

Workshop on Professional Development for Non-Teaching Staff

Date: 27.06.2025

Time: 11 am

Venue: New Conference Hall, Morigaon College (Autonomous)

Organised by -IQAC, Morigaon College (Autonomous)

Workshop Coordinator: Ms. Prashasti Bhattacharjee

Members: Mr. Kashyap Das

Dr. Alexis Pinheiroo

Dr. Rituraj Das

Resource Person: Smti. Chinmoyee Talukdar, AES, Joint Director, Bodo Medium & Other Tribal Languages, and Directorate of Non-Formal and Adult Education, Govt. of Assam

Objective of the workshop: The objective of this workshop is to enhance the administrative skills, technical knowledge and overall workplace efficiency of the non-teaching staff working in various colleges. It aims to cover key areas like office management, digital literacy, communication skills and professional ethics of the employees. Interactive session, practical training and expert guidance will be integral parts of this workshop ensuring a comprehensive learning experience for all the participants.

Details of the workshop

A one-day workshop on "*Professional Development for Non-Teaching Staff*" was successfully organized by IQAC, Morigaon College (Autonomous) on 27th of June, 2025 at the New Conference Hall. The programme was graced by the presence of non-teaching staff from various neighbouring colleges, including Jagiroad College, MayongAnchalik College, ADP College, Charaibahi College, Moirabari College, GKB College, Dr. B.K.B College, Dhing College, Laharighat among others.

The workshop started with a welcome address delivered by Dr. Lila Kanta Barthakur, Principal, Morigaon College (Autonomous), who highlighted the significance of professional development for non-teaching staff in ensuring institutional growth and efficiency. Formal inauguration of the workshop was done by Dr. Kamal Chandra Nath, Principal, Charaibahi College. He shared his thoughts on dedication, discipline and the collective growth of educational institutions.

The session was coordinated and hosted by Ms. Prashasti Bhattacharjee, Assistant Professor and Head, Department of Business Management. The organizing team comprised Dr. Alexis Pinheiroo, Assistant Professor, Dept of Geography, Mr. Kashyap Das, Dept of Botany and Dr. Rituraj Das, Dept of Chemistry whose collective efforts ensured the smooth conduct of the programme.

The resource person for the workshop was Smti. Chinmoyee Talukdar, AES, Joint Director, Bodo Medium & Other Tribal Languages, and Directorate of Non-Formal and Adult Education, Govt. of Assam. She shared her expertise on capacity building, workplace ethics, and effective service delivery, with an emphasis on the evolving roles of non-teaching staff in academic institutions. Her interactive session greatly enriched the participants' knowledge and skills.



At the conclusion of the workshop, certificates of participation were handed over to selected participants, acknowledging their engagement in the programme. The formal proceedings ended with a vote of thanks offered by Dr. Alexis Pinheiro, who expressed gratitude to the resource person, the organizing team, the participants, and IQAC, Morigaon College, for their active involvement and cooperation.

Outcome of the workshop

The Professional Development Workshop for Non-Teaching Staff concluded with several meaningful outcomes that highlighted both personal and professional growth among participants:

- i. It helped the participants to improve their communication, organizational, and problem-solving skills, which will directly benefit the efficiency of their roles.
- ii. Many staff members expressed a greater sense of confidence in their work, along with a stronger appreciation for the importance of their contributions to the institution.
- iii. Participants identified concrete ways to apply new strategies and tools within their daily tasks, from improved time management to more effective service delivery.
- iv. Another notable outcome was the expressed interest among participants to continue engaging in professional development opportunities, ensuring that growth and learning remain ongoing processes.



[Handwritten Signature]
Workshop Coordinator
Morigaon College (A)

Photos of the workshop





B
 Coordinator
 Morigaon College
 (A)

**Registration for one day state level Workshop on Professional Development
for Non-Teaching staff**

Organised by

IOAC, Morigaon College

Date: 27/06/2025

Sl. no	Name	College	Designation	Contact no	Email ID	Fee
1.	Bhopen Bhuyan	Morigaon College	Library Assistant	8638589952	bbhuyan58@gmail.com	100/-
2.	Jibansyoti Borca	do	Junior Asstt.	9854021979	jibansyotiborca@gmail.com	100/-
3	Pradip Kr Nath	do	Grade IV	9859070612	nathpradipkumar59@gmail.com	100/-
4	Bipul Deka	Morigaon College	Jr. Asstt.	8486379207	bipuldeka136@gmail.com	100/-
5	Tulench. Nath	do	Grade IV	8749998837	tulennath242@gmail.com	100/-
6	Madhujyoti D. Sarma	Morigaon College	Jr. Asstt	9678387611	mjsarma24@gmail.com	100/-
7.	Bulbul Kavati Meethi	do	Lab. Bearer	7002599897	chymal/kavathi@gmail.com	100/-
8.	Sonalika Meethi	u	Grade IV	9706766592	-	(NS) Paid
9.	Jitka Das	"	"	8472982983		100/-
10	Binod Kr. Nath	"	"	8486699349	binodkumar Nath 33@gmail.com	Paid (NS)
11	Dipak Hazarika	"	"	8473842113		100/-
12	Manoj Dewri	"	"	9101548360		100/- Paid
13	Ranjit Bora	"				100/-
14	Biman Mahanta	"				100/-
15	Minati Bora	Roha College	Jr. Asstt	8723002981	minatibora74@gmail.com	100/-

Sl. no	Name	College	Designation	Contact no	Email ID	Fee
18	Mantu Patar	Raha College	Jr. Asst.	9954729789	Mantupatar135@gmail.com	400/-
17	Bhagadatta Nath	Monigaon College	Grade W	6900067262	-	400/-
16	Haren Medhi	Monigaon College	S.A	7896292825	Harenmedhi719@gmail.com	400/-
19	Bhabani Devi	Monigaon Coll.	Asst. Insp.	9864268922	-	Paid (NS)
20	Madhav Ch. Bora	Monigaon-coll	Lab. Asst.			400/-
21	Nabin Ch. ^{Hararika} Bora	Monigaon coll	Lab. Asst.			Paid (NS)
22	Jyotesh Nath	"	Grade W Lab-A			400/-
23	Pinku Hararika	"				Paid (NS)
24	Kishor Kumar Nath	"				Paid (NS)
25	Fulesa Begum	"				Paid (NS)
26	Allab Begum	"				Paid (NS)
27	Doba Kanta Nath	Charaibahi	Jr. Asst.	9101152475		400/-
28	Kanta la Boskarati	"	Jr. Asst.	6002635275		400/-
29	Narayan Saikia	Monigaon				Paid 400/-
30	Naren Kalita	"				Paid 400/-
31	Rabajit Medhi	"				Paid (NS)
32	Raktim Mahanta	"				Paid (NS)
33	Sabita Dewari	"				Paid (NS)
34	Sunil Khatik	"				Paid (NS)
35	Bulbul Das	"				400/-

Sl. no	Name	College	Designation	Contact no	Email ID	Fee
36	Meghali Gogoi	Dr. B.K.B College	Jr. Assst.	8876890629		100/-
37	Nayan Koni Medun	Morigaon College	Lib. Assst.	6901799195		Paid (NS)
38	Bipul Borca	Morigaon College	Electrician	80742-38741		Paid (NS)
39	Jaganta Nath					Paid (NS)
40	Cheriram Medhi	Morigaon college	Lab. Bearer			100/-
41	Mozibur Rahman	Moinabari Coll.	HEAD. ASSST.	9435710618		100/-
42	Juganta Kr. Nath	Morigaon Coll.	Grade IV	9865848131		Paid (NS)
43	Bapthor Nath	Morigaon Coll.				Paid (NS)
44	Alim Uddin	Dhing college	Jr. Assst.	9101495754		100/-
45	Tarun Ch. Borca	"	Lib. Assst	9613106913		100/-
46	Rabbiul Islam	Lahnarighat College	Librarian	9638224807		100/-
47	Ashrafur Alam Choudhury	"	Asst. Librarian	9802397774		100/-
48	Fakrul Islam	"	ST. Assst.	9678566598		100/-
49	Pranab. Kr. Nath	A.K.B.	Jr. Assst	9435219521		100/-
50	Rameswar Borca	"	ST. Assst.	9099174283		100/-
51	Dimbeswar Nath	"	Jr. Lib. Assst.			100/-
52	Harikanta Nath	"	Grade IV			100/-
53	Nirmal Keot	Grade IV	Grade IV			100/-
54	Pradip Kr Nath	"	Lib. Bearer			100/-
55	Biswan Ch. Halder	Morigaon College	Lab. Beam			100/-



**ONE DAY STATE LEVEL WORKSHOP ON
PROFESSIONAL DEVELOPMENT**

CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT

Mr. Bhagadatta Nath of Morigaon College (A)

has successfully completed the One Day State Level Workshop on
Professional Development for Non-Teaching Staff organized by
IQAC, Morigaon College (Autonomous) on the

27th of June, 2025



DR. LILA KANTA BARTHAKUR
PRINCIPAL



DR. ARIK KONWAR
IQAC COORDINATOR



MS. PRASHASTI BHATTACHARJEE
COORDINATOR, ORGANIZING COMMITTEE