

BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION

Recognized by N.C.T.E. & Affiliated to Tripura University (A Central University)

UGC recognition under section 2(f) & 12(B) of UGC Act, 1956
P.O. - Bimangarh (Narsingarh), Agartala, West Tripura, Pin – 799015
Ph.No: 6033322532. E-mail: bhavanbedc_trip@rediffmail.com

Website: www.btcte.in

Dr. G.V. Subramanian Director

Shri Debashis Chakraborty Chairperson

List of Faculty engaged in Faculty Exchange Programme:

YEAR: 2023

1. Name: Dr. Rajat Dey

Designation: Principal, Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala, Tripura.

From College:Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala, Tripura.

To College:Bhavan's Tripura Teacher Training College, Anandanagar, Agartala, Tripura.

Date: 14/6/2023

YEAR:2023

1. Name: Dr. Ashish Shil

Designation: Assistant Professor, Bhavan's Tripura Teacher Training College, Anandanagar, Tripura.

From College:Bhavan's Tripura Teacher Training College, Anandanagar, Agartala, Tripura.

To College:Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala, Tripura.

Date: 21/06/2023

2. Name: Mr. Siddhartha Choudhury

Designation: Assistant Professor, (IT), Bhavan's Tripura College of Science and Technology, Anandanagar, Agartala, Tripura.

From College: Bhavan's Tripura College of Science and Technology, Anandanagar, Agartala, Tripura.

To College: Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala, Tripura.

Date: 19/06/2023

3. Name: Dr. Shilpi Saha

From CollegeBhavan's Tripura College of Science and Technology, Anandanagar, Agartala, Tripura.

To College:Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala, Tripura.

Date: 19/06/2023

4. Name: Mrs. Anindita Roy Choudhury,

Designation: Assistant Professor(Management), Bhavan's Tripura College of Science and Technology, Anandanagar, Agartala, Tripura.

From College: Bhavan's Tripura College of Science and Technology, Anandanagar, Agartala, Tripura.

To College:Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala, Tripura.

Date: 19/06/2023

5. Name: Dr. Pankaj Chakraborty,

Designation: Assistant Professor & Head, Department of Political Science, Dasaratha Deb Memorial College, Khowai, Tripura.

From College: Dasaratha Deb Memorial College, Khowai, Tripura.

To College: Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala, Tripura.

Date: 06/06/2023

(DR. RAJAT DEY)
Principal
Bhavan's Tripura College of
Teacher Education
Narsingarh, Agartala-799015

BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION

Narsingarh, Agartala

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Principal Principal Bhavan's Tripura College of

Report on Faculty Exchange

As MOU has been signed with various colleges and school, faculty exchange programme was conducted as a part of it. Faculty members from a few colleges were invited as Special Guest/Resource person to teach a part of the syllabus. It took place in the academic year 2023. Dr. Rajat Dey (Principal of BTCTE) was sent as faculty to Bhavan's Tripura Teacher Training College on 14/06/2023 on their request.

The faculty members who visited our college are the following:

List of Faculty Exchange of B.T.T.T.C Anandanagar, Agartala, Tripura:

1) Dr. Ashish Shil, Assistant Professor, B.T.T.T.C(21/6/2023)

List of Faculty Exchange of B.T.C.S.T, Anandanagar, Agartala, Tripura:

- 1) Mr. Siddhartha Choudhury, Assistant Professor, (IT), BTCST (19/6/2023)
- 2) Dr. Shilpi Saha, Assistant Professor (MLT), BTCST (19/6/2023)
- 3) Mrs. Anindita Roy Choudhury, Assistant Professor (Management), BTCST (19/6/2023)

List of Faculty Exchange of DDMC, Khowai, Tripura:

1) Dr. Pankaj Chakraborty, Assistant Professor & Head, Department of Political Science. (6/6/2023)

Faculty from our college went as a resource person to take a special class on their request. The topic of the special class was about B.Ed curriculum, which is very essential and informative for a trainee teacher throughout the course.

Similarly, faculties from BTTTC and BTCST came to our college to take special classes on a particular topic from B.Ed syllabus.

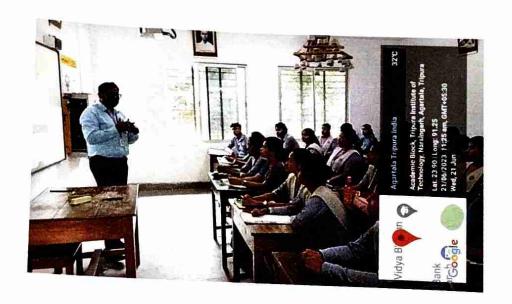
Dr. Pankaj Chakraborty from DDMC was invited as a resource person for a Faculty Orientation Programme(2021) and even to guide us in various matters in academic year (2023).

(DR. RAJAT DEY) Principal

Bhavan's Tripura College of Teacher Education Narsingarh, Agartala-799015

Faculty Linkage Report

Dr. Asish Shil, Assistant Professor of BTTTC, Anandanagar, Agartala has visited our college on 21st June, 2023 as part of the faculty exchange programme to take a special class of the B.Ed trainees. The students of B.Ed second semester has participated in this teaching learning process. The topic of the special class was "Perspectives on Assessment and Evaluation", which is a topic of B.Ed curriculum from the Course C9, Unit-1. The teaching learning session was very informative as the students got benefitted from this special class and clarified all their doubts regarding the topic.



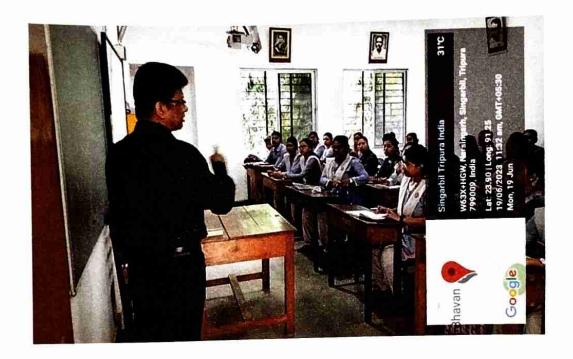
Picture: Special Class by Dr. Asish Shil, BTTTC, Anandangar, Agartala

(DR. RAJAT Principal Bhavan's Tripura College of

Teacher Education Narsingarh, Agartala-799015 THOUSE CONTINUE

Faculty Linkage Report

Mr. Siddhartha Choudhury, Assistant Professor of BTCST, Anandanagar, Agartala has visited our college on 19thJune,2023 as part of the faculty exchange programme to take a special class of the B.Ed trainees. The students of B.Ed fourth semester has participated in this teaching learning process. The topic of the special class was "Visualizing techniques, supported learning situations", which is a topic of B.Ed curriculum from the Course EPC-3, Unit-3. The teaching learning session was very informative as the students got benefitted from this special class and clarified all their doubts regarding the topic.



Picture: Special class by Mr. Siddhartha Choudhury. BTCST, Anandanagar, Agartala

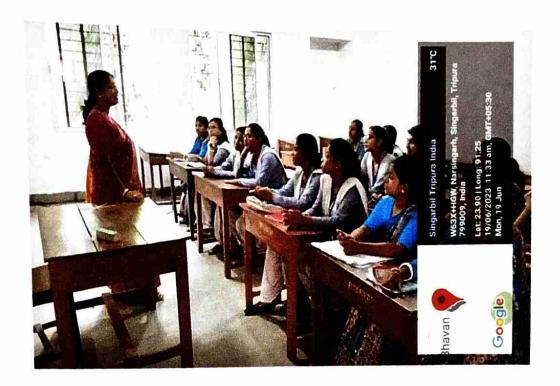
(DR. RAJAT DEY)
Principal

Bhavan's Tripura College of Teacher Education Narsingarh, Agartala-799015

Faculty Linkage Report

3

Dr. Shilpi Saha, Assistant Professor, of BTCST, Anandanagar, Agartala has visited our college on 19thJune, 2023 as part of the faculty exchange programme to take a special class of the B.Ed trainees. The students of B.Ed fourth semester has participated in this teaching learning process. The topic of the special class was "Inclusive Education", which is a topic of B.Ed curriculum from the Course C10, Unit-1. The teaching learning session was very informative as the students got benefitted from this special class and clarified all their doubts regarding the topic.



Picture: Special class by. Dr. Shilpi Saha, BTCST, Anandanagar, Agartala

(DR. RAJAT DEY)) 2 Principal Bhavan's Tripura College of Teacher Education Narsingarh, Agartala-799015

Faculty Linkage Report

D

Ms. Anindita Roy Choudhury, Assistant Professor of BTCST, Anandanagar, Agartala has visited our college on 19th June, 2023 as part of the faculty exchange programme to take a special class of the B.Ed trainees. The students of B.Ed fourth semester has participated in this teaching learning process. The topic of the special class was "Educational Administration and Management", which is a topic of B.Ed curriculum from the Course C11 Unit-2. The teaching learning session was very informative as the students got benefitted from this special class and clarified all their doubts regarding the topic.



Picture: Special class by.Mrs Anindita Roy Choudhury,BTCST, Anandanagar, Agartala.

(DR. RAJAT DEY)

Bhavan's Tripura College of Teacher Education Narsingarh, Agartala-799015

Faculty linkage report

Dr. Pankaj Chakraborty, Assistant Professor of DDMC, Khowai, Tripura has visited our college on 6thJune, 2023 as part of the faculty exchange programme to took a special class of the B.Ed trainees. The students of B.Edfourth semester has participated in this teaching learning process. The topic of the special class was "Knowledge and Curriculum", which is a topic of B.Ed curriculum from the Course. The teaching learning session was very informative as the students got benefitted from this special class and clarified all their doubts regarding the topic.



Picture: Special class by Dr. Pankaj Chakraborty, DDMC, Khowai, Tripura.

(DR. RAJAT DEY) Principal

Bhavan's Tripura College of Teacher Education Nersingarh, Agartala-799015



REPORT

On

In-house Discussion

Bhavan's Tripura College of Teacher Education (BTCTE) always encourages the faculties to develop their knowledge and skill as BTCTE believes in dynamism. In order to maintain the in-house dynamism the faculties of BTCTE arranges sessions of In-house discussion on various topics. Faculties share their knowledge and skills among others that obviously enhance the knowledge, potentials and skills of the others as the faculties belong to different backgrounds.





Principal

(Dr. Rajat Dey)
(DR. RAJAT DEY)
Principal
Bhavan's Tripura College of
Teacher Education
Narsingarh, Agartals-799015



REPORT

On

Orientation Programme on Basic Applications of Computer

for Teaching and Non-Teaching Staff"

DATE: JUNE 04, 2019



Organized by IQAC

BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION

RECOGNIZED BY NCTE AND PERMANENTLY AFFILIATED TO TRIPURA UNIVERSITY (A CENTRAL UNIVERSITY) PO- NARSINGARH, AGARTALA-799015

WEBSITE www.btcte in

E-mail: bhavanbede trip@rediffmail.com

Principal
Bhavan's Tripura College of
Teacher Education

Report on the "Orientation Programme on Basic Applications of Computer for Teaching and Non-Teaching Staff" in 2023

Introduction

"Orientation Programme on Basic Applications of Computer for Teaching and Non-Teaching Staff" has opened various frontiers for the teaching and non-teaching staff to develop the knowledge on Basic Applications of Computer to run the administrative and official work very smoothly and to establish a rapport among all the staff and it is most important aspects in Formal Education System. Staff development includes all training and education undertaken by an employer to improve the occupational and personal knowledge, skills and attitude of employment. So both qualitative and quantitative parameters through them must be met and it is a holistic need of time which should be focused in curriculum implementation and curriculum transaction.

Objectives of the Programme

The main objective of this program is to develop the smoothness in various administrative and academic activities and create a new working environment in the educational sector for the teaching and non-teaching staff. The goals of this orientation programme are to: Computer education in education sector plays a major noteworthy role in the career development of educationist. Being actively used in various educational institutes' computers is used by the teachers to aid the learning process of students. Teachers take help of audio-visual techniques to prepare lesson plans for the students, multimedia presentations are easy to deliver for teachers also as these presentations spare a great deal of time and effort. Computers can be used for online education & research, In CBT (Computer Based Training), various projects & educational programs are set up with the assistance of expert educators and audio-visual media help. These educational programs are generally set up in the shape of lectures on a specific subject.

Importance of the Programme

This orientation programme is important because it enhances creativity & thinking skills of the staff for smooth running of the academic and administrative activities, provides efficient & better use of IT technology to solve the problems in a short duration for the staff, proves beneficial for career aspiration for the educationists, improves research work & helps in communicating with different education providers for all the researchers, gives instant information on any topic in just a single click, & many more and the staff of the institution become updated.

(DR. RAJAT DEY)
Principal
Bhavan's Tripura College of
Teacher Education
Narsingarh, Agartala - 799015

Eminent Resource Person:

- Resource Person: Mr. Dhananjoy Bhattacharjee, Computer Teacher, SKMS, Gurkhabasthi, Agartala.
- > Resource Person: Mr. Bipul Pal, Computer Teacher, BTVM, Narsingarh, Agartala.
- > Event President: Mr. Debashis Chakraborty, Chairman of Bharatiya Vidya Bhavan, Agartala Kendra.
- Welcome address given by: Dr. Rajat Dey, Principal, Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala.
- Convener: Dr. Sandip Saha, Assistant Professor, Bhavan's Tripura College of Teacher Education.
- > Vote of thanks: Dr. Sandip Saha, Assistant Professor, Bhavan's Tripura College of Teacher Education.

Schedule of the Programme

Sl. No.	Date	Day	Time	Events (Men & Women)					
1.	04.06.2019	Tuesday	3:00 pm 3:30 pm.	Technical Session for Teaching Staff, by Mr. Dhananjoy Bhattacharjee, Computer Teacher, SKMS, Gurkhabasthi, Agartala.					
2.	04.06.2019	Tuesday	3:30 pm. – 4:00 pm.	Technical Session for Non-Teaching Staff, by Mr. Bipul Pal, Computer Teacher, BTVM, Narsingarh, Agartala.					

Outcome of the Programme

The outcome of the orientation program is to integrate to the staff into their positive work environment by enhancing their smooth, active and positive administrative and academic process. The staff of our college acquired knowledge about how to the huge and organized store of information, quick processing of data, audio-visual guides in teaching process for a viable learning, quick communication and correspondence and acquired knowledge about other basic applications of computer to run all the activities very smoothly.

(DR. RAJAT DEY)
Principal
Bhavan's Tricura College of
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Words of inception to conduct the Programme

Approval for Principal of the college (Dr. Rajat Dey) to get the official permission to orient the staff to conduct the "Orientation Programme on Basic Applications of Computer for teaching Staff" and fourteen years old Teacher Training Institute (BTCTE) welcomed the proposal and permitted to conduct the same.

Words of Conclusion

Hence, "Orientation Programme on Basic Applications of Computer for teaching Staff" came to end on 04.06.2019 with the message: "develop of knowledge on basic applications of computer to run official, administrative academic work smoothly, develop knowledge in computer as an educationist to implement in educational sector, develop performance enhancement traits and get all the benefits and exploring and learning about socialization. The "Orientation Programme on Basic Applications of Computer for teaching and non-teaching Staff" is acknowledged to Bhavan's Tripura College of Teacher Education authority and to respected Principal of the B.Ed College (Dr. Rajat Dey) to provide the chance to be part of this Teacher-Training Institution and conveyed the wish to conduct further the "Orientation Programme on Basic Applications of Computer for teaching and non-teaching Staff" with all the teaching and non-teaching staff of this college. This wish was highly appreciated and welcomed by Dr. Rajat Dey and college also acknowledged contribution of this college for enriching the through this one day "Orientation Programme on Basic Applications of Computer for teaching and non-teaching Staff".

(Dr. Rajat Dey) Principal

(DR. RAJAT DEY)
Principal
Bhavan's Tripura College of
Teacher Education
Narsingarh, Agartals 7996





REPORT

On

One Day Orientation Programme

On

"Incorporating Human Values in Education For Teaching Staff"

DATE: JUNE 08, 2021



Organized by IQAC

BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION

RECOGNIZED BY NCTE AND PERMANENTLY AFFILIATED TO TRIPURA UNIVERSITY (A CENTRAL UNIVERSITY) PO- NARSINGARH, AGARTALA-799015

WEBSITE www.btcte in E-mail: bhavanbede_trip@rediffmail.com

10.6.21

Report on the "Incorporating Human Values in Education for Teaching Staff" in 2021

Introduction

"Orientation Programme on "Incorporating Human Values in Education for Teaching Staff" has opened various frontiers for the teaching staff to develop administrative quality in the field of education and to establish rapport among all the staff and it is most important aspects in Formal Education System. Staff development includes all training and education undertaken by an employer to improve the occupational and personal knowledge, skills and attitude of employee. So both qualitative and quantitative parameters through them must be met and it is a holistic need of time which should be focused in curriculum implementation and curriculum transaction.

Objectives of the Programme

The main objective of this program is to provide training to provide various techniques to the teaching staff to improve skills in creative activities to incorporate human values in education by acquiring following objectives:

- > To promote broader capabilities, attitudes and skills that matter not merely in educational institution, making the world a better place not just for themselves but also for their family, friends, colleagues and others,
- > To serve as role model to students in institution because they play a major role in inculcating their ethical behavior. Though there are rules and regulations, the educational institutions infuse the value education to the students in an informal way. They should play a major role in developing ethical behavior in student.
- > To encourage to be accountable for their own actions and should learn to respect and treat others kindly by the teaching staff.
- ➤ To be role model to the student outside their family. When the student see the model showing concern for others, motivating them for their good deeds, cooperating, helpful with their academic issues, the student learn them by observing and imitate it with fellow peers.
- > To teach the basic morals and values in the institution. They should be taught by emphasizing the idea through many activities, stories and tales, which will encourage them to engage in more helping behaviors by the teaching staff.

Importance of the Programme

Orientation programme is important because this program helps to provide various techniques, tactics and strategies knowledge to the teaching staff to incorporate human values in education by:

Promoting broader capabilities, attitudes and skills that matter not merely in educational institution, making the world a better place not just for them but also for their family, friends, colleagues and others.

Though there are rules and regulations, the educational institutions infuse the value education to the Students in an informal way. They should play a major role in developing ethical behavior in student. Teachers will acquire various skills and knowledge to make the students encouraged and accountable, teachers will learn to be the role model of students and to teach the basic moral values to the students.

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(DR. RAJAT DEY)
Principal
Bhavan's Tripura College of

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Teacher Education Narsingarh, Agartala-799015

Eminent Resource Person:

- > Resource Person: Dr. Pankaj Chakraborty, Assistant Professor, Ram Thakur College, Badharghar, Agartala.
- > Event President: Mr. Debashis Chakraborty, Chairman of Bharatiya Vidya Bhavan, Agartala Kendra.
- Welcome address given by: Dr. Rajat Dey, Principal, Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala.
- > Convener: Dr. Sandip Saha, Assistant Professor, Bhavan's Tripura College of Teacher Education.
- > Vote of thanks: Dr. Sandip Saha, Assistant Professor, Bhavan's Tripura College of Teacher Education.

Schedule of the Programme

Sl. No.	Date	Day	Time	Events (Men & Women)
	08.06.2021	Tuesday	12:30 pm.	Technical Session for Teaching Staff, by Dr. Pankaj Chakraborty, Assistant Professor, Holy Cross College, Durjoynagarh, Agartala, West Tripura.

Outcome of the Programme

The outcome of the orientation program is that all the teaching staff has promoted broader capabilities, attitudes and skills that matter not merely in educational institution, making the world a better place not just for them but also for their family, friends, colleagues and others. Teachers are learning to be the role model in the institution and the idol person in our educated society. They are trying to make the students more encouraged and accountable and to a great extend they are going to be successful.

Words of inception to conduct the Programme

Kind approval of the Principal of the college (Dr. Rajat Dey) received to orient the staff to conduct the Orientation Programme on "Incorporating Human Values in Education for Teaching Staff".

Words of Conclusion

Hence, Orientation Programme on "Incorporating Human Values in Education for Teaching Staff" came to its end on 08.06.2021 with the message: "develop character building traits, develop performance enhancement traits, develop psychological traits and get all the benefits and exploring and learning about socialization. The "Orientation Programme on Incorporating Human Values in Education for Teaching Staff" is acknowledged to Bhavan's Tripura College of Teacher Education authority and to the Principal of this College (Dr. Rajat Dey) to provide the chance to be part of this Teacher-Training Institution and conveyed the wish to conduct further the "Orientation Programme on Incorporating Human Values in Education for Teaching Staff" with all the teaching staff of this college. This wish was highly appreciated and welcomed by Dr. Rajat Dey and college also acknowledged contribution of this college for enriching through this one day "Orientation Programme on Incorporating Human Values in Education for Teaching Staff".

(Dr. Rajat Dey)

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Principal
(DR. RAJAT DEY)
Principal

Bhavan's Tripura College of Teacher Education Narsingarh, Agartala-799015



REPORT

On

One Day Orientation Programme

On

"Office Management for Teaching and Non-Teaching Staff"

DATE: June 15, 2022



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BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION

RECOGNIZED BY NCTE AND PERMANENTLY AFFILIATED TO TRIPURA UNIVERSITY (A CENTRAL UNIVERSITY)
PO- NARSINGARH, AGARTALA-799015

WEBSITE : www.btcte.in E-mail: bhavanbede_trip@rediffmail.com

20.06.122

Report on the "Incorporating Human Values in Education for Teaching Staff" in 2022

Introduction

"Orientation Programme on "Office Management For Teaching and Non-Teaching Staff" has opened various frontiers for the teaching staff and non-teaching staff to develop administrative quality in the field of education and to establish rapport among all the staff and it is most important aspects in Formal Education System. Staff development includes all training and education undertaken by an employer to improve the occupational and personal knowledge, skills and attitude of employment. So both qualitative and quantitative parameters through them must be met and it is a holistic need of time which should be focused in curriculum implementation and curriculum transaction.

Objectives of the Programme

The main objective of this program is to help both teaching and non-teaching staff to grow professionally and personally along with getting updated with the system. So, it is essential to conduct such training programs regularly and effectively for increasing the efficiency and productivity of the staff. The objectives of this programme are as such:

- > To improve various skills and knowledge about office management to run the institute very smoothly.
- > To help to satisfy the recommendations of performance appraisals of the staff.
- > To help to prepare both teaching and non-teaching staff for higher responsibilities.
- > To prove staff as valuable.
- > To improve IT and computer skills of all the staff.
- > To increase the innovativeness and performance of both the staff.
- > To bring uniformity of work processes.
- > To reduce wastage and supervision
- > To help promoting from within
- > To improve organizational structure
- > To boost staff morally.
- > To improve knowledge of policies and goals
- > To create for better workplace environment
- > To improve and update technology

(DR. RAJAT DEY)
Principal
Bhavan's Tripura College of
Teacher Education
Narsingarh, Agartala-799015

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Importance of the Programme

This Orientation Programme is important because it helps to improve various skills and knowledge about office management to run the institute very smoothly, satisfy the recommendations of performance appraisals of the staff, prepare both the teaching and non-teaching staff for higher responsibilities, prove that all the staffs are valued, increase efficiency and effectiveness of a new performance office management system, improves IT and computer skills of all the staff, increase the innovativeness and performance of both the staff, makes uniformity of work processes, reduce wastage, promoting from within, improved knowledge of policies and goals, creates better workplace environment, improves and update technology.

Eminent Resource Person:

- Resource Person: Mr. Debashis Chakraborty, Retired IFS Officer, Chairman of Bharatiya Vidya Bhavan, Agartala Kendra, Agartala.
- Event President: Mr. Debashis Chakraborty, Retired IFS Officer, Chairman of Bharatiya Vidya Bhavan, Agartala Kendra, Agartala.
- > Welcome address given by: Dr. Rajat Dey, Principal, Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala.
- Convener: Dr. Sandip Saha, Assistant Professor, Bhavan's Tripura College of Teacher Education.
- Vote of thanks: Dr. Sandip Saha, Assistant Professor, Bhavan's Tripura College of Teacher Education.

Schedule of the Programme

Sl No.	Date	Day	Time	Events (Men & Women) Technical Session for Teaching Staff, by Mr. Debashis Chakraborty, Retired IFS officer, Chairman of Bharatiya Vidya Bhavan, Agartala Kendra, Agartala.				
1.	15.06.2022	Wednesday	1:00 to 2:00 pm.					
2.	15.06.2022	Wednesday	2:00 to 3:00 pm.	Technical Session for Non-Teaching Staff, by Mr. Debashis Chakraborty, Retired IFS officer, Chairman of Bharatiya Vidya Bhavan, Agartala Kendra, Agartala.				

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(DR. RAJAT DEY)
Principal
Bhavan's Tripura College of
Teacher Education

20.6

Outcome of the Programme

The outcome of the orientation program is that all the staff have tried to implement all the skills and knowledge acquired from this training programme and to certain extent we have developed and are running run the institution smoothly. Both teaching and non-teaching staff are getting confidence to take the higher responsibilities and we are going to be satisfied among the staff also. We are trying to develop the efficiency and effectiveness, reducing wastage and creating better workplace environment.

Words of inception to conduct the Programme

Kind approval of the Principal of the college (Dr. Rajat Dey) received to orient the staff to conduct the Orientation Programme on "Training Programme on Office Management for Teaching and Non-Teaching Staff".

Words of Conclusion

Hence, Orientation Programme on "Training Programme on Office Management for Teaching and Non-Teaching Staff" came to its end on 15.06.2022 with the message: "develop performance enhancement traits and get all the benefits. The Orientation Programme on "Office Management For Teaching and Non-Teaching Staff" is acknowledged to Bhavan's Tripura College of Teacher Education authority and to the Principal of this College (Dr. Rajat Dey) to provide the chance to be part of this Teacher-Training Institution and conveyed the wish to conduct further the Orientation Programme on "Office Management For Teaching and Non-Teaching Staff" with all the teaching and Non-Teaching staff of this college. This wish was highly appreciated and welcomed by Dr. Rajat Dey and college also acknowledged contribution of this college for enriching through this one day "Orientation Programme on Training Programme on Office Management For Teaching and Non-Teaching Staff".



(Dr. Rajat Dey) Principal

20.6

Principal
Bhavan's Tripura College of
Teacher Education
Narsingarh, Agartala 799015



REPORT

On

*Orientation Programme on Development of Administrative

Skill for Teaching and Non-Teaching Staff"

DATE: JUNE 28, 2023



Organized by IQAC

BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION

RECOGNIZED BY NCTE AND PERMANENTLY AFFILIATED TO TRIPURA UNIVERSITY (A CENTRAL UNIVERSITY) PO- NARSINGARH, AGARTALA-799015

WEBSITE www.btcte in

E-mail: bhavanbede trip@rediffmail.com

30.6.123

(DR. RAJAT DEY)
Principal
Bhavan's Tripura College of
Teacher Education
Narsingarh, Agartala-79901

Report on the "Orientation Programme on Development of Administrative Skill for Teaching and Non-Teaching Staff" in 2023

Introduction

"Orientation Programme on Development of Administrative Skill for Teaching and Non-Teaching Staff" has opened various frontiers for the teaching and non-teaching staff to develop administrative quality and to establish rapport among all the staff and it is most important aspects in Formal Education System. Staff development includes all training and education undertaken by an employer to improve the occupational and personal knowledge, skills and attitude of employment. So both qualitative and quantitative parameters through them must be met and it is a holistic need of time which should be focused in curriculum implementation and curriculum transaction.

Objectives of the Programme

The main objective of this program is to integrate employees into their new work environment. The goals of orientation are to: Familiarize new employees with our organization's history, current undertakings, and future plans. Inform them about relevant policies and procedures. Providing skills and training in order to improve the administrative process. Identify the persons in the organization with the required potential and prepare them for higher positions in future. Ensure availability of required number of staff succession who can take over in case of contingencies as and when these arise in future.

In the new session one sees the induction of a fair amount of new staff both in the academic and the administrative wing of the college. Immense amount of effort and time is invested in training and integrating them into the college system. Emotional attachment to the institution has to be encouraged, and this will happen only if the staff members feel that they are equal stakeholders in the progress of the institution. Various objectives of this programme are:

To improve the administrative performance, better handling unexpected situations, learning culture inside an organization help attract new employees and improve loyalty, save money via retaining employees, help grow potentially good employees into great leaders, develop the quality to know others, it helps to understand the college.

Importance of the Programme

Orientation programme is important because it lays a foundation for the new employee's entire career with the department. First impressions are important since they establish the basis for

(DR. RAJAT DEY)
Principal
Avan's Tripurs College of
Teacher Education

everything that follows. Without orientation, new employees sometimes feels uncomfortable in his/her new position and takes longer to reach his/her full potential.

This programme provides to a teacher to interact with the administrative skills in order to devise ways of making academic and administrative experience. Providing skills and training in order to improve class-room teaching techniques and smooth administrative process of the college. Orientation is important because it:

- > Provides the new employee with concise and accurate information to make him/her more comfortable in the job.
- Encourages employee confidence and helps the new employee adapt faster to the job.
- > Contributes to a more effective, productive workforce.
- > Improves employee retention. And
- Promotes communication between the supervisor and the new employee.

Eminent Resource Person:

- Resource Person: Mr. Debojit Chakraborty, Associate Retired Professor, Ram Thakur College, Badharghar, Agartala.
- > Event President: Mr. Debashis Chakraborty, Chairman of Bharatiya Vidya Bhavan, Agartala Kendra.
- Welcome address given by: Dr. Rajat Dey, Principal, Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala.
- Convener: Dr. Sandip Saha, Assistant Professor, Bhavan's Tripura College of Teacher Education.
- ➤ Vote of thanks: Dr. Sandip Saha, Assistant Professor, Bhavan's Tripura College of Teacher Education.

Schedule of the Programme

Sl. No.	Date	Day	Time	Events (Men & Women)				
1.	28.06.2023	Wednesday	12:00-1:00 pm.	Technical Session for Teaching Staff, by Mr. Debojit Chakraborty, Retired Associate Professor, Ram Thakur College, Badharghat, Agartala.				
2.	28.06.2023	Wednesday	1:30 pm. – 2:30 pm.	Technical Session for Non-Teaching Staff, by Mr. Debojit Chakraborty, Retired Associate Professor, Ram Thakur College, Badharghat, Agartala.				

(DR.-RAJAT DEY)
Principal
Bhavan's Tripura Command
Teacher Education

Outcome of the Programme

The outcome of the orientation program is to integrate to the staff into their positive work environment by enhancing their smooth, active and positive administrative process. The goals of this orientation programme are to: Familiarize new hires with our organization's history, learn various administrative skills, and improve the occupational and personal knowledge and attitude of employment. Inform them about relevant policies and procedures.

Words of inception to conduct the Programme

Approval for Principal of the college (Dr. Rajat Dey) to get the official permission to orient the staff to conduct the 'Orientation Programme on Development of Administrative Skill for teaching Staff' and eighteen years old Teacher Training Institute (BTCTE) welcomed the proposal and permitted to conduct the same.

Words of Conclusion

Hence, "Orientation Programme on Development of Administrative Skill for teaching Staff' came to its end on 28.06.2023 with the message: "develop character building traits, develop performance enhancement traits, develop psychological traits and get all the benefits and exploring and learning about socialization. The "Orientation Programme on Development of Administrative Skill for teaching Staff' is acknowledged to Bhavan's Tripura College of Teacher Education authority and to the Principal of the B.Ed College (Dr. Rajat Dey) to provide the chance to be part of this Teacher-Training Institution and conveyed the wish to conduct further the "Orientation Programme on Development of Administrative Skill for teaching and non-teaching Staff" with all the teaching and non-teaching staff of this college. This wish was highly appreciated and welcomed by Dr. Rajat Dey and college also acknowledged contribution of this college for enriching through this one day "Orientation Programme on Development of Administrative Skill for teaching Staff".

STD-ZOTO-

(Dr. Rajat Dey)

(DR. RAJAT DEY)

Principal

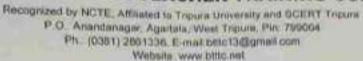
Bhavan's Tripura College of
Teacher Education

Narsingarh, Agartala-799015



Bhavan

BHAVAN'S TRIPURA TEACHER TRAINING COLLEGE





F.No. 32/BTTTC/FEP/2023/191(1)

Date: 09 05 2023

To, The Principal, Bhavan's Tripura College of Teacher Education, Narsingarh, West Tripura 799015.

Sub: Faculty exchange programme - regd.

Sir.

With reference to the above cited subject, we are requesting you to visit our institution on your convenient time and deliver a lecture for our teacher trainees as a part of Faculty Exchange Program. We are looking forward for your positive reply

Thanks and regards,

(Dr. Lipika Dey)

Principal

(DR. LIPIKA DEY)
PRINCIPAL
Bhevan's Tripura Teacher
Training College, Anandanagar

i) Coordinator, IQAC, BTTTC

ii) BTTTC Office File



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Ph. No.: 6033322532, e-mail: bhavanbedc_trip@rediffmail.com # website: www.btcte.in

Dr. Rajat Dey Principal Chairman

E.1(4)/PRP/BTCTE-2023-578(a)

To

Date:12/06/2023

The Principal

Bhavan's Tripura Teacher Training College

Anandanagar, Agartafa, West Fripura

Subject: Proposal of 'Faculty Exchange Programme'.

Madam.

In pursuance of the matter as mentioned in the above subject I am requesting you to send three faculty members related to 11.1 d curriculum It is proposed that the programme will begin from 16th June, 2023. Your cooperation in this respect is highly solicited.

With regards

(Dr.Rajat Dev)

12/6/123

Principal BTCTF







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Recognized by NCTE, Affiliated to Topura University and SCERT Topura P.O.: Anandenagar, Agartala, West Tripura, Pin. 799004 Ph. (0381) 2861336, E-mail: btttc13@gmail.com Website www.btttc.net.



F.No. 32/BTTTC/FEP/2023/192(J)

Date: 19.06.2023

To. The Principal, Bhavan's Tripura College of Teacher Education. Narsingarh, West Tripura 799015.

Sub: Faculty Exchange Program - regd.

Ref. Your letter no. F.1(4)/PRP/BTCTE/2023/578(a) dated 16:06:2023

Sir.

In response to the above cited letter, I am sending Dr. Ashis Shil, Asst. Prof., BTTTC to your institution on 21.06.2023 as a part of faculty exchange program. This is for your information and necessary action.

Thanks and regards,

(Dr. Lipika Dey)

Principal (DR. LIPIKA DEY) PRINCIPAL Shavan's Tripura Teacher *raining College, Anandanagar



BHAVAN'S TRIPURA COLLEGE OF SCIENCE & TECHNOLOGY

ANANDANAGAR, AGARTALA - 799 004, TRIPURA (W) Phone: (0381) 286-1210. e-mail: btcst15@gmail.com

Ref. No. F. No. 34/3TCST/FEP (2023)/598

Date : 17 06 2009...

The Principal
Bhavan's Tripura College of Teacher Education
Narsingarh, Agartata, West Tripura.

Subject: Proposal of Faculty Exchange Programme

Sir

With reference to the Letter Number: F. 1(4)/PRP/BTCTE/2023/583(a), Dated: 15/06/2023 and as per your proposal, i am sending herewith three faculty members related to courses FI. Management & Life Science for the programme as mentioned above. The names with designations are as follows:

- 1. Mr. Siddhartha Choudhury, Asst. Prof. (11), BTCS1
- 2. Dr. Shilpt Saha, Asst. Prof. (MLT), BTCST
- 3. Mrs. Anindita Roy Choudhury, Asst. Prof. (Management), BTCST

Thanking you.

With regards.

Principal i/c,
Bhavan's Tripura College
Principal i/c of Science & Technology.
BTCST, Anandanagar.



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Dr. Rajat Day Principa!

Chairman

Date: 15/06/2021

F.1(4)/PRP/BTCTE/2023/583(a)

To

The Principal Bhavan's Tripura College of Science & Technology Anendanagar, Agartala, West Tripura

Subject: Proposal of Faculty Exchange Programme'.

Sir.

In pursuance of the matter as mentioned in the subject above I am requestion to send three faculty members related to course IT. Management & I ife section to is proposed that the programme will begin from 19" June, 2023. Your conjection in this respect is highly solicited.

With regards

(Dr.Rajat Dey)

Principal, BTCTI

Receipt Wants Bhavan's Tripura Callege of Science & Technology.

Anandanagar.



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Ph. No.: 6033322532, e-mail: bhavanbedc_trip@rediffmail.com # website: www.btcte.in

Dr. Rajat Dey Principal

Chairman

Date: 24 06 2023

To Dr. Debojit Chakraborty Retired Associate Professor Ramthakur College, Badharghat Agartala, West Tripura

Sub- Invitation to chair as 'Resource Person' in One Day Orientation Programme on *Development of Administrative Skill for Teaching and Non-Teaching Staff" at 12:00 noon on 28.06.2023 in Bhavan's Tripura College of Teacher Education, Narsingarh, Agartala, Tripura - regd.

Respected Sir,

The Bhavan's Tripura College of Teacher Education takes pride in stealing the privilege to honor you as 'Resource Person' in One Day Orientation Programme on "Development of Administrative Skill for Teaching and Non-teaching Staff" at 12:00 noon on 28.06.2023 in the college premises.

Your kind presence is highly solicited.

With regards,

Yours faithfully

Dr. Rajat Dey

Principal BTOPE MAJATIRETH

Bhavan's Tripura College of Teacher Education Narsingarh, Agartsia-759015 Website: www.ddmetripura.edu.in



Email: dasarathdebcollege@gmail.com

Government of Tripura DASARATHA DEB MEMORIAL COLLEGE Khowai, Tripura-799201

No.F.2(10)/DDMC/KH/2016/ 7/

Date: 3rd June, 2023

To

The Principal

Bhavan's Tripura College of Teacher Education

Narsingarh, Agartla, West Tripura

Sub: Regarding sparing Dr. Pankaj Chakraborty, Assistant Professor, DDM College, Khowai for taking session in Bhavan's Tripura College of Teacher Education on 6th June, 2023.

Sir.

In reference to the your letter dated on 30th May, 2023 Dr. Pankaj Chakraborty, Assistant Professor & Head, Department of Political Science, DDM College, Khowai is hereby allowed to participate in the Informative Session on Preparation for NAAC Accreditation on 6th June, 2023 as Resource Person/Expert in Bhavan's Tripura College of Teacher Education, Bimangarh (Narsingarh), Agartala, West Tripura.

Thanking you

(Dr. BC Das)

Principal (i/c) Dasaratha Deb Memorial College Khowai, Tripura

Copy to:

1) The Director, Directorate of Higher Education, Government of Tripura for kind information.

2) Dr. Pankaj Chakraborty, Assistant Professor & Head, Department of Political Science, DDM College, Khowai.



BHAVAN'S TRIPURA COLLEGE OF SCIENCE & TECHNOLOGY

ANANDANAGAR, AGARTALA - 799 004, TRIPURA (W) Phone: (0381) 286-1210. e-mail: btcst15@gmail.com

Ref. No. F. Nu - 34/3TCST/FEP (2023)/598

Date : 17 06 2029

To

Die Principal
Bhavan's Tripura College of Teacher Education
Nassingarh, Agartaia, West Tripura.

Subject: Proposal of Faculty Exchange Programme

Sir.

With reference to the Letter Number: F. 1(4)/PRP/BTCTE/2023/583(a). Dated: 15/06/2023 and as per your proposal, I am sending herewith three faculty members related to courses 11. Management & Life Science for the programme as mentioned above. The names with designations are as follows:

44

- 1. Mr. Siddinatha Choudhury, Asst. Prof. (11), BTCST
- Dr. Stillpi Saha, Asst. Prof. (MLT), BTCS1
- 3. Mrs. Anindita Roy Choudhury, Asst. Prof. (Management). BTCST

Thanking you

With regards.

Principal ic of Science & Technology,

BTCST, Anundamiewandanagar.



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Ph. No.: 6033322532, e-mail bhavanbedc_trip@rediffmail.com # website www.bicte.m

Dr. Rajat Day Principal!

Charma

F.1(4)/PRP/BTCTF/2023/583(a)

To

The Principal

Bhavan's Tripura College of Science & Technology

Anandanagar, Agartala, West Tripura

Subject: Proposal of 'Faculty Exchange Programme'.

In pursuance of the matter as mentioned in the subject above I am requesting to send three faculty members related to course IT, Management & I ife -c -t - - 2 is proposed that the programme will begin from 19th June, 2023, Your court. in this respect is highly solicited.

With regards

(Dr.Rajat Dcy)

Principal, BTCTI:

Principal i/c, Bhavan's Tripura College of Science & Technology. Anandanagar.

Date: 15 06 2023



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Dr. Rajat Dey Principal

Chairman

F.1(4)/PRP/BTC 1F 2023 578(a)

In

Date:12/06/2023

The Principal

Bhavan's Tripura Teacher Training College

Anandanagar, Agartala, West Tripura

Subject: Proposal of 'Faculty Exchange Programme',

Madam.

In pursuance of the matter as mentioned in the above subject I am requesting you to send three faculty members related to B.I'd curriculum.It is proposed that the programme will begin from 16th June, 2023. Your cooperation in this respect is highly solicited.

With regards

(Dr.Rajat Dev)

Principal.B1CTF



New Trends in Education

Edited By

Dr. Savita Mishra

M.Sc.(Zoology, Applied Biology and Env.Sc.),
M.A. (Education, Educational Planning and Administration),
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ABS Books Delhi-110086

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Principal
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Nersingarh, Agentals-796015

11.

Language Development in the Pre-Primary and Primary Level

Sanchita Mazumdar*

Introduction

Essential though it is, for every parent and teacher to learn and culture the art of language development among children, but before stepping into the concept of language development it becomes necessary to get acquainted with the concept of language learning and language acquisition.

Language learning was so long regarded as a function where the teacher teaches and the learner

(DR. RAJAT DEY)
Principal
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Nareingarh, Apertale-786016

^{*}Assistant Professor, Bhavan's Tripura College of Teacher Education.

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Namingarh, Agertais-799015

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(DR. RAJAT DEY)
Principal
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Teacher Education
Nareingerh, Agertais-796015

BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION

ACADEMIC YEAR 2022-23

B.Ed FOURTH SEMESTER

w.e.f:- 14/03/22

Time	SECTION	10:30 AM	11:00 AM	11:50AM	12:40 PM	01:00 PM	01:50 PM	02:40PM	03:30PM -	04:25 PM	05:05 PM
Day	SEC	11:00 AM	11:50 AM	12:40 PM	01:00 PM	01:50PM	02:40 PM	03:30 PM	04:25PM	05:05 PM	05:45PM
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RD - DR. RAJAT DEY

SL - DR. SUPRASAD LODH

CM - CHANDAN MAJI

DRB- DEBASISH ROY BHOWMIK

SM - SANCHITA MAZUMDAR

MM - MALA MODAK

SSA - SHARMISTHA SINGHA

MC - MADHURIMA CHAWDHURY

RG - RUNA GUHA

S.SAHA- Dr. SANDIP SAHA

TDN - Dr. TAMA DEBNATH

UM – UDAY MODAK

SS - SUSANTA SARKAR

SG - SUMAN GUPTA

MD - MADHURIMA DEY

MCB - DR. MRIDUL CHAKRABORTY

SC - SULEKHA CHAKRABORTY

AC - ANKITA CHAKRABORTY

(Dr. Rajat Dey)

Principal
(DR. RAJAT DEY)
Principal

Bhavan's Tripura College of Teacher Education

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