



**PONDICHERRY UNIVERSITY**  
(A Central University)  
**Directorate of Distance Education**

**PROF.C.K. RAMAIAH**  
DIRECTOR (I/C)

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PU/DDE/

28/8/2020


**E-CIRCULAR**

Directorate of Distance Education, Pondicherry University is organizing a Webinar Series on “**Career Enhancement and Guidance Skills**” exclusively for DDE MBA Students from 1<sup>st</sup> September 2020. The Webinar series is focused on:

- Communication Skills
- Writing skills (Project & Technical)
- Resume Building techniques
- Interview Skills &
- Understanding Case studies

The Webinar schedule is available on the DDE website of the University website.

The link to join the webinar will be posted on the DDE website **One Day** before to the commencement of the session. Interested students can click on the link and join the live sessions. The video recordings of those sessions will be uploaded on the DDE website for the students those missed the live sessions.

  
Prof. C. K. Ramaiah  
Director(i/c)

**Copy to :** The Systems Manager & Head, Computer Centre – with a request to upload the Circular on the University website



# PONDICHERRY UNIVERSITY

## Directorate of Distance Education

### Special Webinar Series on

## "Career Guidance and Enhancement Skills"

From 1<sup>st</sup> September to 14<sup>th</sup> September 2020

### PROGRAM SCHEDULE



Prof. C. K. Ramaiah  
Director (i/c)  
Directorate of Distance  
Education  
**"Report Writing – I"**  
1/9/2020 – 7 to 8 PM  
**"Report Writing – II"**  
2/9/2020 – 7 to 8 PM



Dr. Clement Lourdes  
Professor,  
Dept. of English  
**"Technical Writing"**  
3/9/2020 – 2-4 PM



Prof. H. Kalpana  
HOD,  
Dept. of English  
**Communication Skills**  
9/9/2020 – 11 AM- 1 PM



Dr. V. Mariappan,  
Professor, Dept of Banking  
Technology  
**"Management Case  
Reading and writing  
solutions"**  
14/9/2020 -11 AM- 1 PM



Dr. S. Riasudeen  
Associate Professor,  
Dept. of Management Studies  
**Effective Interview skills**  
4/9/2020 -10-12 AM  
**Know yourself - Steps of Interview**  
7/9/2020 -10-12 AM  
**Resume Building techniques**  
11/9/2020 – 10AM -12 PM



Dr. Punitha. A  
Asst. Professor,  
Directorate of Distance  
Education  
**Emotional - Control,  
Expressions and Intelligence**  
10/9/2020 – 11 AM- 1 PM



Dr. Lakhimai Mili  
Asst. Professor,  
Dept. of English  
**Active Listening Skills**  
8/9/2020 – 11 AM- 1 PM

The link to join the session will be posted on the DDE website which is part of the Pondicherry University Website ONE DAY before the commencement of the sessions. The schedule is also available in the DDE website.

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Dr. C. K. Ramaiah,  
Director(i/c)  
Directorate of Distance Education, Pondicherry University