

**ASUTOSH COLLEGE**  
(Estd. 1916)  
92, S.P. Mukherjee Road  
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**6.3.3- Additional information for Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year (2022-2023)**

### **Laboratory skill development programme**

**Theme of event: Laboratory skill enhancement for Non teaching staffs**

**Academic Session: 2022-2023**

**Date: 29.9.2022**

**Venue: Biochemistry Laboratory**

**Objective:** To enhance the skills of the Non Teaching Staff members of the Biochemistry and Microbiology department. Since both these streams have practicals, the NTS play a very important role during practicals.

**Speaker/Resource personnel:** Teaching Faculty of Dept of Biochemistry

**Target audience/participants:** Non Teaching Staff of Science Dept.

**Brief report:** A laboratory enhancement skill program was organized by the Department of Biochemistry for the Non Teaching staff of the science departments of Asutosh College. The Teaching faculty of the Department of Biochemistry demonstrated uses of common laboratory apparatus, making common solutions and reagents required for laboratory practicals. They made common solutions by weighing, volume make up techniques. They also were demonstrated on how to maintain reagent logbooks and demonstrated maintenance of laboratory..

**Expected Outcome:** The NTS is an integral part of the lab practicals. They acquired updated skills on making reagents and maintaining reagent logbooks. They also acquired knowledge on maintenance of labs for proper working of the laboratory.

**Geotagged Pictures:**

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Asutosh College  
NTS Lab Skill Training  
92, S.P. Mukherjee Road, Kolkata, West Bengal  
700026, India  
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Email: [mail@asutoshcollege.in](mailto:mail@asutoshcollege.in)  
Website: [www.asutoshcollege.in](http://www.asutoshcollege.in)  
Altitude: 1575817 (±96m)  
10, Shyama Prasad Mukherjee Rd., Jatin Das Park, Patuapara, Bhowanipore, Kolkata, West Bengal 700025, India



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Website: [www.asutoshcollege.in](http://www.asutoshcollege.in)  
Altitude: 1575801 (±13m)  
10, Shyama Prasad Mukherjee Rd., Jatin Das Park, Patuapara, Bhowanipore, Kolkata, West Bengal 700025, India



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## **ASUTOSH COLLEGE**

92, S.P. Mukherjee Road, Kolkata -700026

**A One-Day Workshop on**

**“Laboratory Skill Development Program”**


**Organized by:**


**Internal Quality Assurance Cell (IQAC), Asutosh College**

**Date: 29.09.2022**

### **Certificate of Participation**

This is to certify that **Sri Sambhunath Jana, Non-Teaching Staff** of **Asutosh College** participated in a one-day Workshop on **“Laboratory Skill Development Program”**, organized by Internal Quality Assurance Cell (IQAC), Asutosh College on 29th September, 2022.

  
Prof. Apurba Ray  
Vice-Principal  
Asutosh College

  
Dr. Sriparna Datta Roy  
Co-Ordinator, IQAC  
Asutosh College

DATE OF ISSUE: 29.09.2022



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## CONTENT MANAGEMENT TRAINING

**Theme of event:** Content management of teaching staff profile in the college website

**Academic Session:** 2022-2023

**Date:** 13.04.2023

**Venue:** Centenary Building, Asutosh College

**Objective:** To explain the procedure of updation of the profile of the Teaching Staff members of the College

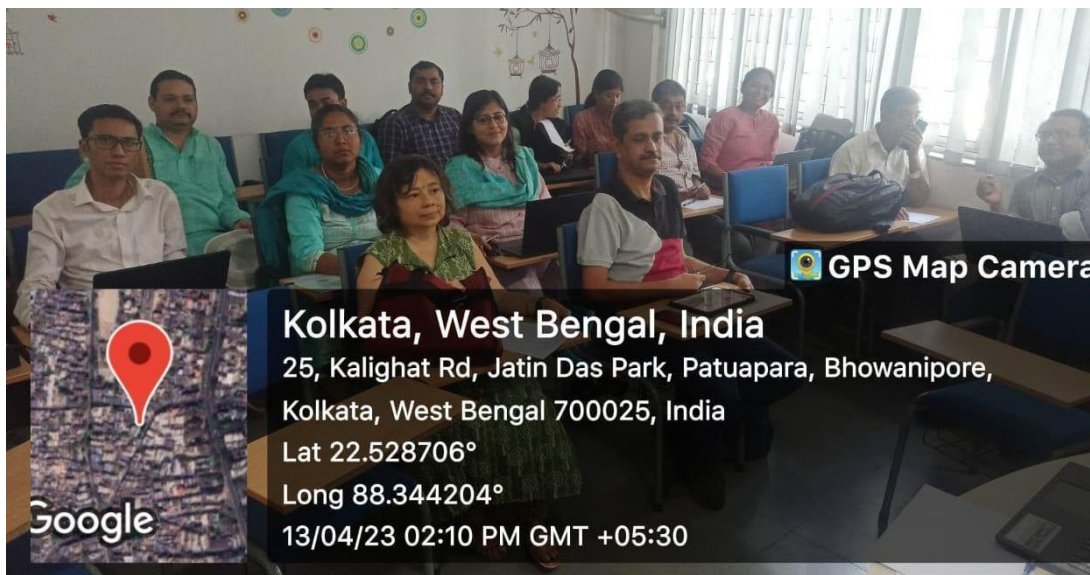
**Speaker/Resource person:** IT members of Asutosh College, Representatives of Infotech

**Audience/Participants:** Teaching Staff

**Brief report:** The Event was organized to explain and demonstrate the method by which the faculty profile can be updated. Common profile update was demonstrated. The use of an employee portal was explained. Demonstrations were done on the uploading of University certificates, CU assignment letters, and other important documents. The speakers demonstrated methods for uploading study material and question banks semester wise into the faculty profile. They demonstrated the use of LMS, and how it can be used to take assignments and tests online, along with marking the assignments online.

**Expected Outcome:** The teaching faculty learned to update their own profiles, thus maintaining all aspects of their work forum.

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


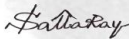
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**Content Management for NAAC Assessment**  
*Organized by:*  
**Internal Quality Assurance Cell (IQAC), Asutosh College**  
**Date: 13.04.2023**

**Certificate of Participation**

This is to certify that **Dr. Bidisha Sarkar Dutta, Faculty Member** of *Asutosh College* participated in a program on **“Content Management for NAAC Assessment”**, organized by Internal Quality Assurance Cell (IQAC), Asutosh College on 13th April, 2023.

  
Prof. Apurba Ray  
Vice-Principal  
Asutosh College

  
Dr. Sripama Datta Roy  
Co-Ordinator, IQAC  
Asutosh College

DATE OF ISSUE: 13.04.2023

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## **STUDENT PROFILE UPDATE (Uchchashiksha)**

**Theme of event:** Student Profile Update of all students of Asutosh College into the Uchchashiksha portal

**Academic Session:** 2022-2023

**Date:** 07.11.2022

**Venue:** Centenary Building, Asutosh College

**Objective:** To train the staff to enter student profiles into the Uchchashiksha portal.

**Speaker/Resource person:** Faculty Members: Sk. Mohiuddin and Dr. Santanu Chowdhury

IT Section Staff: Somnath Das and Suman Chongdar

**Audience/Participants:** Teaching Staff and Non Teaching Staff

**Brief report:** Members of the Teaching and Non teaching staff were taught the protocol for entering the student details into the Uchchashiksha portal, followed by verification and final submission.

**Expected Outcome:** The staff learnt the procedure to update a student profile into the Uchchashiksha portal.

**Geotagged pictures:**





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## **ASUTOSH COLLEGE**

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Training Program on  
“Student Profile Data Upload on Banglar Uchchashiksha Portal”

Organized by:  
Internal Quality Assurance Cell (IQAC), Asutosh College  
Date:07.11.2022

### **Certificate of Participation**

This is to certify that **Sri Anindya Moulick, Non-Teaching Staff** of **Asutosh College** participated in a training program on “**Student Profile Data Upload on Banglar Uchchashiksha Portal**”, organized by Internal Quality Assurance Cell (IQAC), Asutosh College on 7th November, 2022.

Prof. Apurba Ray  
Vice-Principal  
Asutosh College

Dr. Sripama Datta Roy  
Co-Ordinator, IQAC  
Asutosh College

DATE OF ISSUE: 07.11.2022



## **ASUTOSH COLLEGE**

92, S.P. Mukherjee Road, Kolkata -700026

Training Program on  
“Student Profile Data Upload on Banglar Uchchashiksha Portal”

Organized by:  
Internal Quality Assurance Cell (IQAC), Asutosh College  
Date:07.11.2022

### **Certificate of Participation**

This is to certify that **Dr. Ayesha Kabir, Faculty Member** of **Asutosh College** participated in a training program on “**Student Profile Data Upload on Banglar Uchchashiksha Portal**”, organized by Internal Quality Assurance Cell (IQAC), Asutosh College on 7th November, 2022.

Prof. Apurba Ray  
Vice-Principal  
Asutosh College

Dr. Sripama Datta Roy  
Co-Ordinator, IQAC  
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DATE OF ISSUE: 07.11.2022

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## **Induction Programme**

**Theme of event: Faculty Induction Programme**

**Academic Session: 2022-2023**

**Date: 12.01.2023**

**Venue: Asutosh College Bhasa Campus**

**Objective:** Induction Programme was held at Bhasa campus of Asutosh College for the recently appointed faculty members

**Speaker/Resource person: Dr. Debdas Roy, retired Professor of Geology Department, Asutosh College**

**Audience/Participants: Teaching Staff**

### **Brief report:**

Induction Programme was held at Bhasa campus of Asutosh College on 12<sup>th</sup> January, 2023 for the recently appointed faculty members. The programme started with an inaugural song performed by the teachers. The whole programme was conducted by Dr. Keya Ghosh and Dr. Sraboni Roy. The inaugural speech was given by respected Vice-Principal Prof. Apurba Ray. Dr. Debdas Roy, retired Professor of Geology Department, Asutosh College delivered an inspiring speech to the faculty members by sharing his experiences during his service period. Respected Bursar Dr. Manas Kabi, the members of Governing body Dr. Sayani Mukhopadhyay, Dr. Bhaskar Mridha, Teachers Council Secretary Dr. Rina Kar Dutta, Convenor of Post Graduate studies Dr. Sajal Bhattacharya of Asutosh College enlightened the young faculty members by sharing their experience, knowledge and guidance. An oath taking ceremony also took place at the end of the event.

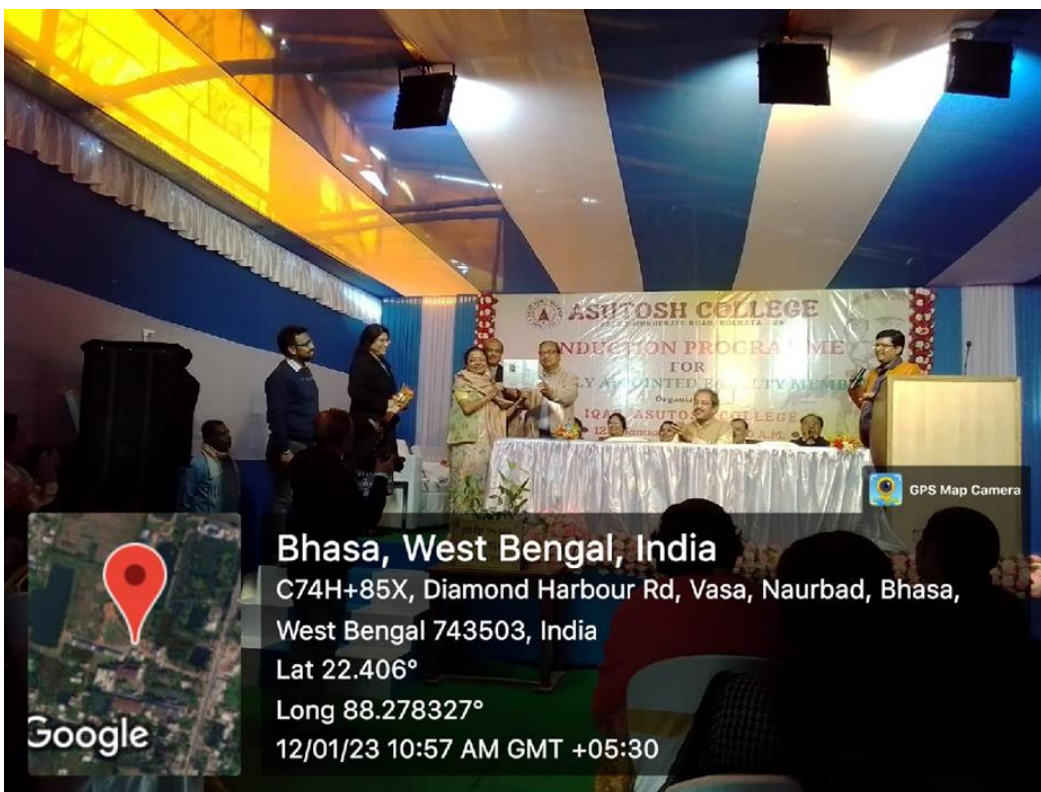
**Outcome:** Enlightenment of the young faculty members by listening to the senior colleague's experience, knowledge and guidance.



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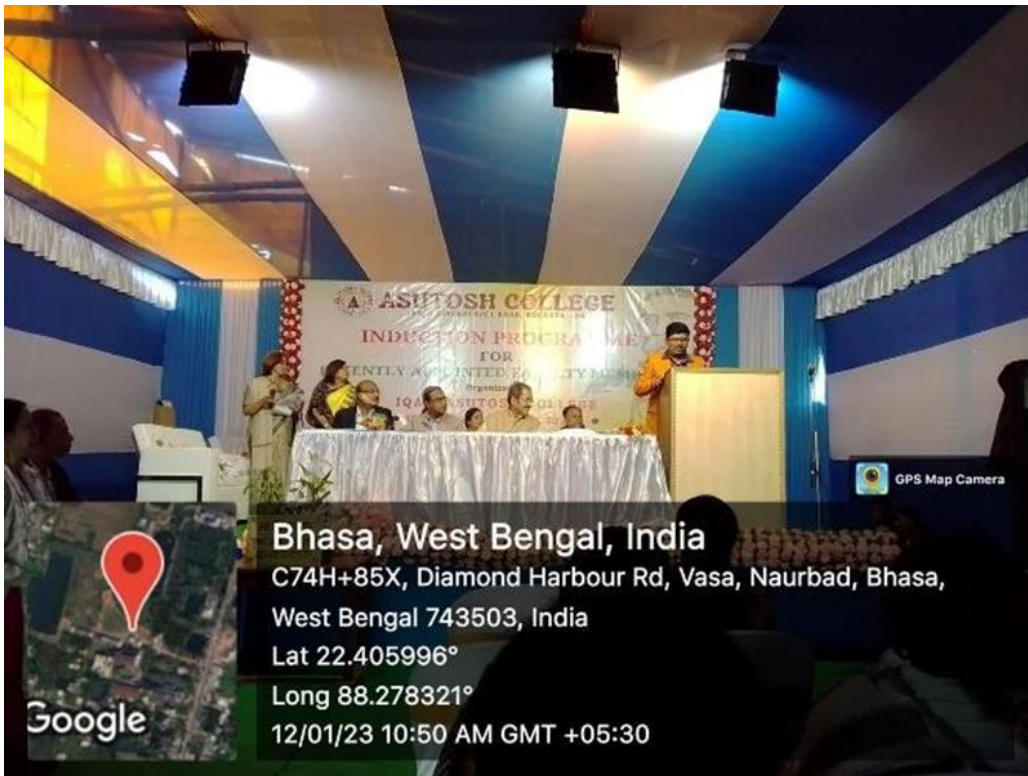




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### **“Faculty Induction Program”**

**Organized by:**

**Internal Quality Assurance Cell (IQAC), Asutosh College**

**Date:12.01.2023**

### **Certificate of Participation**

This is to certify that **Dr. Shyamalina Haldar, Faculty Member** of **Asutosh College** participated in a training program on **“Faculty Induction Program”**, organized by Internal Quality Assurance Cell (IQAC), Asutosh College on 12th January, 2023.

Prof. Apurba Ray  
Vice-Principal  
Asutosh College

Dr. Sripama Datta Roy  
Co-Ordinator, IQAC  
Asutosh College

DATE OF ISSUE: 12.01.2023



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## Enhancing the Administrative and Communication skills of the Non-Teaching Staff

**Theme of event:** Academic Session: 2022-2023

**Date:** 15.02.2023

**Venue:** Centenary Building, Asutosh College

**Objective:** To imbibe good administrative and communication skills to the Non-Teaching Staff of the department

**Speaker/Resource person:** Dr. Rudra Prasad Saha

**Audience/Participants:** Teaching Staff and Non-Teaching Staff

**Brief report:** A talk was delivered by Dr. Rudra Prasad Saha, HOD, Department of Education, Muralidhar Girls' College on administrative and communication skills. He gave an overview OF the different aspects of administrative skills that can be developed by the audience. The administration of a Higher Educational institution includes both academic administrators as well as the non-teaching staff. Increasing the efficiency in this aspect is crucial for the overall growth of the college. The different ways by which one can better their professional skills in the workplace was discussed.

**Expected Outcome:** The audience learnt ways by which their skills can be enhanced and used in the workplace.

**Geotagged Pictures:**



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## **Adherence to the Code of Conduct : A Professional Ethics Programme for students, teachers and staff**

**Objective:** To sensitise teachers, staff and students about the importance of adherence to the code of conduct of an institution.

**Academic Session:** 2022-2023

**Date:** 11.05.2023

**Venue:** Room No. 30, College Main Building

**Speaker/Resource person:** Dr. Jaydeep Sarangi, Principal, New Alipore College, Kolkata

**Audience/Participants:** Students, Teaching Staff and Non-Teaching Staff

**Brief report:**

An enlightening lecture was delivered by Dr. Jaydeep Sarangi, Principal, New Alipore College, Kolkata, on the importance of adhering to the code of conduct in the workplace. He emphasized that teachers, non-teaching staff as well as students must maintain ethical behaviour at all times

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within the institution's premises. Teachers should perform their duties in the form of classroom teaching, lab practical and seminar work with utmost diligence. Teachers should involve themselves in professional growth, contribute knowledge through participation in seminars, talks, publications, become members of scientific and non scientific organizations. They should carry out research, participate in extension and alumni lectures, organize seminars and conferences, publish papers, books and chapters. They should also respect the dignity of students and treat all students equally irrespective of their religious and socioeconomic backgrounds. They should be sensitive towards the students and always encourage and motivate them. All staff should treat other members of the profession in the same manner as they themselves wish to be treated. They should speak respectfully of other teaching as well as non teaching staff of the institute. They should refrain from unsubstantiated allegations against other colleagues to higher authorities. Students should respect the teachers and always seek support from the teachers for their betterment.

**Expected Outcome:** Maintaining a healthy and conducive work and study environment for all teaching, non teaching staff and students of the college.

**Geotagged Pictures:**











## ASUTOSH COLLEGE

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### Adherence to the Code of Conduct:

**A professional ethics program for students, teachers and staff**

Organised By  
Committee for Code of Conduct  
in association with  
IQAC, Asutosh College

 RESPONSIBILITY	 COACHING	 INNOVATION	 ETHICS
 GOALS	 TEAMWORK	 CUSTOMERS	 TRUST

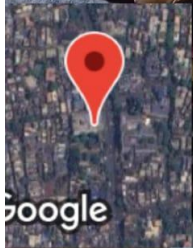
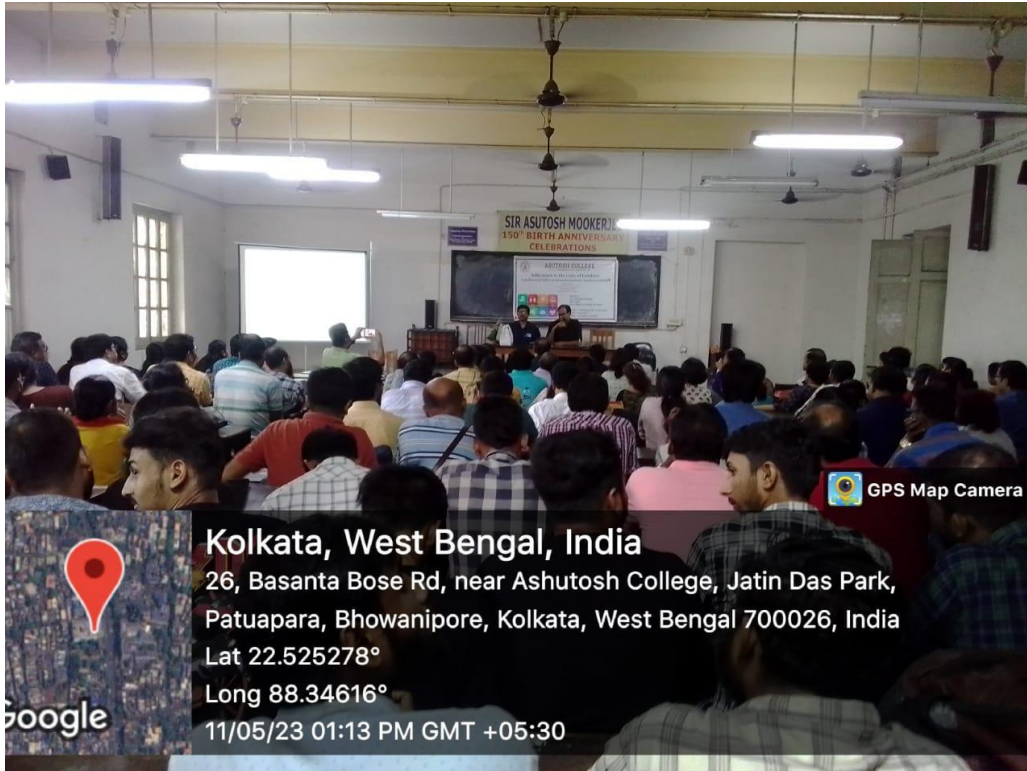
**Speaker**  
Dr. Jaydeep Sarangi  
Principal,  
New Alipore College, Kolkata

**Venue - Seminar Hall, Centenary**  
**Date - 11.5.2023**  
**Time - 12:30 pm onwards**

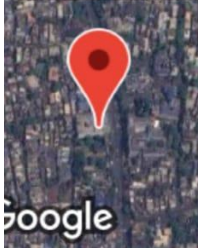
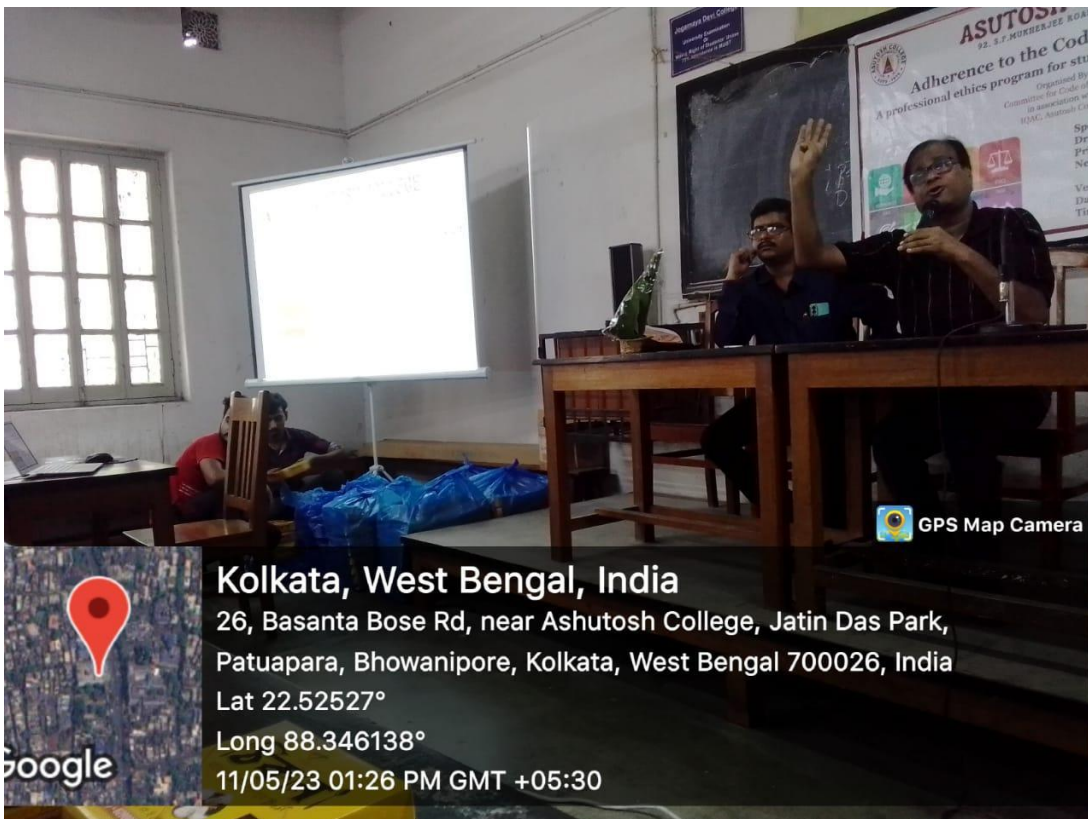
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Long 88.34616°  
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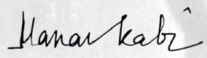
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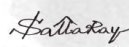
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**A Professional Ethics Program for Students, Teachers and Staffs**  
Organized by:  
Internal Quality Assurance Cell (IQAC), Asutosh College  
Date:11.05.2023


**Certificate of Participation**

This is to certify that **Dr. Kanchan Karmakar, Faculty Member** of *Asutosh College* participated in a “**A Professional Ethics Program for Students, Teachers and Staffs**”, organized by Internal Quality Assurance Cell (IQAC), Asutosh College on 11th May, 2023.

  
Dr. Manas Kabi  
Principal  
Asutosh College

  
Dr. Sriparna Datta Roy  
Co-Ordinator, IQAC  
Asutosh College

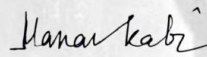
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Date:11.05.2023

**Certificate of Participation**

This is to certify that **Sri Somnath Seal, Non-Teaching Staff** of *Asutosh College* participated in a “**A Professional Ethics Program for Students, Teachers and Staffs**”, organized by Internal Quality Assurance Cell (IQAC), Asutosh College on 11th May, 2023.

  
Dr. Manas Kabi  
Principal  
Asutosh College

  
Dr. Sriparna Datta Roy  
Co-Ordinator, IQAC  
Asutosh College

DATE OF ISSUE: 11.05.2023

Signature of Principal



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