



Office of the Principal
Govt. College Barpali, Dist- Korba (C.G.)

Website : www.govtcollegebarpali.in/E- mail ID : col-barpali.cg@gov.in
govtcollegebarpali3107@gmail.com
Mob :- 8234062065 College Code No. 3107

Barpali, Date: 05/10/2023

Order

All the members of non-teaching staff are informed that an administrative training program on "Office Management" will be organized by the institution on October 15, 2023 and are directed to attend the program.

Incharge

Administrative/ Professional Training Program

प्राचार्य

PRINCIPAL
शासकीय महाविद्यालय बारपाली
GOVT. COLLEGE BARPALI
जिला कारवा हांगा
Distt. KORBA (C. G.)



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Barpali, Date: 16/10/2023

Session-2023-24

Report of the administrative/professional training program on "Office Management"

An administrative/professional training program on "Office Management" was organized by the institution on October 15, 2023. Dr. Rajendra Singh, Principal , Govt. Minimata Girls College Korba was the resource person. He gave a speech on the features of office management and inspired the staff to manage the office efficiently. Office management is a profession involving the design, implementation, evaluation, and maintenance of the process of work within an office or other organization, in order to sustain and improve efficiency and productivity. The following members of non- teaching staff attended the program:

1. Shri S. P. Patley (Lab Teacher)
2. Shri B. N. Banjare (Lab Teacher)
3. Shri Ram Kirtan Chauhan (JBS, Computer Operator)
4. Shri Falit Ram Lahre (JBS, Book Lifter and Library Management)

Total number of participants - 04

Incharge

Administrative/ Professional Training Program

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Barpali, Date: 03/12/2023

Order

All the members of non-teaching staff are informed that an administrative training program on "Accounts Keeping" will be organized by the institution on December 10, 2023 and are directed to attend the program.

Incharge

Administrative/ Professional Training Program

प्राचार्य
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Barpali, Date: 11/12/2023

Session-2023-24

Report of the administrative/professional training program on "Accounts Keeping"

An administrative/professional training program on "Accounts Keeping" was organized by the institution on December 10, 2021. Shri. O. P Choube, C.A , Korba (C.G.) was the resource person. He gave a speech on the features of Accounts Keeping and inspired the staff to manage the office efficiently. Accounts Keeping, refers to manage all types of accounts without any fault and keep all accounts as per the prescribed rules. He also laid stress on e-administration. This is an ICT tool, with the goal being to improve productivity and performance. E-Administration can encompass both intra-office and inter-office communication for any organization.

The following members of non- teaching staff attended the program:

1. Shri S. P. Patley (Lab Teacher)
2. Shri B. N. Banjare (Lab Teacher)
3. Shri Ram Kirtan Chauhan (JBS, Computer Operator)
4. Shri Falit Ram Lahre (JBS, Book Lifter and Library Management)

Total number of participants - 04

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Barpali, Date: 11/11/2023

Order

All the members of teaching staff are informed that a professional development program on "**Positive Attitude**" will be organized by the institution on November 20, 2023 and are directed to attend the program.

Incharge

Administrative/ Professional Training Program

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Barpali, Date: 21/11/2023

Session-2023-24

Report of the Professional Development Programme on "*Positive Attitude*"

The institution on November 20, 2023 organized a Professional Development Programme on "*Positive Attitude*". Shri B.K Patel, Principal I/C, Govt. College Nawagarh, District- Janjgir Champa (C.G.) was the resource person. He explained the importance of "*Positive Attitude*". He said that positive attitude leads to personality development, success in life and creates a healthy and happy mind. He referred to the important theory of famous Psychologists and suggested the ways to develop positive attitude in life.

The following members of teaching staff attended the program:

1. Dr. V.M Agarwal(Assistant Professor, Zoology)
2. Dr. C. B. Sharma(Assistant Professor, Commerce)
3. Mr. S. K. Tambre(Assistant Professor, Chemistry)
4. Shri. D.D Mahant (Guest Professor, Hindi)
5. Dr. T. L. Mirjha (Assistant Professor, Political Science)
6. Mrs. Rajlaxmi sharaff (Assistant Professor, Botany)
7. Mr. Ashish Kumar Verma(Guest Lecturer, Physics)
8. Ms. Laxmi Sahu (Assistant Professor, Mathematics)
9. Shri D.K Chandra (Assistant Professor, Sociology)
10. Shri A.K Khakha (Assistant Professor, Political Science)
11. Dr. A.K Singh (Assistant Professor, English)
12. Mr. Bhushan Pratap Dhairya (JBS Guest Lecturer, Computer Science)
13. Mr. Komlesh Vaishnav (JBS Guest Lecturer, Hindi)

Total number of participants - 13

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Professional Development Programme

Principal

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Barpali, Date: 06/09/2023

Order

All the members of teaching staff are informed that a professional development program on "**Rules of Leave and Promotion**" will be organized by the institution on September 11, 2023 and are directed to attend the program.

Incharge

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GOVT. COLLEGE, BARPALI
जिला - कोरबा छ 09/08
Dist. - Korba (C. G.)
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Barpali, Date: 12/09/2023

Report of the Professional Development Programme on
"Rules of Leave and Promotion"

A Professional Development Programme on **"Rules of Leave and Promotion"** was organized by the institution on September 11, 2023. Dr. U.S Shrivastav, Assistant Professor of Sociology, Govt. College Pathariya District Mungeli (C.G) was the resource person. He explained the **Rules of casual leave, earned leave, and medical leave. He told about essential qualifications for promotion in higher posts.**

The following members of teaching staff attended the program:

1. Dr. V.M Agarwal(Assistant Professor, Zoology)
2. Dr. C. B. Sharma(Assistant Professor, Commerce)
3. Mr. S. K. Tambre(Assistant Professor, Chemistry)
4. Shri. D.D Mahant (Guest Professor, Hindi)
5. Dr. T. L. Mirjha (Assistant Professor, Political Science)
6. Mrs. Rajlaxmi sharaaff (Assistant Professor, Botany)
7. Mr. Ashish Kumar Verma(Guest Lecturer, Physics)
8. Ms. Laxmi Sahu (Assistant Professor, Mathematics)
9. Shri D.K Chandra (Assistant Professor, Sociology)
10. Shri A.K Khakha (Assistant Professor, Political Science)
11. Dr. A.K Singh (Assistant Professor, English)
12. Mr. Bhushan Pratap Dhairya (JBS Guest Lecturer, Computer Science)
13. Mr. Komlesh Vaishnav (JBS Guest Lecturer, Hindi)

Total number of participants - 13

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