



Swatirtha Charitable Trust
Abhirampur, Dist.-Purba Bardhwan,
West Bengal-713144



In collaboration with
**Commonwealth Educational Media
Centre for Asia**

Organizing
5-day faculty development program on 21st
Century skills for ITI/ Diploma Faculties

Dates: 8th Dec to 15th Dec 2020

Guest Speaker: Dr. Shivaji Banerjee
HOD, Dept of Management and Commerce,
St. Xavier's College (Autonomous), Kolkata

21st century skills: 6 C's of education

Final Report on Five Day Faculty Development Program

Organised by: Swatirtha Charitable Trust

Sponsored by: Common Wealth Educational Media Centre for Asia.

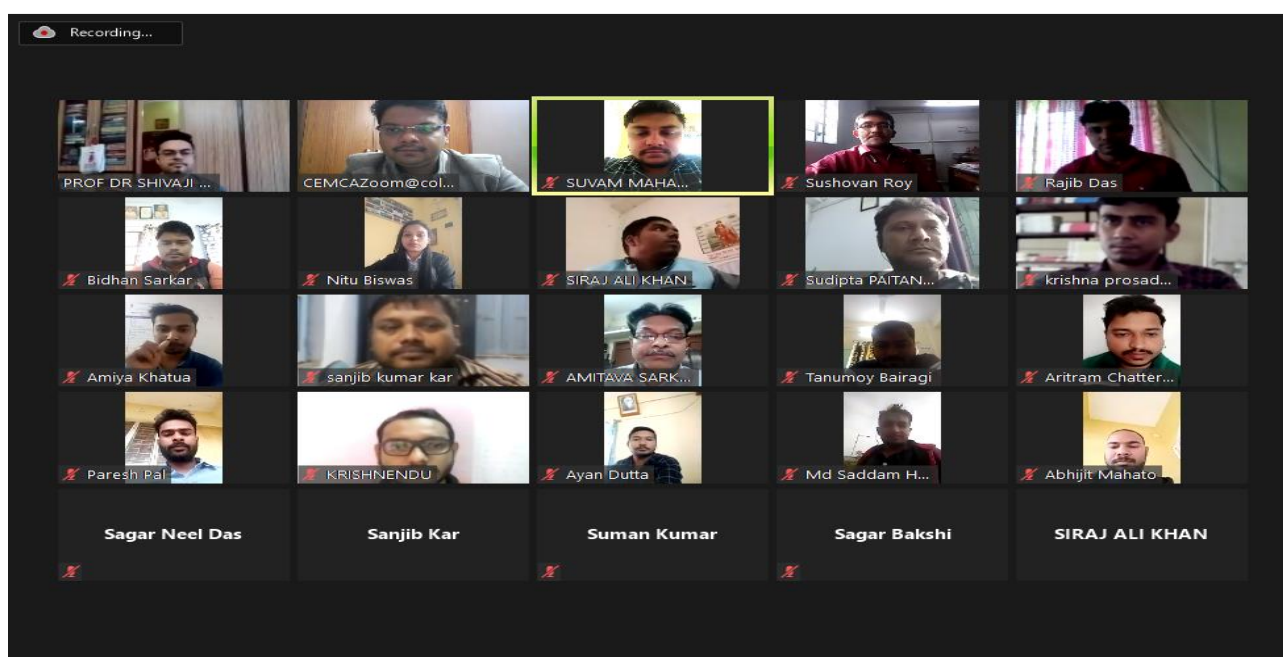
Topic: 21st Century Skills

Dates: 8th, 9th, 11th, 14th and 15th December 2020.

Total Participants: 26

Duration & Timings: 5 days, 11 A.M. to 1 P.M.

Trainer: Prof (Dr). Shivaji Banerjee



Acknowledgement:

Special thanks to the following personalities for their support in planning and executing the program successfully:

1. Mrs. Rumpa Malik – President – Swatirtha Charitable Trust.
2. Dr. Madhu Parhar, Director CEMCA
3. Mr. Saurabh Mishra – Program Officer (Skills) – CEMCA
4. Mr. Suman Kumar – Technical support

Introduction:



There is a need to bring about qualitative improvement in the Faculties and Administrators of Industrial Training Institute in West Bengal. The curriculum was developed on the basis of the recommendation of the Commonwealth Educational Media Centre for Asia (CEMCA) in consultation with Prof (Dr). Shivaji Banerjee to equip the ITI faculties and administrators with the 21st Century Skills and enhance their professional and functional qualities, and ensure robust growth of the teaching profession. This Faculty Development Program was conducted online on Zoom Platform.

Training Objectives:

- i) Facilitate and refresh participants knowledge about 21st Century Skills.
- ii) Highlight the importance of such skills in the context of Principals, Administrator and Faculty in ITI's and Diploma Colleges of West Bengal.
- iii) Provide guidelines to the participants about implementing them to enhance inter personal skills and improve the quality of teaching – learning in ITI's and diploma colleges of West Bengal.

Facilitation Technique used (Methodology)

Besides lectures delivered, based on Power Point Presentations, the trainer used Question and Answers, Case studies, discussions, Group

Assignments.

The multitude of training, methodologies was utilised in order to ensure that the participants not only learned all the concepts, but also to get the opportunity to practice what they learn.

Topics/ Modules Covered:

Day 1: Leadership & Managerial Effectiveness.

Day 2: Work Life Balance, Emotional Intelligence & Stress Management.

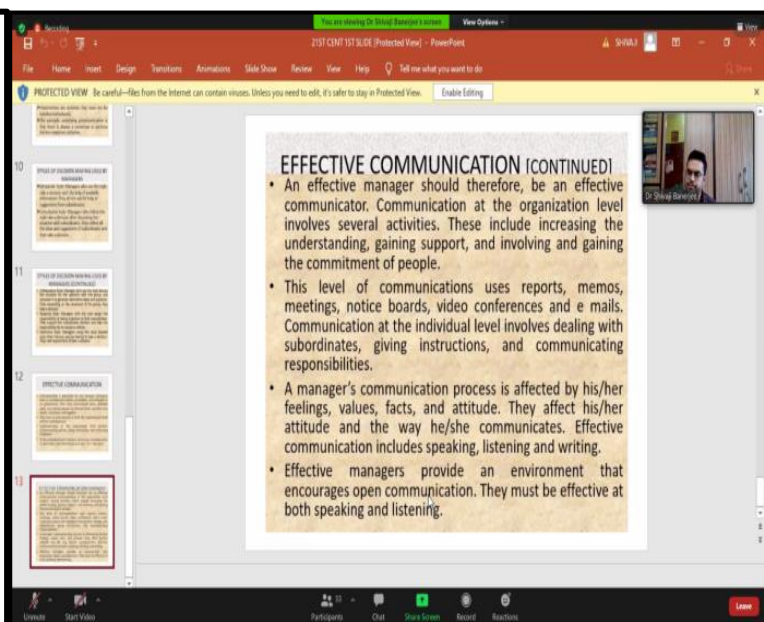
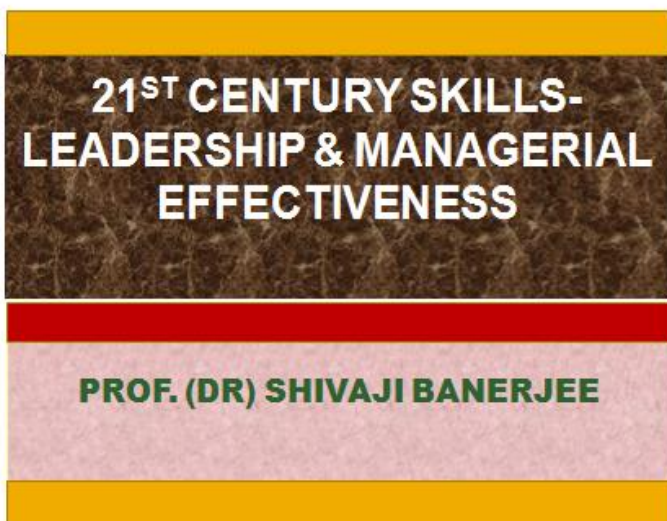
Day 3: Time Management, Group Assignment Presentations.

Day 4: Interpersonal Skills & Effective Communication

Day 5: Effective Presentation Skills

Daily Proceedings of Five-Day Training Session

Proceedings of Day 1 (08-12-2020) : Tuesday

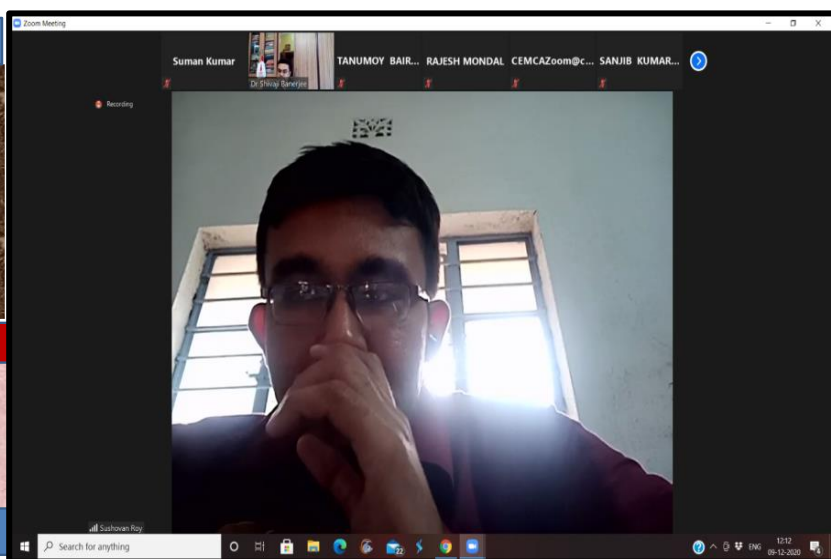
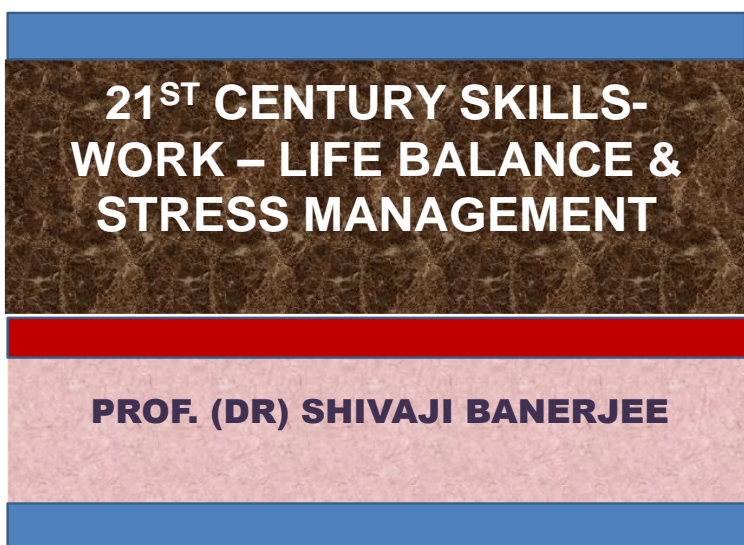


The training session began with the introduction of the Resource Person and welcome address by Mrs. Rumpa Malik – President of Swatirtha Charitable Trust and Dr. Madhu Parhar, Director of CEMCA.

This was followed by an overview of the Program by Mr. Saurabh Mishra – Program Officer (Skills) CEMCA . The individual participants then introduced themselves by mentioning their names, designations, and the Colleges they represent.

After this the session was handed over to the Resource Person and he discussed Management Skills in the 21st Century, focussing on effective team building and leadership skills. The participants were also asked to share their views and experiences on the topics discussed.

Proceedings of Day 2 (09-12-2020) : Wednesday

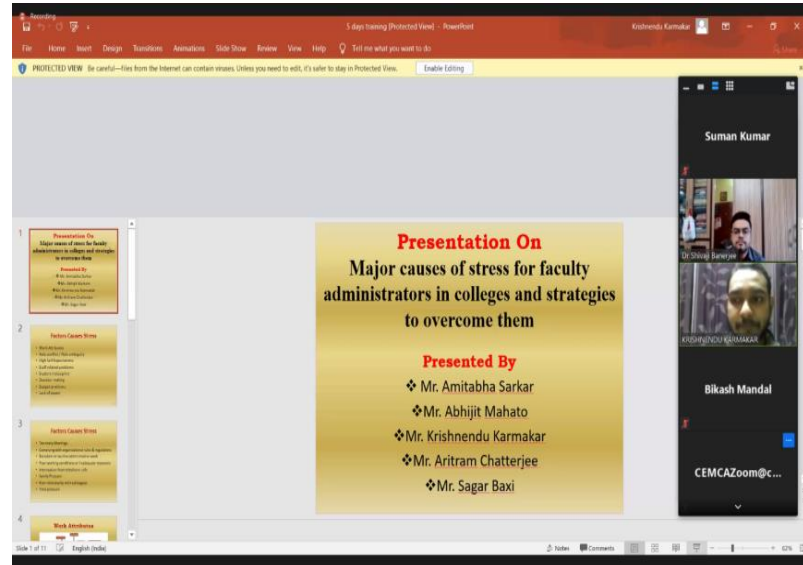
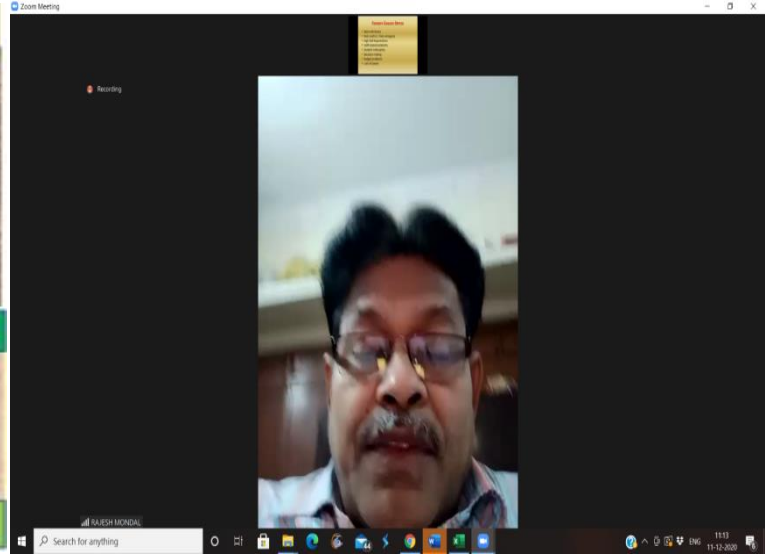
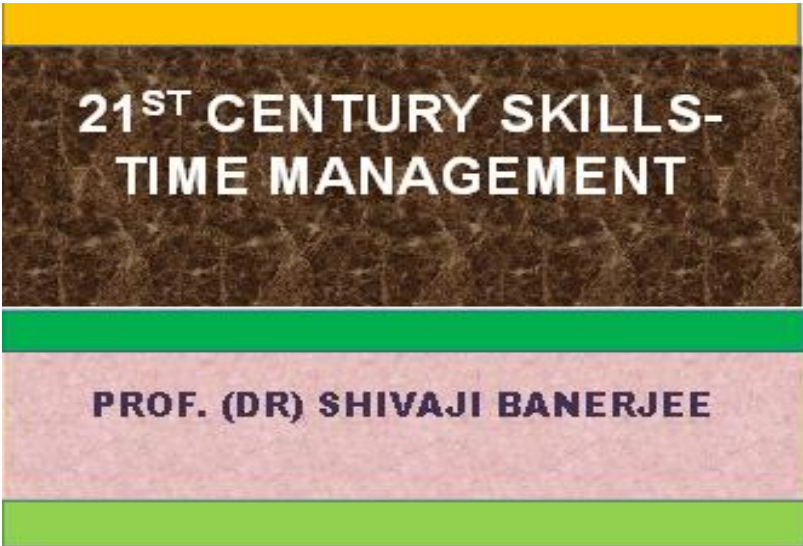


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The thrust of the discussion was on “Work Life Balance” and “Stress Management”. A PPT presentation on the topic was shown, and the participants actively deliberated on the various issues pertaining to the topic. Some questions were asked to gauge the knowledge and understanding of the participants on the related topics, and also to test their ability to apply these topics in their professional context in their Colleges. A group activity

was given, to prepare and make a presentation on “Teacher’s Stress & Stress Management Techniques”

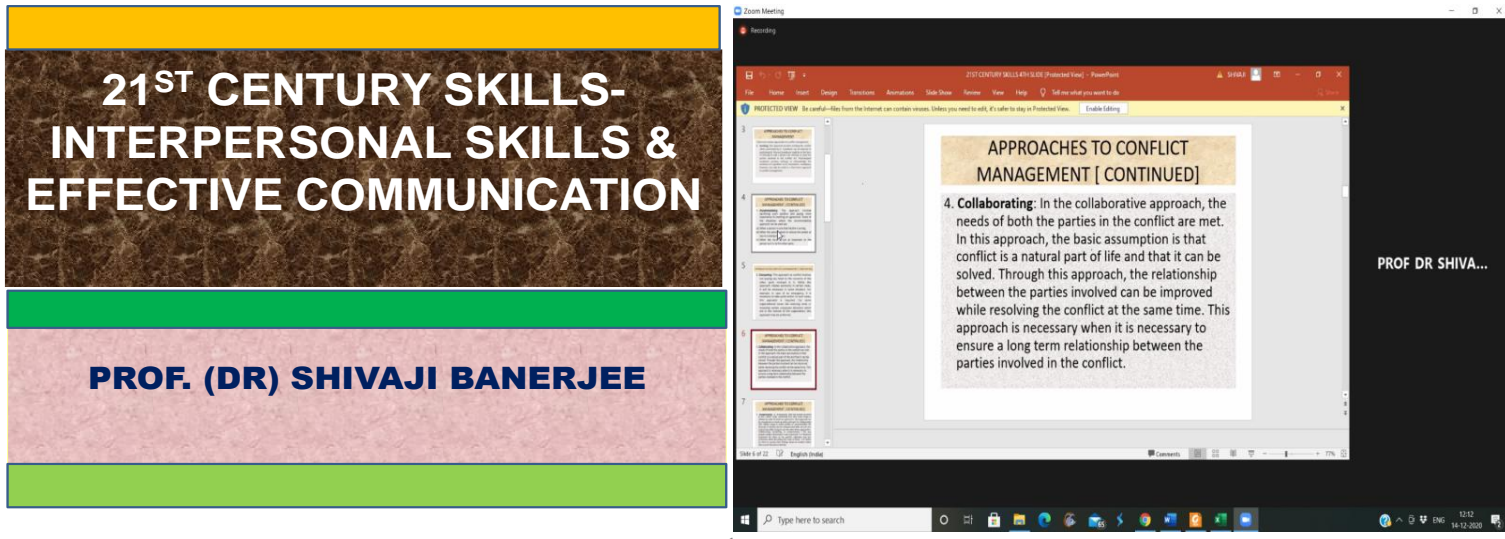
Proceedings of Day 3 (11-12-2020) : Friday



The session began with the 6 groups representing 26 participants making up Power Point Presentation based on the topic given in the previous day. This was followed by interactions and discussions on the various aspects addressed during the presentations. This was followed by the Resource Person deliberating on the topic “Time Management” and “Emotional Intelligence”. The session concluded with a short activity on “Are You an

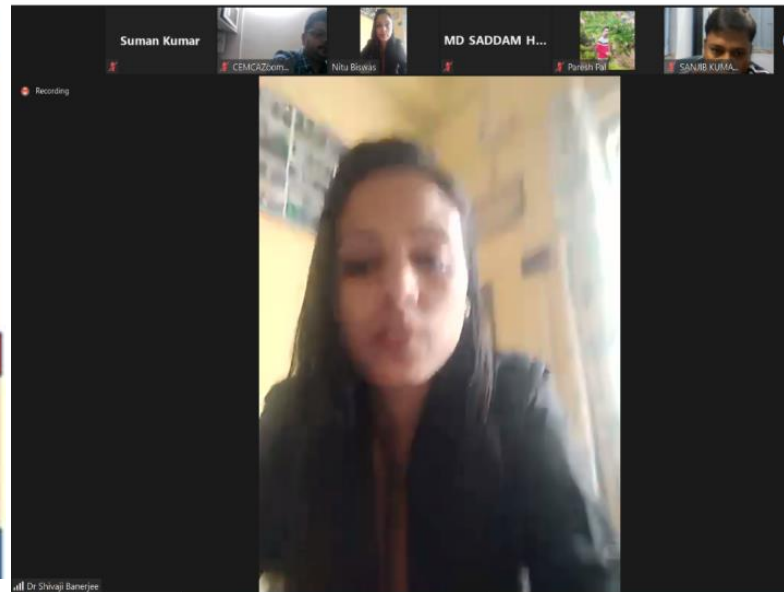
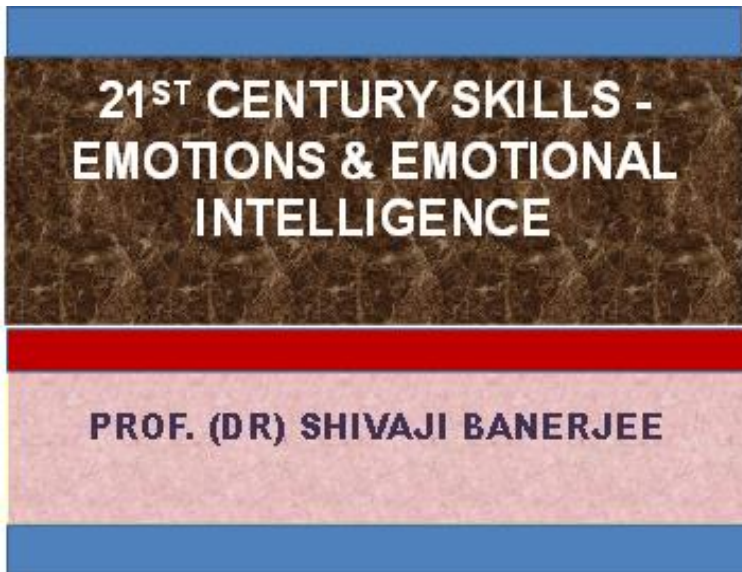
Effective Time Manager?” to assess the participants Time Management Skills.

Proceedings of Day 4 (14-12-2020) : Monday



The proceedings of the Day commenced with the participants giving their insights on the application of Time Management Skills in their Colleges and the problems encountered thereof. The Resource Person made a presentation on “ Inter Personal Skills and Effective communication” in the context of 21st Century Skills. The participants also gave their views and shared their experiences on the topic. The Resource Person also made a note of the improvement of the participant’s communication skills after attending the session. A group assignment on “Negotiation” was given to the participants to be presented on the following day.

Proceedings of Day 5 (15-12-2020) : Tuesday



Participants presented in groups on the Topic – “Negotiation as a tool of Effective Communication” which was followed by interactions. Dr. Shivaji Banerjee discussed on the Topic “Effective Presentation” which was followed by Question & Answers. Experience sharing among the Resource Person and participants were also conducted. The session ended with a summary of the Five Day Training Program and finally a feedback from the participants which was followed by a formal Vote of Thanks from Mr. Saurabh Mishra.

Participation:

26 Trainees actively participated on the deliberations of the five-day Faculty Development Program. They were encouraged to interact with the trainer daily to address real life issues faced by the participants in their Colleges in the context of the topics covered during the session.

Learning Outcomes:

A system of proper training imparts vital skills needed to keep the participants engaged, motivated, productive and more committed to their organisation. Through the five-day orientation and Faculty Training it is expected that the participants are more equipped with the latest skills of the 21st Century and emerge as more effective Faculty Members in their Colleges. They are expected to recognise their strengths better and utilise them in overcoming their weaknesses. The Principals, Administrators and Faculty Members are also more confident about themselves in the context of Communication and Presentation skills, Time Management, Stress Management, Work Life Balances, Emotional Intelligence, Resolving Conflicts, Enhancing Interpersonal Relations, etc.

Evaluation:

Participants were evaluated based on their interactions and the level of involvement shown during the sessions. Besides the trainer evaluated the participants based on Group Assignment and one to one interaction to assess their success in enhancement of their skills and capacity building. Group members made a presentation on Teacher's Stress, and their performances were assessed based on content, communication and presentation skills.

Recommendations:

Professional growth and enhancement of skills are essential for the strengthening of competency of College Administrators and Faculty Members particularly the ITI's and Diploma Colleges. Some of the recommendations include:

- i) Continuous training and skill building sessions for Faculty Development should be made a part of the Academic Calendar.
- ii) Offline (Face to Face) sessions with the Academic Staffs of the Colleges in future should be given emphasis, post pandemic.
- iii) Issues on Student Psychology, Mental Health of Students and Teachers should also be addressed Capacity Building Sessions organised in future for College Principals, Administrators, and Faculty.
- iv) Infrastructural development should be given due impetus to facilitate better teacher – learning delivery.

The following are depicted serially:

- 1) List of Participants from ITI & Diploma Colleges.
- 2) Program Schedule.
- 3) Performance evaluation Sheet.

List of Participants from ITI & Diploma Colleges

SL NO	NAME OF FACULTY	ITI NAME
1	KRISHNENDU KARMAKAR	DINHATA GOVT ITI
2	ABHIJIT MAHATO	MATHABANGA GOVT ITI
3	ARITRAM CHATTERJEE	MANBAZAR GOVT ITI
4	SAGAR BAKSHI	KALIGUNJ GOVT ITI
5	AMITAVA SARKAR	KALIGUNJ GOVT ITI
6	SIRAJ ALI KHAN	KHATRA GOVT ITI
7	NITU BISWAS	ILLAMBAZAR GOVT ITI
8	SUVAM MAHANTA	ILLAMBAZAR GOVT ITI
9	BIDHAN CHANDRA SARKAR	KHOYARASOLE GOVT ITI
10	MD SADDAM HOSSAIN	DUBRAJPUR GOVT ITI
11	TRIDIP TA	NAKASHIPARA GOVT ITI
12	RAJASREE MITRA	TEHATTA GOVT ITI
13	SATYAJIT DAS	SWADHIN TRIPURA PRIVATE ITI
14	SUDIPTA PAITANDI	SANTINIKETAN PVT ITI
15	SUSAVAN ROY	SEPHALI MEMORIAL PRIVATE ITI
16	SANJIB KUMAR KAR	SEPHALI MEMORIAL PRIVATE ITI
17	PARESH PAL	BHATAR GOVT ITI
18	KRISHNA PROSAD THAKUR	PURBASTHALI-1 GOVT ITI
19	TANUMOY BAIRAGI	PURBASTHALI-2 GOVT ITI
20	AYAN DUTTA	PATHARPRATIMA GOVT ITI
21	SAGAR NEEL DAS	SAGAR GOVT ITI
22	RAJIB DAS	NAYAGRAM GOVT ITI
23	SOUVIK PAL	BINPUR-II GOVT ITI
24	AMIYA KHATUA	N.S PRIVATE ITI
25	RAJESH MONDAL	N.S PRIVATE ITI
26	BIKASH MONDAL	N.S POLYTECHNIC COLLEGE



Commonwealth Education Media Centre for Asia

Faculty Training on online capacity building & sensitisation Programme

Topic: 21st Century Skills

Faculty: Prof (Dr.) Shivaji Banerjee

Date	Day	Time	Topic
08 December 2020	Tuesday	11:00 A.M.- 01.00 P.M.	Leadership & Managerial Effectiveness
09 December 2020	Wednesday	11:00 A.M.- 01.00 P.M.	Work Life Balance & Stress Management
11 December 2020	Friday	11:00 A.M.- 01.00 P.M.	Time Management
14 December 2020	Monday	11:00 A.M.- 01.00 P.M.	Interpersonal Skills & Effective Communication
15 December 2020	Tuesday	11:00 A.M.- 01.00 P.M.	Effective Presentation

Note: Each session will consist of lectures, discussions, interaction and some participants activities in groups.

Performance Evaluation Sheet

**(Based on Evaluation of Presentations,
Group Assignments & Class Participation)**

SL NO	NAME OF PARTICIPANTS	REMARKS
1	KRISHNENDU KARMAKAR	EXCELLENT
2	ABHIJIT MAHATO	GOOD
3	ARITRAM CHATTERJEE	VERY GOOD
4	SAGAR BAKSHI	GOOD
5	AMITAVA SARKAR	VERY GOOD
6	SIRAJ ALI KHAN	GOOD
7	NITU BISWAS	VERY GOOD
8	SUVAM MAHANTA	GOOD
9	BIDHAN CHANDRA SARKAR	GOOD
10	MD SADDAM HOSSAIN	NEEDS IMPROVEMENT
11	TRIDIP TA	AVERAGE
12	RAJASREE MITRA	VERY GOOD
13	SATYAJIT DAS	NEEDS IMPROVEMENT
14	SUDIPTA PAITANDI	AVERAGE
15	SUSAVAN ROY	VERY GOOD
16	SANJIB KUMAR KAR	AVERAGE
17	PARESH PAL	GOOD
18	KRISHNA PROSAD THAKUR	GOOD
19	TANUMOY BAIRAGI	GOOD
20	AYAN DUTTA	AVERAGE
21	SAGAR NEEL DAS	GOOD
22	RAJIB DAS	EXCELLENT
23	SOUVIK PAL	GOOD
24	AMIYA KHATUA	GOOD
25	RAJESH MONDAL	GOOD
26	BIKASH MONDAL	VERY GOOD

Photos of 5-days workshop :



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