

GOVT. DEGREE COLLEGE ANANTNAG

INDUCTION PROGRAM FOR NON- TEACHING STAFF



DATE: 05th JUNE 2023 – 10th JUNE 2023

VENUE: Conference Hall GDC, Anantnag

PATRON: Prof. Muzafar Ahmad Bhat, Principal, GDC Anantnag.

Convener: Mr. Shahzad Ahmad Bhat (Asst. Prof. Commerce)

Coordinator & Moderator:- Mr. Iftikhar Basheer Wani (Asst. Prof. Commerce)

Organising Committee:-

Mr. Ghulam Jeelani Teeli
Mr. Raja Wiqar Ahmad
Mr. Showkat Ahmad Hajam
Mr. Showkat Ahmad Teeli
Dr. Sheraz Ahmad Bhat.
Dr. Firdous Ahmad Qazi
Dr. Imran Mehraj Dar
(Faculty Department of Commerce & Management Studies)

ORGANISING DEPARTMENT: - Department of Commerce GDC Anantnag

REPORT

Inaugural Function

Under the expert guidance and able supervision of Worthy Principal Prof. Muzafar Ahmad Bhat, Department of Commerce organized one week induction program for non-teaching staff of the College with the main aim to inculcate basic knowledge about the College system of governance, so that they will act as a productive asset for the institute.

The inaugural function was held in the Conference Hall on **05-06-2023 at 11:00 AM**. At the outset Mr. Shahzad Ahmad Bhat (HoD Commerce) as well as Program Convener warmly greeted all the participants & presented the structural framework for the conduct of program. He lauded the patronage of Worthy Principal for entrusting the mandate to Commerce Department to smoothly conduct the program.

In the key note address, Worthy Principal said such training sessions are vital for all-round development of the employees. It helps to understand the working conditions, job roles and other things. He said employees to work with a positive frame of mind and the process of learning and understanding new things will continue till the last day of your service. We should always remain unbiased to our work, no matter how personal it may be. If we are biased towards our work, then the system will not work smoothly and can lead to a crisis in the organization. He also emphasized the role of digitization and its importance for non teaching staff in today's time.



Day 1

Expert Speaker:-Prof. A.M.Chalkoo (Head, Department of Botany)

Lecture:- SUPPORTING STAFF ROLE & RESPONSIBILITIES

He said that non teaching employees are the foundation of any organization and no organization can work without their involvement. Human Resources can be considered as the heart of an organization. Job dedication teaches discipline, passion, and time management, which are vital to success. Dedicated employees can inspire their team members to strive for success, creating a more productive work environment as well as learn new things during their service career so as not to become obsolete.



Day 2

Expert Speaker:-Mr. Ghulam Jeelani Teeli (Asst. Prof. Commerce)

Lecture:- BASIC ACCOUNTING

He explained in detail the system of books of accounts being followed by the college for recording, processing and compilation of the financial records. The resource person deliberated upon the Cash Book- a book being maintained by the college for recording the financial transactions. He demonstrated on the procedure being followed in the college local fund vis-à-vis following all the codal formalities.



Day 3

(Day 3) Expert Speaker:-Mr. Showkat Ahmad Teeli (Asst. Prof. Commerce)

Lecture:- SALARY COMPONENTS & THEIR TAX IMPLICATIONS

He discussed about the various salary structure and tax policy in vogue. He apprised the participants about various deductions & exemptions available under Tax Act. 1961 to be claimed for. He elaborated how to file income tax returns, **Form 16 & Form 26AS** and demonstrated the method of calculating components of salary as well as the deductions therein.



Day 4

Expert Speaker:-Dr. Javaid Ahmad Reshi (Head & Sr. Asst. Prof. Statistics)

Lecture:- ROLE OF NON TRACHING STAFF IN ACADEMIC AFFAIRS & NAAC

The lecture aimed to educate participants about the National Educational Policy 2020 and the importance of quality initiatives for the sustenance and enhancement of the National Accreditation and Assessment Council (NAAC). The following is a general summary of the lecture:

- I. **Academic Credit Framework:** The lecture began by discussing the Academic Credit Framework, which provides a standardized system for awarding credits to courses based on the workload and learning outcomes.
- II. **Main features of the Credit System (CS):** The speaker explained the main features of the Credit System, which include flexibility in course selection, accumulation of credits over multiple semesters, and the use of credit-based grading systems.
- III. **Subject Groups for Selection of Major and Minor Subjects for UG Programme:** This highlighted the importance of selecting major and minor subjects in undergraduate programs and discussed the subject groups that students can choose from.
- IV. **Proposed Subject Groups for Selection of Major/Minor Courses at UG Level for 2022:** The speaker presented the proposed subject groups for major and minor courses at the undergraduate level for the year 2022.
- V. **Undergraduate Curricular Framework for FYUP under NEP – 2020:** This explored the Undergraduate Curricular Framework for the Four-Year Undergraduate Program (FYUP) under the National Educational Policy 2020.

- VI. **Issues facing the Colleges in NEP 2020 Implementation:** The speaker addressed the challenges and issues faced by colleges in implementing the National Educational Policy 2020, emphasizing the need for support and collaboration between teaching and non-teaching staff.
- VII. **Quality Sustenance & Enhancement by NAAC:** The role of NAAC in ensuring quality sustenance and enhancement in higher education institutions. NAAC's accreditation process and its significance in evaluating the overall quality of an institution were highlighted.
- VIII. **Paradigm Shift in Revised Assessment and Accreditation:** The speaker explained the paradigm shift in the revised assessment and accreditation process introduced by NAAC, focusing on outcome-based education, holistic evaluation, and continuous improvement.
- IX. **Seven Criteria of Quality Assessment:** The seven criteria of quality assessment used by NAAC, which include curriculum design and delivery, teaching-learning process, research and innovation, infrastructure and learning resources, student support and progression, governance, and institutional values and best practices.
- X. **Project for Quality Sustenance and Enhancement in NAAC:** It concluded by discussing the project initiated by NAAC to promote quality sustenance and enhancement in higher education institutions. The project aims to provide guidance, training, and support to colleges in achieving and maintaining high-quality standards.



Day 5

(Day 5) Expert Speaker:-Mr. Bahar Ahmad Mir (Asst. Prof. Botany)

Lecture:- IMPORTANCE OF HEALTH & WELLNESS

The main focus was to educate participants on various aspects of maintaining a healthy lifestyle and promoting overall well-being. The following is a general summary of the lecture:

- ✓ **Introduction to Health and Wellness:**
 - Definition of health and wellness
 - The importance of maintaining good health
 - The connection between physical and mental well-being
- ✓ **Nutrition and Healthy Eating:**
 - The role of balanced nutrition in overall health
 - Understanding macronutrients and micronutrients

- Tips for healthy eating, portion control, and meal planning
- ✓ **Physical Activity and Exercise:**
 - The benefits of regular physical activity
 - Different types of exercises and their impact on the body
 - Strategies for incorporating exercise into daily routines
- ✓ **Stress Management:**
 - Understanding the impact of stress on health
 - Techniques for managing stress effectively
 - Mindfulness, meditation, and relaxation techniques
- ✓ **Sleep and Rest:**
 - The importance of quality sleep for overall well-being
 - Tips for improving sleep hygiene and establishing a bedtime routine
 - Recognizing and addressing common sleep disorders
- ✓ **Mental Health and Emotional Well-being:**
 - Raising awareness about mental health issues
 - Promoting positive mental health and emotional well-being
 - Seeking help and support for mental health concerns
- ✓ **Healthy Habits and Lifestyle Choices:**
 - Avoiding smoking, excessive alcohol consumption, and drug abuse.
 - Maintaining a healthy weight and managing chronic conditions.
 - Importance of regular check-ups and preventive healthcare measures.
- ✓ **Importance of mental health:**
 - Stress, anxiety and depression.
 - Ways to reduce stress, anxiety and depression.
- ✓ **Building a Supportive Environment:**
 - Nurturing healthy relationships and social connections.
 - Creating a supportive network for overall well-being.
 - Encouraging community engagement and involvement.
- ✓ **Goal Setting and Motivation:**
 - Setting realistic health and wellness goals.
 - Strategies for staying motivated and overcoming obstacles.
 - Celebrating achievements and maintaining long-term commitment



The expert speaker gave a detailed description of leaves that a government employee, employee can avail during his/her service career. He deliberated upon the following points.

- Leave cannot be claimed as a matter of Right
- Maximum amount of continuous leave.
- Verification of title to leave.
- Absence after expiry of leave.

Types of leave Casual Leave:- Earned Leave, Half-Pay Leave, Leave not due, Study Leave, Maternity Leave, Paternity Leave, Child Care Leave, Commuted Leave, Extraordinary Leave, Child Adoption Leave, Cash in lieu Salary



VALEDICTORY FUNCTION

The valedictory ceremony of the event was held on 10-06-2023 and was presided over by worthy Principal **Prof. Muzafar Ahmad Bhat**. He urged the employees to remain unbiased to our work, no matter how personal it may be. If we are biased towards our work, then the system will not work smoothly and can lead to a crisis in the organization. He expressed his gratitude to the Department Of Commerce for conducting and expert speakers for delivering their lectures during the induction program. "Nothing can be achieved without dedication and helping hands are always there for those, who are passionate, hardworking and eager to work," he said


Mr. Iftikhar Basheer Wani (Asst. Prof. Commerce & Program Coordinator) showcased the final report presentation of the one week program. He said during the one week induction program, six lectures were delivered to the participants. 'From understanding the College governance system to Ranking and Accreditation' all topics were covered by the resource persons for the program.


As a token of appreciation, certificates were distributed among the participants, organizers as well as expert speakers.



A formal vote of thanks was presented by Mr. Showkat Ahmad Hajam (Asstt. Prof. Commerce). He expressed his gratitude to Worthy Principal for their unconditional support in making the induction program a reality. He also thanked resource persons for delivering their lectures during the program. "We look forward to learning with you together in the years to come, be kind and be respectful. Take ownership of this great institution and give your best and it will take care of you,"


Mr. Ifkhar Basheer Wani
(Coordinator)


Mr. Shahzad Ahmad Bhat
(Convener)


10/6/2023
PRINCIPAL
(Prof. Muzafar Ahmad Bhat)