

Dr. B. C. Roy Engineering College, Durgapur.

Ref.: BCREC/ACDP/2020.

Dated: 28th January, 2020.

NOTICE

Sub.: Administrative Capacity Development Programme (ACDP), 2020.


It has been observed that the integrated digital marketing promotion conducted by the BCREC Group in the past few years has now reached a stage of maturity. It is therefore necessary to spread awareness about the process among the entire BCREC community and gather important and innovative ideas, through interactions, as well.

The Administrative Capacity Development Programme (ACDP) of Dr. B. C. Roy Engineering College, Durgapur is now in its fifth year. Keeping in mind the status of the digital marketing programme as described above, it has been decided that a special edition of the ACDP, namely a Programme for the Development of a Universal Marketing Orientation (PDUM, 2020) will be organised for a *combined group* of select members of the teaching and non-teaching staff of BCREC, on the 2nd and 3rd of February, 2020.

The event will be conducted by Prof. Krishna Roy (Principal Co-ordinator, ACDP), Prof. Partha Chatterjee and Dr. Arunava Mookherjee of the Faculty of Management Studies (FMS), from 10 am to 5 pm on both days. All the participants are advised to report at 9:55 am on all days and ensure that their attendance is marked in the common roster. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building and AJC Bose Bhawan, 2nd floor, BCREC Main Campus.

The respective Heads of Departments and other officials of the College are requested to attend the Opening Address by the Chief Patron of the event, hon'ble General Secretary.

The co-operation of the entire BCREC community is solicited in order to make this special edition of ACDP a grand success.



28/01/2020

Prof. Dr. Pijush Pal Roy,

Director.

Dr. B. C. Roy Engineering College, Durgapur.

DIRECTOR

Dr. B. C. Roy Engineering College

DURGAPUR

Cc: Hon'ble General Secretary, BCREC Society.

Dean (Academics)/ Dean (Students' Welfare & Alumni)

All HODs/In-charges

Registrar

Head, Administration

Head, Finance

Chief, Corporate Affairs

Campus Administrator.

Annexure: ACDP 2020 Schedule of Sessions.

The following table outlines the daily programme schedule.

Table: ACDP 2020 (PDUM) schedule.

| SESSION TIME | PROGRAMME COMPONENT |
|---------------------------|--|
| Day 1 (02.02.2020) | |
| 10:00 am – 10:10 am | Opening Address by hon'ble GS, BCREC Society |
| 10:10 am – 11:10 am | Keynote Speech and Orientation by Principal Co-ordinator, ACDP |
| 11:10 am – 11:30 am | Break |
| 11:30 am – 12:30 pm | General Discussion Session Conducted by Prof. Krishna Roy |
| 12:30 pm – 01:30 pm | Institutional Branding and Marketing Costs by Prof. Partha Chattopadhyay |
| 01:30 pm – 02:00 pm | Lunch Break |
| 02:00 pm – 03:00 pm | Digital Marketing by Prof. Krishna Roy |
| 03:00 pm – 04:00 pm | Marketing Transformations by Prof. Arunava Mookherjee |
| 04:00 pm – 05:00 pm | Question Answer Session and Applied Exercises |
| Day 2 (03.02.2020) | |
| 10:00 am – 10:10 am | Continuation Note by Principal Co-ordinator, ACDP |
| 10:10 am – 11:10 am | Break |
| 11:10 am – 11:30 am | Marketing of Organisations by Prof. Arunava Mookherjee |
| 11:30 am – 12:30 pm | Joint Session - Brainstorming by Presenters |
| 12:30 pm – 01:30 pm | Outreach Strategy, BCREC Group by Prof. Krishna Roy |
| 01:30 pm – 02:00 pm | Lunch Break |
| 02:00 pm – 03:00 pm | Digital Marketing, BCREC Group by Prof. Krishna Roy |
| 03:00 pm – 04:00 pm | Marketing Transformations, BCREC Group by Prof. Arunava Mookherjee |
| 04:00 pm – 05:00 pm | Applied Exercises and Conclusion by Prof. Krishna Roy |

NB:

Present courseware and schedule is as finalised by Prof. Krishna Roy, Principal Co-ordinator, ACDP, Prof. Partha Chattopadhyay and Prof. Arunava Mookherjee, Co-presenter, PDUM 2020 at the Faculty of Management Studies in due consultation with hon'ble faculty colleagues.



Administrative Capacity Development Programme (ACDP).

DR. B. C. ROY ENGINEERING COLLEGE (BCREC). DURGAPUR.

BCREC ACDP 2020. BROCHURE.

Dr. B. C. Roy Engineering College, Durgapur will organise the Administrative Capacity Development Programme (ACDP), 2020 for a combined group of select members of the Faculty and Administrative and Technical Staff of BCREC, on the 2nd and 3rd of February, 2020.

The Administrative Capacity Development Programme (ACDP) of Dr. B. C. Roy Engineering College, Durgapur is now in its fifth year. Keeping in mind the status of the very successful digital marketing programme of the BCREC Group, it has been decided that a special edition of the ACDP, namely a Programme for the Development of a Universal Marketing Orientation (PDUM, 2020) will be organised for a combined group of select members of the teaching and non-teaching staff of BCREC, as already stated above.

The event will be conducted by Prof. Krishna Roy (ACDP Provost), Prof. Partha Chatterjee and Dr. Arunava Mookherjee of the Faculty of Management Studies (FMS), from 10 am to 5 pm on both days. All the participants will report at 9:55 am on both days. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building and AJC Bose Bhawan, 2nd floor, BCREC Main Campus.

FOR FURTHER DETAILS PLEASE CONTACT PROF. KRISHNA ROY

AT krishna.roy@bcrec.ac.in AND/OR +91 94340 20293.





DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

announces the

Programme for the Development of a Universal Marketing
Orientation (PDUM, 2020)

as the special 5th edition (combined audience) of the

Administrative Capacity Development Programme (ACDP).

Presenters –

Prof. Krishna Roy (Principal Coordinator, ACDP)

Prof. Partha Chattopadhyay

and Prof. Dr. Arunava Mookherjee,

of the Faculty of Management Studies (FMS)

To be held on **the 2nd and 3rd of February, 2020.**



Administrative Capacity Development Programme (ACDP)

Dr. B. C. Roy Engineering College, Durgapur.

The Programme for the Development of a Universal Marketing Orientation (PDUM, 2020).

COURSE DURATION: 2nd and 3rd February, 2020.

CONDUCTED AT: BCREC, Main Campus, Durgapur.

The present programme is designed to enrich the participants selected from the internal community of the BCREC Group of Institutions, Durgapur with knowledge and insight about the marketing transformation of the Group. It is deemed essential for the future prosperity of the entire BCREC community and for attaining glory as an academic institution of eminence in large areas outside of Durgapur and southern Bengal.

Typically, the topics listed will be discussed according to the order of the Programme Schedule, as decided by the respective presenters. The section divisions herein are only indicative.

General Discussion: The Digital Space in Contemporary Business

1. The Traditional and Digital Marketing Space in Everyday Living
2. The Digital Communication Process
3. Website Planning and Development, Types of websites
4. Purposes of websites:
(e.g. for Marketing / HR / Finance / Tech. / Production / Admin. / Product Development etc.)
5. Transformation of a Traditional Engineering College into a Cutting-edge Marketing Organisation with a Globally Appealing Academic Mission.

Institutional Branding and Marketing Costs

6. Are You a Marque Brand!
7. Campaign Costs and Budgets.
8. Optimising Outreach Expenses.

Digital Marketing: The Digital Space

9. Email Marketing – Introduction and Significance
10. Google platform – Introduction and Significance
11. Designing and Monitoring Display Campaigns
12. Designing and Monitoring Video Campaigns
13. Understanding Goals and Conversions
14. Monitoring Traffic and Preparing Reports

Marketing Transformations: Changing How We Think

15. Facebook, Whatsapp and YouTube Marketing: Optimization Techniques and Basic Analytics
16. Marketing with Social Shopping Platforms e.g. Amazon: Optimization Techniques and Basic Analytics
17. Search Engine Optimization (SEO) Applications and Common SEO Terminologies and Tools
18. The Objectives of SEO for Marketing a Traditional Engineering College
19. Basics of Mobile App Development as a Marketing Tool

Marketing of Organisations

20. Creation of Logos, Slogans and Copy for Marketing Not-for-profit Academic Institutions.
21. Development of a Media Campaign to Expose the Organization to an Outside Audience.
22. Promote Organization's Ideals and Causes to Get the attention of Potential Influencers and Advocates.

Krishna Roy, AP.
Operations & Systems,
Principal Co-ordinator, ACDP.



Dr. B. C. Roy Engineering College, Durgapur.
Administrative Capacity Development Programme (ACDP).

PROGRAMME ATTENDANCE

Sunday, the 2nd of February, 2020.

The following members of BCREC Faculty and Staff attended the programme, as scheduled and notified.

Sri Subhasis Chaudhury, Accounts.

Sri Sumantra Banerjee, Administration.

Smt. Firdausi Sayed, Administration.

Sri Biplab Paul, CSE.

Sri Sukanta Mukherjee, ECE.

Sri Rupak Kumar Ghosh, EIE.

Sri Bivas Roy, ME.

Sri Anupam Baidya, MCA.

Sri Parag Kanti Chattopadhyay, CSE.

Sri Sushanta Karmakar, CSE & IT.

Sri Bappaditya Chandra, CSE & IT.

Sri Indranil Bhattacharyya, CSE & IT.

Smt. Aabira Ray, Central Library.

Prof. Dr. Arijit Banerjee, ME (PG).

Prof. Rajeev Ranjan, ME.

Prof. Deepak Kumar, ME.

Prof. Rakesh Biswas, ME.

Prof. Soham Lasy, EE.

Prof. Sneha Sultana, EE.

Prof. Dr. Gour Sundar Mitra Thakur, IT.

Krishna Roy, AP.

Operations & Systems, FMS.

Principal Co-ordinator, ACDP.



Monday, the 3rd of February, 2020.

The following members of BCREC Faculty and Staff attended the programme, as scheduled and notified.

Sri Subhasis Chaudhury, Accounts.

Sri Sumantra Banerjee, Administration.

Smt. Firdausi Sayed, Administration.

Sri Biplab Paul, CSE.

Sri Sukanta Mukherjee, ECE.

Sri Rupak Kumar Ghosh, EIE.

Sri Bivas Roy, ME.

Sri Anupam Baidya, MCA.

Sri Parag Kanti Chattopadhyay, CSE.

Sri Sushanta Karmakar, CSE & IT.

Sri Bappaditya Chandra, CSE & IT.

Sri Indranil Bhattacharyya, CSE & IT.

Smt. Aabira Ray, Central Library.

Prof. Dr. Arijit Banerjee, ME (PG).

Prof. Rajeev Ranjan, ME.

Prof. Deepak Kumar, ME.

Prof. Rakesh Biswas, ME.

Prof. Soham Dey, EE.

Prof. Sneha Salonta, EE.

Prof. Dr. Gour Sundar Mitra Thakur, IT.

Krishna Roy, AP.

Operations & Systems, FMS.

Principal Co-ordinator, ACDP.



Dr. B. C. Roy Engineering College. Durgapur.

Ref.: BCREC/ACDP/2/2020.

Dated: 4th February, 2020.

ACDP 2020. EVENT REPORT SUMMARY.

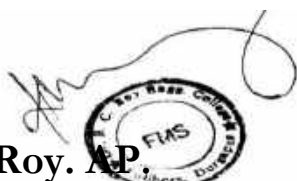
Dr. B. C. Roy Engineering College, Durgapur successfully organised the Administrative Capacity Development Programme (ACDP), 2020 for a combined group of select members of the Faculty and Administrative and Technical Staff of BCREC, on the 2nd and 3rd of February, 2020.

The Administrative Capacity Development Programme (ACDP) of Dr. B. C. Roy Engineering College, Durgapur is now in its fifth year. Keeping in mind the status of the very successful digital marketing programme of the BCREC Group, it had been decided that a special edition of the ACDP, namely a Programme for the Development of a Universal Marketing Orientation (PDUM, 2020) will be organised for a combined group of select members of the teaching and non-teaching staff of BCREC. The idea turned out to be extremely successful. Future editions will draw great inspiration from this success.

The special combined audience programme is deemed to have succeeded in all its stated objectives and will therefore be replicated in later years also.

The combined audience programme was expertly conducted by Prof. Krishna Roy (Co-ordinator, ACDP), Prof. Partha Chatterjee and Dr. Arunava Mookherjee of the Faculty of Management Studies (FMS), from 10 am to 5 pm on both days. All the participants reported at 9:55 am on both days. The venue of the Programme was the Albert Einstein Seminar Hall, Main Building and AJC Bose Bhawan, 2nd floor, BCREC Main Campus.

Photographs of the event are presented in the Annexures overleaf. The co-operation of the entire BCREC community, received as solicited, went a long way to make this edition of the ACDP a grand success.



Krishna Roy. AP.
Operations & Systems. FMS.
Principal Co-ordinator. ACDP.

Annexure to Report: ACDP 2020 Photographs.



Dr. B. C. Roy Engineering College. Durgapur.

Ref.: BCREC/ACDP/2019.

Dated: 28th January, 2019.

NOTICE

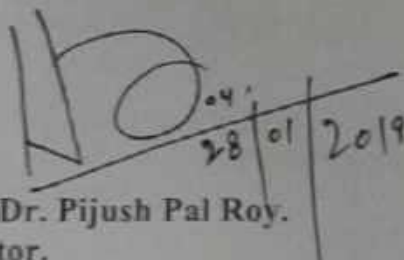
Sub.: Administrative Capacity Development Programme (ACDP), 2019.

The Administrative Capacity Development Programme (ACDP), 2019 of Dr. B. C. Roy Engineering College, Durgapur will be organised for select members of the teaching staff of BCREC, on the 3rd and 4th of February, 2019. The 2 day programme titled Leadership Development Programme (LDP), 2019 will focus on honing the leadership skills and capacities of the faculty members.

The event will be conducted by Prof. Krishna Roy (Principal Co-ordinator, ACDP), Prof. Sandip Mukherjee and Dr. Bhaswati Roy of the Faculty of Management Studies (FMS), from 10 am to 5 pm on both days. All the participants are advised to report at 9:55 am on all days and ensure that their attendance is marked in the common roster. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building and AJC Bose Bhawan, 2nd floor, BCREC Main Campus.

The respective Heads of Departments and other officials of the College are requested to attend the Opening Address by the Chief Patron of the event, hon'ble General Secretary.

The co-operation of the entire BCREC community is solicited in order to make this edition of ACDP a grand success.



Prof. Dr. Pijush Pal Roy.
Director.

Dr. B. C. Roy Engineering College. Durgapur.

Pijush Pal Roy

DIRECTOR

Dr. B. C. Roy Engineering College

DURGAPUR

Cc: Hon'ble General Secretary, BCREC Society.
Dean (Academics)/ Dean (Students' Welfare & Alumni)
All HODs/In-charges
Registrar
Head, Administration
Head, Finance
Chief, Corporate Affairs
Campus Administrator.

Annexure: ACDP 2019 Schedule of Sessions.

The following table outlines the daily programme schedule.

Table: ACDP 2019 (LDP) Schedule.

| SESSION TIME | PROGRAMME COMPONENT |
|---------------------------|---|
| Day 1 (03.02.2019) | |
| 10:00 am – 10:10 am | Opening Address by hon'ble GS, BCREC Society |
| 10:10 am – 11:10 am | Keynote Speech and Orientation by Principal Co-ordinator, ACDP |
| 11:10 am – 11:30 am | Break |
| 11:30 am – 12:30 pm | General Discussion Session Conducted by Prof. Sandip Mukherjee |
| 12:30 pm – 01:30 pm | Traditional Duties and Transition to Leadership by Prof. Bhaswati Roy |
| 01:30 pm – 02:00 pm | Lunch Break |
| 02:00 pm – 03:00 pm | The Rule of Law and Role of Leaders by Prof. Sandip Mukherjee |
| 03:00 pm – 04:00 pm | Ethical Dilemmas of the Leader by Prof. Bhaswati Roy |
| 04:00 pm – 05:00 pm | Question Answer Session and Applied Exercises |
| Day 2 (04.02.2019) | |
| 10:00 am – 10:10 am | Continuation Note by Principal Co-ordinator, ACDP |
| 10:10 am – 11:10 am | Break |
| 11:10 am – 11:30 am | Thematic Apperception Exercises by Prof. Bhaswati Roy |
| 11:30 am – 12:30 pm | Joint Session - Brainstorming by Presenters |
| 12:30 pm – 01:30 pm | Transition to Leadership Roles in BCREC Group by Prof. Bhaswati Roy |
| 01:30 pm – 02:00 pm | Lunch Break |
| 02:00 pm – 03:00 pm | The Rules Framework in the BCREC Group by Prof. Sandip Mukherjee |
| 03:00 pm – 04:00 pm | Ethical Practices in the BCREC Group by Prof. Bhaswati Roy |
| 04:00 pm – 05:00 pm | Intrapreneurship by Prof. Krishna Roy. Programme Conclusion. |

NB:

Present courseware and schedule is as finalised by Prof. Krishna Roy, Principal Co-ordinator, ACDP, Prof. Sandip Mukherjee and Prof. Bhaswati Roy, Co-presenters, LDP 2019 at the Faculty of Management Studies in due consultation with hon'ble faculty colleagues.



Administrative Capacity Development Programme (ACDP).

DR. B. C. ROY ENGINEERING COLLEGE (BCREC). DURGAPUR.

BCREC ACDP 2019. BROCHURE.

Dr. B. C. Roy Engineering College, Durgapur will organise the Administrative Capacity Development Programme (ACDP), 2019 for select members of the teaching staff of BCREC, on the 3rd and 4th of February, 2019. The 2 day programme titled Leadership Development Programme (LDP), 2019 will focus on honing the leadership skills and capacities of the faculty members.

The event will be conducted by Prof. Krishna Roy (Provost, ACDP), Prof. Sandip Mukherjee and Dr. Bhaswati Roy of the Faculty of Management Studies (FMS), from 10 am to 5 pm on both days. All the participants are advised to report at 9:55 am on all days. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building and AJC Bose Bhawan, 2nd floor, BCREC Main Campus.

FOR FURTHER DETAILS PLEASE CONTACT PROF. KRISHNA ROY

AT krishna.roy@bcrec.ac.in AND/OR +91 94340 20293.





DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

announces the
Leadership Development Programme (LDP, 2019)
as part of the

Administrative Capacity Development Programme (ACDP).

Presenters –

Prof. Krishna Roy (Principal Coordinator, ACDP)

Prof. Sandip Mukherjee

and Prof. Dr. Bhaswati Roy,

the Faculty of Management Studies (FMS)

To be held on **the 3rd and 4th of February, 2019.**



The Leadership Development Programme (LDP, 2019).

COURSE DURATION: 3rd & 4th February, 2019.

CONDUCTED AT: BCREC, Main Campus, Durgapur.

The present programme is designed to enrich the participants selected from the teaching community of the BCREC Group of Institutions, Durgapur with knowledge and insight about much needed leadership skills and capacities.

Typically, the topics listed will be discussed according to the order of the Programme Schedule, as decided by the respective presenters. The section divisions herein are only indicative.

General Discussion: Leadership

1. The Theories of Leadership
2. Leadership Styles and Traits
3. Leadership Qualities and Skills
4. Academics and Leadership.

Traditional Duties and Transition to Leadership

5. Teaching, Learning and Research
6. The Transition to Leadership and Progression in Administrative Roles
7. Adaptation to Role Changes and Conflicts in Goals and Styles

The Rule of Law and the Role of Leaders

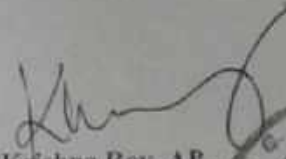
8. The Fundamental Principles of Natural Law, Morality and Ethics
9. The Full Spectrum: Constitutional Law to Tort Law
10. Intellectual Property
11. Industrial Unrest
12. The Need for Training Prior to Progression in Administrative Roles
13. Leadership by Instinct and Implementation of Laws

Ethical Dilemmas of the Leader

14. Workplace Culture
15. Role Changes and Goal Conflicts
16. Bipartisanship and Resistance to Nepotism in favour of Meritocracy
17. Stakeholder Welfare Management

Intrapreneurship

18. The Entrepreneur and the Intrapreneur
19. Intrapreneurship in Academic Research and Teaching.


Krishna Roy, AP.
Operations & Systems FMS,
Principal Co-ordinator, ACDP




Dr. B. C. Roy Engineering College, Durgapur.
Administrative Capacity Development Programme (ACDP).

PROGRAMME ATTENDANCE

Sunday, the 3rd of February, 2019.

The following members of BCREC Faculty attended the programme, as scheduled and notified.

Prof. Pradipta Sarkar. ECE.
Prof. Sohini Ghosh. EE (BS&H).
Prof. Dr. Arijit Banerjee. ME (PG).
Prof. Rajeev Ranjan. ME.
Prof. Deepak Kumar. ME.
Prof. Rakesh Biswas. ME.
Prof. Snehasish Ghosal. EE.
Prof. Dr. Chaity Sarkar. EE.
Prof. Soham Dey. EE.
Prof. Sneha Sultana. EE.
Prof. Dr. Gour Sundar Mitra Thakur. IT.
Prof. Koyendrik Bhattacharya. CE.

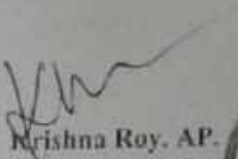

Krishna Roy. AP.
Operations & Systems. FMS.
Principal Co-ordinator. ACDP.



Monday, the 4th of February, 2019.

The following members of BCREC Faculty attended the programme, as scheduled and notified.

Prof. Pradipta Sarkar. ECE.
Prof. Sohini Ghosh. EE (BS&H).
Prof. Dr. Arijit Banerjee. ME (PG).
Prof. Rajeev Ranjan. ME.
Prof. Deepak Kumar. ME.
Prof. Rakesh Biswas. ME.
Prof. Snehasish Ghosal. EE.
Prof. Dr. Chaity Sarkar. EE.
Prof. Soham Dey. EE.
Prof. Sneha Sultana. EE.
Prof. Dr. Gour Sundar Mitra Thakur. IT.
Prof. Koyendrik Bhattacharya. CE.


Krishna Roy. AP.
Operations & Systems. FMS.
Principal Co-ordinator. ACDP.



Dr. B. C. Roy Engineering College. Durgapur.

Ref.: BCREC/ACDP/2/2019.

Dated: 5th February, 2019.

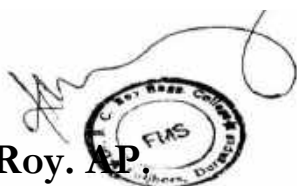
ACDP 2019. EVENT REPORT SUMMARY.

Dr. B. C. Roy Engineering College, Durgapur successfully organised the Administrative Capacity Development Programme (ACDP), 2019 for select members of the teaching staff of BCREC, on the 3rd and 4th of February, 2019. The 2 day programme titled Leadership Development Programme (LDP), 2019 will focus on honing the leadership skills and capacities of the faculty members.

The programme is deemed to have succeeded in all its stated objectives and will therefore be replicated in later years also.

The event will be conducted by Prof. Krishna Roy (Provost, ACDP), Prof. Sandip Mukherjee and Dr. Bhaswati Roy of the Faculty of Management Studies (FMS), from 10 am to 5 pm on both days. All the participants are advised to report at 9:55 am on all days and ensure that their attendance is marked in the common roster. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building and AJC Bose Bhawan, 2nd floor, BCREC Main Campus.

Photographs of the event are presented in the Annexures overleaf. The co-operation of the entire BCREC community, received as solicited, went a long way to make this edition of the ACDP a grand success.



Krishna Roy. AP.
Operations & Systems. FMS.
Principal Co-ordinator. ACDP.

Annexure to Report: ACDP 2019 Photographs



Dr. B. C. Roy Engineering College. Durgapur.

Ref.: BCREC/ACDP/2018.

Dated: 29th January, 2018.

NOTICE


Sub.: Administrative Capacity Development Programme (ACDP), 2018.

The Administrative Capacity Development Programme (ACDP), 2018 of Dr. B. C. Roy Engineering College, Durgapur will be organised for select members of BCREC staff on the 4th and 5th of February, 2018. The 2 day programme titled the Welfare, Health and Safety Programme (WHSP), 2018 will focus on honing the leadership skills and capacities of the technical and administrative staff members.

The event will be conducted by Prof. Krishna Roy (Principal Co-ordinator, ACDP), Prof. Sandip Mukherjee, Dr. Bhaswati Roy and Dr. Indrani Sengupta of the Faculty of Management Studies (FMS), from 10 am to 5 pm on both days. All the participants are advised to report at 9:55 am on all days and ensure that their attendance is marked in the common roster. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building and AJC Bose Bhawan, 2nd floor, BCREC Main Campus.

The respective Heads of Departments and other officials of the College are requested to attend the Opening Address by the Chief Patron of the event, hon'ble General Secretary.

The co-operation of the entire BCREC community is solicited in order to make this edition of ACDP a grand success.


29/01/2018
Prof. Dr. Pijush Pal Roy,
Director,
Dr. B. C. Roy Engineering College, Durgapur.
Pijush Pal Roy
DIRECTOR
Dr. B. C. Roy Engineering College
DURGAPUR

Cc: Hon'ble General Secretary, BCREC Society.
Dean (Academics)/ Dean (Students' Welfare & Alumni)
All HODs/In-charges
Registrar
Head, Administration
Head, Finance
Chief, Corporate Affairs
Campus Administrator.

Annexure: ACDP 2018 Schedule of Sessions.

The following table outlines the daily programme schedule.

Table: ACDP 2018 (WHSP) Schedule.

| SESSION TIME | PROGRAMME COMPONENT |
|---------------------------|--|
| Day 1 (04.02.2018) | |
| 10:00 am – 10:10 am | Opening Address by hon'ble GS, BCREC Society |
| 10:10 am – 11:10 am | Keynote Speech and Orientation by Principal Co-ordinator, ACDP |
| 11:10 am – 11:30 am | Break |
| 11:30 am – 12:30 pm | General Discussion Session Conducted by Prof. Sandip Mukherjee |
| 12:30 pm – 01:30 pm | The Welfare State by Prof. Indrani Sengupta |
| 01:30 pm – 02:00 pm | Lunch Break |
| 02:00 pm – 03:00 pm | Workplace Health and Safety by Prof. Sandip Mukherjee |
| 03:00 pm – 04:00 pm | Compliance to Operational Standards by Prof. Krishna Roy |
| 04:00 pm – 05:00 pm | Question Answer Session and Applied Exercises |
| Day 2 (05.02.2018) | |
| 10:00 am – 10:10 am | Continuation Note by Principal Co-ordinator, ACDP |
| 10:10 am – 11:10 am | Break |
| 11:10 am – 11:30 am | Industrial Psychology and Workplace Stress by Prof. Bhaswati Roy |
| 11:30 am – 12:30 pm | Joint Session - Brainstorming by Presenters |
| 12:30 pm – 01:30 pm | Workplace Health Norms in BCREC Group by Prof. Sandip Mukherjee |
| 01:30 pm – 02:00 pm | Lunch Break |
| 02:00 pm – 03:00 pm | Workplace Safety Norms in BCREC Group by Prof. Sandip Mukherjee |
| 03:00 pm – 04:00 pm | Compliance to Norms in BCREC Group by Prof. Krishna Roy |
| 04:00 pm – 05:00 pm | Compliance Audits in BCREC Group by Prof. Sandip Mukherjee. |

NB:

Present courseware and schedule is as finalised by Prof. Krishna Roy, Principal Co-ordinator, ACDP, Prof. Sandip Mukherjee, Prof. Indrani Sengupta and Prof. Bhaswati Roy, Co-presenters, WHSP 2018 at the Faculty of Management Studies in due consultation with hon'ble faculty colleagues.



Administrative Capacity Development Programme (ACDP).

DR. B. C. ROY ENGINEERING COLLEGE (BCREC). DURGAPUR.

BCREC ACDP 2018. BROCHURE.

The Administrative Capacity Development Programme (ACDP), 2018 of Dr. B. C. Roy Engineering College, Durgapur will be organised for select members of BCREC staff on the 4th and 5th of February, 2018. The 2 day programme titled the Welfare, Health and Safety Programme (WHSP), 2018 will focus on honing the leadership skills and capacities of the staff members.

The event will be conducted by Prof. Krishna Roy (Principal Co-ordinator, ACDP), Prof. Sandip Mukherjee, Prof. Dr. Bhaswati Roy and Prof. Dr. Indrani Sengupta of the Faculty of Management Studies (FMS), from 10 am to 5 pm on both days. All the participants will report at 9:55 am on all days. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building and AJC Bose Bhawan, 2nd floor, BCREC Main Campus.

FOR FURTHER DETAILS PLEASE CONTACT PROF. KRISHNA ROY

AT krishna.roy@bcrec.ac.in AND/OR +91 94340 20293.





DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

announces the
Welfare, Health and Safety Programme (WHSP, 2018)
as part of the

Administrative Capacity Development Programme (ACDP).

Presenters –

Prof. Krishna Roy (Principal Coordinator, ACDP)

Prof. Sandip Mukherjee ,

Prof. Dr. Indrani Sengupta

and Prof. Dr. Bhaswati Roy,

of the Faculty of Management Studies (FMS).

To be held on **the 4th and 5th of February, 2018.**



The Welfare, Health and Safety Programme (WHSP, 2018).

COURSE DURATION: 4th & 5th of February, 2018.
CONDUCTED AT: BCREC, Main Campus, Durgapur.

The present programme is designed to enrich the participants selected from the staff of the BCREC Group of Institutions, Durgapur with knowledge and insight about the basics of workplace health, safety and welfare norms and compliance protocols.

Typically, the topics listed will be discussed according to the order of the Programme Schedule, as decided by the respective presenters. The section divisions herein are only indicative.

General Discussion: Workplace Health, Safety and Welfare

1. Workplace Health Issues and Challenges
2. Operational Safety
3. Employee Welfare and Other Laws
4. Institutional Frameworks

The Welfare State

5. The Basics of Social Choice and Social Welfare
6. The Democratic Republic and Welfare Statism
7. Economics of Scale and Scope in Health and Safety

Workplace Health and Safety

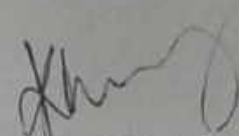
8. Introduction to the Code on Occupational Safety, Health and Working Conditions, 2018.
9. Introduction to the Occupational Health and Safety Assessment Series, 18001:2007.
10. Introduction to the ISO 45001 System of Standards on Occupational Health and Safety.
11. Basics of Workplace Health and Safety Audits.

Operational Standards and Compliance

12. Workplace Culture and Operational Policy
13. Introduction to Operational Standards and Compliance
14. Design and Communication of Operational Policy and Procedures

Industrial Psychology and Workplace Stress

15. Occupational Psychology and Occupational Health and Well-being
16. Occupational Safety and Training Policy
17. Productive and Counterproductive Behaviour, Workplace Culture and Workplace Bullying
18. Workplace Stressors and Workplace Stress
19. The Society for Industrial and Organizational Psychology (SIOP) – its Roles and Functions.


Krishna Roy, AP.
Operations & Systems
Principal Co-ordinator



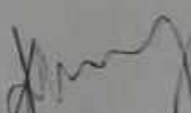
Dr. B. C. Roy Engineering College, Durgapur.
Administrative Capacity Development Programme (ACDP).

PROGRAMME ATTENDANCE

Sunday, the 4th of February, 2018.

The following members of BCREC Staff attended the programme, as scheduled and notified.

Smt. Aabira Ray. Central Library.
Sri Sumantra Banerjee. Administration.
Smt. Firdausi Sayed. Administration.
Sri Biplab Paul. CSE.
Sri Sukanta Mukherjee. ECE.
Sri Rupak Kumar Ghosh. EIE.
Sri Bivas Roy. ME.
Sri Parag Kanti Chattopadhyay. CSE.
Sri Sushanta Karmakar. CSE & IT.
Sri Bappaditya Chandra. CSE & IT.
Sri Indranil Bhattacharyya. CSE & IT.
Sri Anupam Baidya. MCA.

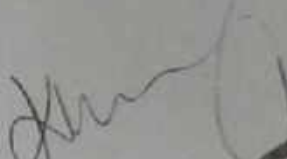

Krishna Roy. AP.
Operations & Systems
Principal Co-ordinator



Monday, the 5th of February, 2018.

The following members of BCREC Staff attended the programme, as scheduled and notified.

Smt. Aabira Ray. Central Library.
Sri Sumantra Banerjee. Administration.
Smt. Firdausi Sayed. Administration.
Sri Biplab Paul. CSE.
Sri Sukanta Mukherjee. ECE.
Sri Rupak Kumar Ghosh. EIE.
Sri Bivas Roy. ME.
Sri Parag Kanti Chattopadhyay. CSE.
Sri Sushanta Karmakar. CSE & IT.
Sri Bappaditya Chandra. CSE & IT.
Sri Indranil Bhattacharyya. CSE & IT.
Sri Anupam Baidya. MCA.


Krishna Roy. AP.
Operations & Systems
Principal Co-ordinator



Dr. B. C. Roy Engineering College. Durgapur.

Ref.: BCREC/ACDP/2/2018.

Dated: 6th February, 2018.

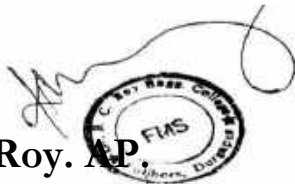
ACDP 2018: EVENT REPORT SUMMARY

Dr. B. C. Roy Engineering College, Durgapur successfully organised the Administrative Capacity Development Programme (ACDP), 2018 for select members of the Administrative and Technical Staff of BCREC, on the 4th and 5th of February, 2018. The 2 day programme titled the Welfare, Health and Safety Programme (WHSP), 2018 will focus on honing the leadership skills and capacities of the members of the BCREC staff pool.

The programme is deemed to have succeeded in all its stated objectives and will therefore be replicated in later years also.

The event was expertly conducted by Prof. Krishna Roy (Principal Co-ordinator, ACDP), Prof. Sandip Mukherjee, Dr. Bhaswati Roy and Dr. Indrani Sengupta of the Faculty of Management Studies (FMS), from 10 am to 5 pm on both days. All the participants reported at 9:55 am on all days. The venue of the Programme was be the Albert Einstein Seminar Hall, Main Building and AJC Bose Bhawan, 2nd floor, BCREC Main Campus.

Photographs of the event are presented in the Annexures overleaf The co-operation of the entire BCREC community, received as solicited, went a long way to make this edition of the ACDP a grand success.



Krishna Roy. AP
Operations & Systems. FMS.
Principal Co-ordinator. ACDP.

Annexure to Report: ACDP 2016 PHOTOGRAPHS



Dr. B. C. Roy Engineering College, Durgapur.

Ref.: BCREC/ACDP/2017.

Dated: 1st February, 2017.

NOTICE

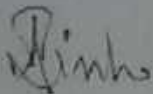
Sub.: Administrative Capacity Development Programme (ACDP), 2017.

The Administrative Capacity Development Programme (ACDP), 2017 of Dr. B. C. Roy Engineering College, Durgapur will be organised for select members of the teaching staff of BCREC, on the 5th and 6th of February, 2017. The 2 day programme titled Managing Time and Costs in Projects (MTCP), 2017 will focus on honing the project management skills and capacities of the faculty members, thereby helping create a pool of project managers to take on a wide range and variety of academic research and development projects.

The event will be conducted by Prof. Krishna Roy (Principal Co-ordinator, ACDP) and Prof. Sandip Mukherjee of the Faculty of Management Studies (FMS) with Prof. Dr. Sanjay Sengupta of the Department of Civil Engineering (CE), from 10 am to 5 pm on both days. All the participants are advised to report at 9:55 am on all days and ensure that their attendance is marked in the common roster. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building, BCREC Main Campus.

The respective Heads of Departments and other officials of the College are requested to attend the Opening Address by the Chief Patron of the event, hon'ble President, BCREC Society.

The co-operation of the entire BCREC community is solicited in order to make this edition of ACDP a grand success.



Amitabha Sinha.
Principal, BCREC.
Principal
Dr. B. C. Roy Engg. College
DURGAPUR

Cc: Hon'ble President, BCREC Society.

Registrar

Head, Administration

All HODs/In-charges

Head, Finance

Manager, Corporate Affairs

Campus In-charge.

Annexure: ACDP 2017 Schedule of Sessions.

The following table outlines the daily programme schedule.

Table: ACDP 2017 (MTCP) Schedule.

| SESSION TIME | PROGRAMME COMPONENT |
|---------------------------|---|
| Day 1 (05.02.2017) | |
| 10:00 am – 10:10 am | Opening Address by hon'ble President, BCREC Society |
| 10:10 am – 11:10 am | Keynote Speech and Orientation by Principal Co-ordinator, ACDP |
| 11:10 am – 11:30 am | Break |
| 11:30 am – 12:30 pm | General Discussion Session Conducted by Prof. Krishna Roy |
| 12:30 pm – 01:30 pm | Negotiating Project Terms of Reference by Prof. Sandip Mukherjee |
| 01:30 pm – 02:00 pm | Lunch Break |
| 02:00 pm – 03:00 pm | Conceptualisation, Screening and Scoping by Prof. Dr. Sanjay Sengupta |
| 03:00 pm – 04:00 pm | Project Management Tools and Techniques by Prof. Krishna Roy |
| 04:00 pm – 05:00 pm | Question Answer Session and Applied Exercises |
| Day 2 (06.02.2017) | |
| 10:00 am – 10:10 am | Continuation Note by Principal Co-ordinator, ACDP |
| 10:10 am – 11:10 am | Break |
| 11:10 am – 11:30 am | Introduction to the PMBOK Guide, PMI, USA by Prof. Krishna Roy |
| 11:30 am – 12:30 pm | Joint Session - Brainstorming by Presenters |
| 12:30 pm – 01:30 pm | Negotiating Projects for the BCREC Group by Prof. Sandip Mukherjee |
| 01:30 pm – 02:00 pm | Lunch Break |
| 02:00 pm – 03:00 pm | Project Concepts for the BCREC Group by Prof. Dr. Sanjay Sengupta |
| 03:00 pm – 04:00 pm | A PM Toolkit for the BCREC Group by Prof. Krishna Roy |
| 04:00 pm – 05:00 pm | Engineering Innovations in BCREC Group by Prof. Dr. Sanjay Sengupta. |

NB:

Present courseware and schedule is as finalised by Prof. Krishna Roy, Principal Co-ordinator, ACDP, Prof. Sandip Mukherjee and Prof. Dr. Sanjay Sengupta, Co-presenters, MTCP 2017 jointly at the Faculty of Management Studies and the Department of Civil Engineering in due consultation with hon'ble faculty colleagues.



Administrative Capacity Development Programme (ACDP).

DR. B. C. ROY ENGINEERING COLLEGE (BCREC). DURGAPUR.

BCREC ACDP 2017. BROCHURE.

The Administrative Capacity Development Programme (ACDP), 2017 of Dr. B. C. Roy Engineering College, Durgapur will be organised for select members of the teaching staff of BCREC, on the 5th and 6th of February, 2017. The 2 day programme titled Managing Time and Costs in Projects (MTCP), 2017 will focus on honing the project management skills and capacities of the faculty members, thereby helping create a pool of project managers to take on a wide range and variety of academic research and development projects.

The event will be conducted by Prof. Krishna Roy (Principal Coordinator, ACDP) and Prof. Sandip Mukherjee of the Faculty of Management Studies (FMS) with Prof. Dr. Sanjay Sengupta of the Department of Civil Engineering (CE), from 10 am to 5 pm on both days. All the participants will report at 9:55 am on all days. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building, BCREC Main Campus.

FOR FURTHER DETAILS PLEASE CONTACT PROF. KRISHNA ROY

AT krishna.roy@bcrec.ac.in AND/OR +91 94340 20293.





DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

announces the
Managing Time and Costs in Projects (MTCP, 2017)
as part of the

Administrative Capacity Development Programme (ACDP).

Presenters –

**Prof. Krishna Roy (Principal Coordinator, ACDP)
and Prof. Sandip Mukherjee**

of the Faculty of Management Studies (FMS)

with Prof. Dr. Sanjay Sengupta,

of the Department of Civil Engineering (CE).

To be held on **the 5th and 6th of February, 2017.**



Managing Time and Costs in Projects (MTCP, 2017).

COURSE DURATION: 5th & 6th February, 2017.
CONDUCTED AT: BCREC, Main Campus, Durgapur.

The present programme is designed to enrich the participants selected from the teaching community of the BCREC Group of Institutions, Durgapur with knowledge and insight about much needed project management skills and capacities, thereby helping create a pool of project managers to take on a wide range and variety of academic research and development projects.

Typically, the topics listed will be discussed according to the order of the Programme Schedule, as decided by the respective presenters. The section divisions herein are only indicative.

General Discussion: Academic Research Projects and Engineering Innovations

1. Academic Research Projects
2. Independent and Syndicated Research and Development
3. Generating and Screening Project Proposals
4. Responding to Invitations for Expressions of Interest and Proposals (Technical and Financial).

Negotiating Project Terms of Reference, Deliverables and Liabilities

5. Organising the Terms of References (TORs); Listing Tangible Deliverables
6. Negotiating Responsibilities and Liabilities; Commercial Clients and Funding Agencies
7. Planning and Negotiating Timelines, Goals and Milestones
8. Deciding Possible Parameters and Context for Legal Mediation and Remediation

The Conceptualisation, Screening, Scoping and Finalisation Cycle for Academic Research Projects

9. Project Conceptualisation and Preliminary Research
10. Planning the Project Cycle, Milestones, Iterative Procedures and Deliverables
11. Scoping for Patents and Prototypes; Intellectual Property Laws
12. Setting Up Professional Oversight and Reporting Protocols

The Most Popular Tools and Techniques of Project Management

13. Work Breakdown Structures and Product Breakdown Structures
14. Responsibility Assignment and Quality Management
15. Gantt Charts and Line of Balance Methods
16. Logic Networks
17. PERT and CPM
18. Budgeting and Financial Analysis

The PMBOK Guide, PMI, USA

19. About the PMI, USA
20. The PMBOK Guide.

Krishna Roy, AP.
Operations & Systems, FMS.
Principal Co-ordinator, ACDPS




Dr. B. C. Roy Engineering College. Durgapur.
Administrative Capacity Development Programme (ACDP).

PROGRAMME ATTENDANCE

Sunday, the 5th of February, 2017.

The following members of BCREC Faculty attended the programme, as scheduled and notified.

Prof. Pradipta Sarkar. ECE.
Prof. Sohini Ghosh. EE (BS&H).
Prof. Dr. Arijit Banerjee. ME (PG).
Prof. Rajeev Ranjan. ME.
Prof. Deepak Kumar. ME.
Prof. Rakesh Biswas. ME.
Prof. Snehasish Ghosal. EE.
Prof. Dr. Chaity Sarkar. EE.
Prof. Soham Dey. EE.
Prof. Sneha Sultana. EE.
Prof. Dr. Gour Sundar Mitra Thakur. IT.
Prof. Koyendrik Bhattacharya. CE.

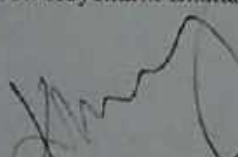

Krishna Roy. AP.
Operations & Systems, FMS
Principal Co-ordinator, ACDP.



Monday, the 6th of February, 2017.

The following members of BCREC Faculty attended the programme, as scheduled and notified.

Prof. Pradipta Sarkar. ECE.
Prof. Sohini Ghosh. EE (BS&H).
Prof. Dr. Arijit Banerjee. ME (PG).
Prof. Rajeev Ranjan. ME.
Prof. Deepak Kumar. ME.
Prof. Rakesh Biswas. ME.
Prof. Snehasish Ghosal. EE.
Prof. Dr. Chaity Sarkar. EE.
Prof. Soham Dey. EE.
Prof. Sneha Sultana. EE.
Prof. Dr. Gour Sundar Mitra Thakur. IT.
Prof. Koyendrik Bhattacharya. CE.


Krishna Roy. AP.
Operations & Systems, FMS.
Principal Co-ordinator, ACDP.



Dr. B. C. Roy Engineering College. Durgapur.

Ref.: BCREC/ACDP/2/2017.

Dated: 7th February, 2017.

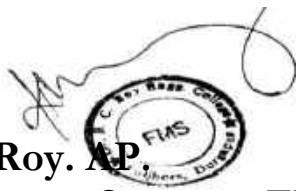
ACDP 2017: EVENT REPORT SUMMARY

Dr. B. C. Roy Engineering College, Durgapur successfully organised the Administrative Capacity Development Programme (ACDP), 2017 of Dr. B. C. Roy Engineering College, Durgapur for select members of the teaching staff of BCREC, on the 5th and 6th of February, 2017. The 2 day programme titled Managing Time and Costs in Projects (MTCP), 2017 focused on honing the project management skills and capacities of the faculty members, thereby helping create a pool of project managers to take on a wide range and variety of academic research and development projects.

The programme is deemed to have succeeded in all its stated objectives and will therefore be replicated in later years also.

The event was expertly conducted by Prof. Krishna Roy (Principal Co-ordinator, ACDP) and Prof. Sandip Mukherjee of the Faculty of Management Studies (FMS) with Prof. Dr. Sanjay Sengupta of the Department of Civil Engineering (CE), from 10 am to 5 pm on both days. All the participants reported at 9:55 am on all days. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building, BCREC Main Campus.

Photographs of the event are presented in the Annexures overleaf. The co-operation of the entire BCREC community, received as solicited, went a long way to make this edition of the ACDP a grand success.



Krishna Roy. AP.
Operations & Systems. FMS.
Principal Co-ordinator. ACDP.

Annexure to Report: ACDP 2017 PHOTOGRAPHS



Dr. B. C. Roy Engineering College, Durgapur.

Ref.: BCREC/ACDP/2016.

Dated: 27th January, 2016.

NOTICE

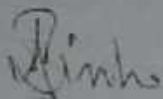
Sub.: Administrative Capacity Development Programme (ACDP), 2016.

Dr. B. C. Roy Engineering College, Durgapur will organise the Administrative Capacity Development Programme (ACDP), 2016 for select members of the Administrative and Technical Staff of BCREC, on the 31st of January and the 1st of February, 2016. The novel 2 day programme titled Formal Communication and Soft Skills Competencies (FCSSC), 2016 will focus on honing the much needed office communications skills and professional soft skills capacities of select members of the administrative and technical staff. It is expected that the programme will succeed in its stated objectives and will be replicated in later years also.


The event will be conducted by Prof. Krishna Roy (Principal Co-ordinator, ACDP) and Prof. Sandip Mukherjee of the Faculty of Management Studies (FMS) with Prof. Dr. Suneeta De and Prof. Dr. Sharmistha De Dutta of the Department of Basic Sciences and Humanities (BS&H), from 10 am to 5 pm on both days. All the participants are advised to report at 9:55 am on all days and ensure that their attendance is marked in the common roster. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building, BCREC Main Campus.

The respective Heads of Departments and other officials of the College are requested to attend the Opening Address by the Chief Patron of the event, hon'ble President, BCREC Society.

The co-operation of the entire BCREC community is solicited in order to make this first edition of ACDP a grand success.



Amitabha Sinha.
Principal, BCREC.

 Principal
Dr. B. C. Roy Engg. College
DURGAPUR

Cc: Hon'ble President, BCREC Society.
Registrar
Head, Administration
All HODs/In-charges
Head, Finance
Manager, Corporate Affairs
Campus In-charge.

Annexure: ACDP 2016 Schedule of Sessions.

The following table outlines the daily programme schedule.

Table: ACDP 2016 (FCSSC) Schedule.

| SESSION TIME | PROGRAMME COMPONENT |
|---------------------------|---|
| Day 1 (31.01.2016) | |
| 10:00 am – 10:10 am | Opening Address by hon'ble President, BCREC Society |
| 10:10 am – 11:10 am | Keynote Speech and Orientation by Principal Co-ordinator, ACDP |
| 11:10 am – 11:30 am | Break |
| 11:30 am – 12:30 pm | General Discussion Session Conducted by Prof. Suneeta De |
| 12:30 pm – 01:30 pm | Formal External Communication by Prof. Sandip Mukherjee |
| 01:30 pm – 02:00 pm | Lunch Break |
| 02:00 pm – 03:00 pm | Acquiring Professional Soft Skills by Prof. Dr. Sharmistha De Dutta |
| 03:00 pm – 04:00 pm | Informal Communication and the Grape Vine by Prof. Krishna Roy |
| 04:00 pm – 05:00 pm | Question Answer Session and Applied Exercises |
| Day 2 (01.02.2016) | |
| 10:00 am – 10:10 am | Continuation Note by Principal Co-ordinator, ACDP |
| 10:10 am – 11:10 am | Break |
| 11:10 am – 11:30 am | Teamwork and Collective Problem Solving by Prof. Krishna Roy |
| 11:30 am – 12:30 pm | Joint Session - Brainstorming by Presenters |
| 12:30 pm – 01:30 pm | Levels of Communication in BCREC by Prof. Suneeta De |
| 01:30 pm – 02:00 pm | Lunch Break |
| 02:00 pm – 03:00 pm | External Communication for BCREC by Prof. Sandip Mukherjee |
| 03:00 pm – 04:00 pm | Soft Skills Inventories for BCREC by Prof. Dr. Sharmistha De Dutta |
| 04:00 pm – 05:00 pm | Informal Communication in BCREC by Prof. Krishna Roy. |

NB:

Present courseware and schedule is as finalised by Prof. Krishna Roy, Principal Co-ordinator, ACDP, Prof. Sandip Mukherjee, Prof. Dr. Suneeta De and Prof. Dr. Sharmistha De Dutta, Co-presenters, FCSSC 2016 at the Faculty of Management Studies and the Department of Basic Sciences and Humanities in due consultation with hon'ble faculty colleagues.



Administrative Capacity Development Programme (ACDP).

DR. B. C. ROY ENGINEERING COLLEGE (BCREC). DURGAPUR.

BCREC ACDP 2016 BROCHURE

Dr. B. C. Roy Engineering College, Durgapur will organise the Administrative Capacity Development Programme (ACDP), 2016 for select members of the Administrative and Technical Staff of BCREC, on the 31st of January and the 1st of February, 2016.

The novel 2 day programme titled Formal Communication and Soft Skills Competencies (FCSSC), 2016 will focus on honing the much needed office communications skills and professional soft skills capacities of select members of the administrative and technical staff. It is expected that the programme will succeed in its stated objectives and will be replicated in later years also.

The event will be conducted by Prof. Krishna Roy (Principal Coordinator, ACDP) and Prof. Sandip Mukherjee of the Faculty of Management Studies (FMS) with Prof. Dr. Suneeta De and Prof. Dr. Sharmistha De Dutta of the Department of Basic Sciences and Humanities (BS&H), from 10 am to 5 pm on both days. All the participants will report at 9:55 am on all days. The venue of the Programme will be the Albert Einstein Seminar Hall, Main Building, BCREC Main Campus.

FOR FURTHER DETAILS PLEASE CONTACT PROF. KRISHNA ROY

AT krishna.roy@bcrec.ac.in AND/OR +91 94340 20293.





DR. B. C. ROY ENGINEERING COLLEGE, DURGAPUR

announces

the Formal Communication and Soft Skills Competencies (FCSSC, 2016) programme as the first edition of the novel **Administrative Capacity Development Programme (ACDP)**.

Presenters –

Prof. Krishna Roy (Principal Coordinator, ACDP)

and Prof. Sandip Mukherjee

of the Faculty of Management Studies (FMS)

with Prof. Dr. Suneeta De

and Prof. Dr. Sharmistha De Dutta

of the Department of Basic Sciences and Humanities (BS&H)

To be held on **the 31st of January and 1st of February, 2016.**



Formal Communication and Soft Skills Competencies (FCSSC, 2016).

COURSE DURATION: 31st of January & 1st of February, 2016.
CONDUCTED AT: BCREC, Main Campus, Durgapur.

Dr. B. C. Roy Engineering College, Durgapur will introduce the novel Administrative Capacity Development Programme (ACDP), 2016 for select members of the Administrative and Technical Staff of BCREC, on the 31st of January and the 1st of February, 2016. This novel 2 day programme titled Formal Communication and Soft Skills Competencies (FCSSC), 2016 will focus on honing the much needed office communications skills and professional soft skills capacities of select members of the administrative and technical staff.

It is expected that the programme will succeed in its stated objectives and will be replicated in later years also.

Typically, the topics listed will be discussed according to the order of the Programme Schedule, as decided by the respective presenters. The section divisions herein are only indicative.

General Discussion: Formal Internal Communication

1. Definition; Internal and External Communication
2. Lateral Communication and Hierarchical Communication
3. Informal Communication
4. The Formal Usage of the English Language

Formal External Communication

5. Communicating with Clients and Vendors
6. Communication with the Government
7. External Public Relations

Acquiring Professional Soft Skills

8. Definition; Leadership and Teamwork
9. Motivation and Responsibility
10. Decisiveness; Handling Pain Points and Pressures
11. Managing Time, Customers, Vendors and Colleagues

Informal Communication and the Grape Vine

12. Workplace Culture and Casual Communication
13. The Grape Vine

Teamwork and Collective Problem Solving

14. Switching Between Leader and Team Player Roles
15. Managing Groupthink and Political Correctness
16. Collective Intelligence, Parallel Processing and Problem Solving



Krishna Roy, AP.
Operations & Systems, FMS,
Principal Co-ordinator, ACDP




Dr. B. C. Roy Engineering College, Durgapur.
Administrative Capacity Development Programme (ACDP).

PROGRAMME ATTENDANCE

Sunday, the 31st of January, 2016.

The following members of BCREC Staff attended the programme, as scheduled and notified.

Smt. Aabira Ray, Central Library.
Sri Sumantra Banerjee, Administration.
Smt. Firdausi Sayed, Administration.
Sri Biplab Paul, CSE.
Sri Sukanta Mukherjee, ECE.
Sri Rupak Kumar Ghosh, EIE.
Sri Bivas Roy, ME.
Sri Parag Kanti Chattopadhyay, CSE.
Sri Sushanta Karmakar, CSE & IT.
Sri Bappaditya Chandra, CSE & IT.
Sri Indranil Bhattacharyya, CSE & IT.
Sri Anupam Baidya, MCA.



Krishna Roy, AP.
Operations & Systems, FMS,
Principal Co-ordinator, ACDP.



Monday, the 1st of February, 2016.

The following members of BCREC Staff attended the programme, as scheduled and notified.

Smt. Aabira Ray, Central Library.
Sri Sumantra Banerjee, Administration.
Smt. Firdausi Sayed, Administration.
Sri Biplab Paul, CSE.
Sri Sukanta Mukherjee, ECE.
Sri Rupak Kumar Ghosh, EIE.
Sri Bivas Roy, ME.
Sri Parag Kanti Chattopadhyay, CSE.
Sri Sushanta Karmakar, CSE & IT.
Sri Bappaditya Chandra, CSE & IT.
Sri Indranil Bhattacharyya, CSE & IT.
Sri Anupam Baidya, MCA.


Krishna Roy, AP.
Operations & Systems, FMS,
Principal Co-ordinator, ACDP.



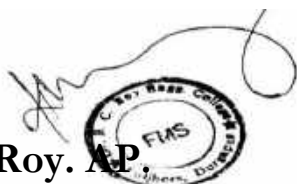
ACDP 2016: EVENT REPORT SUMMARY

Dr. B. C. Roy Engineering College, Durgapur successfully organised the Administrative Capacity Development Programme (ACDP), 2016 for select members of the Administrative and Technical Staff of BCREC, on the 31st of January and the 1st of February, 2016. The novel 2 day programme titled Formal Communication and Soft Skills Competencies (FCSSC), 2016 focused on honing the much needed office communications skills and professional soft skills capacities of select members of the administrative and technical staff.

The programme is deemed to have succeeded in all its stated objectives and will therefore be replicated in later years also.

The event was expertly conducted by Prof. Krishna Roy (Principal Co-ordinator, ACDP) and Prof. Sandip Mukherjee of the Faculty of Management Studies (FMS) with Prof. Dr. Suneeta De and Prof. Dr. Sharmistha De Dutta of the Department of Basic Sciences and Humanities (BS&H), as scheduled, from 10 am to 5 pm on both days at the Albert Einstein Seminar Hall, Main Building, BCREC Main Campus.

Photographs of the event are presented in the Annexures overleaf. The co-operation of the entire BCREC community, received as solicited, went a long way to make this edition of the ACDP a grand success.



Krishna Roy. AP.
Operations & Systems. FMS.
Principal Co-ordinator. ACDP.

Annexure to Report: ACDP 2016 PHOTOGRAPHS

