



DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

NAAC Accredited B + College

(Affiliated to Kazi Nazrul University)

Recognised Under Section 2(f) & 12(B) of UGC

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,

India, PIN – 713 331

Title of the Event: Office Organization: Streamlining Administrative Tasks

No. of Registered Participants: 23

1. Smt. Shampa Banerjee (Ganguly)
2. Sri Manas Kumar Chatterjee
3. Sri. Uttam Kumar Paswan
4. Smt. Uttara Bouri
5. Sri. Ganesh Chandra Bouri
6. Sri. Jayanta Sarkar
7. Sri. Avinash Rai
8. Sri. Asish Ranjan
9. Sri. Ghanshyam Chand
10. Sri. Binit Singh
11. Shri. Shyamal Raut
12. Sri. Dasarath Nayak
13. Sri. Krishna Bahadur
14. Sri. Ashish Ghosh
15. Smt Kabita Bhattacharjee
16. Sk. Mirajul Islam
17. Sri Biswajit Rout
18. Sri. Rajesh Bouri
19. Sri Ashish Kumar Mondal
20. Smt. Kajal Tanti
21. Sri Sashi Nath Prasad
22. Smt. Tanushree Khan (Paul)
23. Sri Jitender Goswam

Date: September 26-30, 2023

Reports:



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The five-day Administrative Training Programme for the Non-Teaching Staff titled “Office Organization: Streamlining Administrative Tasks” was organized by the IQAC at Deshabandhu Mahavidyalaya Chittaranjan, began on September 26, 2023, at 11:00 am in Iswarchandra Vidyasagar Seminar Hall. The event saw staff from nearby institutions as well as the registered staff from the home Institute as participants. Dr. Tridib Santapa Kundu, Hon’ble Principal, and Dr. Nikhilesh Barik, Deputy COE, Kazi Nazrul University graced the inauguration. Dr. Kundu introduced the program with a session on leadership in quality management and its importance in academia.

The first day focused on understanding leadership in quality management. Dr. Barik discussed basic ideas of organization and time blocking a typical office day, with hands on review of organizing one’s work desk in the afternoon.

On the second day, Mr. Somnath Roy, Central Library Staff, KNU led a session on different ways to manage documents, setting up a document management system and creating a filing system. In the afternoon session, Mr. Roy lead hands down sessions on keeping the document system updated, and discussed real-life examples of good document systems

On the third and fourth days, Dr. Barik returned to introduce the idea of workflow efficiency and office communication. He explained the basic tenets of workflow, with the inputs for various levels of non teaching staff and also suggested various technical tools for workflow efficiency. The day next was when Dr. Barik spoke on workplace communication, effective workplace division of labour and the efficacy of frequent meeting and recognition of proper channel.

The final day began with Mr. Arindam Bauri from KNU Finance Office discussing strategies for fostering continuous improvement, devising improvement and strategic plans for development and various strategies to keep oneself updated. The program concluded with networking and a vote of thanks by Dr. Apurbo Kumar Roy, IQAC Coordinator, acknowledging participants and contributors for their support.

Flyer:



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(Tridib Santapa Kundu)

Principal

Principal

Deshabandhu Mahavidyalaya

Chittaranjan