

Post-Event Summary Report

Name of the Event: One Day International Training Programme on
“Professional Writing”

Date of Event: 13 June 2022

Location of Event: Conference Hall GDC Women, Pulwama

Sponsoring Organization: Department of English and IQAC

Resource Person: Professor(Dr.) Sadaf Munshi

Programme Report

On June 13, 2022, One day International Training Programme, sponsored by Department of English and IQAC was held at conference hall of GDC Women, Pulwama. The Training Programme was open to students and faculty members of college and almost 100 members participated in the programme. The programme was hosted and initiated by Prof. Heena in a very delightful way, she introduced the guest of honour and gave an insight into the achievements of resource person. The welcome note of programme was given by Prof. (Dr.) Yasmeen Qureshi wherein she introduced the distinguished guest of honor Prof. (Dr.) Sadaf Munshi and also gave a brief about the importance of Professional writing in the life of students and academicians. After the welcome address, keynote address was put forward by Prof. (Dr.) Sadaf Munshi and she not only focused on the importance of writing skills in pursuing career in higher

education but she also talked about her field of expertise and her contribution in the linguistic field especially to the extinct language “Burushaski”.

Ist Technical Session:

The resource person of Ist technical session was Prof. (Dr.) Sadaf Munshi and this session focused on the needs of students. The topic of this session was “Communication in Professional Settings” and it began with the mode of communication an applicant should prefer to enter into a professional world. It was made clear that E-mail is the best and most professional mode of communication. Further the resource person made participants aware about the professional way of writing an E-mail like she talked about the subject line, greetings, body, length of body and closure.

Later participants were informed about the importance of cover letter and how it should focus on just highlighting the skills and qualifications of the applicant. Prof. (Dr.) Munshi urged the participants especially students to identify their area of interest as one can excel only in that very field, choosing a field out of compulsion or because of circumstances will always prove futile and fatal.

Towards the end stage was left open for all to come up with queries and without any delay all the doubts were cleared by the resource person

and thus the 1st technical session came to an end on a happy and satisfactory note.

2nd Technical Session:

The resource person of this technical session was again Prof. (Dr.) Sadaf Munshi and the topic of this session was “Professional Writing: Proposals for Research Grants”. The session focused on how a researcher can write a proposal to apply for grants from various national or international funding agencies. A brief description of what grants are, who can apply, how to apply and why should we apply was given. It was made clear that a proper plan is to be followed while writing a proposal for research grants and everything should be given in detail in the proposal like who is to get benefit from the project, what activities will take place, where will they take place, what is the duration of the project, how a researcher can overcome the hurdles he/she may face during the project etc. Prof. Munshi mentioned several potential Grant sources which included Govt. bodies, global non-profit organisations, public libraries, educational and cultural organisations and many more. Prof. further gave a detailed description of how to write a research proposal and its components were also discussed.

The session also came to an end on an interactive note as many queries were responded positively by the resource person and out of sheer love she also shared her E-mail id for further guidance.

Vote of thanks was given by Prof. Irum wherein she whole heartedly on behalf of the college in general and department in particular thanked the resource person for sharing her valuable information with all the participants.





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