OFFICE OF THE PRINCIPAL
DARRANG COLLEGE (AUTONOMOUS)
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Ref : DC/AC/P.Office/26/55

Date : 09-03-2026

Notice
(One Week Professional Development Programme for Non-Teaching Staff)

This is to inform all the non-teaching staff of the college that a **One Week Professional Development Programme** will be organized from **16th March 2026 to 20th March 2026** at the **NEC Computer Lab.**

The programme is being conducted with the objective of enhancing the professional skills of the non-teaching staff in areas such as **basic computer applications, MS Office, use of AI tools for official work, communication skills, and soft skills.**

All non-teaching staff are requested to attend the sessions as per the **Programme Schedule** circulated herewith. Their active participation in the programme is highly expected.

This may be treated as **important and mandatory** for all concerned.

Dr. Palash Moni Saikia
Principal
Darrang College (Autonomous)

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Darrang College (Autonomous)
Tezpur, Sonitpur, Assam

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One Week Professional Development Programme for Non-Teaching Staff

Programme Schedule

Day	Date	Venue	Topic	Resource person	Participants
1	16-03-2026	NEC Computer Lab	Inaugural Session	Principal Darrang College & IQAC team	All non-teaching staffs
2	16-03-2026	NEC Computer Lab	Basics of Computer (all Grade-IV employees)	Mr. Nabajyoti Sarma	All Grade-IV non-teaching staffs
3	17-03-2026	NEC Computer Lab	MS office and use of periphery devices (all Grade-IV employees)	Mr. Nabajyoti Sarma/Dr. Saiful Islam/Dr. Rabindra Hazarika	All Grade-IV non-teaching staffs
4	18-03-2026	NEC Computer Lab	Advanced MS Office & use of AI tools for drafting letter and data analysis (all Grade-III employees)	Dr. Barsha Borgohain/ Dr. Pallabika Sarmah/Mr. Nabajyoti Sarma	All Grade-IV non-teaching staffs Grade - III
5	19-03-2026	NEC Computer Lab	Hands-on on use of AI Tools and Grammar Checker (all Grade-III employees)	Dr. Rajib Kr. Basumatary/Dr. Chittaranjan Baruah	All Grade-III non-teaching staffs
6	20-03-2026	NEC Computer Lab	Communication & Soft Skills (interpersonal communication skills with students, teachers, authority and visitors) [all Grade-III & grade-IV employees]	Dr. Swapnalee Kakati, Dr. Pankaj Hazarika, Dr. Renusmita U Talukdar	All non-teaching staffs
7	20-03-2026	NEC Computer Lab	Valedictory session	Principal Darrang College & IQAC team	All non-teaching staffs

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