

PROGRAMME NO:

Professional Development Programme (PDP) for Administrative Officers and Staff

The Internal Quality Assurance Cell (IQAC) and Faculty Development Centre (FDC), Tripura University organized a three days Professional Development Programme for Administrative Officers and Staff of Tripura University from 15th January to 17th January, 2021.

The notification was displayed in the Tripura University website as well as the same was circulated among all Officers and staff of the University for attending the programme.

On 15th January, 2017, the Inaugural Session was held. The programme was inaugurated by Professor Ganga Prasad Prasain, Hon'ble Vice-Chancellor, Tripura University. Welcome Address was given by Prof. Binod Chandra Tripathy, Director, IQAC of the University. Dr. Deepak Sharma, Registrar, Tripura University discussed on the importance of organizing such professional programme for the Officers and staff. Hon'ble Vice-Chancellor, Tripura University delivered the Presidential Address. The vote of thanks was given by Dr. Sabyasachi Dasgupta, Dean, Students' Welfare and Coordinator, NAAC, Tripura University. A total of around 315 Officers and staff participated in the programme which includes many Outsourcing and MRW staff for the first time.

A total of 4 resource persons from different organisations/institutions outside the Tripura University delivered lectures through online virtual mode. They were Dr. Ninad Jhala, Anand Institute of Social Work, Gujarat; Prof. W. Chandbabu Singh, Registrar, Manipur University; Mr. Nihaludding Siddiqui, Al-Falah University, Faridabad; Dr. Shobha G., Educator, Counselor, Nutritionist Wellness and Life Skills Coach, Bengaluru. The topics briefed by the resource persons in the programme are mentioned hereunder:

Sl. No.	Name of the Resource Person	Topics delivered by the Resource Persons
1	Dr. Ninand Jhala	Administrative Preparation for NAAC Visit
2	Prof. W. Chandbabu Singh	Aspects of Morale and Motivation of University Employees
3	Mr. Nihaludding Siddiqui	1) Suspension from the service, 2) Holding Departmental Inquiries University Administration, Office Procedures Noting, Drafting various forms of communication, preparation of agenda of important meetings and preparation of Minutes thereof
4	Dr. Sobha G.	Emotional Intelligence and Anger Management for Positive Work Environment

Besides, following Officers of the University delivered lecture on the following topics:

Sl. No.	Name of the Officer	Name of the Topics
1	Sri M.M. Reang, Jt. Registrar	Reservation Policy & Roster
2	Dr. K.B. Jamatia, Jt. Registrar and Director (i/c), DDE	University Administration, Office Procedures

3	Sri Nirmal Reang, Deputy Registrar and Deputy Finance Officer (i/c)	Retirement Benefits
4	Dr. Abhijit Choudhuri, Assistant Registrar	A brief discussion on Right to Information (RTI) Act, 2005

During the break time, tea/refreshment/lunch was arranged for the participant. The Valedictory Session was held on 17th January, 2021. Before the programme was over, ‘Certificate of Participation’ was presented to all the participants. Also ‘Certificate of Excellence’ was given to 15 participants based on their performance in the programme.

At last, Valedictory Address was given by Prof. Alak Bhattacharya, Director (i/c), College Development Council, Tripura University.

Few Moments of the Professional Development Programme (PDP)



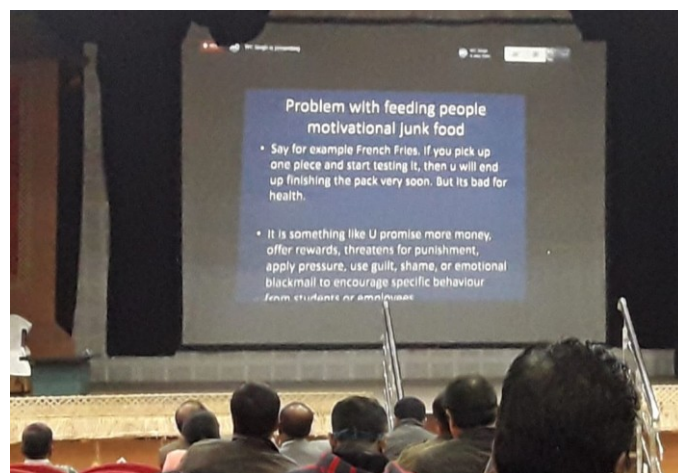
Inaugural Session



Presidential Address delivered by Prof. Ganga Prasad Prasain



Lecture by Dr. Ninand Jhala



Lecture on ‘Aspects of Morale and Motivation of University Employees’



Talk by Sri M.M. Reang



Talk by Dr. K.B. Jamatia



‘Certificate of Participation’ giving ceremony.