



MADHAB CHOUDHURY COLLEGE

মাধব চৌধুরী মহাবিদ্যালয়

ESTD. 1939

Affiliated to Gauhati University

Criterion 6:	Governance, Leadership and Management
Key Indicator: 6.3	Faculty Empowerment Strategies
Metric Number: 6.3.3	Number of professional development/administrative training programs organized by the institution for teaching and non teaching staff during the year



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Report by Employees Development Cell of the college.



EMPLOYEES DEVELOPMENT CELL

Under IQAC

Madhab Choudhury College, Barpeta

PIN:781301, Assam

List of Professional Development/Administrative Training Programmes organized by the institution during the last academic year.

SL. NO.	YEAR	Name of the Programme	Date (from-to)	Number of Participants
1	2023	Report on orientation cum training programme on Academic and Administrative Systems	05.10.2023 – 05.10.2023	19 (2 teaching staff and 1 non-teaching staff)
2	2023	Workshop on the Evaluation of NAAC Report and subsequent steps	05.12.2023	49

Bipul Sarma

Convenor

Employment Development Cell

Co-ordinator

IQAC, M.C. College, Barpeta

Co-ordinator,
Internal Quality Assurance Cell,
M.C. College, Barpeta, Assam

Co-Ordinator,
Internal Quality Assurance Cell
Madhab Choudhury College
Barpeta



Principal,
Madhab Choudhury College
Barpeta



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Report on orientation cum training programme on Academic and Administrative Systems



**Orientation cum Training Programme
On
"Academic and Administrative Systems"**



Organized by
IQAC, Madhab Choudhury College, Barpeta (ASSAM)-781301

In collaboration with
S.S. Technologies, Guwahati

Venue: Principal's Conference Room

Date: 05-10-2023

Summary of the Programme

Considering the importance of ICT in Administrative and Academic processes in college, a one-day 'Orientation cum training programme on Academic and Administrative Systems' was organized by the IQAC of Madhab Choudhury College, Barpeta in collaboration with S. S. Technologies, Guwahati. For the programme, two resource persons from S. S. Technologies were invited to carry out the training and orientation session viz; Mr. Bickram Sharma (MCA) and Mr. Dhruba Jyoti Gogoi (MCA). The programme was inaugurated by Dr. Partha Pratim Choudhury, Coordinator, IQAC.

The resource persons gave a detail explanation on how to use ICT in the following academic and administrative functions:-

1. To increase the ability in the College ERP Software.
2. To check the all kinds of Reports through the Software.
3. Library Attendance System through ERP Software.
4. How to maintain the Record of Alumni.
5. How to collect the all kinds of Fees including Admission, Examination and Hostel

Fees etc. through Online Payment Gateway.

Co-Ordinator,
Internal Quality Assurance Cell
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Report on orientation cum training programme on Academic and Administrative Systems

6. Check the Payment Status through this ERP Software of Students.
7. To make the College from Cashless to Digital Transaction.

The meeting was attended by a total of 17 non-teaching staffs along with two faculty members. The meeting ended with a interactive session followed by a concluding remark from the Principal of the college.

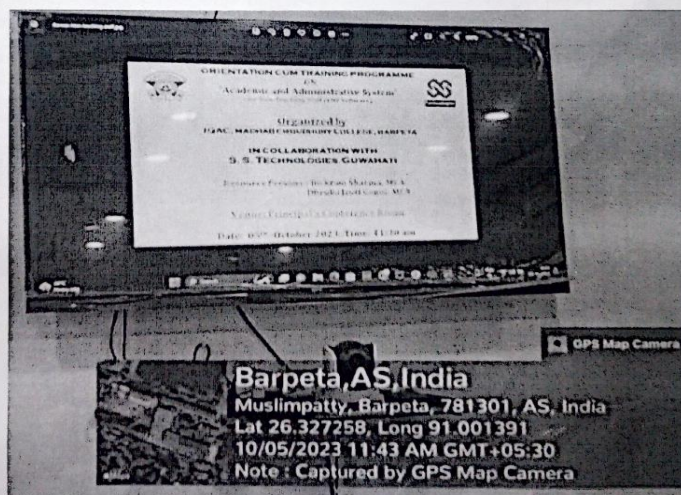
Arjun Adhikari
(Dr. Arjun Adhikari)

Organizer,
Orientation cum Training Programme
Madhab Choudhury College, Barpeta

[Signature]

Coordinator,
Internal Quality Assurance Cell
Madhab Choudhury College, Barpeta

Few Photographs of the Programme



[Signature]
Co-Ordinator,
Internal Quality Assurance Cell
Madhab Choudhury College
Barpeta



[Signature]
Principal,
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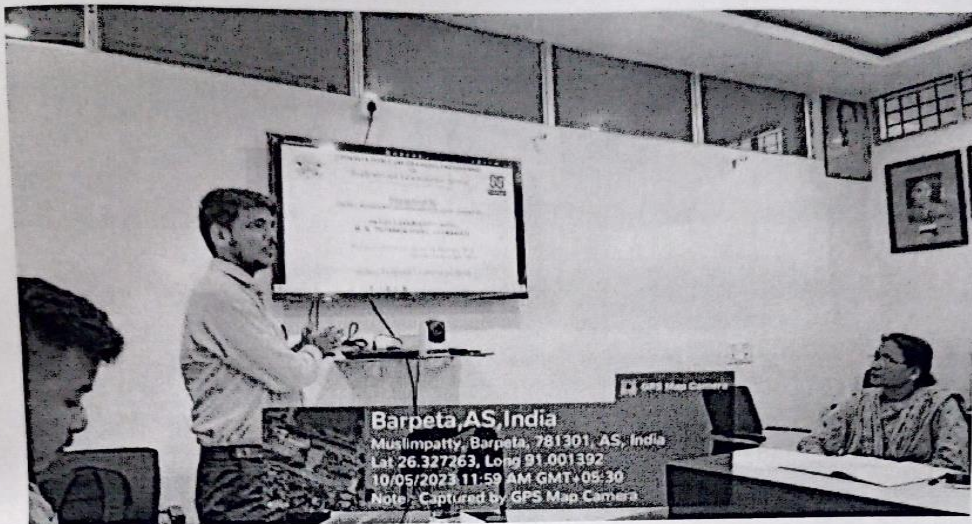
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Arjun Adhikari

(Dr. Arjun Adhikari)

Organizer,
Orientation cum Training Programme
Madhab Choudhury College, Barpeta

[Signature]

Coordinator,
Internal Quality Assurance Cell
Madhab Choudhury College, Barpeta

[Signature]

Co-Ordinator,
Internal Quality Assurance Cell
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**Work Shop on
The Evaluation of NAAC Report and Subsequent Steps**

Date- 5th December, 2023

Time 11.30 A.M.

Venue: Seminar Hall, Madhab Choudhury College.

Organised by IQAC Madhab Choudhury College, Barpeta

Resource Persons: Dr. Satyendra Nath Barman
Principal, B. Borooah College, Guwahati
Dr. Diganta Choudhury
IQAC Coordinator, B. Borooah College, Guwahati
Participants: Members of Teaching Faculty, Madhab Choudhury College, Barpeta

Report: The programme was inaugurated By Dr. Prakash Sarma, Principal, Madhab Choudhury College, and Barpeta. In his inaugural speech address he said that the B+ grading of Madhab Choudhury College in the NAAC third Cycle evaluation was less than satisfactory as we could have achieved a higher grade keeping in view of the resources at our disposal. Therefore it is important for us to know in which areas we did not secure good grades and why. For this purpose the resource persons were invited to analyse the NAAC report of Madhab Choudhury College. Dr. Barman and Dr. Choudhury, being the Principal and IQAC Coordinator of a B Borooah College which have secured A++ grading in NAAC assessment are the best persons for this Job. In his presentation Dr. Satyendra Nath Barman, Principal, B. Borooah College, Guwahati outlined the different matrices where Madhab Choudhury College, Barpeta could have secured better marks. He pointed out that in some criteria the description failed to express all the things which Madhab Choudhury College, Barpeta had. He analyzed the Report in detail and gave valuable suggestions regarding what should have been done. Dr. Diganta Choudhury, IQAC Coordinator, B. Borooah College, Guwahati in his presentation pointed out some matrices where there is mismatch between data entered and the description. He laid stress on the point that the SSR should be prepared in such a way that it highlights the points which the college has rather than points which the college does not have. He also gave importance to Add On courses and student extension activities which the college can undertake. He also gave valuable suggestions regarding what can be done for the preparation of next NAAC visit. Various participants including Dr. Koncheng Borgohain, Roman Borgohain, Dr. Sanjib Deuri, Dr. Gobinda Brahma, Dilip Kumar Das, Dr. Arjuna Begum asked different queries to the resource persons which were addressed by the resource persons. At the end of the programme Dr. Parthapratim Choudhury gave the vote of thanks.

(P. Choudhury)
5/12/2023

5.12.23

(Signature)
Co-Ordinator,
Internal Quality Assurance Cell
Madhab Choudhury College
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Madhab Choudhury College
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WORKSHOP ON THE EVALUATION OF NAAC
REPORT AND SUBSEQUENT STEPS

Organized By IQAC, Madhab Choudhury
College, Barpeta

Date - 5/12/2023

Venue - SEMINAR HALL, M.C. College, Barpeta

Resource Persons -

- ① Satyenakra Nath Barman —————
- ② Diganta Choudhury —————

Participants -

Principal —————

- ① Puspajyoti Ojha
- ② Anjana Bhattacharyya
- ③ Krishna Das
- ④ Malay Kumar Barman
- ⑤ Chinajit Boruah
- ⑥ Subash Ali
- ⑦ Bipul Sarma
- ⑧ Runu Swargiang
- ⑨ Jaydev Mandal
- ⑩ -Abdus Samad Ahmed
- ⑪. Brajan Jiri
- ⑫. -Dilip Kumar
- ⑬. Sanjib Deumri
- ⑭. -Dilip Kumar
- ⑮. Manjit Patra
- ⑯. Aruni Kumar Deka
- ⑰. Hom Sahasrur Chatterjee
- ⑱. Parag Kumar Deka

your writing partner

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Internal Quality Assurance Cell
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WORKSHOP ON THE EVALUATION OF NAAC REPORT AND
Subsequent Steps.

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19. Ajit Kumar Goh.
20. Harikar Deka 05/12/2023
21. Nabendu Barua
22. Tridip Boruah
23. Sneha Harme
24. Rameeza Hasan
25. Hemanti Ramcharya
26. Manalisha Saharva
27. Anju Adhikari
28. Samiran Kumar Das
29. Gobinda Boruah
30. Chandra Devi
31. Daisy Boruah
32. Riju Sarma
33. Bhaktina Barman 5/12/23
34. Jutika Dui
35. Apashi Das
36. Suman Deka
37. Dipanjali Pathak
38. Konikeng Borgehain 5/12/2023
39. Shrestha Teun 05/12/2023
40. Dr. Anzisa Khanom 05/12/2023
41. Manima Kakoti - 05/12/2023
42. ~~Prithvi~~
43. Roman Borgolain - 5/12/23
44. Sarat ch. Bhuyan 5/12/23
45. Parthapratim Choudhury (COA coordinator) 5/12/23
46. ~~Prithvi~~
47. Rupam Borah
48. Nur Hassan
49. Luna Goswami

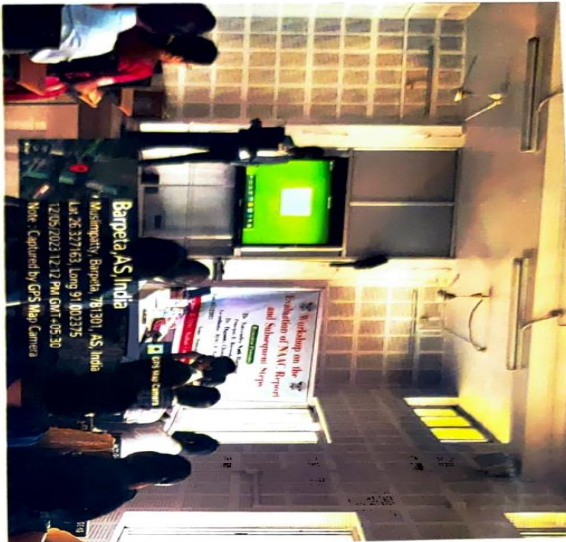
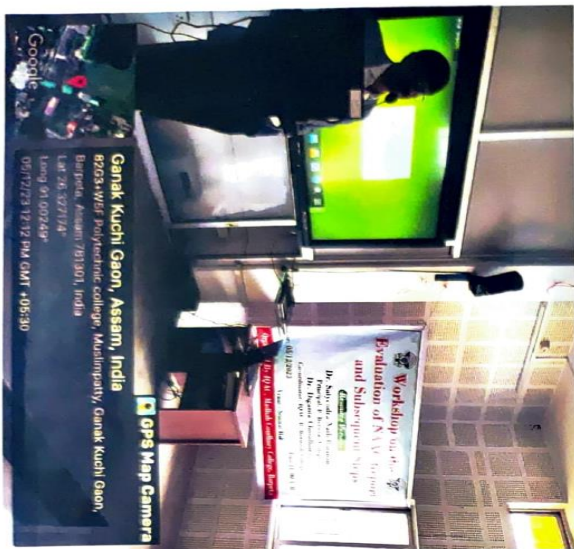
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