



Office of the Principal, Government College Bichhua
Chhindwara (M.P.) 480111



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<https://www.govtcollegebichhua.org>, <https://www.highereducation.mp.gov.in/?orgid=109>



Established on 21/09/1989, Recognized under 2 (f) & 12 (B) of the UGC Act, 1956

Affiliated to Raja Shankar Shah University, Chhindwara (M.P.) 480001

FACULTY DEVELOPMENT PROGRAMS



**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE BICHHUA,
DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

Ph.& Fax- 07162-259715, Mob. 9425425968

Email- hegcbicchh@mp.gov.in

No. 080 /2020

Bichhua, Dated-22/06/2020

ORDER

After consideration of the proposed draft of Faculty & Staff Development Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 29/IQAC, dated 30/03/2020 & after consideration of the suggestions given by the Staff Council of College, the Faculty & Staff Development Policy of the college is hereby approved as under:-

FACULTY & STAFF DEVELOPMENT POLICY

The Government College Bichhua is committed to the provision of learning and development for all its staff, to enable employees to fulfill their potential and support the College in achieving its strategic objectives. It is recognized that it is appropriate for an educational institution to be able to manage budgets allocated to the provision of learning and development for its staff. Academic staff are encouraged to consider not only relevant development in the areas of teaching and research but to also undertaking duties which are necessary for the effective running of the college, active engagement with colleagues and

working collaboratively on projects to demonstrate and promote good citizenship among students.

STAFF DEVELOPMENT:

Staff development refers to a process that supports the development, engagement, and retention of staff at the college. It refers not only to participation in the Refresher Courses and Orientation Courses designed by the Department of Higher Education, but also to online learning, taking on Major & Minor Research Projects, participation in conferences and any other activity which provides the opportunity to reflect and develop knowledge, skills, confidence and understanding.

ANNUAL MEETING OF IQAC

An annual meeting of IQAC is held at the start of every Academic Year usually in the Month of July in which objectives, plans and development are considered from both ‘looking back’ and ‘looking forward’ perspectives.

These include: -

1. Action Plan of the College
2. Annual Research Planning Meetings (ARPMs),
3. Self-Appraisal Meetings (SAMs) & Appraisal Discussions (ADs) for Staff, Regular Development Discussions for Staff, Plans
4. Discussions on Teaching Plans/Teaching Plan Discussions (TPDs)
5. Discussion on objectives, challenges, successes and development.

6. Professional Development Programmes through organization of SEMINAR/WEBINAR/WORKSHOP/CONFERENCE on Advance Techniques of Pedagogy.
7. Capacity Building Programmes.
8. Computer Awareness Programmes (CAPs)
9. Stress Management Programmes.

OBJECTIVES:

The Staff Development policy aims to ensure the following:

1. That all staff are provided with development opportunities that help them maximize their contribution within their current roles and where possible are supported to develop their careers and maximize their learning potential;
2. That employee learning and development activities are linked to College or Department strategic objectives, at both institutional and local levels;
3. That the college utilizes and allocates local funds responsibly in order to support staff development activities to enable them to achieve their plans and priorities both in the immediate term and with a view to organizational resilience and future requirements;
4. That investment is focused on staff development where it can have the maximum impact on the success of the college and the motivation of staff;

5. That equality of opportunity and diversity is encouraged and supported through consistent and regular assessment, reporting and response to learning and development needs;
6. That staff are encouraged and supported to achieve relevant work-related qualifications where applicable;
7. That staff learning becomes part of the work culture and is integrated into their daily work.

SCOPE OF THE POLICY:

1. This policy applies to all members of staff members both Teaching & Non-Teaching Staff employed on a Regular or Contract Basis.
2. The Administrative Management & Performance Evaluation Cell of IQAC shall be responsible for providing Faculty Development Programmes (FDP) for staff development in the following areas:
 1. Administrative leadership and management development Programmes
 2. Office Procedure & Administration
 3. Authority Obedience in Organization
 4. Organizational Behaviour
 5. Moral Values & Ethics in Organization
 6. Records Management
 7. Note-Sheet Writing & Drafting Skills

3. The Academic Promotions and Probationary processes as per Rules & Regulations of Department of Higher Education, Govt, of M.P.
4. Providing advice, guidance and feedback to staff regarding areas of development which need to be considered in order to meet the required promotions criteria, and probationary requirements;
5. Reviewing individual staff contributions,
6. Reviewing Faculty Profile at the start of New Academic Session to enlist the achievements made by the Staff in the previous year.
7. Ensuring a balance of responsibilities (including teaching, research, student support, administration and good citizenship as appropriate) which will support staff development and promotions prospects, whilst meeting the strategic needs of the School;
8. Assuring quality and standards of teaching and learning provisions by providing a regulatory framework.
9. Identifying the strategic learning needs of the organization and proposing appropriate plans to the Principal for approval.
10. Ensuring that mechanisms are in place to review the effectiveness of learning and acting upon results.
11. Ensuring that this Policy complies with the Staff Development Policy of the Department of Higher Education, Govt. of M.P.,

12. Ensuring that this policy has regard to best practice, and is reviewed regularly in line with the policy of Department of Higher Education, Govt. of M.P.;
13. Providing additional supporting documentation and training, to help support the principles of performance improvement and learning and development activities.
14. Ensuring that each member of staff has a at least one development discussion (in the Annual Self-Appraisal Meeting which is recorded within Staff Council in which development needs are evaluated against (a) their objectives in helping the College to achieve its objectives, (b) their career aspirations, and (c) their behaviours which may benefit from development to support achievement of strategic goals or career aspirations;
15. Utilising appropriate approaches outlined in section 6, to priorities development needs within budget constraints and feed into the wider School/Departmental requirements.
16. Briefing staff regularly as appropriate, and ensuring they understand fully what is required of them in their role, and are able to clarify development needs in relation to personal work objectives;
17. Ensuring staff receive development and support to help them to achieve the appropriate level of performance and to maximise

- potential, including remaining up to date and aware of development opportunities available internally to the University;
18. Providing advice and opportunities to the Staff for preservation of the Traditional Knowledge, community engagement, developing links with Industries/Businesses, demonstrating impact and understanding Intellectual Property issues
 19. Appraisals (RPD), incorporating development discussions, are the key mechanism by which individuals are assisted to understand their role in the performance of their school/department and the University and the contribution they make; these discussions are essential to ensuring that contribution is recognised, there is joint action to facilitate optimum results and that appropriate staff development interventions are put in place. The University Plan provides strategic direction to enable Schools or Departments to plan for the forthcoming year, and provides a context within which individual contribution can be assessed and planned for.
 20. There are benefits of undertaking a regular development discussions for staff, the School or Department, and University. For staff they provide an opportunity to raise concerns, identify development needs, and discuss career aspirations and potential development opportunities, as well as receive feedback. For the School or Department they provide an opportunity for two-way

communication to align individual objectives with School or Department objectives, discussion of work focus and WAM, and potential for Academic Promotion. For the University they will support the achievement of the University's aims and priorities by ensuring that these are disseminated throughout the organisation, and that staff receive appropriate support and training.

21. Academics may wish to consider Study Leave, Leave of Absence or Academic Visits to support their development and the School should consider potential for these requests in wider development planning, reviewing applications in line with the relevant Academic Leave policy and procedures;
22. Research staff will find additional, specific support and guidance related to development via the Research Development Working Group and on the Researcher Development webpages and have potential to access an identified funding pot ring-fenced for Researcher Development via Research Services, to support development opportunities;
23. Discussions provide the opportunity to reflect on contribution to the School• University etc. over the year, recognise successes and areas for development; Any obstacles to progress are discussed together with potential solutions• Joint plans are agreed to maximize contribution in the forthcoming period• including

personal development and work plans Career development aspirations and promotion prospects are discussed and advice given; The discussion and the agreements it reached are written down and both parties retain a copy of this record; Such a discussion must happen at least once per year and the date of this discussion must be recorded in Staff Connect. 6.2.3 The University provides the Appraisal (RPD) process and documentation to support these principles but other vehicles can be used (eg Research and Teaching Plans and discussions) as long as the basic principles are observed.

24. Academic Study Leave is guided by a separate and specific policy.
25. Other Development Opportunities: There are many other types of development opportunities based on experiential learning such as e-learning and project involvement, which provide sustainable and budget conscious development opportunities;
26. It is strongly encouraged that Staff is engaged with these opportunities as often as possible.

These opportunities will assist with the continued professional development of academic staff, including developing teaching skills for staff at all career;

RESPONSIBILITIES OF STAFF MEMBERS:

Staff are responsible for:

1. Participating fully in any Induction and Probation activities, including undertaking the indicated mandatory aspects;
2. In a college environment, the Principal, for the purposes of this policy, will be the person assigned by the Department of Higher Education, Govt. of M.P. to provide constructive support and feedback relevant to performance and development and where appropriate pastoral care and health and safety oversight is undertaken
3. Identifying their own areas for development and sourcing potential opportunities which may be available internally to the University and discussing these with their line manager;
4. Fully committing to any development, training and support needed or received to ensure an appropriate and sustained level of performance, including remaining up to date and aware of development opportunities available internally to the University;
5. Preparing for their Appraisal (RPD) discussions, and considering and raising potential development needs, and raising concerns if appropriate;
6. Addressing any performance concerns brought to their attention;

7. Academic and Research staff should ensure they are aware of and understand the relevant University promotions process, the criteria set out within this and consider the National Academic Role Profiles to aid identification of necessary development requirements and to take a lead in pursuing development opportunities.

GROUP OF ADVANCED LEARNING (GOAL):

Group of Advance Learning (GOAL) is the group of faculties of the college that will be created for developing Teaching & Learning Skills, promoting Research Activities, providing advice & guidance on making Grant Applications for Research Funds & increasing collaborative potential in areas of Academic Research.

OUTCOMES OF POLICY:

Through this Policy the College seeks to-

1. Recognize outstanding, ongoing performance of staff in support of the University's purposes.

2. Encourage staff to improve their performance, while maintaining compatibility with nationally and internationally recognized standards of excellence.

This policy will be reviewed in line with the Policy of Department of Higher Education, Govt. of M.P. & complies with university legislation.


Principal
Principal
Government College Bichhua
Chhindwara (M.P.) 480111

Endorsement No. **081** /2020

Bichhua, Dated-22/03/2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Convener, Staff Council, Govt. College Bichhua for information & compliance.


Principal
Principal
Government College Bichhua
Chhindwara (M.P.) 480111

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE BICHHUA,
DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

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Email- hegcbicchh@mp.gov.in

No. **386** /2019

Bichhua, Dated-10/07/2019

ORDER

After consideration of the proposed draft of Staff Welfare Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 08/1/IQAC, dated 06/07/2019 & after consideration of the suggestions given by the Staff Council of the College, the Staff Welfare Policy of the college is hereby approved as under:-

Staff Welfare Policy

Staff Welfare is an essential part of success of an educational institution. The present Staff Welfare Policy is drafted with a view to help the Staff of the College in adverse circumstances.

POLICY STATEMENT & OBJECTIVES:-

Staff Welfare Policy of the college focuses on the following objectives:-

- 1) To provide facilities such as various Leaves to the Staff as per Rules of M.P. Govt.
- 2) To provide financial assistance from Provident Fund as per rules of M.P. Govt.
- 3) To assist the Staff of the college in adverse circumstances by the institution's Staff Welfare Initiative, named 'SAHARA'. Under

this initiative, financial contributions are voluntarily made by the Staff Members of the College to assist the Staff Member, who is in need of help, in times of emergency.

IMPLEMENTATION OF THE POLICY

- (1) As regards point no. 1 of the Policy Statement , the college provides Leaves to the Regular Staff of the College such as CL, EL & Medical Leave as per Rules of M.P. Govt.
- (2) As regards point no. 2 of the Policy Statement , the college provides advance to the Regular Staff of the College from the Provident Fund of the concerned employee as per Rules of M.P. Govt.
- (3) As regards point no. 3 of the Policy Statement , the college will try to enlist the voluntary contribution of the Staff Members at the institution's own initiative called 'SAHARA' to financially assist the Staff of the College in adverse circumstances such as suffering from a disease or genuine family needs.
- (4) The 'SAHARA' is an initiative to be taken by the college to extend a helping hand to its employees in adverse situations.
- (5) The 'SAHARA' initiative will be implemented from the voluntary financial contributions of the Staff from time to time. The contributions received from the Staff will be used to assist any employee of the college in times of emergency situations.

(6) Proper records of the contributions made by Staff will be maintained in a Register.

(7) Proper records of the financial assistance made to any member of Staff will be maintained in a separate Register.



Principal

PRINCIPAL

Govt. College, Bichhua

Distt.-Chhindwara (M.P.) 480111

Endorsement No. **387** /2019

Bichhua, Dated-10/07/2019

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Order Book.
3. The Chairperson, Staff Council, Govt. College Bichhua for information & compliance.



Principal

PRINCIPAL

Govt. College, Bichhua

Distt.-Chhindwara (M.P.) 480111

**OFFICE OF THE PRINCIPAL, GOVT. COLLEGE
BICHHUA, DISTRICT-CHHINDWARA(M.P.)-480111**



ACCREDITED BY NAAC "B" Dt. 09/06/2017

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Email- hegcbicchh@mp.gov.in

No. **1615**/2020

Bichhua, Dated-25/03/2020

ORDER

After consideration of the proposed draft of Research Policy formulated & forwarded by IQAC to the Principal vide its Note Sheet No. 23/IQAC, dated 19/03/2020 & after consideration of the suggestions given by the Research Committee of College, the Research Policy of the college is hereby approved as under:-

Research Policy

Research plays a vital role in the growth, sustainability and academic excellence of an educational institution. It has now become the core activity integrated with learning, teaching and knowledge transfer in colleges. The present research policy is drafted with a view to give fresh impetus to research activities in Government College Bichhua. It is an attempt to draw students towards research by making them aware of its implications both in terms of individual as well as collective advancement of human civilization.

OBJECTIVES:- The Research Policy of the college focuses on the following objectives:-

- (1) To facilitate high quality research by faculty members.

- (2) To strengthen the base of research in the college.
- (3) To encourage our Faculties who are already engaged in research to act as a source of inspiration for students.
- (4) To encourage students to employ novel ideas, innovative practices and scientific research for furtherance of knowledge domain.
- (5) To open new vistas of employment for students to the places where research is of strategic importance.
- (8) To encourage innovation & Self-entrepreneurship in students.
- (6) To encourage interdisciplinary approaches in Research.
- (7) To encourage Faculties of every Department to conduct Minor/Major Research Projects which will help in creating research environment at the departmental level.

GOALS & TASKS TO FACILITATE RESEARCH WORK:-

- (1) Each department of the college will be encouraged to make an effort pursue minor/major projects. This will help in creating research environment at the departmental level.
- (2) For promoting research, it is essential that all faculties publish at least 02 papers in National and International Research Journals having good impact factor and in Journals listed in UGC Care List and encourage non PhDs to get registered for PhD degrees.
- (3) For the proper implementation of the research policy, a Research Committee/Cell has been formed. It has been entrusted

- (3) For the proper implementation of the research policy, a Research Committee/Cell has been formed. It has been entrusted with the responsibility of enhancing research at the departmental level. This committee will also organize workshops or training programme for guiding research projects and preparing the faculty members for research.
- (4) College students will be motivated for research. They will also be encouraged for scholarship of University Grants Commission(UGC).
- (5) For improving the quality of research, each faculty member will be asked to attend a programme on research methodology.
- (6) For the promotion of research activities and the improvement of the skills of the faculties/students, the college research policy advises utilization of a part of UGC grant for the purchase of research instruments in future. It will facilitate research advancement in the college.
- (7) The college shall try to develop a centralized research lab for creating an interactive platform across the campus for promoting research. It will be a step towards creating an atmosphere more conducive to research pursuits.
- (8) Renovation and modernization of existing laboratory facilities to support scientific research at departmental level.
- (9) Encouraging national collaboration in the field of research.

- (10) Wide publication of research findings keeping pace with the global trends and standards.
- (11) Faculty publication in UGC Care List, Web of Science and Scopus Indexed Journals will be appreciated.
- (12) Creation of awareness about Patents & Intellectual Property Rights.
- (13) Encouraging all Staff members for Research Work.
- (14) Subscription of National & International Journals in Library.
- (15) Continuous improvement of Research Training & enhancement of Research Skills by organizing Workshop, Training Programmes for Students & Faculties.
- (16) Focus on interdisciplinary research.
- (17) Travel Grant/Reimbursement of Travel Expenses (TA) for Teachers to attend National and International Seminars, Workshops, Conferences etc.
- (18) Reimbursement of Registration Fees of National and International Seminars, Workshops, Conferences etc.
- (19) Encouragement of Faculty Members to publish Research Papers & undertake various Research Projects of social & academic importance.

IMPLEMENTATION OF THE POLICY

The College has set up a Research Committee/ Cell which consists of the academic members from various departments. The Committee shall take necessary actions for effective

[4]

implementation of Research Policy and quality research and suggestions will be invited from the researchers.

Minor Research Projects shall be funded from the Janbhagidari Samiti (JBS) of the College for the effective implementation of the policy.

This Research Policy shall be implemented to :

- Develop strong theoretical foundation and understanding among students and faculty members.
- Create a conducive research environment at par with international standards.
- Encourage faculty members to take up research projects.
- Organize seminars, conferences, where Research papers could be presented for promoting Research.
- Organize Seminar, Workshop & Conference on Research Methodology.
- Enter into collaboration/MoU with other institutes to promote research work for students and teachers.
- Build models that could utilize the outcome of research for the benefit of the society.

- Encourage faculty members for presentation of Research Papers in Seminars, Workshops & Conferences of other higher education institutions
- Motivate Faculties of the college for text and reference book writing.


Principal
PRINCIPAL
Govt. College, Bichhua
Distt.-Chhindwara (M.P.) 480111

Endorsement No. **1616** /2020

Bichhua, Dated-25/03/2020

Copy to:-

1. Coordinator, IQAC Govt. College Bichhua for information.
2. Principal's Order Book.
3. Nodal Officer, Research Committee, Govt. College Bichhua for information & compliance.


Principal
PRINCIPAL
Govt. College, Bichhua
Distt.-Chhindwara (M.P.) 480111

INF/SOUL3.0/Pro-INV-483/2022
GSTIN: 24AAAT11480J1ZS

Proforma - Invoice
28th March, 2022

To,
The principal,
Government College Bichhua,
Dist: Chhindwara, Madhya Pradesh

Sr. No	Description	SAC	Qty	Rate	Taxable Value
1.	SOUL 2.0 to 3.0 Upgradation Installation Charges	--	1	1,000.00	1,000.00
	Sub-Total ₹				1,000.00
	CGST @ 9%				0.00
	SGST @ 9%				0.00
	IGST @ 18 %				180.00
	Total Invoice Value (In Figure)				1,180.00
	Total Invoice Value (In Words)	Rupees One Thousand One Hundred Eighty Only			

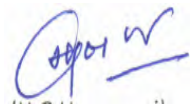
GENERAL CONDITIONS:

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IFS Code: **SBIN0012700**
PAN No.: **AAAT11480J**

- 2 In case of Online payment please intimation with UTR no and GST No if available.
- 3 No Deduction of Bank Charges from above said amount.



(Dr H.G Hosamani)
Scientist- E (LS)
For and on behalf of the Director
INFLIBNET Centre

इन्फोसीटी, पो.बो. नं. ४, गांधीनगर-३८२००७, गुजरात (भारत)

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Government College Bichhua Dist. Chhindwara, M. P.
(Accredited by NAAC "B")



National Webinar On

"योग एवं स्वास्थ्य का अंतर्सम्बंध"

योग को अपनाने का लो संकल्प,
स्वस्थ रहने का यही है विकल्प

Eminent Speakers



Dr. Pratap Udhwani
(MBBS, DMCH, Dip
USG)
Asha Clinic, Amrawati



Dr. Vishwajeet Chavan
(BAMS)
Shree Shashwati Clinic,
Pune



Date : 5th Oct, 2021, Tuesday
Time : 12:00 noon



Dr. R. P. Yadav
Principal & Patron



Dr. Pooja Tiwari
IQAC Coordinator



Mr. Ajit Singh Gautam
Convener



Mr. Amit Kumar Sahu
Organizing Secretary

Organized By
Department of Commerce

Dr. Nishbelal Sahu
Mr. Manoj Kumar Jain
Mr. Suryakant Shukla

Technical Support by
Dr. Kavita Chahal
Mrs. Twinkle Solanki



<https://youtu.be/AFUUCtXzI>

प्रति

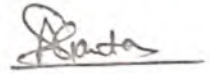
प्राचार्य ,
शासकीय महाविद्यालय बिछुआ
जिला-छिन्दवाड़ा (म.प्र.)

विषय : विभागीय वेबीनार आयोजन संबंधी प्रतिवेदन।

संदर्भ : प्राचार्य शासकीय महाविद्यालय बिछुआ का आदेश क्रमांक 209/2021, बिछुआ दिनांक 16.07.2021
महोदय,

संदर्भित आदेश के पालन में महाविद्यालय के वाणिज्य विभाग द्वारा "योग एवं स्वास्थ्य का अन्तर्सम्बंध" विषय पर एकदिवसीय राष्ट्रीय वेबिनार का आयोजन दिनांक 05.10.2021 को किया गया, जिसका प्रतिवेदन संलग्न प्रेषित है।

संलग्न - उपरोक्तानुसार।



अजीत सिंह गौतम

संयोजक

वाणिज्य विभाग
शासकीय महाविद्यालय बिछुआ

प्रतिवेदन

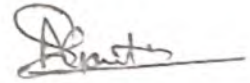
विषय – वाणिज्य विभाग द्वारा आयोजित राष्ट्रीय वेबीनार आयोजन संबंधी प्रतिवेदन।

1. दिनांक 05.10.2021 को महाविद्यालय के वाणिज्य विभाग द्वारा “ योग एवं स्वास्थ्य का अन्तर्सम्बंध ” विषय पर एक दिवसीय राष्ट्रीय वेबीनार का आयोजन किया गया।
2. उपर्युक्त वेबिनार के आयोजन हेतु अनुमोदन प्राचार्य महोदय से दिनांक 15.09.2021 को प्राप्त किया गया ।
3. वेबिनार का आयोजन ‘गूगल मीट’ एवं यूट्यूब द्वारा किया गया।
4. दिनांक 05.10.2021 को आयोजित वेबिनार में सर्वप्रथम प्राचार्य डॉ. आर.पी. यादव द्वारा स्वागत भाषण दिया गया, तत्पश्चात् समाजशास्त्र विभाग की विभागाध्यक्ष एवं आई.क्यू.ए.सी.समन्वयक डॉ. पूजा तिवारी द्वारा वेबिनार की महत्ता पर प्रकाश डाला गया।
5. वेबिनार संयोजक श्री अजीत सिंह गौतम द्वारा संक्षिप्त में वेबिनार के उद्देश्य पर संक्षिप्त प्रकाश डाला।
6. वेबिनार के आमंत्रित प्रमुख वक्ता डॉ प्रताप उधवानी जी, अमरावती महाराष्ट्र ने बताया की योग भूमि भारत में अनेक योग पद्धतियां प्रचलन में है। उन्होंने बताया की श्री राम के गुरु वशिष्ठ जी ने सर्व श्रेष्ठ योग कुण्डलनी योग को बताया यह ऐसा योग है, जिससे हम अपना शारीरिक मानसिक आर्थिक एवं आध्यात्मिक विकास सहज ही कर सकते है। उन्होंने साइकोसोमेटिक बीमारियों को दवाइयों के साथ साथ योग के माध्यम से जल्द से जल्द कैसे ठीक कर सकते है इस पर प्रकाश डाला ।
7. वक्तव्य की अगली कड़ी में वेबिनार के द्वितीय आमंत्रित वक्ता , डॉ. विश्वजीत चव्हाण जी द्वारा मानव शरीर के अन्दर स्थित तीन नाड़ियों - ईडा, पिंगला, सुषुम्णा वा सात चक्रों की विशेषताओं को बताते हुए इनके माध्यम से विभिन्न बीमारियों को कैसे ठीक किया जा सकता है इस पर प्रकाश डाला ।
8. कार्यक्रम (वेबीनार) का सफल संचालन डॉ कविता चहल सहायक प्राध्यापक वनस्पति शास्त्र ने किया। वेबीनार संयोजक श्री अजीत सिंह गौतम द्वारा प्रमुख वक्ता डॉ प्रताप उधवानी और डॉ विश्वजीत चव्हाण का संक्षिप्त परिचय दिया गया।

कार्यक्रम के अंत में आभार प्रदर्शन वाणिज्य विभाग के श्री अमित कुमार साहू (कार्यक्रम सचिव) द्वारा किया गया।

9. कार्यक्रम में डॉ. साक्षी सहारे विभागाध्यक्ष भौतिक शास्त्र, डॉ नोखेलाल साहू विभागाध्यक्ष वाणिज्य, श्री मनोज कुमार जैन,, श्री सूर्यकांत शुक्ला ने विशेष सहायोग दिया एवं,, डॉ. कविता चहलं, सहायक प्राध्यापक (वनस्पति शास्त्र) वा कुमारी टिंकल सोलंकी सहायक प्राध्यापक(रसायनशास्त्र)एवं शासकीय महाविद्यालय तामिया के वाणिज्य विभाग के श्री नवीन यादव द्वारा तकनीकी सहयोग प्रदान किया।
10. वेबिनार में 1200 से अधिक प्रतिभागियों द्वारा सहभागिता कर लाभ उठाया गया।
11. कुल प्रतिभागी संख्या - गूगल मीट(100) एप एवं यूट्यूब (1116)
12. दिनांक 5 एवं 6 अक्टूबर 2021 को राष्ट्रीय पत्रों में विस्तृत न्यूज का प्रकाशन किया गया, समाचार पत्रों की कटिंग संलग्न है।

दिनांक 12/10/21



अजीत सिंह गौतम

संयोजक

वाणिज्य विभाग

शासकीय महाविद्यालय बिछुआ



इस्टीम करें

योग पर बिछुआ कालेज में
राष्ट्रीय वेबिनार आज

पिछला जिले के विद्युत कालेज में मालदार को तबुअल राष्ट्रीय सेमिनार का आयोजन किया गया है। योग और स्वास्थ्य में आत्मबोध स्थापित करने में सेमिनार महत्वपूर्ण भूमिका निभाएगा। कालेज प्राचार्य डॉ. आरपी कश्यप ने बताया कि छात्र छात्राओं में स्वस्थता को अनेक स्तरों पर प्रति जगजागृत करने के लिए योग सेमिनार रखा गया है जिसमें अमरावती से एमबीबीएस, डीएमसीएन, पीएचडी व सूरमती डॉ. प्रताप उदकाने तथा पूर्ण से कोलकाता डॉ. विष्णुकुल्ल चरण सेमिनार में जुड़े हैं। वहां राष्ट्रीय सेमिनार के कन्वेंशन अखिल मिश्र गौतम, कौटिलेय डॉ. पूजा तिवारी व आर्यम स्याल ने सभी विद्यार्थियों से सेमिनार में जुड़कर लाभ लेने की अपील की है।

योग एवं स्वास्थ्य का अंतर्संबंध विषय पर एक दिवसीय नेशनल वेबिनार

आरपी यादव ने वर्तमान परिप्रेक्ष में योग की महत्ता पर डाला प्रकाश

नव भारत न्यूज
विजयवाड़ा, 5 अक्टूबर,
आन्ध्रप्रदेश महाविद्यालय
विजयवाड़ा में आज 5 अक्टूबर
को उच्च शिक्षा आन्दोलन
पूनावास आरम्भ प्रकोष्ठ
वादी बैठक परिषदीयना के
अध्यक्ष वाणिज्य विभाग
द्वारा दीया एवं स्वागत का
अतिथीवश विधायक पर एक
विशेषण नेत्रजाल केविना
का आयेजियन किया गया ।
कार्यक्रम के प्राथम्य में सत्र

प्रमुख धारणाएँ
 की आशा की
 वादों ने
 कतिपय परिवर्तन
 में योग्य की
 वादों ने
 प्रमुख धारणाएँ
 की आशा की

योग प्रकृतियों व्यापार हम चतुर्थ
आकाश की समुद्र समुद्र नहीं
विचारों की एक समुद्र आकाश
को विचारों आकाश को विचारों
में समुद्र में योग को जगत् को
आकाशको आकाश ही और इसी वाणी से
आकाश जीवित में योग आकाश
की जगत् को आकाश की
आकाशको आकाश को जगत्
विचारों ही जगत् ही वाचस्पति विचारों
को सुभाषितों वाचस्पति ही वाचस्पति
की आकाशको आकाश ही योग
को जगत् जीवित में आकाशों को
योग प्रकृतियों विचारों।

उत्तरीयार के प्रभाव मुख्यतः उत्तरांचल के राज्य में आसपासवाली पहाड़ों में ही प्रभाव पड़ता है।

ने बताया कि जिसका घोड़काल
साईस लगी कर रहा है
वो भारतीय बच्चा रही है जिसका
निदान योग से ही संभव है और
का इतिहास बताया हुआ कि
योग बधि सुनवाई के समय से ही
अस्थिरता से आ चुका है
कारणकम के द्वितीय प्रमुख लक्षण
के रूप में पुनः प्रस्तावित से जो
विश्वजीवन लक्षणों में कहा जा
सकता है अस्थिरता है जो लक्षण
योग प्रत्येक के लक्षणों में प्रमुख लक्षण
जिन के माध्यम से विश्वजीवन

मे अपने
अपनाने के
न्या प्रेरित

साकरी अराक हाता नीला जी
आपणचक से

कार्यक्रम में राष्ट्रीयता की भावना में अत्यंत शिक्षा दीक्षा रहे कार्यक्रम का आयोजन अति कठिनाई भरी ही किया जाया। प्रदर्शन अतिशय जल्द ही ही किया गया।

असमोचन समिति ने २० नोवेंबरलास यादू प्रमोचन कुमरन जीव और सुमोचन कुमरन जीव भूमिका सरासरीय रती एकनीकी समर्थन सुमोचन दिवसला सोलंकी ने पिताजी कार्यालय ने देस विदेश से २००० से अधिक प्रतिभागियों ने अपना समर्थन देा ।

योग एवं स्वास्थ्य
का अंतर्संबंध विषय
पर हुआ वेबीनार

विद्युत्वा जलनपुर एक्सप्रेस।
विद्युत्वा हासकोय महविधानम
विद्युत्वा में मन्त्रालय को उच्च शिक्षा
अधिकार्य युक्तता उपवन एन्फेड
मार्ग बैंक एन्विजना के आगत
डेनोन का अन्वेषन किया गन्त।
मन्त्रिय विधान प्रता योग एवं
स्वस्व का आन्विष्य विषय पर
का कार्यन्वयन हुआ। अन्वय का पापन
में कार्यन्वयन प्रोत्साहन में योग का प्रता
एन्फेड प्रता और का कि योग
में विधान प्रता इस युक्ति आन ही
सम्पन्न स्वस्व रीति। अन्वय प्रता
मोदक ही पूजा प्रता रीति ने
एन्विष्य विधान को सुधस्वस्व प्रता
और विधान को अन्विष्य प्रता सुध
योग को अन्विष्य प्रता में अन्विष्य के
विधान प्रता प्रता।

योग पर बिछुआ कालेज में राष्ट्रीय वेबिनार आज

छिंदवाड़ा। जिले के बिछुआ कालेज में मंगलवार को वर्चुअल राष्ट्रीय वेबिनार का आयोजन किया गया है। योग और स्वास्थ्य में अंतर्संबंध स्थापित करने में वेबिनार महत्वपूर्ण भूमिका निभाएगा। कालेज प्राचार्य डॉ. आरपी यादव ने बताया कि छात्र छात्राओं व स्टाफ को अच्छे स्वास्थ्य के प्रति जागरूक करने के लिए योग वेबिनार रखा गया है जिसमें अमरावती से एमबीबीएस, डीएमसीएच, डीआईपी व यूएसजी डॉ. प्रताप उदवानी तथा पूणे से बीएएमएस डॉ. विश्वजीत चवण वेबिनार में जुड़ेंगे। वहीं राष्ट्रीय वेबिनार के कन्वेनर अजीत सिंह गौतम, कॉर्डिनेटर डॉ. पूजा तिवारी व अमित साहू ने सभी विद्यार्थियों से वेबिनार में जुड़कर लाभ लेने की अपील की है।

योग एवं स्वास्थ्य पर वेबिनार

योगाभ्यास से स्वस्थ रहता है तन व मन

बिछुआ @ पत्रिका। शासकीय महाविद्यालय बिछुआ में मंगलवार को उच्च शिक्षा आंतरिक गुणवत्ता उत्थान प्रकोष्ठ व वाणिज्य विभाग द्वारा योग एवं स्वास्थ्य का अंतर्संबंध विषय पर वेबिनार का आयोजन किया गया। प्राचार्य डॉ. आरपी यादव ने योग की महत्ता बताई।

योग से ही संभव है। योग कृषि मंत्रियों के समय से ही अस्तित्व में है। पूणे के डॉ. विश्वजीत चवण ने कहा आज जो बीमारियां हो रही हैं। वह केवल दवाइयों के माध्यम से ही ठीक नहीं हो सकती। उसके साथ योग भी आवश्यक है। वेबिनार के संयोजक अजीत सिंह गौतम थे। संचालन डॉ. कविता चहल व आभार प्रदर्शन अमित कुमार साहू ने किया। तकनीकी सहयोग टिक्कल सोलंकी का रहा। डॉ. नोखेलाल साहू, मनोज कुमार जैन, सूर्यकांत शुक्ल ने सहयोग किया।

योग एवं स्वास्थ्य पर वेबिनार

बिछुआ। शासकीय महाविद्यालय बिछुआ में मंगलवार को योग एवं स्वास्थ्य का अंतर्संबंध विषय पर एक दिवसीय नेशनल वेबिनार का आयोजन किया गया। प्राचार्य डॉ. आरपी यादव ने कहा कि हम योग से जितना ज्यादा जुड़ेंगे उतना ही समृद्ध व स्वस्थ रहेंगे। डॉ. पूजा तिवारी ने योग को अपने जीवन में अपनाने के लिए प्रेरित किया। कार्यक्रम का संचालन डॉ. कविता चहल और आभार प्रदर्शन अमित कुमार साहू ने किया। आयोजन समिति में कार्यक्रम संयोजक अजीत सिंह गौतम, डॉ. नोखेलाल साहू, मनोज कुमार जैन और सूर्यकांत शुक्ल की भूमिका सहाय्य रही।



WORKSHOP
on
IFMIS and Office Automation

To,

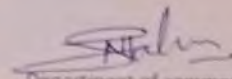
The Principal,
Government College, Bichhua
Dist. Chhindwara

SUB : Submission of Compliance report on successfully conduction of two days' workshop on IFMIS and Office Automation through proper channel.


Sir,

With reference to subject mentioned above the detailed report of workshop on IFMIS and Office Automation is enclosed herewith for your kind perusal.


Regards


Department of commerce
Government College Bichhua
Dist. Chhindwara

Enclosed : 1. Report
2. Photographs in hardcopy
3. Copy of Press Release


(Dr. Pooja Tiwari)

प्रति सम्बन्धित
सर्वोच्च शिक्षा विभाग (H.E.)
सर्वोच्च शिक्षा विभाग (H.E.)
सर्वोच्च शिक्षा विभाग (H.E.)

Seen

PRINCIPAL
Govt. College, Bichhua
Dist. Chhindwara (M.P.) 480111

Report

Workshop on IFMIS and Office Automation

It was a matter of pride for the Department of Commerce, Govt. College, Bicchua that you selected us for conducting a workshop on 'IFMIS and Office Automation' for our College's Office Staff and Faculties. We are very thankful to Dr. R. P. Yadav, Principal and Dr. Pooja Tiwari, IQAC Coordinator who gave us this great opportunity.

On 17th July, 2021 when we received order no. 209/2021 (dated 16/07/2021), we held a departmental meeting for this purpose and in line with IQAC's action plan set following objectives of the workshop –

- Staff members become very familiar with the use of IFMIS portal.
- To develop basic understanding of Indian taxation system.
- To provide in depth understanding of T.D.S procedure.
- To provide understanding of various forms such as Form No. 16, 26AS and ITR.
- To demonstrate need of office automation in the organization.
- To provide a way to staff member to become techno savvy.
- To provide an overview of organization's future plan for office automation.

We made a proper plan and decided appropriate dates i.e 2nd and 3rd August, 2021 for conducting workshop. The plan was duly approved by Dr. Pooja Tiwari, IQAC Coordinator on 21st July, 2021. Accordingly, we also obtained the consent from Mr. Amit Kumar Sahu and Mr. Pradeep Bharti to speak on workshop's topic.

On 2nd August, 2021 workshop was started on scheduled time at 1:00 p.m with auspicious Saraswati Pujan. Principal, Dr. R. P. Yadav gave grate motivational speech on this occasion and also enlighten need of office automation in the organization. Dr. Sakshi Sahare shared some thoughts with office staff and faculties regarding why everyone should be technologically updated. After such great motivational speech Mr. Pradeep Bharti was ready to give a tour of IFMIS portal to the participants. Mr. Pradeep Bharti, who has full command over IFMIS explained the following –

- How to get start with IFMIS portal?
- What are the problems generally arising when an employee tries to get login in to the portal?
- What are HRMIS and its menu components?
- How one can update his/ her profile under E-profile option time to time?
- How an employee can generate Pay Slips and Annual Salary Statement?
- How other options of HRMIS are useful for employees?

After detailed explanation about HRMIS menu options, Mr. Amit Kumar Sahu took over command and started with components of employee's salary. He has explained following –

- What are the components of salary?

Cont....

- What is tax and its types?
- What is Triangle Communication and how is it used in tax deduction at source?
- What is the procedure of tax deduction from salary?
- What is the significance of Form No. 16 and Form No. 26AS?
- What are Income Tax Returns and its filing rules?

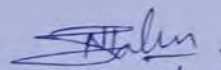
On 3rd August, 2021 staff members and faculties reassembled as per schedule time. The second day was reserved for discussion on Office Automation. At the start of second day's session IQAC Coordinator, Dr. Pooja Tiwari summarized the importance of Office Automation. After that Mr. Amit Kumar Sahu has explained following concepts in depth –

- What is Office Automation?
- What are advantages and limitations of Office Automation?
- What are the tools of Office Automation?
- Introduction of MS-Office as a significant tool for Office Automation.
- How LAN implementation is useful for information collection and storage?
- How can employees be techno savvy in changing work environment?

At the end of second day's session Dr. R. P. Yadav, Principal has added conclusive remark for organization's vision and emphasized need of participation of every staff member to achieve goals of office automation. During both sessions all members of organizing committee were involved in the stage operation and tea refreshment.

Department of Commerce also received oral feedback from participants, whether we were successful in organizing and has achieved objectives of the workshop. Around 90% of total participants expressed their full satisfaction and felt benefited to come to this type of workshop.

Dated – 10th August, 2021


(Dr. N. L. Sahu)
HOD

Submitted By
Department of Commerce
Government College, Bichhua
Dist. Chhindwara



WORKSHOP

on

IFMIS AND OFFICE AUTOMATION

PATRON



Dr. R. P. Yadav
Principal

Organized by

DEPARTMENT OF COMMERCE

Under the aegis of

IQAC
Government College Bichhua
Dist. Chhindwara (MP)

Speakers



Amit Kumar Sahu



Pradeep Kumar Bharti

Timing 01:00 PM to 03:00 PM

2 nd August, 2021	3 rd August, 2021
<ul style="list-style-type: none">• Introduction to IFMIS• Content of E-Profile• Types of Reports• Salary Processing• T.D.S and ITR	<ul style="list-style-type: none">• Office Automation• Scope & Benefits• E- Communication• MS -Office• System Integration

ORGANIZING COMMITTEE

Dr. N.L. Sahu, Manoj Kumar Jain,
Ajit Singh Gautam, Amit Kumar Sahu, Suryakant Shukla

IQAC COORDINATOR



Dr. Pooja Tiwari
Associate Professor

Inauguration of Workshop

Day – 1 (2nd August, 2021)



Explaining HRMIS by Mr. Pradeep Bharti
Day – 1 (2nd August, 2021)



Salary Processing & T.D.S Procedure by Mr. Amit Kumar Sahu
Day – 1 (2nd August, 2021)



Office Automation by Mr. Amit Kumar Sahu
Day - 2 (3rd August, 2021)



प्रदेशीय स्तर पर दिवसीय कार्यशाला



विद्युत्संचालन प्रणाली (जो) संचालन तथा विद्युत् विभाग के अधिकृत अधिकारी अधिकृत विद्युत् संचालन में संचालन प्रणाली के प्रसार, वोल्टेज आदी मापन के संकेतन एवं अनुसंधान विभाग के अधिकारी द्वारा प्रसारित की जायेगी।

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वाणिज्य विभाग ने कॉलेज में किया
दो दिनी कार्यशाला का आयोजन

• *Quercus agrifolia* (Oak)

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विद्यार्थ्यांमध्ये येथील विद्यार्थ्यांना
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सहभागी होऊन घ्यावे. या कार्यक्रमात
आकर्षक वृत्ती आणि या विषयावर
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आणि या विषयावर विद्यार्थ्यांना
आकर्षित करीत आहे.

आई एफ एस आई एस एवं ऑफिस
ऑटोमेशन विषय पर दो दिवसीय कार्यशाला

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एवं मुख्य कार्यस्थल से प्रतीत होती है।
प्रतीत होती है और कार्यस्थल
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वाणिज्य विभाग ने कॉलेज में किया
दो दिनी कार्यशाला का आयोजन

• *Journal of Management Education*

विद्यमान में सारा धर्मों का नाम लेना
विद्यमान के विचारधारा को समझने
का एकमात्र उपाय है। विद्यमान
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का एक ही नाम है। धर्मों का नाम
लेना ही धर्मों का नाम लेना है।
धर्मों का नाम लेना ही धर्मों का नाम
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विद्यार्थ्यांच्यातून ते सर्वोत्तम विद्यार्थी
आपल्याही लक्ष घेऊन कार्यरत
सोविते। विद्यार्थी आपल्या शीटवर काम
करते, जेव्हा त्यावर विचार आणत ते
नवीन सोल्यूशन्स, जेव्हा ते विद्यार्थ्यांच्या
लक्ष घेऊन प्रत्येक काम किंवा विचार
आपल्या लक्ष घेऊन का घेतले गेलेला
होय। काय कार्यरत आहे ते सर्वोत्तम
का समजूत आणायला, समजायला
आपल्याकडे एक कार्यरत आहे ते आपली
सोविते समजायला येते। कार्यरत आहे
समजायला आपली विचार घेतून ते
आपल्या कार्यरत घेतून विचार
विद्यार्थी आपल्या शीटवर सोल्यूशन्स
करत ते सर्वोत्तम आहे।