



SACHIN DEBBARMAN MEMORIAL GOVT. MUSIC COLLEGE

Lichubagan, Agartala, Pin-799006

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No.F.2(15)-SDMGMC/IQAC/2014/695(B)

Date:- 16/02/2018

INTERNAL QUALITY ASSURANCE CELL (IQAC)

REPORT ON ADMINISTRATIVE STAFF DEVELOPMENT PROGRAMME

Title of the Programme – Professional Development Programme on Bengali Typing

Date of conducting the Programme – 12th February 2018

No. of Participants – 03 Nos

The IQAC conducted the administrative staff development programme to help them learn and develop their skills on Bengali typing using various softwares and applications.

The programme was inaugurated by the Principal-in-charge who in her inaugural speech stressed on the need of Bengali typing skills for various daily official works and encouraged them to effectively use these softwares for the benefit of the college. The resource person of the programme was Mr. Siddhartha Choudhury, Assistant Professor of the college. The resource person introduced the administrative staff to softwares that are commonly used for the purpose of Bengali typing. He explained about the various tools of these softwares and also provided a hands on training to the staff. The whole session was a very interactive one and the administrative staff cleared their doubts from the resource person.

The programme concluded with the vote of thanks by the IQAC Coordinator of the college.



Dr. Manika Das
16/02/18

(Dr. Manika Das)
Principal in Charge
SDM. Govt. Music College
Lichubagan, Agartala



Siddhartha Choudhury
16/02/2018

(Siddhartha Choudhury)
(IQAC Co-ordinator)
S.D.M.G.M.C

