



# **A Report on Four Week Long Workshop on ACADEMIC ADMINISTRATION**



**Organized by  
Internal Quality Assurance Cell,  
ASSAM UNIVERSITY, SILCHAR**



## **A Quality Initiative of IQAC**

A training program for university administrators organized from 29<sup>th</sup> August to 25<sup>th</sup> September, 2017

**A Report on**  
**Four Week Long Workshop on**  
**ACADEMIC ADMINISTRATION**

**(A Training Program for University Administrators)**

**29<sup>th</sup> August to 25<sup>th</sup> September, 2017**



**Organized by**  
**Internal Quality Assurance Cell,**  
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**2017**

**A Report on Four Week Long Workshop on “ACADEMIC  
ADMINISTRATION” Organized by Internal Quality Assurance Cell,  
ASSAM UNIVERSITY, SILCHAR from 29<sup>th</sup> August to 25<sup>th</sup> September, 2017**

**Prelude**

Education itself aims at the development of human resources. In an Higher Educational Institution whenever someone thinks of improving the quality of manpower through training it is the different types of teacher-education programme that comes to mind. But developing of Human Resources in educational institutions shall involve proper and periodic training to all stake holders and employees of the university not only the teaching fraternity. People working at different levels in an educational institution and performing different roles requires different competencies to be effective in their respective fields. With the fast changing world in terms of technological advances, financial rules, policies need all sections of an educational institution beyond academics to be up and doing and informed. Training is also necessary to update the information, knowledge, skills and attitudes of all educational functionaries to upgrade and enrich them in tune with their job descriptions.

It is evident from the above- discussion that the professional development of officers of any higher educational institution cannot be attained with the pre-service training programmes only. Simultaneously, the new advances are come up on the educational horizon like educational structure, Government Rules, transactional strategies, technology and management process. These changes are to be understood and implemented and for that the officials of the higher educational institutions need to be apprised and trained on regular basis.

Along with the challenges that the universities are facing in the 21<sup>st</sup> century, there are also several opportunities for the universities to grab. This paves the way for continuous improvement in management and administration to prepare university administrators to act as icons of the knowledge driven economy with a strategic vision. With an aim to provide up-to-date information on such issues, this workshop was designed for senior administrators of the university. This was a timely and pertinent step of the Internal Quality Assurance Cell of Assam

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University to train such officials of the university on the use of technology, develop positive attitude towards inter personal relationship, improving of leadership quality and accordingly enhance quality of planning, managing and administration in the Universities.

### Participants of the Workshop

In the meeting of the IQAC Steering Committee dated 25<sup>th</sup> January, 2017 it was resolved that as Quality Initiative IQAC shall organize such a training program of about a month's duration for the benefit of the officials of the university.

**Figure 1: The Workshop Banner**



Keeping this in mind the IQAC of the university conducted 4 week long workshop on Academic Administration from 29<sup>th</sup> August to 25<sup>th</sup> September, 2017. The Section Officers and Equivalent participated in the first week from 29<sup>th</sup> August to 5<sup>th</sup> of September. A total of 39 participants registered for the first week of the workshop and 20 for all the remaining 3 weeks. The information about the even was circulated throughout the different higher educational institutions of North East India and some out station participants enrolled them for the event too.

The following table shows the list of participants of the event:

Sl No	Name	Affiliation	Designation	Email
1	Mr. Biswajit Das	Assam University, Silchar	Section Officer	bdsp1968@gmail.com
2	Mr.Lalan Prasad Yadav	Assam University	Workshop Superintendent	lalanaus08@gmail.com
3	Dipak Kumar Dey	Assam University	Section Officer	dipakdey877@yahoo.com
4	Mrs. Nimni Das	Assam University	Section Officer	nimni1965@gmail.com
5	Mr.Sabil Ahmed Barbhuiya	Assam University	Section Officer	sabilahmedbarbhuiya@gmail.com
6	Mrs.Boby Dimasha	Assam University	Private Secretary GR.I	boby.dimasha@gmail.com
7	Mrs. Ila Das	Assam University	Section Officer	idas09@rediffmail.com
8	Mr. Pulak Dhar	Assam University	Section Officer	ddpulak@yahoo.co.in
9	Mr. Ashish Sonker Dutta	Assam University	Section Officer	ashishsankardatta@gmail.com
10	Angshuman Dutta	Assam University	Section Officer	dutta_angshuman@yahoo.co.in
11	Mrs. Bhairabi Choudhury	Assam University	Section Officer	bchoudhury_aus@rediffmail.com
12	Mrs. Ajanta Bhattacharjee	Assam University	Section Officer	ajanta.silchar@gmail.com
13	Mr. Ajoy Paul	Assam University	Section Officer	acp123@aol.in
14	Md. Abdul Jalil	Assam University	Section Officer	jalil771970@gmail.com
15	Mrs. Shahnwaj Begum Laskar	Assam University	Section Officer	shahnwaj.b.laskar.aus@gmail.com
16	Faruque Ahmed Laskar	Assam University	Section Officer	falraus86@gmail.com
17	Mr.Partha Pratim Dey	Assam University	Assistant Engineer	parthapratim.rst@gmail.com
18	Mr.Debanon Dey Purkayastha	Assam University	Assistant Engineer	debanon@gmail.com
19	Swagata Das	Assam University	Private Secretary	<u>swagatadas980@gmail.com</u>
20	Mr.Utpal Duwarah	Nagaland University	Assistant Registrar	duwarah9@gmail.com

Sl No	Name	Affiliation	Designation	Email
21	Mr.Vekhoyi Tetseo	Nagaland University	Assistant Registrar	<a href="mailto:vekhoyitetseo@yahoo.com">vekhoyitetseo@yahoo.com</a>
22	Mr.Abhijit Sutradhar	Nagaland University	Assistant Registrar	<a href="mailto:abhijit.sdhar@gmail.com">abhijit.sdhar@gmail.com</a>
23	Dr. T. Akummenba Jamir	Nagaland University	Assistant Registrar	<a href="mailto:akummenbajamir@gmail.com">akummenbajamir@gmail.com</a>
24	Ms. Angunuo Khieya	Nagaland University	Assistant Registrar	<a href="mailto:angukhieya@yahoo.com">angukhieya@yahoo.com</a>
25	Mr.Peter Ki	Nagaland University	Publication Relation Officer	<a href="mailto:pro@nagalanduniversity.ac.in">pro@nagalanduniversity.ac.in</a>
26	Mr. Niharendu Dhar	Assam University	Assistant Registrar	<a href="mailto:ndhar7566@gmail.com">ndhar7566@gmail.com</a>
27	Mr.Sobhan Kumar Bedajna	Assam University	System Analyst	<a href="mailto:sovan1975466@gmail.com">sovan1975466@gmail.com</a>
28	Dr. Abul Hassan Chaudhury	Assam University	Assistant Registrar	<a href="mailto:ahckxj@gmail.com">ahckxj@gmail.com</a>
29	Dr. Subha Deep Dhar	Assam University	Deputy Registrar	<a href="mailto:subhadeepdhar@yahoo.com">subhadeepdhar@yahoo.com</a>
30	Mr.Dal Bahadur Rai	Assam University	Assistant Registrar (Establishment)	<a href="mailto:dbrai1961@gmail.com">dbrai1961@gmail.com</a>
31	Mr.Samar Chandra Seal Sarma	Assam University	Assistant Registrar	<a href="mailto:samarsealsarma@gmail.com">samarsealsarma@gmail.com</a>
32	Dr. Subrata Sinha	Assam University	System Analyst	<a href="mailto:sa1_cc@aus.ac.in">sa1_cc@aus.ac.in</a>
33	Mr.Kallol Das Talukdar	Assam University	Information Scientist	<a href="mailto:kalloltalukdar@gmail.com">kalloltalukdar@gmail.com</a>
34	Mr.K. Anand Kr. Singha	Assam University	Networking Engineer	<a href="mailto:k.anandsingha@gmail.com">k.anandsingha@gmail.com</a>
35	Dr. Surendra Kumar Upadhyay	Assam University	Hindi Officer	<a href="mailto:surendra.upadhyay@gmail.com">surendra.upadhyay@gmail.com</a>
36	Mr. Debasish Chakraborty	Assam University	Public Relation Officer	<a href="mailto:debasish.ar.aus@gmail.com">debasish.ar.aus@gmail.com</a>
37	Dr. Thengtom Rongpi	Assam University, Diphu Campus	Assistant Registrar	<a href="mailto:trongpi@gmail.com">trongpi@gmail.com</a>
38	Debasish Chakraborty	Assam University	Deputy Registrar	<a href="mailto:chakrabortydshg@gmail.com">chakrabortydshg@gmail.com</a>
39	Pinak Nath Purkayastha	Assam University	Assistant Registrar	<a href="mailto:pinakp@gmail.com">pinakp@gmail.com</a>

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**Session Details of the Workshop**

During the workshop there were 96 sessions of which there were as many as 80 lectures were delivered by 27 resource persons. The participants also delivered 20 presentations during the workshop.

As many as twenty-seven resource persons delivered during the workshop on different aspects of Academic administration including Human Resource Management, Financial rules, Office rules, Cyber security, file maintenance, procurement, pension rules etc. Deliberations were also made by the resource persons on several life skills like health issues, stress management, yoga (both practical and theory) and disaster management. Some classes were also organized on development of soft skills of the participants like legal aspects, gender issues, interpersonal relationship, motivation etc.

**Figure 2: Resource Person Prof. Joyati Bhattacharya engaging a session in the workshop**



Different activity classes on soft skills development like Time Management, team Formation, Work Life Balance, Communication Skill etc. were organized by two resources persons coming from Grip Consultancy, Kolkata. Such activities were enjoyed and appreciated by all. Events were organized on educational administration specific skills. The resource persons were senior officials, government officers, faculty members and professionals hired from different



institutions and organizations. Some of the institutions/organizations from which the resource persons were hired includes Assam University, National Institute of Technology (Silchar), Indira Gandhi National Open University (IGNOU, New Delhi), Grip Consultancy, Cachar Cancer Hospital and Research Center, Assam Government, Tripura Government, Indian Institute of Technology (IIT, Kharagpur), Patanjali Yogapeeth etc.

**Figure 3: An activity class in progress**



All the participants presented some of their innovative way that they use in their work-place. Such presentations were informative and very interesting. The Peer group enjoyed those deliberations. All such deliberations were monitored by senior officials/faculty members nominated by the IQAC. All the participants were provided with working lunch and tea/light refreshment during the workshop days.



**Figure 4: A participant presenting about innovations he made in his office**



The Budget sanctioned for the workshop was 5 lakhs (only for the AR and equivalent) and later on the Section Officers are also to be provide the training. From the registration another 87 thousand was collected. A budget of 5.97 lakhs were submitted. However, the entire program was completed within 4.3 lakhs.

**Figure 5: Yoga Classes in progress**



**The schedule of the Program was as follows:**

<b>Date</b>	<b>Time slot</b>	<b>Topic</b>	<b>Speaker</b>
29-Aug-17	10 to 11:30	Inaugural Session	
29-Aug-17	11:45 to 1:15	Public administration and Academic Administration	Devajyoti Gogoi Asst. Deputy Commissioner, Cachar District
29-Aug-17	1:45 to 3:15	Managing an Organization	Dr. Ravi Kannan, Director, Cachar Cancer Hospital & Research Center, Silchar
29-Aug-17	3:30 to 5	Good Practices for Healthy Life	Dr. Ravi Kannan, Director, Cachar Cancer Hospital & Research Center, Silchar
30-Aug-17	10 to 11:30	Quality Parameters in University Education System and Higher Learning Institutes	Dr. Subroto Chowdhury, Associate Professor, NIT Silchar
30-Aug-17	11:45 to 1:15	Health Hazards of Office Workers and its Preventive Measures	Dr. Darsana Patoa, Senior Medical Officer, Assam University
30-Aug-17	1:45 to 3:15	Interpersonal Relationship	Dr. Arup Barman Professor, Assam University
30-Aug-17	3:30 to 5	Interpersonal Relationship	Dr. Arup Barman Professor, Assam University
31-Aug-17	10 to 11:30	Pay Fixation	Dr. B B Mishra Finance Officer, Assam University, Silchar
31-Aug-17	11:45 to 1:15	Law for Working Women	Ms Sujata Dutta, Megistrate, Silchar Court
31-Aug-17	1:45 to 3:15	Understanding and implementation of law	Prof. Alok Tripathi Professor, Assam University
31-Aug-17	3:30 to 5	Principles and Practice of Human Rights: Some Issues	Prof. R R Dhamala Professor, Assam University
1-Sep-17	10 to 11:30	Pension Rules	Dr. B B Mishra Finance Officer, Assam University
1-Sep-17	11:45 to 1:15	Yoga a Complete Science	Mr. Sukumar Chandra Nath, Yoga Teacher, Patanjali

Date	Time slot	Topic	Speaker
			Yogapeeth, Silchar
1-Sep-17	1:45 to 3:15	Cyber Crime and Cyber Security	Dr. Prodipto Das Assistant Professor, Assam University
1-Sep-17	3:30 to 5	New Pension Scheme	Dr. Sanjeeb Bhattacharjee, Registrar, Assam University
<b>2-Sep-17</b>	<b>Saturday</b>	<b>Id-uz-Zuha</b>	<b>Id-uz-Zuha</b>
<b>3-Sep-17</b>	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>
4-Sep-17	10 to 11:30	Right to Information and the Management of the Online RTI Portal	Dr. Pius Thomas Vazhappilly Assistant Professor, Assam University
4-Sep-17	11:45 to 1:15	Common Skin Diseases	Dr. Darsana Patoa, Senior Medical Officer, Assam University
4-Sep-17	1:45 to 3:15	Procurement of Goods and Services	Mr. Sajal Kanti Choudhury, Deputy Registrar, NIT Silchar
4-Sep-17	3:30 to 5	Participant's Feedback	Section Officers
5-Sep-17	10 to 11:30	How to go green in the office?	Dr. Aparajita De Assistant Professor, Assam University
5-Sep-17	11:45 to 1:15	NAAC Accreditation Parameters	Dr. Subroto Chowdhury, Associate Professor, NIT, Silchar
5-Sep-17	1:45 to 3:15	Financial rule for execution of works	Mr. Sajal Kanti Choudhury, Deputy Registrar, NIT Silchar
5-Sep-17	3:30 to 5	Valedictory Program of Section Officers	
6-Sep-17	10 to 11:30	Motivating the Motivators	Dr. Ashim Kr. Das, Associate Professor, NIT Silchar
6-Sep-17	11:45 to 1:15	Right to Education an Overview	Prof. Joyati Bhattacharya Professor, Assam University
6-Sep-17	1:45 to 3:15	M Phil and Ph D Regulations, 2016	Prof. Joyati Bhattacharya Professor, Assam University
6-Sep-17	3:30 to 5	Participant's Presentation	
7-Sep-17	10 to 11:30	Time Management	Abhirup Banerjee Executive, Grip Consultancy, Kolkata
7-Sep-17	11:45 to	Time Management	Abhirup Banerjee

Date	Time slot	Topic	Speaker
	1:15		Executive, Grip Consultancy, Kolkata
7-Sep-17	1:45 to 3:15	Time Management	Debasis Saha Executive, Grip Consultancy, Kolkata
7-Sep-17	3:30 to 5	Time Management	Debasis Saha Executive, Grip Consultancy, Kolkata
8-Sep-17	10 to 11:30	Emotional Intelligence	Abhirup Banerjee
8-Sep-17	11:45 to 1:15	Emotional Intelligence	Abhirup Banerjee
8-Sep-17	1:45 to 3:15	Emotional Intelligence	Abhirup Banerjee
8-Sep-17	3:30 to 5	Emotional Intelligence	Abhirup Banerjee
9-Sep-17	10 to 11:30	GST Overview	Debasis Saha
9-Sep-17	11:45 to 1:15	GST Overview	Debasis Saha
9-Sep-17	1:45 to 3:15	Team Building	Abhirup Banerjee&DebasisSaha
9-Sep-17	3:30 to 5	Team Building	Abhirup Banerjee & DebasisSaha
<b>10-Sep-17</b>	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>
11-Sep-17	10 to 11:30	NLP for work and Life	Abhirup Banerjee
11-Sep-17	11:45 to 1:15	NLP for work and life	Abhirup Banerjee
11-Sep-17	1:45 to 3:15	NLP for work and Life	Abhirup Banerjee
11-Sep-17	3:30 to 5	NLP for work and Life	Abhirup Banerjee
12-Sep-17	10 to 11:30	Impactful Communication	Debasis Saha
12-Sep-17	11:45 to 1:15	Impactful Communication	Debasis Saha
12-Sep-17	1:45 to 3:15	Impactful Communication	Abhirup Banerjee
12-Sep-17	3:30 to 5	Impactful Communication	Abhirup Banerjee
13-Sep-17	10 to 11:30	Conflict Management	Debasis Saha
13-Sep-17	11:45 to 1:15	Conflict Management	Debasis Saha
13-Sep-17	1:45 to 3:15	Conflict Management	Abhirup Banerjee
13-Sep-17	3:30 to 5	Conflict Management	Abhirup Banerjee
14-Sep-17	10 to 11:30	GST and Implications on University's Purchase	Achintya Kumar Mandal, Deputy Registrar Indian Institute of Technology - Kharagpur
14-Sep-17	11:45 to 1:15	GST and Implications on University's Purchase	Achintya Kumar Mandal

Date	Time slot	Topic	Speaker
14-Sep-17	1:45 to 3:15	Human Resource Management in Government Organizations	Dr. Sanjeeb Bhattacharjee, Registrar, Assam University
14-Sep-17	3:30 to 5	Participant's Presentation	
15-Sep-17	10 to 11:30	4G technology and beyond	Dr. Prodipto Das Assistant Professor, Assam University
15-Sep-17	11:45 to 1:15	Overview of Public Procurement	Achintya Kumar Mandal, Deputy Registrar Indian Institute of Technology - Kharagpur
15-Sep-17	1:45 to 3:15	Overview of Public Procurement	Achintya Kumar Mandal
15-Sep-17	3:30 to 5	Participant's Presentation	
16-Sep-17	10 to 11:30	Stress Management Through Yoga Therapy-I	Sukumar Chandra Nath Yoga Teacher, Patanjali Yogapeeth, Silchar
16-Sep-17	11:45 to 1:15	Stress Management Through Yoga Therapy-II	Sukumar Chandra Nath Yoga Teacher, Patanjali Yogapeeth, Silchar
16-Sep-17	1:45 to 3:15	Disaster Management	Sajal Debnath Disaster Management, Tripura Govt.
16-Sep-17	3:30 to 5	How to stay safe during disasters at work place	Sajal Debnath Disaster Management, Tripura Govt.
<b>17-Sep-17</b>	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>
18-Sep-17	10 to 11:30	Disciplinary proceedings (Major Penalty and Minor Penalty)	Sh. Thyagarajan Retd. Deputy Registrar, IGNOU, New Delhi
18-Sep-17	11:45 to 1:15		Sh. Thyagarajan
18-Sep-17	1:45 to 3:15	Leave Rules	Dr. DVS Shastri Retd. Deputy Registrar, IGNOU, New Delhi
18-Sep-17	3:30 to 5	Leave Rules	Dr. DVS Shastri Retd. Deputy Registrar, IGNOU, New Delhi
19-Sep-17	10 to 11:30	Accounts	Dr. B B Mishra Finance Officer, Assam University
19-Sep-17	11:45 to 1:15	Service Matters applicable to Teachers	Dr. DVS Shastri
19-Sep-17	1:45 to 3:15	Maintenance of cash book, Bank reconciliation, depreciation and accounting	Sh. Thyagarajan

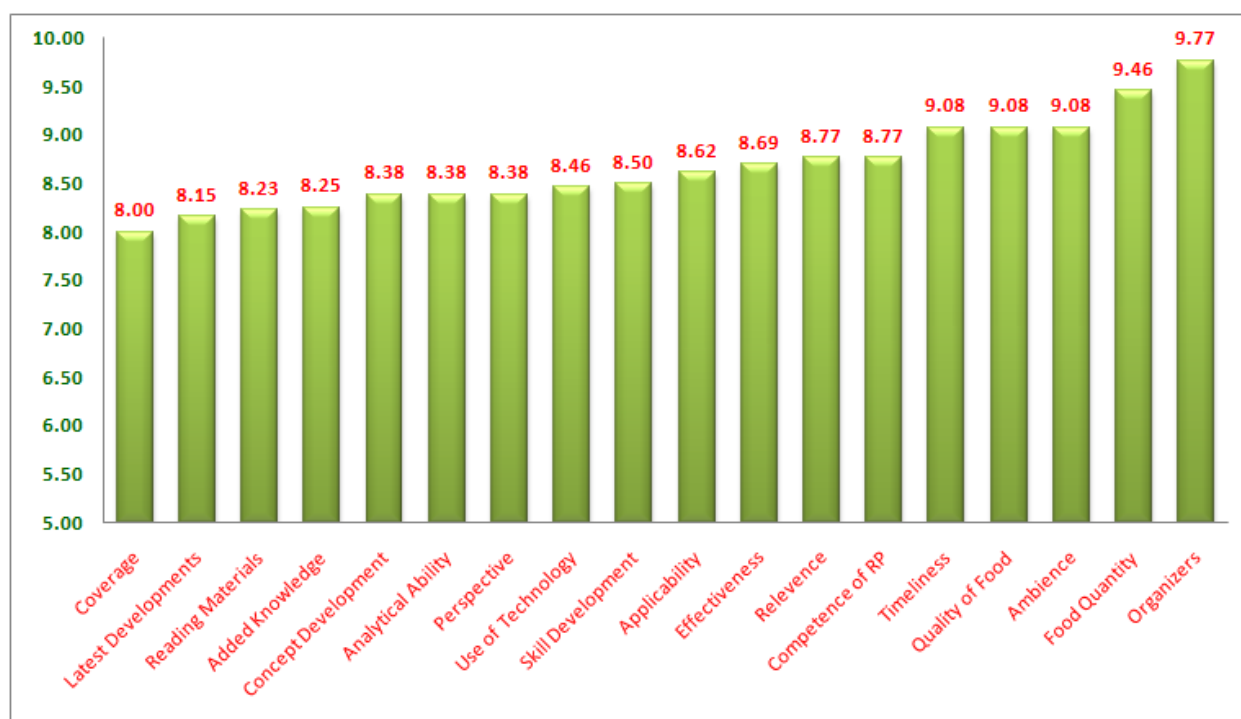
Date	Time slot	Topic	Speaker
19-Sep-17	3:30 to 5	of depreciated value etc.	Sh. Thyagarajan
20-Sep-17	10 to 11:30	Service Matters applicable to Teachers	Dr. DVS Shastri
20-Sep-17	11:45 to 1:15	Recruitment	Dr. DVS Shastri
20-Sep-17	1:45 to 3:15	Recruitment	Dr. DVS Shastri
20-Sep-17	3:30 to 5	Participant's Presentation	
21-Sep-17	10 to 11:30	Reservation in Appointments	Dr. DVS Shastri
21-Sep-17	11:45 to 1:15	Reservation in Appointments	Dr. DVS Shastri
21-Sep-17	1:45 to 3:15	Right To Information	Prof. Alok Tripathi Professor, Assam University
21-Sep-17	3:30 to 5	Participant's Presentation	
22-Sep-17	10 to 11:30	Sexual Harassment at Workplace	Prof. R R Dhamala Professor, Assam University
22-Sep-17	11:45 to 1:15	ICT in Educational Administration: Usage and Challenges	Dr Shahin Ara Begum Associate Professor, Assam University
22-Sep-17	1:45 to 3:15	Human Rights and People's Rights	Dr. Pius Thomas Vazhappilly Associate Professor, Assam University
22-Sep-17	3:30 to 5	Participant's Presentation	
23-Sep-17	10 to 11:30	Use of Hindi in Government Offices	Prof. K M Jha Professor, Assam University
23-Sep-17	11:45 to 1:15	Climate Change and its Impact	Dr Pradosh Kiran Nath Deputy Registrar, Assam University
23-Sep-17	1:45 to 3:15	Participant's Presentation	
23-Sep-17	3:30 to 5	Participant's Presentation	
<b>24-Sep-17</b>	<b>Sunday</b>	<b>Sunday</b>	<b>Sunday</b>
25-Sep-17	10 to 11:30	Digitalization in Academic Administration	Prof D C Nath, Vice Chancellor, Assam University
25-Sep-17	11:45 to 1:15	ICT and Work Organization	Dr Shahin Ara Begum Associate Professor, Assam University
25-Sep-17	1:45 to 3:15	Valedictory	
25-Sep-17	3:30 to 5	Valedictory	



## Feedback of Participants

Weekly feedback was collected from the participants on the resource persons and the result of the feedback was also supplied to the participants after necessary compilation at the end of each week (See Appendix B for detailed scores). In addition to that an overall feedback on the conduct of the workshop was also collected twice. Once from the section officers and equivalent and again from the Assistant Registrar and equivalent at the end of the workshop on 18 parameters like, organization, food quality, relevance, punctuality, effectiveness, perspective, skill development etc. In both the cases the maximum marks went to the organization of the workshop viz. 9.77 (SO) and 9.94 (AR). The minimum marks was in the parameter “Coverage” (8) by SO and on “Latest Developments” by AR.

**Figure 6: Consolidated Feedback Report of the Entire Workshop**



## The Valedictory Program

The valedictory program of the workshop was organized on the 25<sup>th</sup> of September, 2017 at 1:45 PM onwards. The program was presided by the Vice Chancellor of Assam University, Prof. Dilip C Nath. All the resource persons, university officials and participants were invited to remain present in the workshop and to participate in the discussion. The Director of IQAC made

a presentation highlighting all the activities that were organized during the workshop and acknowledged the help he received from others for successful completion of the workshop. The participants too discussed their point of view on the way in which the workshop was conducted. The Vice Chancellor of the University, Registrar (Dr. Sanjeeb Bhattacharjee) and Deputy Director of IQAC (Prof. Joyati Bhattacharya) addressed the gathering.

**Figure 6: Group photo in the valedictory program of the workshop**



Some comments made by the participants are as follows:

- The program is beneficial as it shall develop critical thinking, newer perspective and everything shall be done with a human touch.
- The program has lot to enrich the participants to cope with situations in day to day official activities.
- The program was useful not only for day-to-day office work but also in all round development of an administrator
- Such workshops shall be organized every year.
- The program shall be termed as Management Development Program (MDP) instead of Workshop

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- Inviting Resource Persons from ISTM and NIFM will definitely help
  - Very good, punctual, sincere and honest on the part of organizers in planning and management. It is beneficial for individual as well as organization.

*Bhattacharyee*

**Director, Internal Quality Assurance Cell**

**Date: 27. 09.2017**

**Assam University, Silchar**

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**Appendix A : Schedule of Collecting Feedback from Participants of the workshop****FEEDBACK FROM PARTICIPANTS ON COURSE**

Please tick mark ( ✓ ) on the appropriate scale (10 to 1) against the parameters listed below:

Parameters	Scale									
	High-----Low									
	10	9	8	7	6	5	4	3	2	1
1. Relevance of the Course										
2. Applicability of the course for present job										
3. Extent of coverage of the course content										
4. Learning values of the course in terms of:										
* Concept development										
*Added Knowledge										
*Increasing analytical ability										
*Broadening perspectives										
5. Use of appropriate audio visual technology during the workshop										
6. Effectiveness of programme in terms of delivery and communication										
7. Competence of resource persons										
8. Effectiveness of skill development										
9. Relevance and usefulness of the reading materials										
10. Coverage of latest developments about										



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**FEEDBACK FROM PARTICIPANTS ON RESOURCE PERSONS**

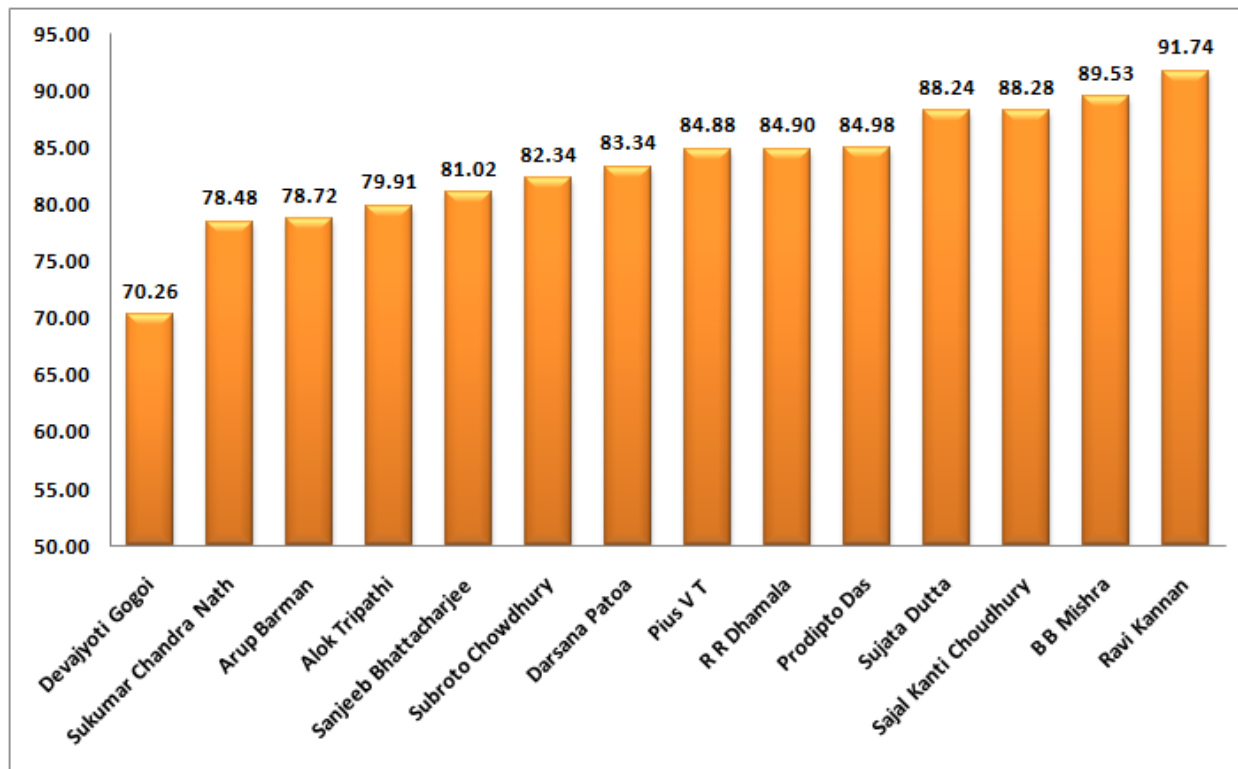
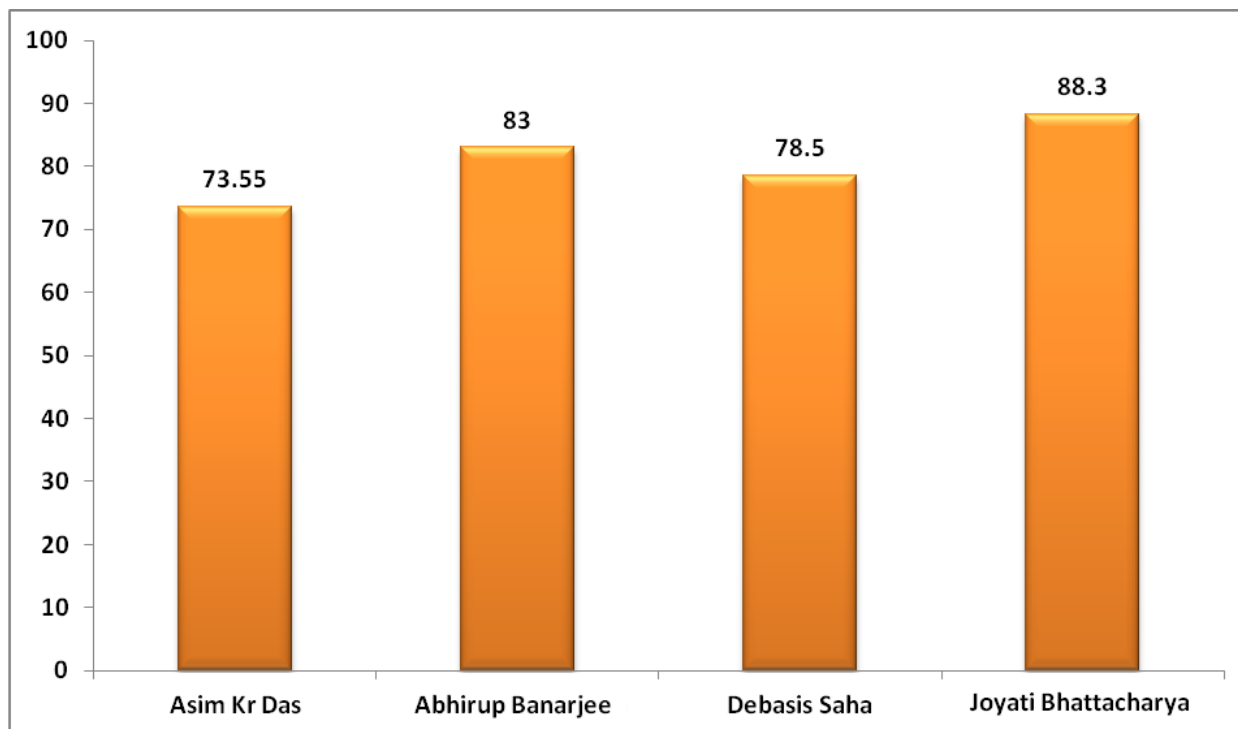

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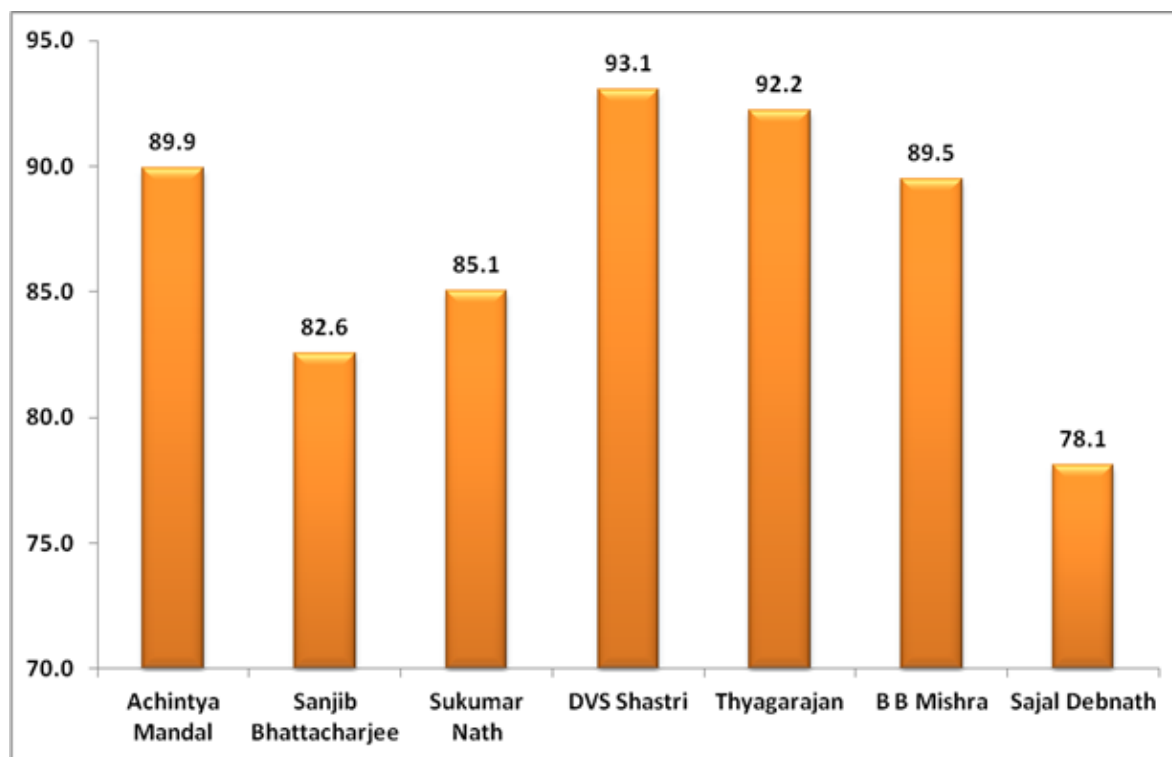
**NAME OF THE PARTICIPANT:** \_\_\_\_\_ (please allot marks out of 10 in each head)

Sr. No.	Name of the resource person & Topic conducted	Utility of lecture 10	Subject Knowledge 10	Command over language 10	Ability to interact 10	Ability to explain complex concepts 10	Quality of Power Point Presentation (if any) 10	Aware of recent developments 10	Ability to retain attention of participants 10	Time Management 10	Would you recommend the resource person for future sessions? 10	Total
1	Name of the Resource Person <i>Topic</i>											
2	Name of the Resource Person <i>Topic</i>											
3	Name of the Resource Person <i>Topic</i>											
4	Name of the Resource Person <i>Topic</i>											

(Signature of the Participant)



**Appendix B: Graphical Representation of Feedback Scores on Resource Persons****Overall Performance of Resource Persons on Week I****Overall Performance of Resource Persons on Week II**

**Overall Performance of Resource Persons on Week III****Overall Performance of Resource Persons on Week IV**