



INTERNAL QUALITY ASSURANCE CELL

FURKATING COLLEGE

P.O. FURKATING– 785610

DIST–GOLAGHAT(ASSAM)

Mobile No.-9365446210, 9435515241, 6003149751

Ref.No.....

Date:.....

A report on the Faculty Development and Administrative Training Programmes organized by Furkating College for Teaching and Non-Teaching Staff during the period 2022-2023.

The Faculty Development and Administrative Training Programmes organized by the institution can enhance their competency and efficiency. The college has taken various initiatives to conduct administrative training and professional development programme for its faculty members and employees from time to time.

- During the year, the college organized one day workshop on “Training of Trainers” (ToT) for the faculty members on 16th November, 2022. Mr. Anjan Choudhury, Master trainer in soft skills, founder of Skillfinito, Guwahati was invited as the resource person. The programme was formally started with different kinds of activities. The training focuses on building the capacity of the participants on soft skills to ensure the quality of teaching. More than 25 teaching faculty members attended the day long workshop.
- ERP training was conducted by the institution for both the teaching and non-teaching staff on 23rd December, 2022, at the conference hall. The training was conducted mainly to familiarize the staff members for smooth handling of the software system under the trainer Er. Anwasha Goswami, Proprietor, GKD619.com, Golaghat, Assam. 29 staff members of the institute attended the training programme.
- A training on Learning Management System (LMS) was conducted by the institution for the faculties on 25th January, 2023 at conference hall to enhance their competency and efficiency to create learning materials and tools for the students. 18 faculty members of the institute attended the training programme.
- Training programme on presentations/clarifications of the MRP/Digital diary was conducted by the institution on 9th March, 2023. The purpose of the training was to clarify the doubts regarding the use of digital diary and to efficiently manage the software in an integrated system. A total of 18 faculty members of the institute attended the training programme.

- One day workshop on “The Technicalities of Writing Research Papers and Presentation of Research Proposals” was organised by Research, Innovation & Extension Cell, IQAC, Furkating college on 20th May, 2023. Dr. Surajit Borkotokey, Professor, Department of Mathematics, Dean, Student Affairs, Director, the Office of International Affairs, Dibrugarh University and Dr. Sadiq Hussain, System Administrator, EDPS Dibrugarh University, were invited as resource persons to deliver their insights on the concept on writing research papers and proposals. The main aim of the workshop was to familiarize with writing effective papers and research proposals funded by different agencies. More than 80 faculties from various colleges of the region registered and attended the day long programme.
- Faculty Development Programme on Presentation Skills in a Classroom has been organized by the institution on 12-14th June, 2023 under the aegis of ICT ACADEMY. Mr. Sunil Borah, Senior Faculty, ICT Academy was the resource person of the programme. The programme was attended by 17 faculty members of the institute. The programme focuses on preparation of PPT, how to develop presentation skills, classroom management, etc. The session was made interactive where the participants fully enjoyed it with great enthusiasm.



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List of Faculty Development Programme/ Workshop/ Training organized by the college

1.	Name of the programme	Sponsored	Date & Year
2.	Training of Trainers	Furkating College	16.11.2022
3.	ERP	Furkating College	23.12.2022
4.	LMS	Furkating College	25.01.2023
5.	Training on presentations/clarifications of the MRP/ Digital diary	Furkating College	9.03.2023
6.	The Technicalities of Writing Research Papers and Presentation of Research Proposals	Furkating College	20.05.2023
7.	FDP on Presentation Skills in a Classroom	Furkating College	12-14 June, 2023