

CIRCULAR

ARKA JAIN
University
JharkhandCentre for Capacity Building and Human Resource Development
(CCHRD)

Circular

Date 16-04-2026

Ref. no: AJU/CCHRD/2026/41

Subject: Skill Based Session on Write to Impress: Mastering Professional Writing Skills

This is to notify that the Centre for Capacity Building and Human Resource Development (CCHRD) and Department of Optometry, School of Allied Health Sciences will conduct a **Skill Based Session on Write to Impress: Mastering Professional Writing Skills** on 27th April, 2026 at JEH Auditorium, Block A, ARKA JAIN University. The resource person will be Dr. Charu Wadhwa, Associate Professor, ARKA JAIN University. The Registration link for the same is: <https://forms.gle/Y5jfiH3iZqTYA5rA6>

Dr. Charu Wadhwa

Assistant Director

CCHRD

HOD
Dr. Sarbojeet Goswami
Department of Optometry
School of Allied Health Science
Head of Department

Department of Optometry

Cc to

- 1 Vice-Chancellor
- 2 Pro- Vice Chancellor
- 3 Registrar
- 4 Joint Registrar
- 5 Director
- 6 Dean, Students' Welfare
- 7 All Deans and HoDs

WRITE TO IMPRESS: MASTERING PROFESSIONAL WRITING SKILLS

Date of Event	27.04.2026
Name of the Event	Write to Impress: Mastering Professional Writing Skills
Type of the Event	A Professional Development Program
Conducted by	Ms. Bhavana Kumari, Department of Optometry in association with CCHRD, ARKA JAIN University
No. Of Student's Participants	22

OBJECTIVE:

The Department of Optometry, School of Allied Health Science, ARKA JAIN University, Jamshedpur, organized an insightful session on professional writing skills on April 27, 2026. The core objective of this professional development workshop is to bridge the gap between academic education and industry expectations by enhancing the professional written communication skills of healthcare and allied science students. The session specifically focuses on instilling workplace communication readiness and polishing professional writing standards. Additionally, it aims to teach essential soft skills required to maintain professional decorum through written correspondence. Finally, the workshop trains students in clinical documentation accuracy, formal reporting, and career-oriented writing necessary for career advancement.

DETAILS:

The specialized workshop titled "**Write to Impress: Mastering Professional Writing Skills**" was organized by the Department of Skill Development under the School of Health and Allied Science at ARKA JAIN University on **27th April 2026**. The resource person for the session is Dr. Charu Wadhwa (Asst. Director- CCHRD).

The core training phase featured an extensive, interactive session led by the resource person, focusing deeply on practical, real-world communication standards. In the area of clinical and administrative correspondence, students were trained on how to craft formal emails, draft professional patient referral letters, and document clinical case histories accurately without using informal language or slang. Regarding workplace documentation standards, the speaker emphasized the importance of clarity, brevity, and tone in professional writing, highlighting how error-free documentation prevents mistakes in healthcare management and patient care pathways. Furthermore, a major segment of the session was dedicated to career preparation and identity building, where students received step-by-step guidance on how to create an impressive resume, construct persuasive cover letters, and present their qualifications effectively to top-tier employers, hospitals, and corporate organizations. To make the workshop highly

engaging and easy to understand, interactive activities and a Q&A session were integrated into the program, allowing students to participate in practical group activities and real-time writing exercises. During these exercises, they were given specific communication scenarios—such as addressing a difficult administrative issue or drafting an urgent patient transfer note—to practice their skills. Finally, the workshop concluded with a vibrant, open Question-and-Answer round where students actively cleared their doubts regarding professional portfolios, resume customization for global internships, and best practices for writing research and fellowship applications.

TAKEAWAY (OUTCOMES):

Through this session, optometry students gained critical professional writing skills to advance their careers, achieving several key outcomes and takeaways. In terms of polished communication, they learned to structure and write professional emails and formal clinical documentation clearly and respectfully. To enhance their career readiness, they mastered the fundamentals of building strong, industry-standard resumes and corporate cover letters. Furthermore, they developed deep professional competence by building an understanding of the strict discipline, tone, and vocabulary required in administrative and clinical correspondence. Ultimately, the workshop provided a significant confidence boost, equipping the students with a clear roadmap for written corporate communication that empowers them to confidently approach job applications and clinical recruitment drives.

POSTER OF THE EVENT

ARKA JAIN
University
Jharkhand

Centre for Capacity Building and Human Resource Development
in association with

Department of Optometry

presents

Student Development Program on
Write to Impress
Mastering Professional Writing Skills

On 27th April, 2026,

At JEH Auditorium, Block A, 12:30 PM Onwards



Convenors

Dr. Sarbojeet Goswami (HoD, Dept. of Optometry)

Dr. Charu Wadhwa (Asst. Director, CCHRD)

Coordinator:

Ms. Ankita Agarwal (Senior Executive, CCHRD)

PHOTOS OF THE EVENT



Fig 1: Resource person for the session: Dr. Charu Wadhwa



Fig 2: Participants attending the session



Fig 3: Resource person explaining the importance of writing skills

LIST OF PARTICIPANTS

ARKA JAIN
University
Jharkhand

Centre for Capacity Building and Human Resource Development
&
Department of Optometry
Write to impress: Mastering Professional Writing Skills

Date: 27-04-2026

Attendance Sheet: List of participants

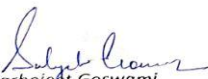
S. No.	Name of the Student	Enrollment ID	Signature
1.	Rajnandani	252005	Rajnandani
2.	Ayan	250614	Ayan
3.	Shreya	251801	Shreya
4.	Sabit Khan	250862	MD. Sabit Khan
5.	Sudeep Mandal	252194	Sudeep
6.	Vaishnavi Tiwary	252672	Vaishnavi
7.	Nitu Kumari	250551	Nitu Kumari
8.	Adiba Anis	AJU/252130	Adiba Anis
9.	Huma Parveen	AJU/251089	Huma Parveen
10.	Pankaj Kumar	AJU/251489	Pankaj k.
11.	Rakesh Pandey	AJU/252657	Rakesh
12.	Debra Meengri	AJU/252797	Debra

Dr. Sarbojit Goswami
HoD, Dept. of Optometry
Department of Optometry
School of Allied Health Science

Dr. Charu Wadhwa
Asst. Director, CCHRD

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment ID	Signature
13	Madhur Kri	AJU/252192	Madhur Kri
14	Kashish Kumari	AJU/250273	Kashish
15	Sushmita Mahato	AJU/252223	Sushmita
16	Deepika Sharma	AJU/251444	Deepika
17	Anushka Mohanty	AJU/251813	Anushka
18	Kheshi Kumari	AJU/251748	Kheshi
19	Amrita Kumari	AJU/252580	Amrita
20	Kritika Kumari	AJU/252636	Kritika
21	Raj Kumar Mayli	AJU/250921	Raj Kumar
22	Faisal Asufoque	AJU/250616	Faisal


 Dr. Sarbojeet Goswami
 HoD, Dept. of Optometry
 HOD
 Department of Optometry
 School of Allied Health Science


 Dr. Charu Wadhwa
 Asst. Director, CCHRD

FEEDBACK ANALYSIS

