



Report On
Administrative Training & Capacity Building Workshop


Under MoU
With Bijoy Krishna Girls' College

Organised By Raidighi College
In Collaboration with
Bijoy Krishna Girls' College

Programmes under MoU with Bijoy Krishna Girls' College
5/3, Mahatma Gandhi Road, Howrah-711101

Session 2022-2023

Sl. No.	Title of the Event or Activity Organised	Date or Period of the Event or Activity	Convenor of the Event or Involved Teacher(s)	No. of Participants	Beneficiary
1.	Administrative Training Program and Capacity Building Workshop	29-04-2023 to 27-05-2023	Uttam Ray Mondal, Shaktipada Jana, Paritosh Bar	37	Non-Teaching Staff Members


Signature of the Principal
Bijoy Krishna Girls' College
RUMA BHATTACHARYYA
Principal/Secretary
Bijoy Krishna Girls' College
5/3, Mahatma Gandhi Road, Howrah-1


Signature of the Principal
Raidighi College
PRINCIPAL
RAIDIGHI COLLEGE



RAIDIGHI COLLEGE

(A NAAC Accredited College)

P.O. & P.S. -Raidighi, South 24 Parganas, Pin- 743383

Phone No. 9735340005

Website – www.raidighicollege.in

Email – principal.raidighi@gmail.com, raidighicollege95@gmail.com



Date: 14/04/2023

NOTICE

This is to inform all the concerned that the following event will take place in the premises of Raidighi College. You are requested to comply and oblige. The details of the event is given below:

Title: **Administrative Training Program & Capacity Building Workshop**

Date: 29/04/2023 to 27/05/2023

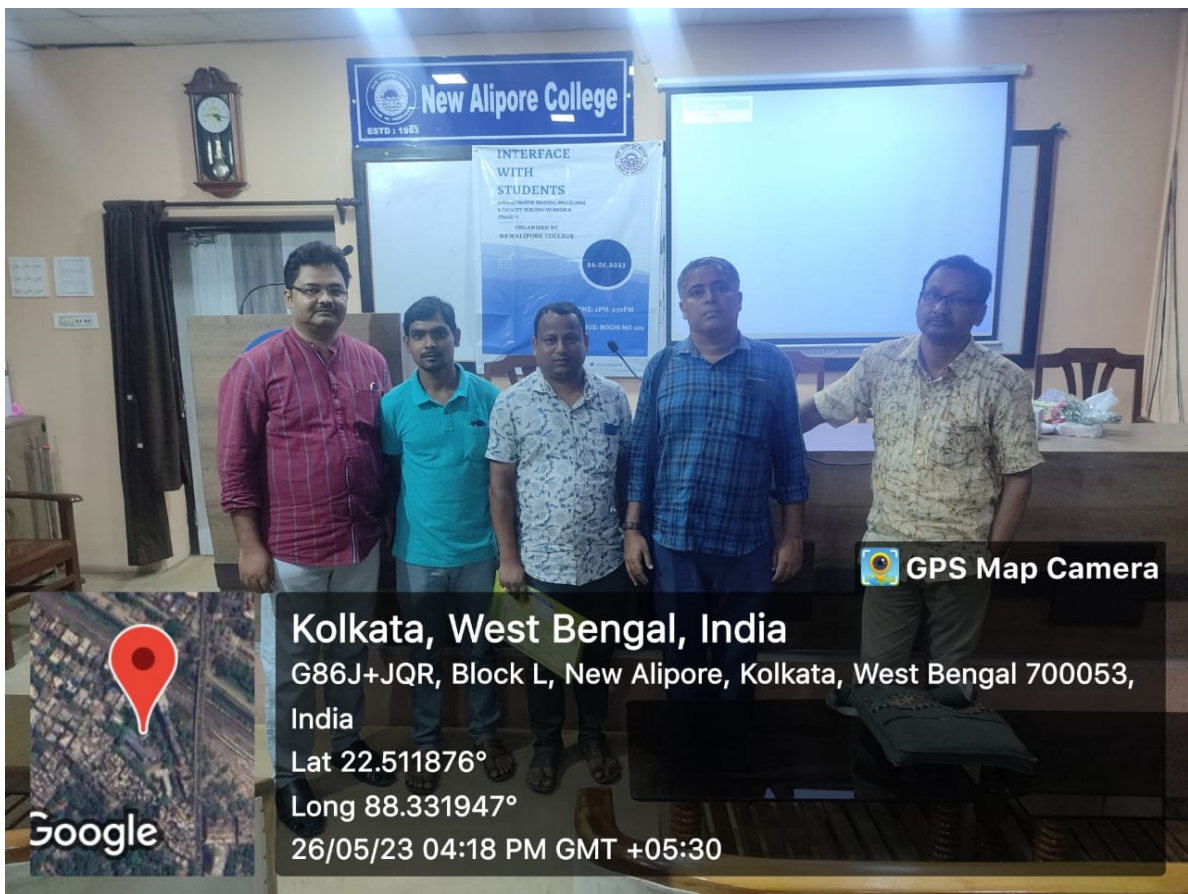
Time: 11:00 AM

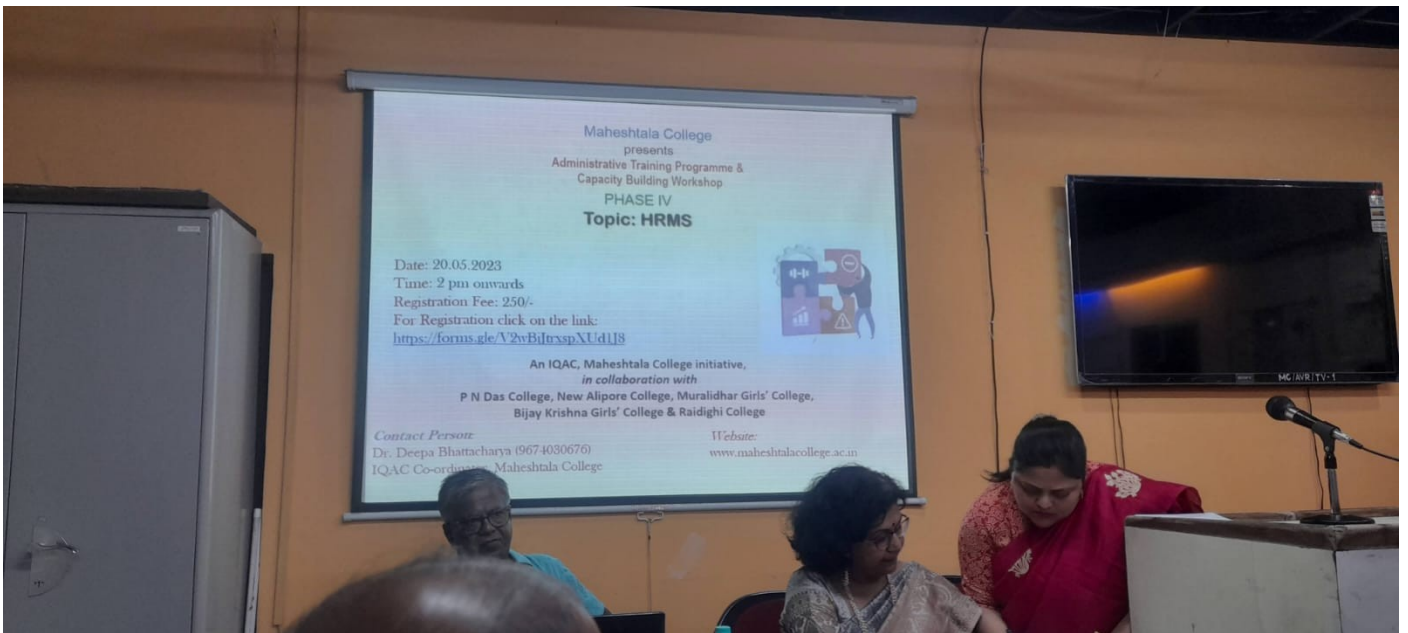
Venue: At Different College Premises of BijoyKrishna, Maheshtala, Muralidhar, PN Das, NewAlipore, & Raidighi College

Type of Event: Seminar

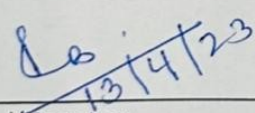



Dr. Sasabindu Jana
Principal
PRINCIPAL
RAIDIGHI COLLEGE





DATE	VENUE	TOPIC
29.04.2023	BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH	TALLY
06.05.2023	MAHESHTALA COLLEGE	HRMS
13.05.2023	MURALIDHAR GIRLS' COLLEGE	SERVICE BOOK & E-PENSION
20.05.2023	P.N. DAS COLLEGE	RECORD KEEPING, STOCK & ASSETS
26.05.2023	NEW ALIPORE COLLEGE	INTERFACE WITH STUDENTS
27.05.2023	RAIDIGHI COLLEGE	E-TENDER



 Principal/Secretary

Collaborative Training Empowers College Staff

Raidighi College joined forces with five other institutions - Bijoy Krishna Girls' College, Maheshtala College, Muralidhar Girls' College, P. N. Das College, and New Alipore College - to conduct a six-day Administrative Training Program and Capacity Building Workshop. This initiative aimed to equip administrative staff with the necessary skills and knowledge to excel in their roles.

The program spanned across six days, with each day hosted by a different college and focusing on a specific theme:

- **April 29th (Bijoy Krishna Girls' College):** Tally
- **May 6th (Maheshtala College):** HRMS (Human Resource Management System)
- **May 13th (Muralidhar Girls' College):** Service Book and E-Pension
- **May 20th (P. N. Das College):** Record Keeping of Stock & Assets
- **May 26th (New Alipore College):** Interface with Students
- **May 27th (Raidighi College):** E-Tendering

This collaborative approach fostered knowledge sharing and ensured staff from all participating colleges benefitted from diverse expertise in various administrative domains. The program equipped them with the necessary skills to navigate the complexities of their roles effectively, contributing to the overall efficiency and success of their respective institutions.