



तेजपुर विश्वविद्यालय

(केंद्रीय विश्वविद्यालय)

नपाम, तेजपुर - 784 028, असम, भारत

TEZPUR UNIVERSITY

( A Central University)

Napam, Tezpur - 784 028, Assam, India

Training report

1	Name of the training programme	In-house training programme for Non-Teaching Group C (MTS) staff.
2	Organising Department/ Section	Administration, Tezpur University
3	Date of training	4 January 2018
4	Venue of training	Council Hall
5	No. of Participants	71
6	Name of Resource Persons:	1. Dr. Biren Das, Registrar, Tezpur University 2. Dr. Rajeev Kr. Doley, Director, Centre for Inclusive Development
7	Key highlights of the training programme	Governance and its aspects in administration

  
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Tezpur University  
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**Training Report**

1	Name of the training programme	In-house training programme for Non-Teaching Group C (MTS) staff.
2	Organising Department/ Section	Administration, Tezpur University
3	Date of training	5 January 2018
4	Venue of training	Council Hall
5	No. of Participants	76
6	Name of Resource Persons:	1. Dr. Biren Das, Registrar, Tezpur University 2. Dr. Rajeev Kr. Doley, Director, Centre for Inclusive Development
7	Key highlights of the training programme	Soft skills required in offices

  
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Training report

1	Name of the training programme:	In-house training programme for Technical and Non Technical Non teaching Group C (Other than MTS), B, & A
2	Organising Department/ Section	Administration, Tezpur University
3	Date of training	8January 2018
4	Venue of training	Council Hall
5	No. of Participants	159
6	Name of Resource Persons	Prof. S. S Sarkar, Department of Business Administration
7	Key highlights of the training programme	Good Governance and its various aspects in office administration

  
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1	Name of the training programme	In-house training programme for Technical and Non Technical Non teaching Group C (Other than MTS), B, & A
2	Organising Department/ Section	Administration, Tezpur University
3	Date of training	9 January 2018
4	Venue of training	Council Hall
5	No. of Participants	166
6	Name of Resource Persons	Prof. Chandana Goswami, Department of Business Administration
7	Key highlights of the training programme	Human Resource Management

  
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**Training report**

1	Name of the training programme	In-house training programme for Technical and Non-Technical Non-teaching Group C (Other than MTS), B, & A
2	Organising Department/ Section	Administration, Tezpur University
3	Date of training	10 January 2018
4	Venue of training	Council Hall
5	No. of Participants	169
6	Name of Resource Persons	Prof. Chandana Goswami, Department of Business Administration
7	Key highlights of the training programme	Developing communication skills and interpersonal relationships at workplace

  
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**Training report**

1	Name of the training programme	In-house training programme for Technical and Non Technical Non teaching Group C (Other than MTS), B, & A
2	Organising Department/ Section	Administration, Tezpur University
3	Date of training	11 January 2018
4	Venue of training	Council Hall
5	No. of Participants	169
6	Name of Resource Persons:	Prof. Virginius Xaxa, Professor Emeritus and Head, Department of Social Work
7	Key highlights of the training programme	Ethics and Values at workplace

  
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**Training report**

1	Name of the training programme:	In-house training programme for Technical and Non Technical Non teaching Group C (Other than MTS), B, & A
2	Organising Department/ Section:	Administration, Tezpur University
3	Date of training:	12 January 2018
4	Venue of training:	Council Hall
5	No. of Participants:	165
6	Name of Resource Persons:	1. Dr. Biren Das, Registrar 2. Prof. Nityananda Sarma, Computer Centre
7	Key highlights of the training programme:	<ul style="list-style-type: none"><li>• Administration and its various aspects at Higher educational institutions.</li><li>• MS Office Excel.</li></ul>

  
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Tezpur University  
Napaam, Tezpur**  
Registrar