I request the principal to run another such program. Thankyou so much to	
Excellent	Assalamualaikum warahmatullahi wabarakatuh si: This program was very useful. I request the principal to run another such program. Thankyou so much to	









**MAZHARUL ULOOM COLLEGE – AMBUR**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**  
**MINUTES OF THE MEETING**



<b>DATE</b>	19-05-2021	<b>TIME</b>	3:00 pm
<b>VENUE</b>	Department of Business Administration		

**AGENDA:**

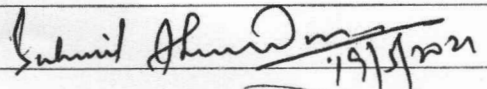
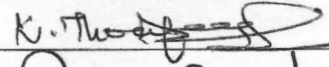
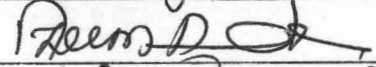
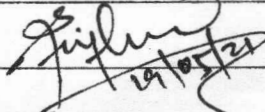
Online Short Term Course

**Online Information:**

Zoom Application ID : 6072078924, 925,927,929,931,933

Password : BBA

**MEMBERS PRESENT:**

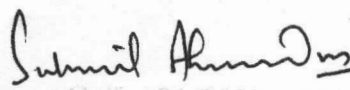
<b>Name of Faculty</b>	<b>Signature</b>
Dr V. S.Suhail Ahmed	
Mr K. Thoufeeq Ahmed	
Mr S. Azeem Ahmed	
Mr Syed Thufail Ahmed	

**MEMBERS ABESNT: [LEAVE/OD/PERMISSION]**

NIL

**MEETING PROCEEDINGS:**

- The meeting started through online mode in Zoom Application as per the schedule.
- The meeting started with recitation of verses from holy Quran by Prof.KTA.
- HOD chaired the meeting.
- Responsibilities were given the respective concern staff they capacity do the topics allotment
- Prof KTA created a E-Certification and Registration
- Prof AAS do the Whatsapps created and motivation the student to joint the free online short term course.

  
Cell: +91 9629904490 19/5/2021  
**V.S. SUHAIL AHMED, Ph.D**  
M.Com., MBA., M.A., M.Phil., ADCA.,  
Head and Assistant Professor,  
Department of Business Administration,  
Mazharul Uloom College, AMBUR-635 802.  
Vellore District, Tamil Nadu.



# Mazharul Uloom College- Ambur

## Department of Business Administration

### Short Term Course Communication Skills and Interview Etiquettes

#### Overview of the Short-Term Course Communication Skills and Interview Etiquettes

The course is designed for the sustainability and upliftment of the students, due to the pandemic situation most of the students are facing a lot of consequences to get placed in a good job. Nowadays most of the students are Unemployed and being recruited in a good position is a big challenge and question mark for the young generations. This course will help the students to prepare themselves for their forthcoming challenges and the contents of the course are sequentially designed to cover most aspects of teaching and research through an effective blend of lectures, discussions, and experiential exercises Sessions will be conducted in hands on mode, which means that participants will work alongside the resource person Participants will be with practice datasets, reading material and links to download essential software

#### Course Details

Duration of the Course	30 Hours
Date and Timing	24-05-2021 to 28-05-2021 12.00 PM -5.30 P.M
Course Fee	Free

#### Syllabus for Short Term Course

on

#### Communication skills and interview etiquettes

from 24.05.2021 to 28.05.2021

Unit-1 Communication - Importance. Process. Types and Barriers of communications

Unit-2 Communication skills for the Managers


Unit-3 Interviews and its types

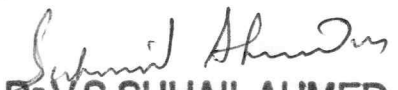
Unit-4 Resume preparation and techniques

Unit 5 Qualities required to get placed in MNCs with Case Study

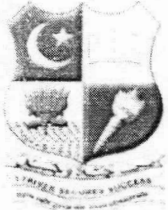
#### Reference Books

- Human Resources Management Rook by - CB Gupta.
- Business Management Book by - JK Sharma

  
**Dr. P. Rizwan Ahmed,**  
Vice Principal & HOD  
Department of Computer Applications &  
PG Dept. of Information Technology,  
Mazharul Uloom College, Ambur-635 802

  
**Dr. V.S. SUHAIL AHMED,**  
M.Com., MBA., M.Phil., ADCA., Ph.D.,  
Head & Assistant Professor  
Department of Business Administration  
Mazharul Uloom College-Ambur-635802  
Cell: 9600204491, [vsa@mucollege.ac.in](mailto:vsa@mucollege.ac.in)





**MAZHARUL ULOOM COLLEGE, AMBUR**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**



**INAUGURATION FUNCTION**

*for the*

**SHORT TERM CERTIFICATE**

*on*

**“COMMUNICATION SKILLS AND INTERVIEW ETIQUETTES”**

**Date: 24<sup>th</sup> May 2021**

**Time: 3:00 pm**

**Platform: Online – Zoom App**

Compering: Prof. STA

**AGENDA**

- Qirath and translation : **Prof. K.THOUFEEQ AHMED**  
Assistant Professor, Department of BBA
- Welcome Address : **Dr.V.S.SUHAIL AHMED**  
Assistant Professor, Department of BBA
- Presidential Address : **Dr. K. H. Kaleemullah**  
Principal i/c, MUC

**SHORT TERM COURSE SCHEDULE**

Date	Program Titles	Taken by
24.05.2021	Communications - Importance, Process, Types and Barriers of communications	Prof. AZEEM AHMED Assistant Professor,
25.05.2021	Communication skills for the Managers	Prof. Syed Thufail Ahmed Assistant Professor,
26.05.2021	Interviews and its types	Prof. Syed Thufail Ahmed Assistant Professor,
27.05.2021	Resume preparation and techniques Qualities requited to get placed in MNC's with case study	Dr V.S.Suhail Ahmed Head and Assistant Professor, Prof. K.Thoufeeq Ahmed Assistant Professor,
28.05.2021	Valedictory Function	

Feedback from the participants:

**Dr. P.Rizwan Ahmed,**  
**Vice Principal & HOD**  
Department of Computer Applications &  
PG Dept. of Information Technology,  
Mazharul Uloom College, Ambur-635 802

**Dr.V.S.SUHAIL AHMED,**  
M.Com.,MBA,M.Phil.,ADCA.,Ph.D.,  
Head & Assistant Professor  
Department of Business Administration  
Mazharul Uloom College-Ambur-635802  
Cell: 600204491, vsa@mucollege.ac.in



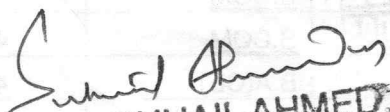
VSA

**Department of Business Administration**  
**Online Short Term Certificate Course on**  
**Communication Skills and Interview Etiquettes**

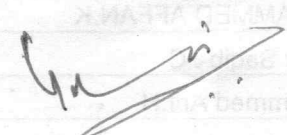
S.No.	NAME	Year	CLASS	ROLL NO
1	SaranKumar.S	III Year	BBA	3043
2	MOHAMMED MUTHAQUI .K	III Year	BBA	3029
3	ARAVINDAN.A	III Year	BBA	3003
4	Tanveer Ahmed K	2021 passed out	BBA	3047
5	I.saleem	III Year	BBA	3040
6	PRASANNA V K	III Year	B.SC (MATHS)	4108
7	SHARUQ ARBAZ P S	III Year	B.SC (CS)	735
8	THULASIDHARAN S	II Year	B.SC (MATHS)	4113
9	SIVA K	Passed out	B.SC (CS)	736
10	RAJESHKUMAR	LAST YEAR	BBA	3037
11	K.mohammed Raiyan	II Year	B.SC (CS)	4222
12	A. IMRAN AHMED	III Year	BBA	3015
13	Md Sayeed.N	III Year	BBA	6010
14	MOHAMMED UVAIZ B R	III Year	BBA	3032
15	Mohammed Salman.k	II Year	BBA	6024
16	Rasheeq Ahmed.S	III Year	BBA	3038
17	Mohammed Imad M	III Year	B.SC (CS)	715
18	Sadam Niyasi	III Year	BBA	3039
19	Sameer ahmed	III Year	BBA	3041
20	Mohammed Maaz H	Passed out 2021	BCA	3125
21	Mohammed Yameen C	III Year	BBA	6025
22	MOHAMMED Fuzail	III Year	BBA	3027
23	IQLAS SHAYAN K	II Year	<u>B.COM</u>	4415
24	M.K.ABDUL JABBAR	II Year	<u>B.COM</u>	4401
25	N MOHAMMED FAIZAN	II Year	<u>B.COM</u>	4425
26	SAMIULLAH.V	II Year	<u>B.COM</u>	4456
27	MOHAMMED YASEEN K	II Year	<u>B.COM</u>	4440
28	MOHAMMED AFFAN.K	III Year	<u>B.COM</u>	923
29	Umair Saqib . C	III Year	<u>B.COM</u>	4463
30	Mohammed Arif.H	III Year	B.A(CE)	4022
31	Uviazahmed	III Year	BBA	3051
32	Aneeq	III Year	BBA	6013
33	MOHAMMED AFFAN P	2021 outgone student	BCA	3116



34	GMSUFIYAN	II Year	BBA	6036
35	Faizan Ahmed A	II Year	B.SC (MATHS)	4103
36	Praveen Kumar N	Completed	BBA	3035
37	Mohamed khizar k	II Year	BBA	6012
38	N Muhammad Kaif	II Year	B.COM (CS)	4348
39	M. Eathisham	III Year	B.COM (CS)	4311
40	Mohammed IzHaR A	II Year	BBA	6021
41	M.Mohan Raj	Imayam college	Professor	6002
42	Mohammed Aatir Sinnan M K	III Year	B.COM (CS)	818
43	CHANDRU	Outer students	BBA	3006
44	SHAKIR H	Complete my degree	BBA	3044
45	K. Mohammed touseef	1 st year	M com	2301
46	M.MOHAMMED AZHARUDDIN	III Year	BBA	6016
47	Mohammed Yaqoob V	Lecturer	Lecturer	2k86106
48	Mohammad Hameez. T	III Year	BBA	6020
49	Mohammed Dasthagir k	II Year	BBA	6017
50	Sayed Afridi	III Year	BBA	6031
51	S.Sbeel Ahmed	II Year	BBA	6029
52	Shafeeque Ahmed.N	III Year	BBA	6033
53	Mohammed Taha. S	III Year	B.COM (CS)	834
54	Shibbath famaz k	II Year	BBA	6034
55	NAFEEZ AHMED A	II Year	B.COM (CS)	4352
56	Kabilan R	BBA complete	BBA	3018
57	Tajuddin .T	III Year	BBA	6037
58	IBRAHIM KHALEELULLAH.P	III Year	BBA	6005
59	T.Tanzeel	I year	M.com	2302

  
**Dr. V.S. SUHAIL AHMED**

M.Com., MBA, M.Phil., ADCA., Ph.D.,  
Head & Assistant Professor  
Department of Business Administration  
Mazharul Uloom College-Ambur-635802  
Cell: 9600204491, vsa@mucollege.ac.in

  
**Dr. P. Rizwan Ahmed,**  
Vice Principal & HOD  
Department of Computer Applications &  
PG Dept. of Information Technology,  
Mazharul Uloom College, Ambur-635802



### Day 3: 26.05.2021

Mr. Syed Thufail Ahmed, Asst Professor in the Department of BBA was the resource person. He explained about the interview and its types.

Dr. V.S. Suhail Ahmed Head and Assistant Professor of BBA He provided insights gave the question-and-answer session for an interview and its importance


### Day 4: 27.05.2021

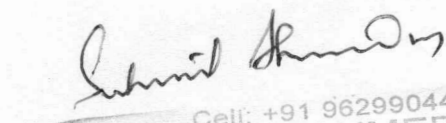
Dr. V.S. Suhail Ahmed, Head and Asst Professor in the Department of BBA was the resource person, enlightened on the qualities required to get placed in MNCs with the case study.

Mr. K. Thouquee Ahmed, Department of BBA was the resource person, explained how to formulate the resume preparation and detailed description on the preparation of a resume.

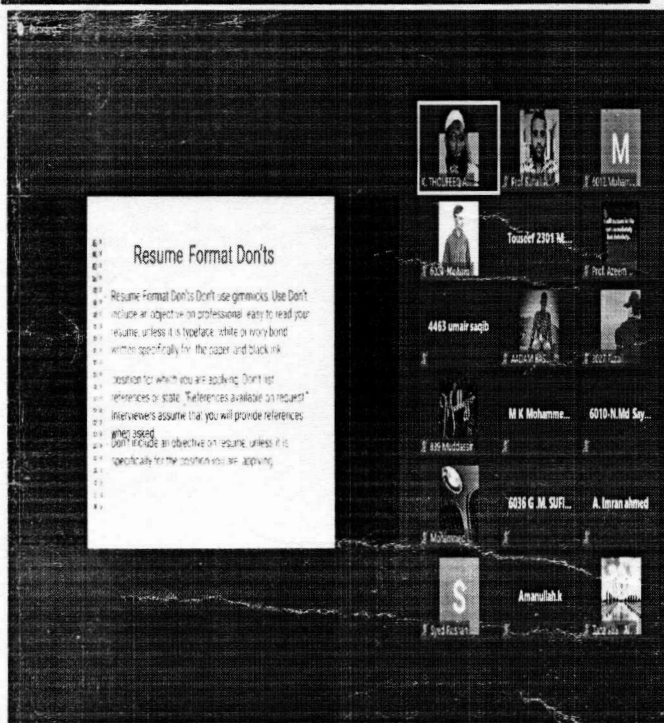
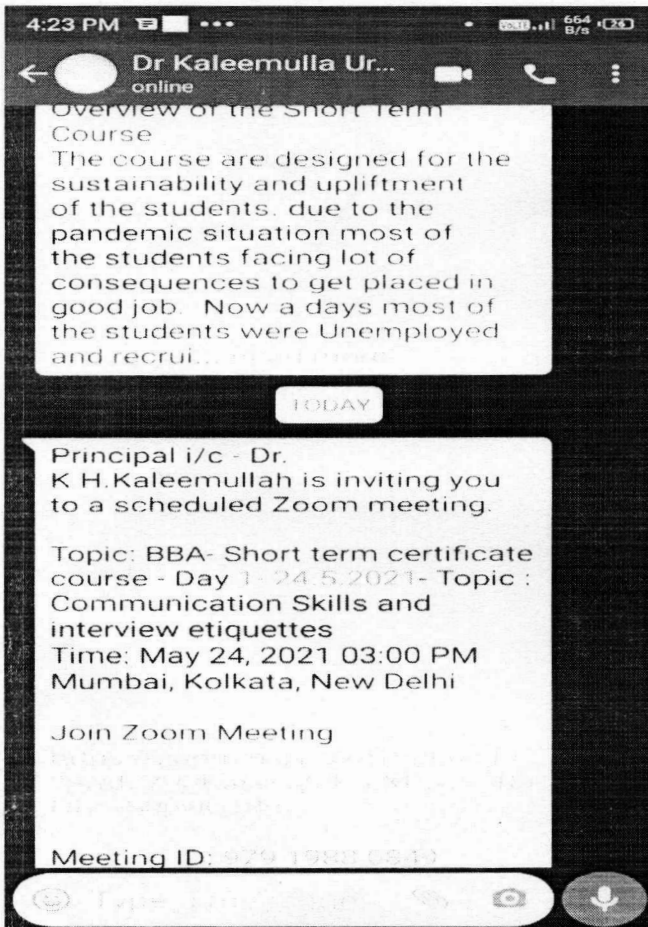
### Day 5: 28.05.2021

This was the concluding day of the certificate course. So, the Valedictory function was organized. Mr. Syed Thufail Ahmed, Assistant Professor of BBA was the master of ceremony. The program started with an invocation by Mr. K. Thouquee Ahmed, Asst. Professor of BBA. Dr. V.S. Suhail Ahmed, Head and Assistant Professor Department of BBA welcomed the gathering. The Principal- in-charge, Dr. K. H. Kaleemullah delivered the presidential address. Dr. P. Rizwan Ahmed shift II in charge delivered the valedictory address. Feedback forms were collected from the students. Mr. Azeem Ahmed proposed a Vote of Thanks.

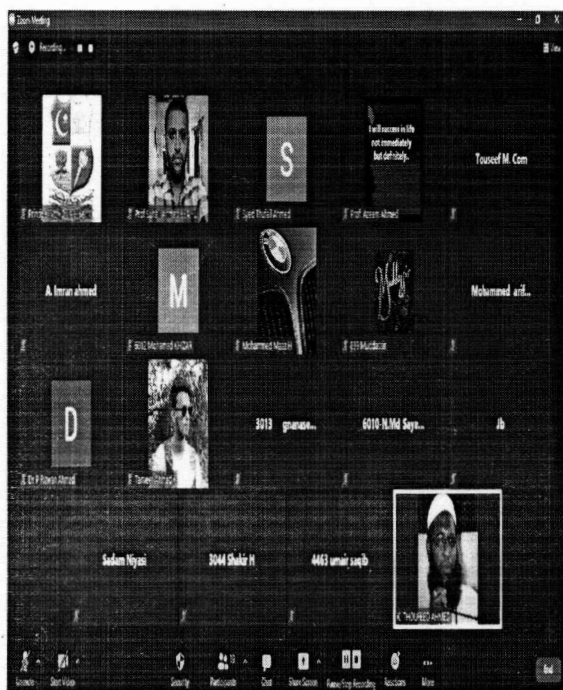
  
PRINCIPAL  
**Dr. P. Rizwan Ahmed,**  
Vice Principal & HOD  
Department of Computer Applications &  
PG Dept. of Information Technology,  
Mazharul Uloom College, Ambur-635 002


  
Cell: +91 9629904490  
**V.S. SUHAIL AHMED,**  
M.Com., MBA., M.A., M.Phil., ADCA.,  
Head and Assistant Professor,  
Department of Business Administration,  
Mazharul Uloom College, AMBUR-635 802,  
Vellore District, Tamil Nadu.

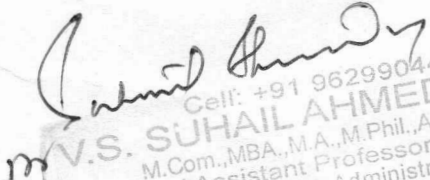








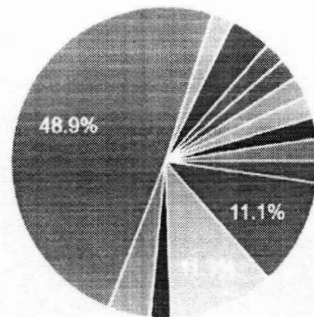
  
 Principal i/c  
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 Department of Computer Applications &  
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 Head and Assistant Professor,  
 Department of Business Administration,  
 Mazharul Uloom College, AMBUR-635 802,  
 Vellore District. Tamil Nadu.

## Feedback of short-term course organized on communication skills and interview etiquettes

CLASS (Staff Eyeonly- Types the "Other" Option Type i.e (Asst Professor in BBA)

45 responses

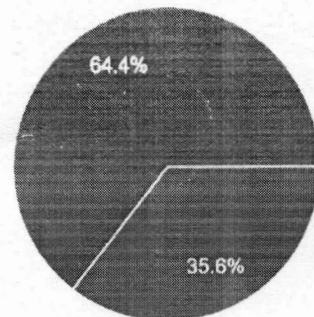


- B.A. Corporate Economics
- B.COM (Corporate Secretaryship)
- B.COM
- B.SC (MATHS)
- B.SC (Computer Science)
- BCA
- BBA
- B.SC (MB)

1/2 ▼

Mode of Shift

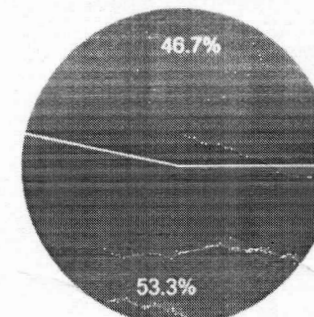
45 responses



- Shift-I
- Shift II

Year

45 responses

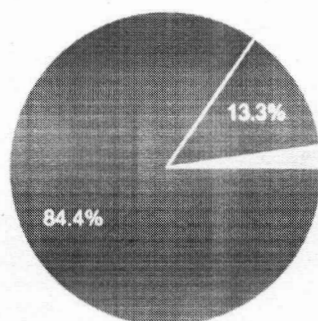


- II Year
- III Year



The online short term course was useful for me

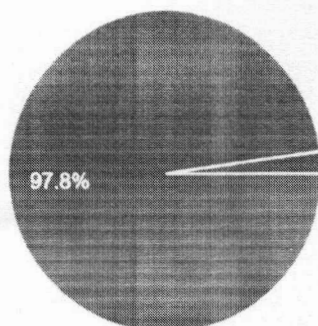
45 responses



- Highly Useful
- Moderately useful
- Neutral
- Not useful

The resource persons cleared the doubts for the question asked by me

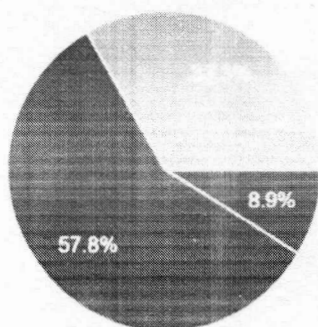
45 responses



- Yes
- No

How was the communication of the resource persons

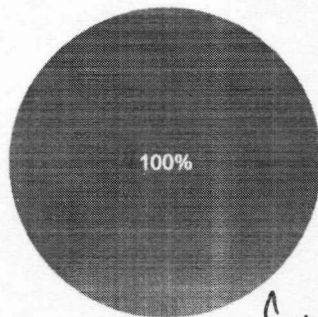
45 responses



- Mediocre
- Interesting
- Very Interesting
- Not Applicable

Do you want more such type of courses?

45 responses



● Yes  
● No

*Suhail Ahmed*  
**Dr. V.S. SUHAIL AHMED,**  
M.Com., M.E.A., M.Phil., ADCA., Ph.D.,  
Head & Assistant Professor

Department of Business Administration  
Mazharul Uloom College, Ambur-635802  
Cell: 9600204491, [vsah@mucollege.ac.in](mailto:vsah@mucollege.ac.in)

#### Suggestion

- Good
- It's very helpful for me
- Very interesting
- Nothing much, but thanks a lot for giving this opportunity
- Thank you so much sir for organizing this wonderful course
- I'm enjoying a lot from webinar's and I've learned many things it.. Just keep conducting like this.
- Thank you so much
- Thanks for doing such kind of short-term course. and please make in future also such kind of short-term course and webinar once again thank you so much and congrats whole BBA team short course was end successfully□
- Request to conduct in leadership style
- Thank to Hod sir & entire BBA department for conducting this kind Short term course.
- Allahmudullah is use full for me and I am thanks to our department of hod and the staff to help me to modle ...
- At present moment we deserve a wonderful program by our respected sir .. right time to creat right way for freshers. thank you. sir.
- Very useful to me self...
- Very useful course
- We want more courses like this
- Very Useful class
- Excellent very useful
- Highly satisfied. I have more learning to the short Term corce, thanks to all those who are conducting this.
- Great session
- Excellent classes from BBA about interviews skills and communication and Expert advice for writing a teaching resume that highlights your certifications, specific experience, and technical expertise
- It very helpful for me
- Is a knowledgeable course

**Dr. V.S. SUHAIL AHMED,**  
M.Com., M.E.A., M.Phil., ADCA., Ph.D.,  
Head & Assistant Professor  
Department of Business Administration  
Mazharul Uloom College, Ambur-635802  
Cell: 9600204491, [vsah@mucollege.ac.in](mailto:vsah@mucollege.ac.in)

*P. Rizwan Ahmed*  
**Dr. P. Rizwan Ahmed,**  
Vice Principal & HOD  
Department of Computer Applications &  
PG Dept. of Information Technology,  
Mazharul Uloom College, Ambur-635 802





**MAZHARUL ULOOM COLLEGE, AMBUR**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**



**VALEDICTORY FUNCTION**

*for the*

**SHORT TERM COURSE**

*on*

**"COMMUNICATION SKILLS AND INTERVIEW ETIQUETTES"**

**Date: 28<sup>nd</sup> May 2021**

**Time: 3:00 pm**

**Platform: Online – Zoom App**

**Compering: Prof. STA**

**AGENDA**

Qirath and translation : **Prof. K.THOUFEEQ AHMED**  
Assistant Professor, Department of BBA


Welcome Address : **Dr.V.S.SUHAIL AHMED**  
Assistant Professor, Department of BBA

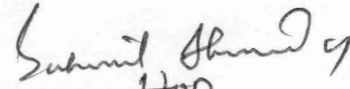
Presidential Address : **Dr. K. H. Kaleemullah**  
Principal i/c, MUC

Valedictory Address : **Dr.P. RIZWAN AHMED**  
Professor in Charge, Shift II

Feedback from the participants :

Vote of Thanks : **Prof. AZEEM AHMED**  
Assistant Professor, Department of BBA

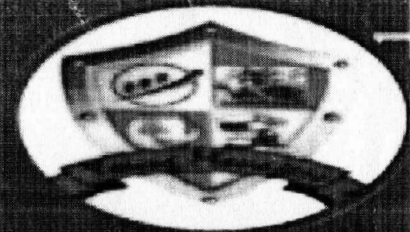
  
**Dr. P. Rizwan Ahmed,**  
**Vice Principal & HOD**  
Department of Computer Applications &  
PG Dept. of Information Technology,  
Mazharul Uloom College, Ambur-635 802

  
**Dr. V.S. SUHAIL AHMED,**  
M.Com., MBA, M.Phil., Ph.D.  
Head & Assistant Professor,  
Department of Business Administration,  
Mazharul Uloom College, Ambur-635 802  
Cell: 9600204491, Email: vantage2011@gmail.com

# Mazharul Uloom College (Shift-II). Ambur



Established and Managed by AMES  
Reaccredited by NAAC with B Grade  
Affiliated to Thiruvalluvar University, Vellore



This is to certify that **Dr V.S.SUHAIL AHMED** of  
**BBA**

Department, has

successfully completed Five Days Online Short Term Course on

**"COMMUNICATION SKILLS AND INTERVIEW ETIQUETTES"**

organised by Department of Business Administration, Mazharul Uloom College,  
**Ambur. from 24th-28nd May, 2021**

**Dr. V. S. Suhail Ahmed**  
Convenor

**Dr. K. H. Kaleemullah**  
Principal i/c

**M. Nazar Mohamed**  
Secretary and Correspondent

YAAEECE000001

Made for free with Certify





## MUCCSE – Certificate Course Guidelines

### 2020-2021

Course Name :-	<b>Certificate in Communicative English</b>
Frequency :-	<b>Biannual/ Every Semester</b>
Duration:-	30 hours to 50 hours per semester
Procedure:-	Certificate to be awarded to learners with <b>80% Attendance minimum.</b>
Fee :-	Free due to Pandemic: -COVID-19.
No. of learners:	<b>25 maximum</b>
No. of Batches:	As per availability of instructors and learner enrolments.
Timing : -	Off college Hours & online
Syllabus:-	Framed by Department of English.
Activity:	<b>Self- paced one on one learning.</b>
Platform:-	Google Meet
Assignments:	Assignments are assigned to all students with a scheduled target deadline. Some progress faster some lag behind. Instructors help the slow learners to pace up and also hold interactive & group discussions for 30 minutes to check progress.
Assessment:	Check Communication Improvement during class interactions.

COORDINATOR

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802

PRINCIPAL

PRINCIPAL  
MAZHARUL ULOOM COLLEGE  
AMBUR - 635 802. Vv. Dt.



## Mazharul Uloom College Centre for Spoken English

### CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE

Academic Year 2020-2021

Even Semester

#### PROPOSAL

- No. of learners per batch: 25
- Duration per session: 90 minutes
- Course Duration - 30 hours – only working days
- Fees: **FREE**
- No. of Batch 2
- Session Timings :  
Batch I – 6.00 pm– 7.30 pm  
Batch II– 6.00 pm– 7.30 pm
- Level : Basic to Advanced
- Instructors: 1. MAUR 2. PJS
- Target Students: Shift -I & Shift II

To  
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u  
17/3/2021

Ambur.  
17.03.2021

  
M.A. Uzefa Rashida  
**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802



**MAZHARUL ULOOM COLLEGE, AMBUR**  
**SHIFT I/SHIFT II**  
**CIRCULAR**

**SEASON IX -MUCCSE STARTS ITS Communicative English Classes "Hurry!"**

The Mazharul Uloom College Centre for Spoken English (MUCCSE) announces the commencement of **Certificate in Communicative English Course Season- IX** from 22<sup>nd</sup> March 2021 online for 30 hours. Google Meet link will be provided in the Whatsapp group. The students can enroll and benefit.

Session Timings:

Batch I - 6.00 pm – 7.30 pm – Prof MAUR

Batch II - 6.00 pm – 7.30 pm – Prof. PJS

**Free Online Course.**

For further details contact:  
Mrs. M. A. Uzefa Rashida  
Department of English  
Coordinator (MUCCSE)

**NOTE:** The admission and registration will be on First Come First Serve Basis.

PRINCIPAL i/c

Ambur.  
18.03.2021



## Certificate in Communicative English

ACADEMIC YEAR: 2020 -2021

SEMESTER – EVEN

S. NO	Name of the Lesson
1	NOUNS
2	PRONOUNS
3	ADJECTIVES
4	VERBS
5	BASIC SENTENCE PATTERN
6	SENTENCE FORMATION- USING ADJECTIVES
7	SENTENCE FORMATION- USING ADVERBS
8	ADVERBS-TYPES
9	GIVING REASONS USING LINKERS
10	IMPROMPTU SITUATIONAL DIALOGUES
11	REQUESTS AND COMMANDS
12	USE OF PREPOSITIONS –I
13	USE OF PREPOSITIONS –II
14	INTRODUCING ONESELF AND INTRODUCING OTHERS
15	FRAMING QUESTIONS
16	QUESTION TAGS
17	POLITE REQUESTS
18	VOICE-ACTIVE AND PASSIVE
19	JAM





MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH



20	JFM (JUST FIVE MINUTES)
21	DEBATE
22	ROLE PLAYS
23	QUESTION AND RESPONSE
24	ATTENDING INTERVIEWS
25	PREPARING RESUME
26	GROUP DISCUSSION
27	GROUP REPRESENTATION
28	INTERACTIVE SESSION -I
29	INTERACTIVE SESSION -II
30	FEEDBACK AND VALEDICTORY SESSION

M A UZEFA RASHIDA  
**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802



MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH

**Certificate in Communicative English**  
**Academic Year- 2020-2021 -Even Semester**  
**ENROLMENT LIST**

**BATCH: I**

S.NO	Name of the Learner	CLASS
1	P.A NIYAMATHULLAH	I-B.com (CS)
2	J MADHAN KUMAR	I-B.com (CS)
3	N MOHAMMED FAIZAN	I-B.com (CS)
4	P JUNAID	I-B.com (CS)
5	J NAVEED AHMED	I-B.com (CS)
6	A ABUBAKAR SIDDIHQ	I-B.sc (M)
7	S MOHAMMED AFFAN	I-B.sc (CS)
8	A MOHAMMED SAMEER	I-B.sc (CS)
9	M MOHAMMED ASHIK	I-B.sc (CS)
10	SYED MOHAMMED SADIQ	I-B.sc (CS)
11	S MOHAMMED SALMAN	I-B.sc (CS)
12	E .M THOUFEEQUE AHMED	I-B.com (CS)
13	T MOHAMMED VASEEM	I-B.com (G)
14	P MOHAMMED IFRAZ	I-B.com (G)
15	S PRASANTH	I-B.com (G)
16	M MOHAMMED AFSHAN	I-B.com (G)
17	G MOHAMMED NAVEED	I-B.com (G)
18	V ABDUL HAFEEZ	I-B.com (G)
19	V MOHAMMED SAIHAN	I-B.com (G)
20	R KOTHANDARAMAN	I-BBA
21	S MUHAMMED RAYAN	I-BBA
22	A P MOHAMMED FAIZAL	I-BBA
23	M ATHAR BASHA	I-BCA
24	K SAKTHIVEL	I-BCA
25	P BARATH	I-BCA

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802





MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH

**Certificate in Communicative English**

**Academic Year- 2020-2021 -Even Semester**

**ENROLMENT LIST**

**BATCH: II**

S.NO	Name of the Learner	CLASS
1	M MOHAMMED SALIQUE	I-B.COM(CS)
2	P M MOHAMMED AQYAAR	I-B.COM(G)
3	S SALAM	I-B.COM(G)
4	N ANAS	I-B.COM(G)
5	Z TANZEEL AHMED	I-B.COM(G)
6	S FAZLUR RAHMAN	I-B.COM(G)
7	K R ABDUL RASHEED	I-B.COM(G)
8	N ANEES AHMED	I-B.COM(G)
9	S NIJAMUTHIN	I-B.COM(G)
10	V MOHAMMED RASHIQUE	III B.COM (G)
11	M MOHAMMED SALIQUE	I-B.COM(CS)
12	S MOHAMMED FUZAIL	III B.COM (G)
13	K N AADAM BASHA	III B.COM (G)
14	S IRBAZ AHMED	III B.COM (G)
15	H MUZAMMIL	III B.COM (G)
16	S M MUSHARAF	II-B.A(CE)
17	V MOHAMMED YUSUF	II-B.A(CE)
18	O A MOHAMMED RASHID	II-B.A(CE)
19	S MOHAMMED SUHAIB	II-B.A(CE)
20	S TRIPATHI	II-B.A(CE)
21	SYED NIHALUDDIN	II-B.SC(M)
22	K MOHAMMED ZEESHAN	II-B.SC(CS)
23	K ALTHAMESH	II-B.SC(CS)
24	M JASEEM KHAN	II-B.SC(CS)
25	J MOHAMMED IMAAZ	II-B.SC(CS)

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802



## Mazharul Uloom College Centre for Spoken English

### CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE

#### REPORT

#### ACADEMIC YEAR-2020-2021

Even Semester

The MUCCSE conducted a **30 hour** Basic to Advanced level online **Certificate in Communicative English Course** for eager learners in Communicative English. The Classes commenced from 22<sup>nd</sup> March 2021 to 20<sup>th</sup> April 2021. Two Batches with flexible timings were conducted for **free** to help the learners avail this opportunity by Department of English. P.J. Sadia Parveen, Assistant Professor of English and M.A. Uzefa Rashida, Coordinator, MUCCSE handled the online classes. 50 students enrolled and completed the course. A syllabus was framed to handle the basic to advanced level of Communicative English Classes. The assigned lessons and tasks, Interactive group discussions helped to assess the communication skills of the learners. The course concluded as planned. **Certificates were awarded to 50 students on assessment as per MUCCSE Guidelines for the Academic Year 2020-2021.**

Coordinator

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802

PRINCIPAL i/c

**PRINCIPAL**  
**MAZHARUL ULOOM COLLEGE**  
**AMBUR - 635 802. Vr. Dt.**



# MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH

## MAZHARUL ULOOM COLLEGE, AMBUR.



Established and Managed by Ambur Muslim Educational Society  
Re-Accredited by NAAC with B Grade  
(Affiliated to Thiruvalluvar University, Serkkadu, Vellore-15)



### *Certificate in Communicative English*

This certificate is awarded to J. MADHAN KUMAR of I-B.com E

for qualifying the Communicative English Certificate Course for the year

2020-2021 from 22-03-2021 to 20-04-2021 with 'A' grade.

Signature of Coordinator  
M. A. UZEFA RASHIDA

Signature of Principal



## MUCCSE – Certificate Course Guidelines

2020-2021

Course Name :-	<b>Certificate in Communicative English</b>
Frequency :-	<b>Biannual/ Every Semester</b>
Duration:-	30 hours to 50 hours per semester
Procedure:-	Certificate to be awarded to learners with <b>80% Attendance minimum.</b>
Fee :-	Free due to Pandemic: -COVID-19.
No. of learners:	<b>25 maximum</b>
No. of Batches:	As per availability of instructors and learner enrolments.
Timing :-	Off college Hours & online
Syllabus:-	Framed by Department of English.
Activity:	<b>Self- paced one on one learning.</b>
Platform:-	Google Meet
Assignments:	Assignments are assigned to all students with a scheduled target deadline. Some progress faster some lag behind. Instructors help the slow learners to pace up and also hold interactive & group discussions for 30 minutes to check progress.
Assessment:	Check Communication Improvement during class interactions.

COORDINATOR

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802

PRINCIPAL  
**PRINCIPAL**  
**MAZHARUL ULOOM COLLEGE**  
**AMBUR - 635 802. Vr. Dt.**





## Mazharul Uloom College Centre for Spoken English

### CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE

Academic Year 2020-2021

Odd Semester

#### PROPOSAL

- No. of learners per batch: 25
- Duration per session: 90 minutes
- Course Duration - 30 hours – only working days
- Fees: **FREE**
- No. of Batch 2
- Session Timings :  
Batch I – 6.00 pm– 7.30 pm  
Batch II– 6.00 pm– 7.30 pm
- Level : Advanced
- Instructors: 1. MAUR 2. PJS
- Target Students: Shift -I & Shift II

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16/10/2020

Ambur.  
16.10.2020

16/10/20

M.A. Uzefa Rashida

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802

**MAZHARUL ULOOM COLLEGE, AMBUR**  
**SHIFT I/SHIFT II**  
**CIRCULAR**

**SEASON VIII -MUCCSE STARTS ITS Communicative English Classes "Hurry!"**

The Mazharul Uloom College Centre for Spoken English (MUCCSE) announces the commencement of **Certificate in Communicative English Course** Season- VIII from 22<sup>nd</sup> October 2020 online for 30 hours. Google Meet link will be provided in the Whatsapp group. The students can enroll and benefit.

Session Timings:

Batch I- 6.00 pm – 7.30 pm – Prof MAUR

Batch II- 6.00 pm – 7.30 pm – Prof. PJS

**Free Online Course.**

For further details contact:  
Mrs. M. A. Uzefa Rashida  
Department of English  
Coordinator (MUCCSE)

**NOTE:** The admission and registration will be on First Come First Serve Basis.



PRINCIPAL i/c

Ambur.  
17.10.2020





## Certificate in Communicative English

ACADEMIC YEAR: 2020-2021

SEMESTER – ODD

S. NO	Name of the Lesson
1	NOUNS
2	PRONOUNS
3	ADJECTIVES
4	VERBS
5	BASIC SENTENCE PATTERN
6	SENTENCE FORMATION- USING ADJECTIVES
7	SENTENCE FORMATION- USING ADVERBS
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MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH



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30	FEEDBACK AND VALEDICTORY SESSION

M A UZEFA RASHIDA

**M. A. UZEFA RASHIDA**

Coordinator - MUCCSE

Assistant Professor of English

Mazharul Uloom College

Ambur - 635 802





MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH



**Certificate in Communicative English**  
**Academic Year- 2020-2021 –Odd Semester**  
**ENROLMENT LIST**

**BATCH: I**

S.NO	Name of the Learner	CLASS
1	K A ISTHIYAQUE BASHA	II-BA (CE)
2	A MUZAMIL	II-BA (CE)
3	Y WASEEM AHMED	II-BA (CE)
4	M INIYAVAN	II-BA (CE)
5	S MOHAMMED JASIR	II-BA (CE)
6	B ABDUL RIYAZ	II-B.COM (CS)
7	C A EHTHISHAMUL HAQUE	II-B.COM (CS)
8	B MOHAMMED FIRDOSE	II-B.COM (CS)
9	S WASEEM AHMED	II-B.COM (CS)
10	K S MUDASSIR AHMED	II B.COM(G)
11	G MALIK BASHA	II B.COM(G)
12	P WASEEM AKRAM	II B.COM(G)
13	N MOHAMMED FAIZAN	II B.COM(G)
14	V SAMIULLAH	II B.COM(G)
15	G M SUFIYAN	II-BBA
16	K MOHAMED KHIZAR	II-BBA
17	K RAYAN	II-BCA
18	A FAWAZ AHMED	II-BCA
19	S SABEEL AHMED	II-BCA
20	A MOHAMMED IZHAR	II-BBA
21	A H ABRAR AHMED	II B.SC(CS)
22	T MOHAMMED ISMAIL	II B.SC(CS)
23	A NIYAZ AHMED	II B.COM(CS)
24	E K MUBASHSHIR AHMED	I B.COM(CS)
25	P SUHAIB AHMED	I B.COM(CS)

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802



MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH



**Certificate in Communicative English**  
**Academic Year- 2020-2021 -Odd Semester**  
**ENROLMENT LIST**

**BATCH: II**

S.NO	Name of the Learner	CLASS
1	A MOHAMMED SAJJAD	III B.COM (CS)
2	S MOHAMMED KHALID	III B.COM (CS)
3	K NABEEL	III B.COM (CS)
4	K KAMRAN SAIF	III B.COM (CS)
5	K IRSHAD AHMED	III B.COM (CS)
6	S SAMEERUDDIN	III B.COM (CS)
7	FAIZUR REHMAN	III B.COM (CS)
8	N MOHAMMED ABRAR	III B.COM (CS)
9	M MOHAMMED MUZAMMIL	III B.COM (CS)
10	M KAMIL IRFAN	III B.COM (G)
11	G ARIF AHMED	III B.COM (G)
12	T MOHAMMED FAIZAN	III B.COM (G)
13	P MOHAMMED ASFAN	III B.COM (G)
14	P MOHAMMED MUJAHID	III B.COM (G)
15	S ABRAR AHMED	III B.COM (G)
16	U MOHAMMED HAMDAN	III B.COM (G)
17	A MOHAMMED FAIZAN	III B.COM (G)
18	A M HAZIQUE AHSAN	III B.COM (G)
19	R DURAI BABU	III B.COM (G)
20	R GOKUL RAMSINGH	III B.COM (G)
21	K S SAAJID	III B.COM (G)
22	A N ABU BAKER	III B.COM (G)
23	I SALEEM	III BBA
24	T WASEEULLAH	III BBA
25	S ILIYAZ	III BBA

  
**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802





**CERTIFICATE IN COMMUNICATIVE ENGLISH COURSE**

**REPORT**

**ACADEMIC YEAR-2020-2021**

**Odd Semester**

The MUCCSE conducted a **30 hour** Basic to Advanced level online **Certificate in Communicative English Course** for eager learners in Communicative English. The Classes commenced from 22<sup>nd</sup> October 2020 to 20<sup>th</sup> November 2020. Two Batches with flexible timings were conducted for **free** to help the learners avail this opportunity by Department of English. P.J. Sadia Parveen, Assistant Professor of English and M.A. Uzefa Rashida, Coordinator, MUCCSE handled the online classes. 50 students enrolled and completed the course. A syllabus was framed to handle the basic to advanced level of Communicative English Classes. The assigned lessons and tasks, Interactive group discussions helped to assess the communication skills of the learners. The course concluded as planned. **Certificates were awarded to 50 students on assessment as per MUCCSE Guidelines for the Academic Year 2020-2021.**

Coordinator

**M. A. UZEFA RASHIDA**  
Coordinator - MUCCSE  
Assistant Professor of English  
Mazharul Uloom College  
Ambur - 635 802

PRINCIPAL i/c

**PRINCIPAL**  
**MAZHARUL ULOOM COLLEGE**  
AMBUR - 635 802. Vr. Dt.

# MAZHARUL ULOOM COLLEGE CENTRE FOR SPOKEN ENGLISH

## MAZHARUL ULOOM COLLEGE, AMBUR.



Established and Managed by Ambur Muslim Educational Society  
Re-Accredited by NAAC with B Grade  
(Affiliated to Thiruvalluvar University, Serkkadu, Vellore-15)



### *Certificate in Communicative English*

This certificate is awarded to M. INIYAVAN of II-BA(CE)

for qualifying the Communicative English Certificate Course for the year

2020-2021 from 22-10-2020 to 20-11-2020 with 'A' grade.

Signature of Coordinator  
M. A. UZEFA RASHIDA

Signature of Principal/c