

PROFESSIONAL DEVELOPMENT/
ADMINISTRATIVE TRAINING
PROGRAMS.

FOR -

TEACHING STAFF.

SESSION - 2021-22.

DATE:- 20-7-2021

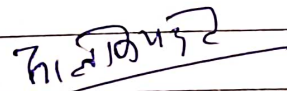
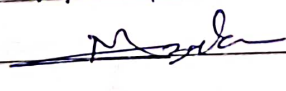
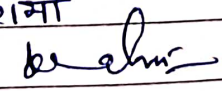



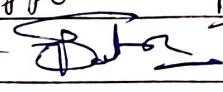
Learning Functional English.

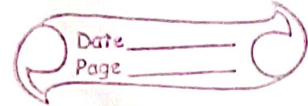
One-day professional development program was conducted by Department of English for teaching staff. It was entirely related to usage of English language in our day-to-day life. Functional English provides the basis for effective communication and understanding across areas like speaking, listening, reading and writing. It also enhances our confidence and skill in our daily life and profession.

Topic:- "Learning Functional English."

Resource Person:- Dr. A.K. Singh, Asst. Professor
Department of English,
SSGR Govt. College, Sargam.

PDP attended by:-

1. Dr. A.K. Chandel 
2. A.PATH (Dr. Abha Tribathi)
3. Dr. M.V. Bora 
4. Dr. S.P. Ambatta
5. Dr. रेखा शर्मा
6. N.K. Singh 
7. J. K. Sharma 
8. Anuradha Diwan 
9. Aman Kumar Toppo 
10. Sandhya Patra 



DATE: - 21-09-2021.

Computer Training Program.

A basic computer training program was organised by Mr. Sandhya Patre, Asst. Prof Chemistry. This training program was focused on MS-Word, Excel and Powerpoint, specifically. Basics of all the three softwares were told to trainees.

Topic :- "Basics of Computer".

Resource Person:- Dr. Sandhya Patre,
Asst. Professor Dept. of
Chemistry.
SSGR Govt. College,
Saugan.

Attended by :-

S.No.	Name	Signature
01.	Jitendra Kumar Sharma -	
02.	Dr. A.K. Chandel	
03.	A.PATH (Dr. Abha Tripathi)	
04.	Dr. M.V. Bhande	
05.	Dr. N.K. Singh - Deolpur	
06.	Dr. S.P. Ambasth	
07.	रजर राव	
08.	Anuradha Diwan -	
09.	Sandhya Patre	
10.	A.K. Singh	

Date:- 30-11-2021.

Research Methodology.

A professional development program was organised on 30th day of ~~2021~~ October, 2021. This PDP was conducted to broaden the writing skills. The information imparted in this program was exclusively related to "Writing a Research Paper". This insightful session was delivered by Dr. N. K. Singh Asst. Professor. - Dept. of Botany.

Topic:- Writing a Research Paper.

Resource Person:- Dr. N. K. Singh,
Asst. Professor, Dept. of
Botany.
SSGR Govt. College, Sojgaon.

Attended By:-

S.No.	Name	Signature
01.	Dr. S. P. Ambasth.	
02.	रेखा शर्मा	
03.	N. K. Singh - Asst. Prof.	
04.	Dr. A. K. Chandel	
05.	Dr. M. V. Baula	
06.	Dr. Abha Tripathi (Dr. Abha Tripathi)	
07.	J. K. Sharma	
08.	Sandhya Patra	

Date:- 05-02-2022.

Income Tax.

One-day professional development program was organised by department of Commerce and conducted by Mr. J.K. Sharma, Asst. Professor, Dept. of Commerce. Entire session was focused on, computation of income tax by an individual, how to avail rebate and deductions under various sections of Income Tax Act, 1961 and other key areas of tax calculation.

Topic:- Income Tax

Resource Person:- Shri Jitendra Kumar Sharma
Asst. Professor Dept. of Commerce
SSGR Govt. College, Sangam.

Attended By:-

S.No.	Name	Signature.
01.	Dr. S.P. Amashth.	
02.	इरत शर्मा	
03.	N.K. Singh -	
04.	Anuradha Diwan -	
05.	Sandhya Parr.	
06.	Dr. A.K. Chandel	
07.	Dr. M.V. Basila	
08.	A.P.T.V. (Dr. Abha Teupathi)	
09.	A.K. Singh	

PROFESSIONAL DEVELOPMENT /
ADMINISTRATIVE TRAINING
PROGRAMS

FOR — NON-TEACHING STAFF

SESSION — 2021-22.

Date:- 24-08-2021.

ACCOUNTS KEEPING.

One-day administrative training program was conducted by Dept. of Commerce on the topic - Accounts Keeping. Significance of accounting in organisation can never be ignored and a sound accounting system is a key factor for maintaining transparency in every organisation. Maintenance of Cash Book, Income & Expenditure, Receipts and Payments and Balance sheet preparations was the core area of this programme.

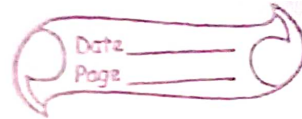
Topic :- Accounts Keeping.

Resource Persons :-

- 1.) Dr. Alok Kumar Chandel, Professor, Dept. of Economics.
- 2.) Shri Jitendra Kumar Sharma, Asst. Prof. Dept. of Commerce.
- 3.) Smt. Anuradha Siwan, Asst. Prof. Dept. of Commerce.

Attended By :-

S.No.	Name	Signature.
01.	Purvi Buzar Buzar	P. Buzar
02.	Ranjeta Sahu	R.S.
03.	Sanatkumar	SK
04.	Arun	A.R.
05.	Paras Kashyap	P.K.
06.	Nitish Jangde	N.J.



DATE: - 28-10-2021.

Basic Computer Training.

Basic Computer training programme was organised for non-teaching staff. This session was divided into two parts viz - Introduction to Computers and Fundamentals of MS-Office. First session was conducted by Ms. Ranjeela Sahu and Second session by Mr. Mukesh Sahu. Entire session was very informative and non-teaching staff learned the basics of Computers.

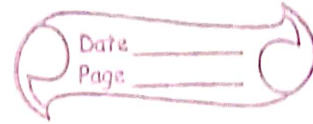
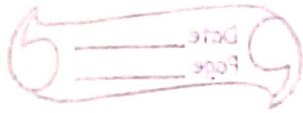
Topic :- Basics of Computer

Resource Persons :-

- 1.) Ms. Ranjeela Sahu, MCA, Computer Operator, SSGR Govt. College, Sangam.
- 2.) Mr. Mukesh Sahu, Ex-Student SSGRGC. Sangam, Proprietor - MK Computers, A unit of Choice Center Approved by CG. Govt.

Attended By :-

S.No.	Name	Signature
01.	नीर कर्	
02.	Nitish Jangde	
03.	Muvel Basa 2A Puzar	
04.	Paras Kashyap	
05.	Sanat Kumar	
06.	Ramesh kumar	



DATE:- 18-01-2022

OFFICE MANAGEMENT. - ATP / Discussion.

One-day ATP was organised to enhance the skills of office staff. Importance of office management, documentation, maintaining files, etc. were the core area of entire lecture. Office is considered as backbone of every organisation, hence a sound ^{office} management system is required to be developed.

Topic:- office Management-

Resource Persons:- Dr. A.K. Sing. Asst. Professor.

Dept. of English.

Dr. M.K. Singh, Asst. Professor.

Dept. of Botany.

Dr. A.K. Toppo. Asst. Professor

Dept. of Zoology.

Participated By:-

S.No.	Name	Signature.
01.	Sanat Kumar	
02.	नीरा कौर	
03.	Poojika sahu.	
04.	Pravrat Busu A Purse	