

## Registration Form

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Sex: Male  Female

Experience (in years): \_\_\_\_\_

Teaching: \_\_\_\_\_ Research: \_\_\_\_\_

Industry: \_\_\_\_\_

Mobile No. : \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature of the Participant: \_\_\_\_\_

Signature of the Head of the Institute  
(With date and seal)

Photocopies of the registration form can also be used if necessary or the form can also be downloaded from the college website. Separate forms must be submitted in case multiple faculty members intend to attend the programme.

## OBJECTIVE

After attending the programme the participant will be able to

- Know nature of learning process in laboratory and workshop.
- Prepare laboratory log book.
- Explain the role of instructor for laboratory/workshop, and issues of laboratory and workshop development.
- State management Issues such as management of students, their attitude, diversity, timings.
- Know assessment procedures of students for laboratory and workshop class
- State the steps of procurement of laboratory items inventory and storage of apparatus.
- Suggest the training modules for laboratory personnel.

## REGISTRATION

Interested participants should send their filled in registration form in the prescribed format duly attested by the Head of the institution, to the address mentioned below, or scan and mail it to the email id mentioned below.

**Last date for Registration : 25/10/2019**

**Intimation of Selection : 26/10/2019**

## ADDRESS FOR COMMUNICATION:

**Mr. Bikash Das**

Asst. Professor in Electrical Engineering Department

Govt. College of Engineering & Textile Technology,  
Berhampore

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Berhampore, Dist. - Murshidabad,  
West Bengal -742 101

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Mobile : +91 9903270908

## Faculty Development Programme

on

### *Management Issues of Laboratory and Workshop Class*

Programme code: ICT13

4<sup>th</sup> November to 8<sup>th</sup> November

Time : 10 p.m. – 5 p.m.

Organized By



National Institute of Technical Teachers'  
Training & Research, Kolkata  
Block-FC, Sector-III, Salt Lake City,  
Kolkata – 700106  
Tel: 033-2358-7442/033-66251901  
Fax: 033-2337-6331

Email: [academic@nittrkol.ac.in](mailto:academic@nittrkol.ac.in)/[academicnittr@yahoo.com](mailto:academicnittr@yahoo.com)

## Venue

Government College of Engineering &  
Textile Technology, Berhampore (GCETTB)  
Berhampore – 742 101  
West Bengal, India

Local Course Coordinator:

**Mr. Sankar Das, Asst. Professor**  
**Mr. Bikash Das, Asst. Professor**  
**Mr. Rakesh Roy, Asst. Professor**  
**Mr. Shib Sankar Sarkar, Asst. Professor**

Govt. College of Engg. & Textile Technology  
Berhampore-742101

## ABOUT THE GCETTB

The college was established on 19<sup>th</sup> July 1927 as Government Silk Weaving and Dyeing Institute, under the administrative control of Directorate of industries, Government of West Bengal. It was renamed as College of Textile Technology in 1950. In 2001, the college was brought under the academic control of the West Bengal University of Technology and a new B. Tech. Course in Computer Science and Engineering was introduced. In 2005, it was finally renamed as Government College of Engineering and Textile Technology, Berhampore. Mechanical Engineering and Electrical Engineering departments were introduced in the year 2010.

## ABOUT NITTTR Kolkata

National Institute of Technical Teachers' Training and Research (NITTTR), Kolkata was established in 1965 as Technical Teachers' Training Institute (TTTI), Calcutta. This was the third among four such institutes (other three being at Chandigarh, Bhopal and Chennai) established by the MHRD, Govt. of India in 1965 as fully centrally funded autonomous institution for providing pre and in-service training to the teachers and staff of Degree and Diploma level institutes and also conducting various activities related to quality improvement of the technical education system of the country. The Govt. of India, in 2003, accorded national status to this institute, along with the three sister institutes in recognition of the contribution of these institutes for the expert service rendered for overall improvement of quality of Technical Education System.

## ABOUT THE COURSE

This faculty development programme is meant to setup a forum for reflection of the student management issues in laboratory and workshop. The expert of NITTTR, Kolkata will discuss different management issues of laboratory and workshop. The school will span over one week and comprise of 10 sessions. The course will be useful for the engineering faculties for their academic activities.

**Topics Include:** Learning Process of laboratory and workshop, maintenance of log book, Management of student, Procurement of laboratory items, Assignment preparation for laboratory and workshop.

### Course Coordinators

- Dr. Dipankar Bose, Professor, Mechanical Engineering Department, NITTTR, Kolkata

## TRAVEL AND ACCOMMODATION

Accommodation and TA/DA expenses are to be met by the Participants. However, on request of participants, accommodation can be arranged on paid basis in nearby government guest houses at cheaper rate.

## FOOD

Only Lunch will be served to the participants at free of cost.

## ELIGIBILITY FOR PARTICIPATION

The refresher course is open to engineering college (B. Tech/ Polytechnic) teachers. As the training programme is of interdisciplinary nature, engineering faculty members of various disciplines can attend the programme. Maximum number of participants is limited to 20 only.

Since the maximum number of participants allowed in this course is 20, the offer will be made on first-come, first-served basis (date of receipt of filled application form) among the eligible applicants. Certificates issued by NITTTR, Kolkata, will be provided after completion of the course. Please note that 100% attendance is mandatory for getting certificate.

## COURSE FEE

No course fee will be charged from the participants.

