PURBASTHALI COLLEGE
P.O-PARULIA * DIST-BURDWAN
ESTD-2009

FACULTY DEVELOPMENT PROGRAMME

NATIONAL EDUCATION POLICY 2020

Internal Quality Assurance Cell

PURBASTHALI COLLEGE

Principal
Purbasthali College
Parulia, Purba Bardhaman.

PROLOGUE

The National Education Policy (NEP) 2020 is a comprehensive framework designed to address the developmental needs of India's youth while emphasizing the importance of national integration and diversity. India boasts the largest youth population compared to countries such as the USA, China, and Japan, making them the primary workforce of the future. It is imperative that these youths are equipped with Indian values to uphold the nation's leadership across all spheres of life. The NEP aims to imbibe long-cherished Indian civilizational values among the younger generation, fostering a sense of pride and identity.

Furthermore, the NEP recognizes the significance of linguistic diversity and advocates for the opportunity for students to learn languages beyond their mother tongue. This inclusive approach aims to promote multilingualism and cultural understanding among students.

Given the breadth and depth of the NEP's objectives, the Internal Quality Assurance Cell (IQAC) proposes the idea of conducting a Faculty Development Programme (FDP) to familiarize faculty members with the NEP and enable them to align their teaching practices accordingly. This initiative aims to ensure that educators are well-equipped to implement the provisions of the NEP effectively.

The suggestion of faculty orientation on NEP 2020 has been enthusiastically endorsed by the college authority, leading to the decision to organize the faculty development programme. This initiative underscores the commitment of the institution to embrace the transformative vision outlined in the NEP and prepare its faculty members to play a pivotal role in its implementation.

PROPOSED PROGRAMME SCHEDULE AND RESOURCE PERSONS

Date and time	Topics for discussion	Resource person
03.06.2022 12.00 pm	Inaugural Address	Dr. Bibhas Chandra Saha Principal Purbasthali College
1.00 pm	NEP and other educational policies: A comparative Analysis	Dr. Subhas Sinha Roy Associate Professor Chandidas Mahavidyalaya
04.06.2022 12.00 pm	NEP: Opportunities and Challenges	Dr. Birendra Kumar Halder Assistant Professor Kandra Radhakanta Kundu Mahavidyalaya
05.06.2022 12.00 pm	Key Principles of the NEP	Dr. Soumya Mohan Ghosh Coordinator, IQAC Purbasthali College
06.06.2022 12.00 pm	Evaluation Process	Dr. Nirmalendu Sarkar Principal Katwa College
07.06.2022 12.00 pm	A Critical Study of NEP	Dr. Md. Salauddin Khan Principal Kabi Sukanta Mahavidyalaya
08.06.2022 12.00 pm	Teacher Education and Professional Development	Dr. Sukla Bhattacharyya Associate Professor Purbasthali College
09.06.2022 12.00 pm	Department wise curriculum discussion Valedictory Session	Dr. Bibhas Chandra Saha Principal Purbasthali College

COMMITTEES

Chief patron

Shri Shyam Sundar Banerjee

President

Purbasthali College

Patron

Dr. Bibhas Chandra Saha

Principal

Purbasthali College

Convener

Dr. Soumya Mohan Ghosh

Co-ordinator, IQAC

Organizing Committee

Dr. Sukla Bhattacharyya, member

Mr. Anupam Das, member

Dr. Suchandra Neogi, member

Dr. Lipika Ghoshal, member

Mr. Ashes Datta, member

Mr. Ayan Chakraborty, member

Mr. Biswanath Bhattacharyya, member

Mr. Mintulal Dutta, member

Mr. Manik Das, member

Mr. Md. Asadul Haque, member

Mr. Dilip Roy, member

REGISTRATION

To register for free, kindly send your name either online or offline by May 25, 2022.

COMMUNICATION

Kindly send email at seminar.purbasthalicollege@gmail.com.

Principal
Purbasthali College
Parulia, Purba Bardhaman.

Report

1. Name of the programme: **Faculty Development Programme (FDP)**

2. Topic: **National Educational Policy, 2020**

3. Organizer: **IQAC, Purbasthali College**

4. Duration: **07 (Seven) days**

5. Dates- **June 03-09, 2022**

6. Number of participants: **18**

7. Number of resource persons: **07**

As per the planning IQAC of our college notified the faculty members to attend the faculty development programme on NEP 2020. In that seven-day programme, issues of national education policy were discussed at a greater length by the resource persons from different institutions. Programme lay-outs, objectives of different courses like Value Education, Multi-disciplinary/Inter-disciplinary, credit system, evaluation pattern etc were taken care of.

The participants appeared to be very satisfied and they continued to engage the resource persons in the question-answer sessions.

Seven-day FDP was lively, engaging and effective in terms of orienting the faculty members. Participants expressed satisfaction over the way it was conducted, the topics, and the resource persons.

Detailed Schedule

Date and time	Topics for discussion	Resource person
03.06.2022 12.00 pm	Inaugural Address	Dr. Bibhas Chandra Saha Principal Purbasthali College
1.00 pm	NEP and other educational policies: A comparative Analysis	Dr. Subhas Sinha Roy Associate Professor Chandidas Mahavidyalaya
04.06.2022	NEP: Opportunities and	Dr. Birendra Kumar Halder

Coordinator IQAC
Purbasthali College

Principal
Purbasthali College
Parulia,Purba Bardhaman.

12.00 pm	Challenges	Assistant Professor Kandra Radhakanta Kundu Mahavidyalaya
05.06.2022 12.00 pm	Key Principles of the NEP	Dr. Soumya Mohan Ghosh Coordinator, IQAC Purbasthali College
06.06.2022 12.00 pm	Evaluation Process	Dr. Nirmalendu Sarkar Principal Katwa College
07.06.2022 12.00 pm	A Critical Study of NEP	Dr. Md. Salauddin Khan Principal Kabi Sukanta Mahavidyalaya
08.06.2022 12.00 pm	Teacher Education and Professional Development	Dr. Sukla Bhattacharyya Associate Professor Purbasthali College
09.06.2022 12.00 pm	Department wise curriculum discussion Valedictory Session	Dr. Bibhas Chandra Saha Principal Purbasthali College

Outcome:

The participants appeared to have understood-

- ✓ Objectives of NEP
- ✓ Basic parameters of NEP
- ✓ Department-wise curriculum and course-layout
- ✓ Different assessment procedures
- ✓ Importance of inter-disciplinary approach

Conclusion

In conclusion, the Faculty Development Programme (FDP) focusing on the National Educational Policy (NEP) 2020 has been a significant endeavor aimed at preparing faculty members for the transformative changes envisaged in Indian higher education. Throughout the duration of the program, participants engaged in rigorous discussions, workshops, and collaborative activities to deepen their understanding of the key principles, objectives, and implications of the NEP 2020.

The FDP provided an invaluable platform for faculty members to critically examine the NEP 2020 and its potential impact on various aspects of higher education, including curriculum design, pedagogy, assessment practices, and research priorities. Through expert-led sessions and peer interactions, participants gained insights into the paradigm shifts proposed by the NEP, such as the emphasis on multidisciplinary education, flexibility in curriculum design, and promotion of holistic development.

Coordinator IQAC
Purbasthali College

Principal
Purbasthali College
Parulia, Purba Bardhaman.

ABOUT THE PROGRAMME

This programme is designed to provide educators with the necessary skills and knowledge to harness the power of ICT in their teaching practices. The objectives of the programme are:

- Enhance educators' understanding of the importance of ICT integration in education.
- Provide hands-on training in utilizing various ICT tools and resources.
- Empower educators to create engaging and interactive learning experiences through ICT.
- Facilitate collaboration and knowledge sharing among educators for ongoing professional development.

PROGRAMME BENEFITS

- Enhanced understanding of ICT's role in education.
- Improved ICT competencies and skills.
- Increased student engagement and learning outcomes.
- Strengthened professional networks and communities of practice.

PROGRAM SCHEDULE

27.10.2020- ICT Integration in Higher Education

28.10.2020- Digital Pedagogy

29.10.2020- Online Learning Platforms

30.10.2020- Exploring Virtual Classroom Tools

31.10.2020- E-assessment and Feedback

01.11.2020- Open Educational Resources (OER)

02.11.2020- Professional Development in ICT

REGISTRATION

To register for free, kindly send your name by filling up the Google Form on or before October 25, 2020.
Link: https://forms.gle/WtTWt9FT3A2BL7Db9

CONVENER
Dr. Lipika Ghoshal
Coordinator, IQAC

CHAIRMAN
Dr. Bibhas Chandra Saha
Principal
Purbasthali College

Principal
Purbasthali College
Parulia,Purba Bardhaman.

FACULTY DEVELOPMENT PROGRAMME

On

EMPOWERING EDUCATORS: DEVELOPING ICT FOR TEACHING EXCELLENCE
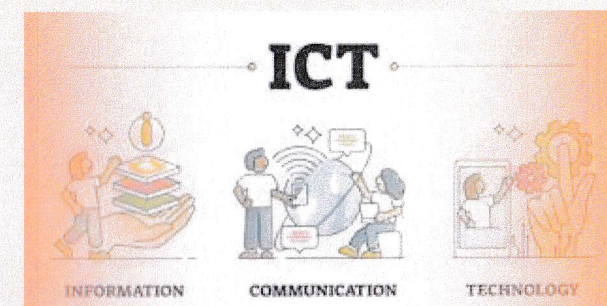
Date: 27.10.2020-02.11.2020
Time: 11 am
Platform: Google Meet

Organized by

IQAC
PURBASTHALI COLLEGE

Report

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1. Name of the programme: **Faculty Development Programme (FDP)**

2. Topic: **Empowering Educators: Developing ICT for Teaching Excellence**

3. Organizer: **IQAC, Purbasthali College**

4. Duration: **07 (Seven) days**

5. Dates- **27.10.2020-02.11.2020**

6. Number of participants: **18**

7. Link of the Programme: **https://meet.google.com/pox-erqk-bip**

8. Number of resource persons: **07**

Introduction:

The Faculty Development Programme (FDP) titled "Empowering Educators: Developing ICT for Teaching Excellence" was conducted by the IQAC, Purbasthali College keeping in mind the need for the educators to develop skills of ICT during the online classes in this pandemic. The primary objective of the program was to enhance the digital competencies of educators and equip them with innovative strategies for integrating Information and Communication Technology (ICT) into teaching practices to enhance student learning outcomes.

Objectives:

- To enhance participants' understanding of the role of ICT in education;

- To develop participants' digital literacy skills and proficiency in utilizing ICT tools and resources for teaching and learning;

- To explore innovative pedagogical approaches and strategies for integrating ICT into classroom instruction;

L. Ghoshal
Coordinator IQAC
Purbasthali College

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Purbasthali College
rba Bardhaman.

- To foster a collaborative learning environment and facilitate the sharing of best practices among educators.

Description:

Expert facilitators conducted workshops and training sessions covering various aspects of ICT integration in education. Topics included digital literacy, educational technology tools, multimedia resources, online learning platforms, and interactive teaching methodologies.

Detailed Schedule

Date and time	Topics for discussion	Resource person
27.10.2020 11 am	ICT Integration in Higher Education	Dr. Lipika Ghoshal Coordinator, IQAC Purbasthali College
28.10.2020 11 am	Digital Pedagogy	Dr. Subhas Singha Roy Associate Professor Chandidas Mahavidyalaya
29.10.2020 11 am	Online Learning Platforms	Dr. Nursadh Ali Principal Bilour College
30.10.2020 11 am	Exploring Virtual Classroom Tools	Dr. Soumya Mohan Ghosh Assistant Professor Purbasthali College
31.10.2020 11 am	E-assessment and Feedback	Dr. Sudip Narayan Maitra Associate Professor Chandidas Mahavidyalaya
01.11.2020 11 am	Open Educational Resources (OER)	Dr. Nirmalendu Sarkar Principal Katwa College
02.11.2020 11 am	Professional Development in ICT	Dr. Bibhas Chandra Saha Principal Purbasthali College

Outcomes:

- Enhanced Digital Literacy: Participants developed enhanced digital literacy skills and proficiency in utilizing ICT tools and resources for teaching and learning.

L. Ghoshal
Coordinator IQAC
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- Innovative Pedagogical Practices: Participants gained insights into innovative pedagogical approaches and strategies for integrating ICT into classroom instruction to enhance student engagement and learning outcomes.

- Enhanced Teaching Effectiveness: Participants reported increased confidence and effectiveness in utilizing ICT to design and deliver engaging and interactive lessons that cater to diverse learning styles and preferences.

- Impact on Student Learning: The integration of ICT into teaching practices has the potential to positively impact student learning outcomes by fostering active learning, critical thinking, and creativity among students.

Conclusion:

The Faculty Development Programme on "Empowering Educators: Developing ICT for Teaching Excellence" has been instrumental in equipping educators with the knowledge, skills, and resources needed to harness the power of ICT to enhance teaching and learning experiences. By fostering a culture of innovation and collaboration, the program has empowered educators to embrace digital transformation in education and adapt to the evolving needs of 21st-century learners.

L. Ghoshal
Coordinator IQAC
Purbasthali College

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ABOUT THE PROGRAMME

The Capacity Building Programme on "Research Ethics and Integrity" aims to cultivate a culture of responsible and ethical research within academic institutions. The program provides participants with the knowledge and tools necessary to conduct research with integrity and professionalism. Participants will gain a comprehensive understanding of key ethical principles underpinning research, including honesty, integrity, respect, and fairness. Through interactive discussions and case studies, faculty members will learn to identify and address various forms of research misconduct, including plagiarism, fabrication, and falsification, while understanding the consequences of such actions on individuals, institutions, and society at large. It will also delve into practical aspects of research ethics, including informed consent, data management, authorship, and conflicts of interest. Participants will gain insights into promoting participant protection, ensuring data integrity and reproducibility, and fostering transparency in reporting research findings.

PROGRAM SCHEDULE

24.05.2023- Introduction to Research Ethics
25.05.2023- Plagiarism and Research Ethics
26.05.2023- Institutional and Regulatory Frameworks
27.05.2023- Authorship and Publication Ethics
28.05.2023- Ethical Considerations in Specific Research Areas
29.05.2023- Research Misconduct and Responsible Conduct of Research
30.05.2023- Promoting a Culture of Integrity

REGISTRATION

To register for free, kindly enroll your name on or before May 19, 2023. For communication, kindly send email at seminar.purbasthalicollege@gmail.com

CONVENER
Dr. Sukla Bhattacharyya
Research Committee

Dr. Soumya M. Ghosh
Coordinator, IQAC

CHAIRMAN
Dr. Bibhas Chandra Saha
Principal
Purbasthali College

Principal
Purbasthali College
Parulia,Purba Bardhaman.

CAPACITY BUILDING PROGRAMME

On

Research Ethics and Integrity

May 24-30, 2023
Time: 12 pm
Venue: Swami Vivekananda Seminar Hall

Organized by
RESEARCH COMMITTEE
In collaboration with
IQAC
PURBASTHALI COLLEGE

Report

1. Name of the programme: **Capacity Building Programme**

2. Topic: **Research Ethics and Integrity**

3. Organizer: **Research Committee, in collaboration with IQAC, Purbasthali College**

4. Duration: **07 (Seven) days**

5. Dates- **May 24-30, 2023**

6. Number of participants: **18**

7. Number of resource persons: **07**

Introduction:

The Capacity Building Programme on "Research Ethics and Integrity" was organized with the aim of equipping the faculty members and early career academicians with the necessary knowledge and skills to conduct ethical research. The program focused on addressing the importance of ethical considerations in research, understanding ethical principles, and promoting integrity in scholarly endeavors.

Objectives:

- To raise awareness about the significance of research ethics and integrity.

- To enhance participants' understanding of ethical principles and guidelines governing research.

- To provide practical guidance on maintaining integrity throughout the research process.

- To foster a culture of responsible conduct of research among participants.

Program Activities:

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Expert speakers delivered lectures and presentations on various topics related to research ethics and integrity. These sessions covered themes such as the importance of ethical considerations in research, principles of research ethics, institutional regulations, research misconduct, integrity, etc. highlighting ethical issues in research.

Detailed Schedule

Date and time	Topics for discussion	Resource person
24.05.2023 12.00 pm	Introduction to Research Ethics	Dr. Sukla Bhattacharyya Associate Professor Purbasthali College
25.05.2023 12.00 pm	Plagiarism and Research Ethics	Dr. Soumya Mohan Ghosh Coordinator, IQAC Purbasthali College
26.05.2023 12.00 pm	Institutional and Regulatory Frameworks	Dr. Bibhas Chandra Saha Principal Purbasthali College
27.05.2023 12.00 pm	Authorship and Publication Ethics	Dr. Sudip Narayan Maitra Associate Professor Chandidas Mahavidyalaya
28.05.2023 12.00 pm	Ethical Considerations in Specific Research Areas	Dr. Nursadh Ali Principal Bilour College
29.05.2023 12.00 pm	Research Misconduct and Responsible Conduct of Research	Dr. Subhas Sinha Roy Associate Professor Chandidas Mahavidyalaya
30.05.2023 12.00 pm	Promoting a Culture of Integrity	Dr. Md. Salauddin Khan Principal Kabi Sukanta Mahavidyalaya

Outcomes:

- Increased Awareness: Participants developed a heightened awareness of the importance of research ethics and integrity in scholarly work.

- Enhanced Knowledge: Participants acquired a deeper understanding of ethical principles and guidelines governing research conduct.

- Improved Skills: Participants developed practical skills for identifying and addressing ethical issues in research, thereby enhancing the quality and credibility of their research outputs.

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- Ethical Decision-Making: Participants gained confidence in their ability to make informed and ethical decisions throughout the research process.

- Institutional Impact: The Capacity Building Programme contributed to fostering a culture of research integrity within the institution, promoting responsible conduct of research among faculty, researchers, and students.

Conclusion:

The Capacity Building Programme on "Research Ethics and Integrity" proved to be a valuable initiative in promoting ethical research conduct and upholding integrity in scholarly endeavors. By equipping participants with the necessary knowledge, skills, and ethical awareness, the program has laid the foundation for conducting high-quality research that adheres to the highest ethical standards. Moving forward, it is imperative to sustain the momentum generated by the program and continue investing in capacity building efforts to nurture a culture of research ethics and integrity.

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ABOUT THE COURSE

In this comprehensive hands-on training program, participants will delve into the realm of digital transformation in governance, focusing specifically on e-governance practices. The program is designed to equip participants with the essential knowledge, skills, and practical experience required to navigate the complexities of e-governance implementation effectively.

Through a series of interactive sessions, participants will gain insights into the fundamental concepts of e-governance, explore cutting-edge technologies shaping digital governance, and learn about successful strategies for driving change within governmental organizations.

By the end of the program, participants will not only have a deeper understanding of e-governance principles, but will also have acquired practical skills that can be applied directly to enhance governance practices within their respective organizations, ultimately contributing to more efficient and citizen-centric government services in the digital age.

REGISTRATION

To register for free, kindly enroll your name on or before May 24, 2019.

PROGRAM SCHEDULE

30.05.2019- Introduction to e-Governance

31.05.2019- Components of e-Governance

01.06.2019- Legal and Regulatory Frameworks in e-Governance

03.06.2019-- Emerging Trends in e-Governance

04.06.2019- Data Management and Analytics in e-Governance

06.06.2019- Cybersecurity and Privacy in e-Governance Systems

07.06.2019- Future Directions in e-Governance

CONVENER

Dr. Suchandra Neogi

Coordinator, IQAC

CHAIRMAN

Dr. Bibhas Chandra Saha

Principal, Purbasthali College

One-Week Staff Training Program

on

Navigating Digital Transformation: Hands-on Training on e-Governance

May 30- June 07, 2019

Time: 11.30 am onwards

Venue: Seminar Hall

Organized by

Internal Quality Assurance Cell
Purbasthali College

Web: www.purbasthalicollege.com

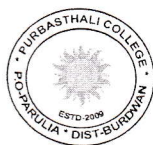Principal
Purbasthali College
Parulia, Purba Bardhaman

Report

1. Name of the programme: **One-Week Staff Training Program**
2. Topic: **Navigating Digital Transformation: Hands-on Training on e-Governance**
3. Organizer: **IQAC, Purbasthali College**
4. Duration: **07 (Seven) days**
5. Dates-   **May 30- June 07, 2019**
6. Number of participants: **07**
7. Number of resource persons: **05**

The "Navigating Digital Transformation: Hands-on Training on e-Governance" program was conducted with the aim of equipping non-teaching staff with the necessary knowledge, skills, and practical experience to effectively navigate the complexities of e-governance implementation. The program covered a wide range of topics for the benefit of the non-teaching staff members.

Detailed Schedule

Date and time	Topics for discussion	Resource person
30.05.2019 11.30 am 12.00 pm	Inaugural Address Introduction to e-Governance	Dr. Bibhas Chandra Saha Principal Purbasthali College
31.05.2019 11.30 am	Components of e-Governance	Dr. Nirmalendu Sarkar Principal Katwa College
01.06.2019 11.30 am	Legal and Regulatory Frameworks in e-Governance	Mr. Tapas Kumar Mondal Chandidas Mahavidyalaya
03.06.2019 11.30 am	Emerging Trends in e-Governance	Mr. Janardan Das NTS Chandidas Mahavidyalaya

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04.06.2019 11.30 am	Data Management and Analytics in e-Governance	Mr. Tapas Kumar Mondal Chandidas Mahavidyalaya
06.06.2019 11.30 am	Cybersecurity and Privacy in e-Governance Systems	Dr. Md. Salauddin Khan Principal Kabi Sukanta Mahavidyalaya
07.06.2019 11.30 am	Valedictory Session Future Directions in e-Governance	Dr. Bibhas Chandra Saha Principal Purbasthali College

Outcome

> Increased Understanding of E-Governance Concepts: Participants demonstrated a significantly improved understanding of e-governance concepts, including its importance, components, and implementation strategies.

> Enhanced Skills in Digital Tools and Technologies: Participants developed practical skills in utilizing digital tools and technologies for e-governance.

> Improved Awareness of Legal and Regulatory Frameworks: Participants gained a better understanding of legal and regulatory frameworks relevant to e-governance.

> Heightened Awareness of Cybersecurity Risks: Participants demonstrated an increased awareness of cybersecurity risks and best practices for mitigating threats, ensuring the security and integrity of e-governance systems and data.

> Identification of Emerging Trends and Innovations: Participants were introduced to emerging trends and innovations in e-governance.

Conclusion

The "Navigating Digital Transformation: Hands-on Training on e-Governance" program provided participants with a comprehensive understanding of e-governance concepts, practical skills, and strategies for successful implementation. The program's hands-on approach allowed participants to apply their learning directly to enhance governance practices within the institution. Overall, the program was successful in equipping participants with the knowledge and tools necessary to drive digital transformation in governance and improve service.

Principal
Purbasthali College
Parulia, Purba Bardhaman.

ABOUT THE COURSE

In the dynamic landscape of higher education, the role of non-teaching staff is pivotal. Their dedication to the seamless functioning of the institution deserves recognition. The Staff Training Program aims to elevate the skills, enhance capabilities, and provide a platform for them to excel in their professional journey. Take part in this journey towards excellence by

Engaging in Interactive Training,

Mastering Effective Skills, and

Optimizing Productivity.

PROGRAM SCHEDULE

23.05.2023- Communication Skills Enhancement

24.05.2023- Time Management and Productivity

25.05.2023- Team Building and Collaboration

26.05.2023- Professional Development and Goal Setting

27.05.2023- Technology and Digital skills

28.05.2023- Problem Solving and and Decision-Making

29.05.2023- Financial Literacy and Budgeting

REGISTRATION

To register for free, kindly enroll your name on or before May 19, 2023.

COMMITTEES

Chief patron
Shri Shyam Sundar Banerjee
President
Purbasthali College

Patron
Dr. Bibhas Chandra Saha
Principal
Purbasthali College

Convener
Dr. Soumya Mohan Ghosh
Co-ordinator, IQAC

Co-Convener
Dr. Ashes Datta
Librarian

Organizing Committee
Dr. Sukla Bhattacharyya, member

Mr. Anupam Das, member

Dr. Suchandra Neogi, member

Dr. Lipika Ghoshal, member

Mr. Ayan Chakraborty, member

Mr. Biswanath Bhattacharyya, member

Mr. Mintulal Dutta, member

Mr. Manik Das, member

Mr. Md. Asadul Haque, member

Mr. Dilip Roy, member

One-Week Staff Training Program

on

Empowering Excellence in Professional Work
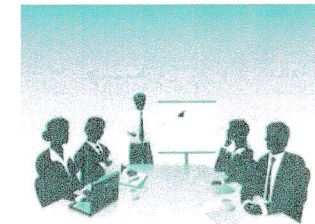
May 23-29, 2023

Time: 12 pm onwards

Organized by

Internal Quality Assurance Cell
Purbasthali College

Web: www.purbasthalicollege.com

Principal
Purbasthali College
Parulia, Purba Bardhaman.

Report

1. Name of the programme: **Staff Training Programme**

2. Topic: **Empowering Excellence in Professional Work**

3. Organizer: **IQAC, Purbasthali College**

4. Duration: **07 (Seven) days**

5. Dates- **May 23-29, 2023**

6. Number of participants: **09**

7. Number of resource persons: **07**

Introduction

This report outlines the details and outcomes of the Staff Training Programme titled "Empowering Excellence in Professional Work." The training aimed to enhance the skills and capabilities of our staff to perform their duties with excellence and effectiveness. The programme focused on various aspects crucial for professional development, including communication, time management, leadership, and problem-solving skills.

Content:

The training programme comprised a series of interactive sessions, presentations, and case studies. The content covered a wide range of topics tailored to meet the specific needs of our organization.

Detailed Schedule

Date and time	Topics for discussion	Resource person

Principal
Purbasthali College
Parulia, Purba Bardhaman.

23.05.2023 12.00 pm	Communication Skills Enhancement	Dr. Bibhas Chandra Saha Principal Purbasthali College Dr. Soumya Mohan Ghosh Coordinator, IQAC Purbasthali College
24.05.2023 12.00 pm	Time Management and Productivity	Dr. Bibhas Chandra Saha Principal Purbasthali College
25.05.2023 12.00 pm	Team Building and Collaboration	Dr. Santosh Koner Principal Patrasayer Mahavidyalaya
26.05.2023 12.00 pm	Professional Development and Goal Setting	Dr. Md. Salauddin Khan Principal Kabi Sukanta Mahavidyalaya
27.05.2023 12.00 pm	Technology and Digital skills	Dr. Ashes Datta Librarian Purbasthali College
28.05.2023 12.00 pm	Problem Solving and and Decision-Making	Dr. Nirmalendu Sarkar Principal Katwa College
29.05.2023 12.00 pm	Financial Literacy and Budgeting	Mr. Anupam Das Principal Purbasthali College

Outcome:

The training programme yielded several positive outcomes, including:

- Improved communication skills among staff, leading to enhanced collaboration and teamwork.

- Increased productivity and efficiency in performing tasks, as staff members applied time management strategies learned during the training.

- Enhanced leadership qualities among team leaders and managers, resulting in better guidance and support for their teams.

- Improved problem-solving abilities, leading to quicker resolution of issues and challenges encountered in the workplace.

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- Better stress management techniques adopted by staff, resulting in a more resilient and motivated workforce.

Conclusion:

The Staff Training Programme on "Empowering Excellence in Professional Work" was a resounding success, providing staff members with valuable skills and knowledge to excel in their roles. The programme not only addressed current challenges but also prepared staff to adapt to future changes in the workplace effectively.

Principal
Purbasthali College
Parulia, Purba Bardhaman.

ABOUT THE COURSE

Microsoft Office, including programs such as Word, Excel, PowerPoint, and Outlook, is ubiquitous in office environments, serving as essential tools for communication, data management, document creation, and presentation. The course "Mastering MS Office: Essential Skills for Non-Teaching Staff" is designed to equip non-teaching staff with the essential skills and proficiency needed to effectively utilize Microsoft Office suite applications in their day-to-day work tasks. Throughout the course, participants will receive comprehensive training and hands-on experience in navigating and leveraging the features and functionalities of each MS Office application. They will learn to create professional documents, spreadsheets, presentations, and emails, enhancing their productivity and efficiency in various administrative roles.

PROGRAM SCHEDULE

10.05.2022- Introduction to Microsoft Office Suite

11.05.2022- Essential Word Processing Skills

12.05.2022- Efficient Spreadsheet Management

13.05.2022- Advanced Excel Techniques

14.05.2022- Collaborative Tools and Features

17.05.2022- Document Automation and Templates

18.05.2022- Data Analysis Techniques using MS Office

REGISTRATION

To register for free, kindly enroll your name on or before May 07, 2022.

COMMITTEES

Chief patron
Shri Shyam Sundar Banerjee
President
Purbasthali College

Patron
Dr. Bibhas Chandra Saha
Principal
Purbasthali College

Convener
Dr. Soumya Mohan Ghosh
Co-ordinator, IQAC

Organizing Committee

Dr. Sukla Bhattacharyya, member
Mr. Anupam Das, member
Dr. Suchandra Neogi, member
Dr. Lipika Ghoshal, member
Dr. Ashes Datta, member
Mr. Ayan Chakraborty, member
Mr. Biswanath Bhattacharyya, member
Mr. Mintulal Dutta, member
Mr. Manik Das, member
Mr. Md. Asadul Haque, member
Mr. Dilip Roy, member

One-Week Staff Training Program

on

Mastering MS Office: Essential Skills for Non-Teaching Staff

May 10-18, 2022
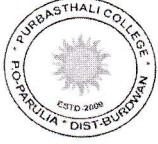
Time: 12 pm onwards

Venue: Rabindra Seminar Hall

Organized by

**Internal Quality Assurance Cell
Purbasthali College**

Web: www.purbasthalicollege.com

Principal
Purbasthali College
Parulia, Purba Bardhaman.

Report

1. Name of the programme: **Staff Training Programme**

2. Topic: **Mastering MS Office: Essential Skills for Non-Teaching Staff**

3. Organizer: **IQAC, Purbasthali College**

4. Duration: **07 (Seven) days**

5. Dates- **May 10-18, 2022**

6. Number of participants: **9**

7. Number of resource persons: **04**

Introduction

In response to the growing need for enhanced digital literacy among our non-teaching staff, a training program titled "Mastering MS Office: Essential Skills for Non-Teaching Staff" was initiated. The aim of this program was to equip staff members with fundamental skills in Microsoft Office applications to enhance productivity and efficiency in their daily tasks.

Objectives:

- To familiarize non-teaching staff with the basic functions and features of Microsoft Office Suite.

- To provide hands-on training in utilizing MS Word, and Exceleffectively.

- To enhance staff members' ability to create, edit, and manage documents, and spreadsheets.

- To cultivate a culture of continuous learning and technological proficiency among non-teaching staff.

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Detailed Schedule

Date and time	Topics for discussion	Resource person
10.05.2022 12.00 pm	Introduction to Microsoft Office Suite	Dr. Bibhas Chandra Saha Principal Purbasthali College
11.05.2022 12.00 pm	Essential Word Processing Skills	Dr. Sukla Bhattacharyya Assistant Professor Purbasthali College
12.05.2022 12.00 pm	Efficient Spreadsheet Management	Dr. Soumya Mohan Ghosh Coordinator, IQAC Purbasthali College
13.05.2022 12.00 pm	Advanced Excel Techniques	Mr. Ashes Datta Librarian Purbasthali College
14.05.2022 12.00 pm	Collaborative Tools and Features	Dr. Soumya Mohan Ghosh Coordinator, IQAC Purbasthali College
17.05.2022 12.00 pm	Document Automation and Templates	Mr. Ashes Datta Librarian Purbasthali College
18.05.2022 12.00 pm	Data Analysis Techniques using MS Office	Dr. Bibhas Chandra Saha Principal Purbasthali College

Outcome

The training program yielded positive results, with participants demonstrating improved confidence and proficiency in utilizing MS Office applications. The participants showed a significant enhancement in their ability to create, edit, and manage documents, and spreadsheets. Moreover, participants expressed enthusiasm for applying their newfound skills in their respective roles, contributing to increased productivity and efficiency within the organization.

Conclusion

The "Mastering MS Office: Essential Skills for Non-Teaching Staff" training program proved to be highly beneficial in equipping staff members with essential skills in Microsoft Office applications. The program not only enhanced participants' proficiency but also fostered a culture of continuous learning and technological advancement within the organization.

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