

CIRCULAR

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

Circular

Date: 07-04-2026

Ref. no: AJU/CCHRD/2026/38

Subject: Life Skills Lesson: Mastering Professional Etiquette: Skills for Success

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 organize a **Life Skills Lesson: Mastering Professional Etiquette: Skills for Success** on 10th April, 2026 at JEH Auditorium, Block A, ARKA JAIN University. The Registration link for the same is: <https://forms.gle/Y5jfiH3iZqTYA5rK7>


Dr. Charu Wadhwani
Assistant Director
CCHRD




HOD
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

MASTERING PROFESSIONAL ETIQUETTES SKILLS FOR SUCCESS

Date of Event	10.04.2026
Name of the Event	Mastering Professional Etiquettes Skills for Success
Type of the Event	A Professional Development Program/ Life Skill Program
Conducted by	Ms. Bhavana Kumari, Department of Optometry in association with CCHRD, ARKA JAIN University
No. Of Student's Participants	29

OBJECTIVE:

The Department of Optometry, School of Allied Health Science, ARKA JAIN University, Jamshedpur, organized an insightful session on professional etiquettes on April 10, 2026. The core objective of this professional development event is to bridge the gap between academic education and industry expectations. It focuses on instilling corporate readiness, polishing interpersonal communication, understanding workplace behavioural standards, and teaching essential soft skills necessary to maintain professional decorum and foster career advancement.

DETAILS:

The specialized workshop titled "**Mastering Professional Etiquettes, Skills for Success**" was organized by the Department of Skill Development under the School of Health and Allied Science at ARKA JAIN University on **10th April 2026**. The event commenced formally with a traditional lamp-lighting ceremony executed by the honorable guests and university dignitaries. Following the lamp lighting, the invited resource person- Ms. Shikha Bhatnagar (Life skills coach) felicitated with mementos by Dr. Charu Wadhwa (Asst. Director- CCHRD).

The core instructional phase of the day featured an extensive interactive training session led by Ms. Shikha Bhatnagar. She deeply explained how to talk politely, kindly, and clearly to patients during routine eye check-ups and vision screenings. The speakers emphasized that an optometrist must make patients feel safe and comfortable, especially when handling children or elderly people who might be nervous about their vision problems. Furthermore, the students learned how to behave professionally inside vision clinics, optical retail stores, and large eye hospitals. This included understanding workplace discipline, following proper dress codes, wearing clean white lab coats with name badges, maintaining good body language, and adhering to strict clinical hygiene standards. The experts also guided the students on how to maintain smooth, respectful, and effective

teamwork with senior ophthalmologists, fellow optometrists, and hospital management staff to avoid any errors in patient care.

In addition to clinic manners, the workshop focused heavily on essential administrative and career skills. The trainers taught the students how to write formal clinical emails, draft professional patient referral letters, and document case histories accurately without using informal slang. A major part of the session was dedicated to career preparation, where students received step-by-step guidance on how to face job interviews for top-tier eye care hospitals, corporate optical chains, and multinational contact lens companies. They learned how to build a strong professional identity, create an impressive resume, and confidently present their clinical knowledge to interviewers. To make the session fun, highly interactive, and easy to understand, the optometry students took part in practical group activities and role-play games. In these games, they simulated real-life patient-practitioner interactions, where one student acted as a difficult or anxious patient and another acted as the attending optometrist. The event concluded with an open and highly interactive question-and-answer round, where students actively cleared their doubts regarding higher education, global fellowship opportunities, clinical internships, and how to build a highly successful and respected career in the field of optometry and eye care.

TAKEAWAY (OUTCOMES):

Through this session, optometry students gained critical professional skills to advance their careers. They learned to communicate gently and clearly with eye patients to ease their anxiety, while understanding the strict rules of clinic discipline, hygiene, and proper lab coat dress codes. Additionally, the session taught them how to work smoothly with senior doctors, write formal clinical emails, and prepare professional resumes. Ultimately, the event provided students with a clear career roadmap, boosting their confidence to successfully face job interviews at top eye care hospitals and clinics.

POSTER OF THE EVENT

ARKA JAIN
University
JharkhandNAAC
GRADE A
ACCREDITED UNIVERSITYDepartment of Optometry
&

Centre for Capacity Building and Human Resource Development

Mastering Professional Etiquettes: Skills for Success



10-04-2026



11:30 am onwards



JEH Auditorium, Block-A

Participants: Students of B.Optomtry

**Speaker:**
Ms. Shikha
Bhatnagar
Life skills coach**Scan to
Register:****Convenors: Dr. Sarbojeet Goswami,**
HoD, Dept. of Optometry & Dr. Charu
Wadhwa, Asst. Director, CCHRD

PHOTOS OF THE EVENT



Fig 1: Resource person for the session: Ms. Shikha Bhatnagar



Fig 2: Participants attending the session



Fig 3: Resource person explaining the importance of etiquettes



Fig 4: Interactive session among students and resource person

LIST OF PARTICIPANTS

ARKA JAIN
University
Jharkhand

Department of Optometry

&

Centre for Capacity Building and Human Resource Development

Lifeskills session: Mastering Professional
Etiquette: Skills for Success

Guest Speaker: Ms. Shikha Bhatnagar, Life Skills coach

For the Students of: B.Optomety

Date: 10 April, 2026

Attendance Sheet: List of participants

S. No.	Name of the Student	Enrollment No.	Signature
1.	DITSA PRAMANIK	AJU/231435	DPramanik
2.	ANUSHKA BISWAS	AJU/230993	Anushka .
3.	KOMAL KUMARI	AJU/231971	Komal Kumari
4.	Sabira Parween	AJU/231400	Sabira.
5.	Aisha Iqbal	AJU/231892	Aisha
6.	Rebekah Mishra	AJU/231515	Rebekah
7.	Riya Sharma	AJU/231809	Riya .

Dr. Sarbajit Goswami
HoD- Dept. of Optometry

Dr. Charu Wadhwa
Asst. Director, CCHRD

Dr. Churu Wadhwa
Asst. Director, CCHRD

Dr. Churu Wadhwa
Asst. Director, CCHRD

FEEDBACK ANALYSIS

