# Brochure

# Five Day Faculty Development Programme

### On

### Choice Based Credit System (CBCS)

The University of Burdwan issued a notification to introduce Choice Based Credit System (CBCS) from the 2017- 18 academic session. University organized orientation programme in this regard.

Faculty members wanted to organize a 05 (five) Day workshop on CBCS in the institution so that open discussion is possible and doubt will be clear.

So the IQAC under the direction of the college authority organizes a workshop on CBCS.

Programme Schedule: Day-01

| Date | Time | Speaker | Topic |
|------|------|---------|-------|
| 03.7.2017 | 01.30 PM | Welcome by Prof. Mousumi Roy Chowdhury | Welcome |
| 03.7.2017 | 1.40- 2.40 PM | Dr. Bibhas Chandra Saha, HoD, Department of Mathematics | Basic Lay out of CBCS |
| 03.7.2017 | 2.40- 3.15 PM | Dr. Sudip Narayan Maitra, Assistant Professor, Department of History | Advantages of CSBS |
| 03.7.2017 | 3.15-3.30 PM | Question-answer session | |

Day-02

| Date | Time | Speaker | Topic |
|------|------|---------|-------|
| 04.7.2017 | 01.30 PM | Subhas Singha Roy, Coordinator, IQAC | Exam pattern |
| 04.7.2017 | 1.40- 2.40 PM | Dr. Bibhas Chandra Saha, HoD, Department of Mathematics | Difference between Part system and CBCS |

*Subhas Singha Roy*

**Coordinator**
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

| 04.7.2017 | 2.40- 3.15 PM | Dr. Sudip Narayan Maitra, Assistant Professor, Department of History | Different Course / Papers |
|---|---|---|---|
| 04.7.2017 | 3.15-3.30 PM | Question-answer session | |

Day-03

| Date | Time | Speaker | Topic |
|---|---|---|---|
| 05.7.2017 | 01.30 PM | Dr. Bibhas Chandra Saha, HoD, Department of Mathematics | CBCS: B.SC |
| 05.7.2017 | 1.40- 2.40 PM | Subhas Singha Roy, Coordinator, IQAC | CBCS: BA General |
| 05.7.2017 | 2.40- 3.15 PM | Prof. Mousumi Roy Chowdhury | Course Options |
| 05.7.2017 | 3.15-3.30 PM | Question-answer session | |

Day-04

| Date | Time | Speaker | Topic |
|---|---|---|---|
| 06.7.2017 | 01.30 PM | Dr. Sudip Narayan Maitra, Assistant Professor, Department of History | CBCS: History (Hons & Gen) |
| 06.7.2017 | 1.40- 2.40 PM | Subhas Singha Roy, Coordinator, IQAC | CBCS: Political Science (Hons & Gen) |
| 06.7.2017 | 2.40- 3.15 PM | Dr. Bibhas Chandra Saha, HoD, Department of Mathematics | CBCS: Mathematics (Hons & Gen) |
| 06.7.2017 | 3.15-3.30 PM | Question-answer session | |

Day-05

| Date | Time | Speaker | Topic |
|---|---|---|---|
| 07.7.2017 | 01.30 PM | Prof. Susmita Sen Das HoD, Department of Bengali | CBCS: Bengali (Hons & Gen) |

| | | | |
|---|---|---|---|
| 07.7.2017 | 1.40- 2.40 PM | Prof. Kaustuv Mukherjee | CBCS: Geography (Hons & Gen) |
| 07.7.2017 | 2.40- 3.15 PM | Dr. Bibhas Chandra Saha, HoD, Department of Mathematics | Practical Examination |
| 07.7.2017 | 3.15-3.30 PM | Vote of thanks by Dr. Sk Ataur Rahaman, Principal in Charge | |

**(Dr. Sk. Ataur Rahaman)**
Teacher-In-Charge **Principal In Charge**
Chandidas Mahavidyalaya
Khujutipara, Birbhum

# Report of the 5 Day Faculty Development Training Programme

★ Name of the programme: Faculty Development Training Programme

★ Topic: Choice Based Credit System (CBCS)

★ Duration: - 05 days,

★ Date- 03.07.2017-07.07.2017  Time- 1.30 pm onwards

★ Venue: Vivekananda Seminar Hall, Chandidas Mahavidyalaya, Khujutipara, Birbhum

★ Number of participants: 28

## Brief report

The faculty development programme was formally inaugurated by Pro . Mousumi Royvhowdhury. She welcomed all the faculty members present in the programme and wished that the objective of the programme would be fruitful.

## Topics discussed

❖ *Basic lay out of the CBCS*

❖ *Advantages of CBCS in comparison with the previous model*

❖ *Different papers / course- CC, SEC, AECC, SEC, GE, DSE etc.*

❖ *Assessment pattern and Grade system*

❖ *Subject-wise course discussion*

❖ *Practical examination, project work, internal assessment*

## Resource persons

From our faculty members who are well versed with the new curriculum.

## Outcome:

The participants have got to know

☐ The lay out of the each course

☐ Assessment- internal and external pattern

☐ Different courses and papers and their availability

☐ Subject Wise course and syllabi

☐ Advantages of CBCS

Subhas Singha Roy
**Coordinator**
**Internal Quality Assurance Cell (IQAC)**
**Chandidas Mahavidyalaya**
**Khujutipara, Birbhum, W.B.**

# Brochure
# Five Day Administrative Training Programme

On

**Human Resource Management System (HRMS)**

And

**College Administrative Management System (CAMS)**

Effective management of the college administration needs E-management procedure. Administrative staff needs to be updated about the new management system. Recently the Directorate of Public Instruction, Government of West Bengal issued a circular to introduce **Human Resource Management System (HRMS) and College Administrative Management System (CAMS)** in the institution so that pay and other financial assistance and effective management of the college administration through E-management procedure can be managed digitally in a hasslefree way.

Keeping this objective in mind the authority organizes a five (5)- day workshop on HRMS between 10.07.2017 to 14.07.2017 from 12.30 PM.

Programme Schedule: Day-01

| Date | Time | Speaker | Topic |
|------|------|---------|-------|
| 10.7.2017 | 12.30- 12.40 PM PM | Welcome by Dr. Sk. Ataur Rahaman, Principal in Charge | Welcome address |
| 10.7.2017 | 12.40- 1.40 PM | Mr. Santanu Bhattacharya Computer Analyst, Bolpur, Birbhum | Basic Lay out of CAMS |
| 10.7.2017 | 1.40- 2.15 PM | Mr. Saptarshi Ghosh, Computer Analyst, Bolpur, Birbhum | Advantage of CAMS |
| 10.7.2017 | 2.15-2.30 PM | Question-answer session | |

*Subhas Singha Roy*

**Coordinator**
**Internal Quality Assurance Cell (IQAC)**
**Chandidas Mahavidyalaya**
**Khujutipara, Birbhum, W.B.**

## Programme Schedule: Day-02

| Date | Time | Speaker | Topic |
|------|------|---------|-------|
| 11.7.2017 | 12.40- 1.40 PM | Mr. Santanu Bhattacharya Computer Analyst, Bolpur, Birbhum | Daily Accounts Maintenance |
| 11.7.2017 | 1.40- 2.15 PM | Mr. Saptarshi Ghosh, Computer Analyst, Bolpur, Birbhum | Ledger Folio Maintenance |
| 11.7.2017 | 2.15-2.30 PM | Question-answer session | |

## Programme Schedule: Day-03

| Date | Time | Speaker | Topic |
|------|------|---------|-------|
| 12.7.2017 | 12.30- 12.40 PM | Dr. Sk Ataur Rahaman, Principal in Charge | Welcome |
| 12.7.2017 | 1.40- 2.15 PM | Mr. Sukumar Mondal, Computer Analyst, Kolkata | Basics of HRMS |
| 12.7.2017 | 2.15-2.30 PM | Question-answer session | |

## Programme Schedule: Day-04

| Date | Time | Speaker | Topic |
|------|------|---------|-------|
| 13.7.2017 | 12.30- 1.30 PM | Mr. Sukumar Mondal, Computer Analyst, Kolkata | Preparation of Pay Packet |
| 13.7.2017 | 1.45- 2.30 PM | Mr. Sukumar Mondal, Computer Analyst, Kolkata | Preparation of different demands through ICT |
| 13.7.2017 | 2.15-2.30 PM | Question-answer session | |

Subhas Singha Roy
**Coordinator**
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

Programme Schedule: Day-05

| Date | Time | Speaker | Topic |
|------|------|---------|-------|
| 14.7.2017 | 12.30- 1.30 PM | Mr. Sukumar Mondal, Computer Analyst, Kolkata | Hands on training (HRMS) |
| 14.7.2017 | 1.45- 2.30 PM | Mr. Saptarshi Ghosh, Computer Analyst, Bolpur, Birbhum | Hands on training (CAMS) |
| 14.7.2017 | 2.15-2.30 PM | Subhas Singha Roy, Coordinator, IQAC | Vote of thanks |

(Dr. Sk. Ataur Rahaman)
Teacher - in - Charge
Chandidas Mahavidyalaya
Khujutipara, Birbhum

# Report of the 5 Day Administrative Training Programme

★ Name of the programme: Administrative Training Programme

★ Topic: CAMS (College Administrative management System) & HRMS (Human Resource Management System)

★ Duration: - 05 days,

★ Date- 10.07.2017-14.07.2017          Time- 12.30 pm onwards

★ Venue: Vivekananda Seminar Hall, Chandidas Mahavidyalaya, Khujutipara, Birbhum

★ Number of participants: 13

## Brief report

The faculty development programme was formally inaugurated by Dr. Sk. Ataur Rahaman, Principal in Charge. He welcomed all the faculty members present in the programme and wished that the objective of the programme would be fruitful.

Topics discussed

❖ *Basic lay out of CAMS & HRMS*

❖ *Advantages of CAMS & HRMS*

❖ *Preparation of Pay Packet*

❖ *Preparation of accounts for annual audit*

Resource persons

1) Mr. Santanu Bhattacharya, nComputer Analyst, Bolpur, Birbhum
2) Mr. Saptarshi Ghosh, Computer Analyst, Bolpur, Birbhum
3) Mr. Sukumar Mondal, Computer Analyst, Kolkata

## Outcome:

The participants have got to know

☐ Basic of CAMS & HRMS

☐ Daily Accounts Maintenance

☐ Preparation of Salary and Pay Packet

☐ Preparation of different demands

☐ Preparation of accounts for annual audit

Subhas Singha Roy extended vote of thanks in this programme to the participants. He wished that the participants got to know the basics of CAMS and HRMS and enabled the administrative staff to do administrative and office work in a more efficient way.

Subhas Singha Roy
**Coordinator**
**Internal Quality Assurance Cell (IQAC)**
**Chandidas Mahavidyalaya**
Khujutipara, Birbhum, W.B.