



Annual Report on Programmes undertaken by staffs (2018-19)

Overview

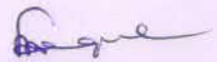
This report provides an overview of the professional development activities undertaken by the staff for the academic year 2018-19. The focus is primarily on administrative training, with no records of refresher courses, faculty induction programmes, or faculty development programmes for this period. The data presented reflects three distinct administrative training sessions attended by Dr. Sk. Fazlul Haque, a Professor and Principal of the institution.

Activity Chart

| Academic Year | Type of Programme | | | | Total |
|---------------|-------------------|--|-------------------------------|-------------------------|-------|
| | Refresher Course | Faculty Induction Programme/ Orientation Programme | Faculty Development Programme | Administrative Training | |
| 2018-19 | 0 | 0 | 0 | 03 | 03 |

Details

| Sl. No | Academic Year | Date | Duration | Type of Programme | Organized by | Title | Name of the Faculty | Designation | Department |
|--------|---------------|------------|----------|-------------------------|--|--|----------------------|-------------|----------------|
| 1 | 2018-19 | 10/03/2018 | One Day | Administrative Training | UGC-HRDC, University of Calcutta | CBCS in UG Curriculum: Design and Implementation | Dr. Sk. Fazlul Haque | Principal | Administration |
| 2 | 2018-19 | 27/07/2018 | One Day | Administrative Training | The Heritage College, University of Calcutta | CBCS: Concept, Implementation and Challenges | Dr. Sk. Fazlul Haque | Principal | Administration |


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| 3 | 2018-19 | 16/03/2019 | One Day | Administrative Training | UGC-HRDC, University of Calcutta | CBCS-Implementation and the Way Forward | Dr. Sk. Fazlul Haque | Principal | Administration |
|---|---------|------------|---------|-------------------------|----------------------------------|---|----------------------|-----------|----------------|

Summary

The academic year 2018-19 shows a singular focus on administrative training, with no engagement in refresher courses, faculty development, or induction programmes. The training attended appears to be aimed at enhancing administrative capabilities related to the CBCS (Choice-Based Credit System) and overall institutional management, reflecting a commitment to keeping up with curriculum implementation and administrative responsibilities. The recurring participation of the principal in these sessions indicates a strong focus on continuous improvement in administrative roles. However, the absence of other types of professional development activities suggests potential areas for growth in staff development that could be explored in future reports.

In summary, while the activity indicates a dedicated effort towards administrative training, a broader range of professional development activities could be beneficial for a more comprehensive approach to staff development.

(Dr. Sk. Fazlul Haque)
Principal

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Annual Report on Programmes undertaken by staffs (2019-20)

Overview


The academic year 2019-20 presents a notable shift in the professional development activities undertaken by the staff compared to the previous year. The data reveals that the focus has transitioned from solely administrative training to including a refresher course. This period is characterized by one significant programme, a two-week refresher course attended by a faculty member from the Bengali department.

Activity Chart

| Academic Year | Type of Programme | | | Total |
|---------------|-------------------|--|-------------------------------|-------|
| | Refresher Course | Faculty Induction Programme/ Orientation Programme | Faculty Development Programme | |
| 2019-20 | 01 | 0 | 00 | 01 |

Details

| Sl. No | Academic Year | Date | Duration | Type of Programme | Organized by | Title | Name of the Faculty | Designation | Department |
|--------|---------------|--------------------------|----------|-------------------|-------------------------------|---|---------------------|---------------------|------------|
| 1 | 2019-20 | 18/11/2019 to 30/11/2019 | Two Week | Refresher Course | UGC-HRDC, Jadavpur University | Adhunikar Madhyajug Charcha (Middle Age Studies with Modern Approaches) | DURANTA MANDAL | Assistant Professor | Bengali |


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Summary

The academic year 2019-20 demonstrates a positive shift in the range of professional development activities undertaken by staff. The inclusion of a refresher course reflects an investment in updating and enhancing knowledge specific to the faculty's area of expertise. The two-week refresher course in Middle Age Studies with Modern Approaches signifies a commitment to academic enrichment and professional growth. However, there is a noticeable absence of faculty induction programmes, faculty development programmes, and administrative training during this period. This suggests a potential area for improvement in fostering broader professional development opportunities for staff.

In summary, the 2019-20 report highlights a focused effort on academic enrichment through a refresher course, but also underscores the need for a more diverse range of development activities to support overall staff growth and effectiveness. Expanding into additional professional development areas could further benefit the institution and its staff.

(Dr. Sk. Fazlul Haque)
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Annual Report on Programmes undertaken by staffs (2020-21)

Overview

The academic year 2020-21 has shown a substantial increase in the variety and number of professional development programmes attended by staff compared to previous years. A total of 16 programmes were undertaken, spanning across four categories: refresher courses, faculty induction/orientation programmes, faculty development programmes, and administrative training. This diversity reflects a comprehensive approach towards staff development, addressing multiple facets of academic and administrative skills.

Activity Chart

| Academic Year | Type of Programme | | | | Total |
|---------------|-------------------|--|-------------------------------|-------------------------|-------|
| | Refresher Course | Faculty Induction Programme/ Orientation Programme | Faculty Development Programme | Administrative Training | |
| 2020-21 | 06 | 03 | 03 | 04 | 16 |

Details

| Sl. No | Academic Year | Date | Duration | Type of Programme | Organized by | Title | Name of the Faculty | Designation | Department |
|--------|---------------|--------------------------|----------|-------------------------|---|----------------------|---------------------|---------------------|-------------------|
| 1 | 2020-21 | 10/02/2020 to 24/02/2020 | Two Week | Refresher Course | UGC-HRDC, University of Calcutta | Behavioral Science | Dr. Debarati Das | Assistant Professor | Political Science |
| 2 | 2020-21 | 31/03/2020 to 04/04/2020 | Five Day | Administrative Training | Manobithi, Indian Institute of Mother & Child Welfare | Emotional Management | Dr. Guddu Singh | Assistant Professor | Education |
| 3 | 2020-21 | 02/06/2020 | One | Administrative | Manobithi, Indian | Specific Learning | Soma Pal | State Aided College | Education |


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| | | To 08/06/2020 | Week | Training | Institute of Mother & Child Welfare | Disability | | Teacher | |
|---|---------|--------------------------------|-------------|-------------------------------------|---|---|--------------------|--------------------------------|-----------|
| 4 | 2020-21 | 09/06 2020 to 15/06/2020 | One Week | Faculty Development Programme | East Calcutta Girls' College, University of Calcutta | Paradigm Shift in Teaching- Learning Pedagogy & Scope of Research Methods in Post COVID Era | SHABANA YASMIN | Assistant Professor | Education |
| 5 | 2020-21 | 08/06/2020 to 14/06/2020 | One Week | Faculty Development Programme | Teaching Learning Centre, Ramanujan College, University of Delhi | Open-Source Tools for Research | Dr. Guddu Singh | Assistant Professor | Education |
| 6 | 2020-21 | 22/06/2020 to 05/07/2020 | Two Week | Refresher Course | Ideal Institute of Management & Technology, Delhi | Career Counseling & Guidance | SHABANA YASMIN | Assistant Professor | Education |
| 7 | 2020-21 | 22/06/2020 to 05/07/2020 | Two Week | Refresher Course | Ideal Institute of Management & Technology, Delhi | Career Counseling & Guidance | Dr. GUDDU SINGH | Assistant Professor | Education |
| 8 | 2020-21 | 02/07/2020 to 04/07/2020 | Two Day | Administrative Training | Gokhale Memorial Girls' College, University of Calcutta | Developing Skills Through ICT Tools and Techniques | Soma Pal | State Aided College Teacher | Education |
| 9 | 2020-21 | 18/07/2020 to 19/07/2020 | Two Day | Administrative Training | New Alipur College & K.K. Das College, University of Calcutta | Online Teaching- Learning and Evaluation | Dr. Guddu Singh | Assistant Professor | Education |

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| 10 | 2020-21 | 10/11/2020 to 09/12/2020 | One Month | Induction/ Orientation Programme | Teaching Learning Centre, Ramanujan College, University of Delhi | NA | Dr. GUDDU SINGH | Assistant Professor | Education |
| 11 | 2020-21 | 10/11/2020 to 09/12/2020 | One Month | Orientation Programme | Teaching Learning Centre, Ramanujan College, University of Delhi | NA | SHABANA YASMIN | Assistant Professor | Education |
| 12 | 2020-21 | 01/12/2020 to 31/03/2021 | Four Month | Annual Refresher Programme in Teaching (ARPIT) | Indian Institute of Technology Delhi | Emerging Trends & Technologies in Library & Information Services (ETTLIS) | ANKIT DAS | Librarian | Central Library |
| 13 | 2020-21 | 08/12/2020 to 06/01/2021 | One Month | Faculty Induction Programme | UGC-HRDC, University of Madras | NA | GOUTAM MAJHI | Assistant Professor | English |
| 14 | 2020-21 | 05/02/2021 to 18/02/2021 | Two Week | Refresher Course | UGC-HRDC, Guru Nanak Dev University | Languages, Literature and Cultural Studies (India, English & Foreign Languages) | GOUTAM MAJHI | Assistant Professor | English |
| 15 | 2020-21 | 09/02/2021 to 22/02/2021 | Two Week | Refresher Course | UGC-HRDC, University of Burdwan | Environmental Science | BIKASH MONDAL | Assistant Professor | Geography |
| 16 | 2020-21 | 25/07/2020 to 31/07/2020 | One Week | Faculty Development Programme | Mrinalini Datta Mahavidyalaya | Methodology of Research in Social Sciences: Latest Innovations | SAYANTANI ADHIKARY | Assistant Professor | History |

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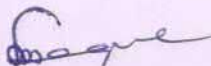


Summary

The academic year 2020-21 illustrates a robust engagement in various professional development activities. The increased number and diversity of programmes underscore a proactive approach towards enhancing both academic and administrative capabilities among staff.

- **Refresher Courses:** The emphasis on refresher courses suggests a commitment to continuous learning and adaptation to new trends and techniques in education. This is crucial for maintaining the relevance and quality of teaching.
- **Faculty Induction/Orientation Programmes:** The inclusion of induction and orientation programmes highlights efforts to integrate and support new faculty members, ensuring they are well-acquainted with institutional goals and practices.
- **Faculty Development Programmes:** The focus on faculty development shows an investment in improving teaching methodologies and research skills, essential for academic excellence and innovation.
- **Administrative Training:** The range of administrative training sessions indicates a concerted effort to equip staff with necessary skills for effective management and administration.

In summary, the 2020-21 session reflects a significant expansion in the scope and depth of professional development activities undertaken by the staff. This comprehensive approach is likely to contribute positively to both academic and administrative functions within the institution. Continued emphasis on diverse and relevant training opportunities will further enhance the overall effectiveness and growth of the staff.


(Dr. Sk. Fazlul Haque)
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Annual Report on Programmes undertaken by staffs (2021-22)

Overview

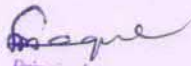
The academic year 2021-22 demonstrates a balanced engagement in various professional development activities, with a notable emphasis on faculty induction and development. A total of 9 programmes were undertaken, including refresher courses, faculty induction/orientation programmes, faculty development programmes, and administrative training. This range reflects a continued commitment to enhancing academic and administrative competencies among the staff.

Activity Chart

| Academic Year | Type of Programme | | | Total |
|---------------|-------------------|--|-------------------------------|-------|
| | Refresher Course | Faculty Induction Programme/ Orientation Programme | Faculty Development Programme | |
| 2021-22 | 01 | 03 | 02 | 09 |

Details

| Sl. No | Academic Year | Date | Duration | Type of Programme | Organized by | Title | Name of the Faculty | Designation | Department |
|--------|---------------|--------------------------|------------|-------------------------|-------------------------------------|---|----------------------|---------------------|------------|
| 1 | 2021-22 | 21/08/2021 to 04/09/2021 | Two Week | Refresher Course | UGC-HRDC, Aligarh Muslim University | Teacher Education | Dr. GUDDU SING | Assistant Professor | Education |
| 2 | 2021-22 | 25/03/2022 to 27/03/2022 | Three Days | Administrative Training | Netaji Subhas Open University | Enhancing Capacity of Higher Education Teachers | Dr. Sk. Fazlul Haque | Professor | Principal |
| 3 | 2021-22 | 26/03/2022 | Two Days | Administrative | Netaji Subhas | Development of | Subhadeep | Assistant | Sanskrit |


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| | | to 27/03/2022 | | Training | Open University | Action Plan for Blended Learning Practices in Higher Education | Mukherjee | Professor | |
| 4 | 2021-22 | 04/04/2022 to 10/04/2022 | One Week | Faculty Development Programme | St. Xavier's College (Autonomous), Kolkata | Revisiting Bengal Studies Through the Ages with Special Emphasis on Gender Centric Approaches | ROHAN ISLAM | Assistant Professor | Bengali |
| 5 | 2021-22 | 04/04/2022 to 10/04/2022 | One Week | Faculty Development Programme | St. Xavier's College (Autonomous), Kolkata | Revisiting Bengal Studies Through the Ages with Special Emphasis on Gender Centric Approaches | SAYANTANI ADHIKARY | Assistant Professor | History |
| 6 | 2021-22 | 04/04/2022 to 10/04/2022 | One Week | Faculty Development Programme | St. Xavier's College (Autonomous), Kolkata | Revisiting Bengal Studies Through the Ages with Special Emphasis on Gender Centric Approaches | Dr. Debjani Banerjee | Assistant Professor | History |
| 7 | 2021-22 | 04/05/2022 to 02/06/2022 | One Month | Faculty Induction Programme | UGC-HRDC, Himachal Pradesh | NA | SAYANTANI ADHIKARY | Assistant Professor | History |

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| 8 | 2021-22 | 04/05/2022 to 02/06/2022 | One Month | Faculty Induction Programme | UGC-HRDC, Himachal Pradesh University | NA | NABANITA SAHA | Assistant Professor | English |
| 9 | 2021-22 | 04/05/2022 to 02/06/2022 | One Month | Faculty Induction Programme | UGC-HRDC, Himachal Pradesh University | NA | ROHAN ISLAM | Assistant Professor | Bengali |

Summary

The academic year 2021-22 reflects a well-rounded approach to professional development. The distribution of programmes indicates a balanced focus on various aspects of staff development:

- **Refresher Courses:** The sole refresher course focused on teacher education, contributing to the continuous professional growth of faculty in their teaching roles.
- **Faculty Induction/Orientation Programmes:** The three induction programmes illustrate a strong commitment to integrating and supporting new faculty members across different departments, ensuring they are well-prepared for their roles.
- **Faculty Development Programmes:** The three faculty development programmes were concentrated on revisiting academic subjects with a gender-centric approach, indicating an emphasis on contemporary and inclusive perspectives in teaching.
- **Administrative Training:** The two administrative training sessions covered topics crucial for enhancing teaching and learning practices in higher education, demonstrating a focus on improving institutional efficiency and adaptation to modern educational challenges.

In summary, the 2021-22 session showcases a comprehensive engagement in professional development activities. The diverse range of programmes attended by faculty highlights an ongoing commitment to improving teaching, research, and administrative skills. Continued emphasis on such varied and relevant training opportunities will further enhance the effectiveness and overall growth of the staff.

(Dr. Sk. Fazlul Haque)
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Annual Report on Programmes undertaken by staffs (2022-23)

Overview

The academic year 2022-23 saw a notable focus on administrative training, with a total of 17 programmes reported. This marks a significant increase in the emphasis on administrative skills compared to previous years. Additionally, the year featured a balance of refresher courses, faculty development programmes, and a single faculty induction programme, showcasing a well-rounded approach to professional development.

Activity Chart

| Academic Year | Type of Programme | | | | Total |
|---------------|-------------------|--|-------------------------------|-------------------------|-------|
| | Refresher Course | Faculty Induction Programme/ Orientation Programme | Faculty Development Programme | Administrative Training | |
| 2022-23 | 03 | 01 | 01 | 15 | 20 |

Details

| Sl. No | Academic Year | Date | Duration | Type of Programme | Organized by | Title | Name of the Faculty | Designation | Department |
|--------|---------------|--------------------------|----------|-------------------|--|--|---------------------|---------------------|-----------------|
| 1 | 2022-23 | 21/06/2022 to 04/07/2022 | Two Week | Refresher Course | UGC-HRDC, Dr Harisingh Gour Vishwavidyalaya, Sagar | Teaching-Learning and Assessment in Higher Education | ROHAN ISLAM | Assistant Professor | Bengali |
| 2 | 2022-23 | 27/08/2022 to 10/09/2022 | Two Week | Refresher Course | Teaching Learning Centre, Ramanujan College, | Library Sciences | ANKIT DAS | Librarian | Central Library |

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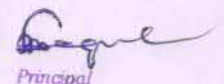
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|---|---------|--------------------------|-----------|-------------------------------|---|---|----------------------|---------------------|----------------|
| | | | | | University of Delhi | | | | |
| 3 | 2022-23 | 24/11/2022 to 07/12/2022 | Two Week | Refresher Course | UGC-HRDC, North-Eastern Hill University | History | SAYANTANI ADHIKARY | Assistant Professor | History |
| 4 | 2022-23 | 01/12/2022 to 30/12/2022 | One Month | Faculty Induction Programme | UGC-HRDC, Kumaun University | NA | Dr. HIRANMAYA KAR | Assistant Professor | Sanskrit |
| 5 | 2022-23 | 27/02/2023 | One Day | Administrative Training | West Bengal State Council of Higher Education | Enhancement of Knowledge and Skills in the Area of Administration Including Finance Discipline in the State Higher Educational Institutions | Dr. Sk. Fazlul Haque | Principal | Administration |
| 6 | 2022-23 | 27/02/2023 | One Day | Administrative Training | West Bengal State Council of Higher Education | Enhancement of Knowledge and Skills in the Area of Administration Including Finance Discipline in the State Higher Educational Institutions | Bikash Mondal | Assistant Professor | Geography |
| 7 | 2022-23 | 23/02/2023 to 01/03/2023 | One Week | Faculty Development Programme | Department of History, Jadavpur | Studying History: Perspectives | SAYANTANI ADHIKARY | Assistant Professor | History |

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| 8 | 2022-23 | 10/03/2023 | One Day | Administrative Training | UGC-HRDC, Burdwan University | Principal's Meet | Dr. Sk. Fazlul Haque | Principal | Administration |
| 9 | 2022-23 | 13/03/2023 | One Day | Administrative Training | UGC-HRDC, Burdwan University | National Education Policy 2020 | Dr. Sk. Fazlul Haque | Principal | Administration |
| 10 | 2022-23 | 17/05/2023 | One Day | Administrative Training | Department of Higher Education, Govt. of West Bengal and Vidyanagar College, University of Calcutta | Mentoring Workshop on NAAC Accreditation | Dr. Sk. Fazlul Haque | Principal | Administration |
| 11 | 2022-23 | 17/05/2023 | One Day | Administrative Training | Department of Higher Education, Govt. of West Bengal and Vidyanagar College, University of Calcutta | Mentoring Workshop on NAAC Accreditation | Dr. Guddu Singh | Assistant Professor | Education |
| 12 | 2022-23 | 17/05/2023 | One Day | Administrative Training | Department of Higher Education, Govt. of West Bengal and Vidyanagar College, University of Calcutta | Mentoring Workshop on NAAC Accreditation | Shabana Yasmin | Assistant Professor | Education |
| 13 | 2022-23 | 17/05/2023 | One Day | Administrative Training | Department of Higher | Mentoring Workshop on | Rohan Islam | Assistant Professor | Bengali |



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|----|---------|--------------------------|---------|-------------------------|---|--|----------------------|---------------------|----------------|
| | | | | | Education, Govt. of West Bengal and Vidyanagar College, University of Calcutta | NAAC Accreditation | | | |
| 14 | 2022-23 | 17/05/2023 | One Day | Administrative Training | Department of Higher Education, Govt. of West Bengal and Vidyanagar College, University of Calcutta | Mentoring Workshop on NAAC Accreditation | Susnata Ghosh | Assistant Professor | Philosophy |
| 15 | 2022-3 | 18/05/2023 | One Day | Administrative Training | Sadhan Chandra Mahavidyalaya & Vidyanagar College, University of Calcutta | Crash Course on CAS | Rohan Islam | Assistant Professor | Bengali |
| 16 | 2022-23 | 20/05/2023 | One Day | Administrative Training | Maheshtala College, University of Calcutta | Administrative Training Programme and Capacity Building Workshop | Rabin Bahadur Singh | Accountant | Office |
| 17 | 2022-23 | 20/05/2023 to 21/05/2023 | Two Day | Administrative Training | Netaji Subhas Open University | Implementation of Blended Learning Designs in Higher Education Institutions of | Dr. Sk. Fazlul Haque | Principal | Administration |

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| 18 | 2022-23 | 20/05/2023 to 21/05/2023 | Two Day | Administrative Training | Netaji Subhas Open University | West Bengal Implementation of Blended Learning Designs in Higher Education Institutions of West Bengal | Dr. Guddu Singh | Assistant Professor | Education |
| 19 | 2022-23 | 20/05/2023 to 21/05/2023 | Two Day | Administrative Training | Netaji Subhas Open University | Implementation of Blended Learning Designs in Higher Education Institutions of West Bengal | Subhadeep Mukherjee | Assistant Professor | Sanskrit |
| 20 | 2022-23 | 27/05/2023 | One Day | Administrative Training | Maharaja Manindra Chandra College, University of Calcutta | Research Methodology | Susnata Ghosh | Assistant Professor | Philosophy |

Summary

The 2022-23 academic year indicates a significant involvement in administrative training, with 15 out of 20 programmes focusing on this area. This shift suggests a response to the growing complexity of administrative roles and the need for enhanced skills in managing higher education institutions.

- **Refresher Courses:** The three refresher courses conducted in various academic fields demonstrate a continued commitment to updating and refining faculty knowledge and teaching practices. The topics covered reflect a broad range of academic interests.
- **Faculty Induction Programme:** The single induction programme highlights an effort to integrate new faculty, though the number of such programmes was lower compared to previous years. This suggests an opportunity to increase focus on supporting new staff members.

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- **Faculty Development Programme:** The decrease in the number of faculty development programmes might indicate a need for more emphasis on this area, especially in the context of evolving teaching methodologies and research practices.
- **Administrative Training:** The substantial number of administrative training sessions underscores a strong focus on improving administrative competencies. This includes important topics like accreditation, blended learning, and capacity building.

In conclusion, the 2022-23 session reflects a strong emphasis on administrative training while maintaining some focus on academic development through refresher courses and a limited number of faculty development activities. The overall professional development strategy appears to be aligned with the current needs and challenges of higher education administration. Continued diversification and expansion of faculty development and induction programmes could further enhance staff growth and institutional effectiveness.

(Dr. Sk. Fazlul Haque)
Principal

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