



**2023-24**

**WORKSHOP ON ADMINISTRATION OF  
STATE AIDED COLLEGES: ROLES OF  
STAFF, TEACHERS, PRINCIPAL AND  
GOVERNING BODY**

# **REPORT**

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**Sripat Singh College  
Internal Quality Assurance Cell**

**The workshop on the "Administration of State-Aided Colleges: Roles of Staff, Teachers, Principal, and Governing Body" took place on 14th March 2024 at 1:30 PM in the Rabindra Savakaksha of Sripat Singh College. Organized by the Internal Quality Assurance Cell (IQAC) of Sripat Singh College, the event was inaugurated by Dr. Kamal Krishna Sarkar, the Principal of Sripat Singh College, with Dr. Ajoy Adhikari, the Principal of Rani Dhanya Kumari College, serving as the keynote speaker.**

**The workshop was anchored by Dr. Sagar Simlandy, the coordinator of IQAC, who ensured the smooth conduct of the workshop and facilitated the discussions.**

**Dr. Adhikari opened the workshop by emphasizing the critical roles played by various stakeholders in the administration of state-aided colleges. He underscored the necessity for harmonious collaboration among staff, teachers, principal, and governing body for effective administration.**

**Regarding the staff, Dr. Adhikari emphasized the significance of non-teaching staff in maintaining day-to-day operations. He stressed the need for a supportive and efficient administrative staff to ensure the institution's smooth functioning.**

**Transitioning to the role of teachers, Dr. Adhikari highlighted their pivotal role in shaping the academic environment. He emphasized the importance of teachers being dedicated, innovative, and responsive to student needs, alongside continuous professional development to enhance their teaching skills.**

**Adhikari then addressed the principal's role, emphasizing that the principal is both an academic leader and an administrative head. He discussed the principal's responsibilities in formulating and implementing policies, managing resources, and maintaining discipline, underlining the importance of leadership qualities like vision, integrity, and effective communication.**

**Further, Dr. Adhikari discussed the broader administrative framework, including the University Grants Commission (UGC), the State Government, and the University, highlighting their significant roles in overall management and governance.**

**He also touched upon regulatory bodies such as AISHE, NAAC, and RUSA, emphasizing their roles in assessing and ensuring the quality of education in state-aided colleges.**

**In discussing administrative activities, Dr. Adhikari mentioned the management of RTI requests, banking operations, treasury functions, provident fund management, and income tax compliance as essential functions. He stressed the importance of efficient and transparent management of these activities for the institution's smooth functioning.**

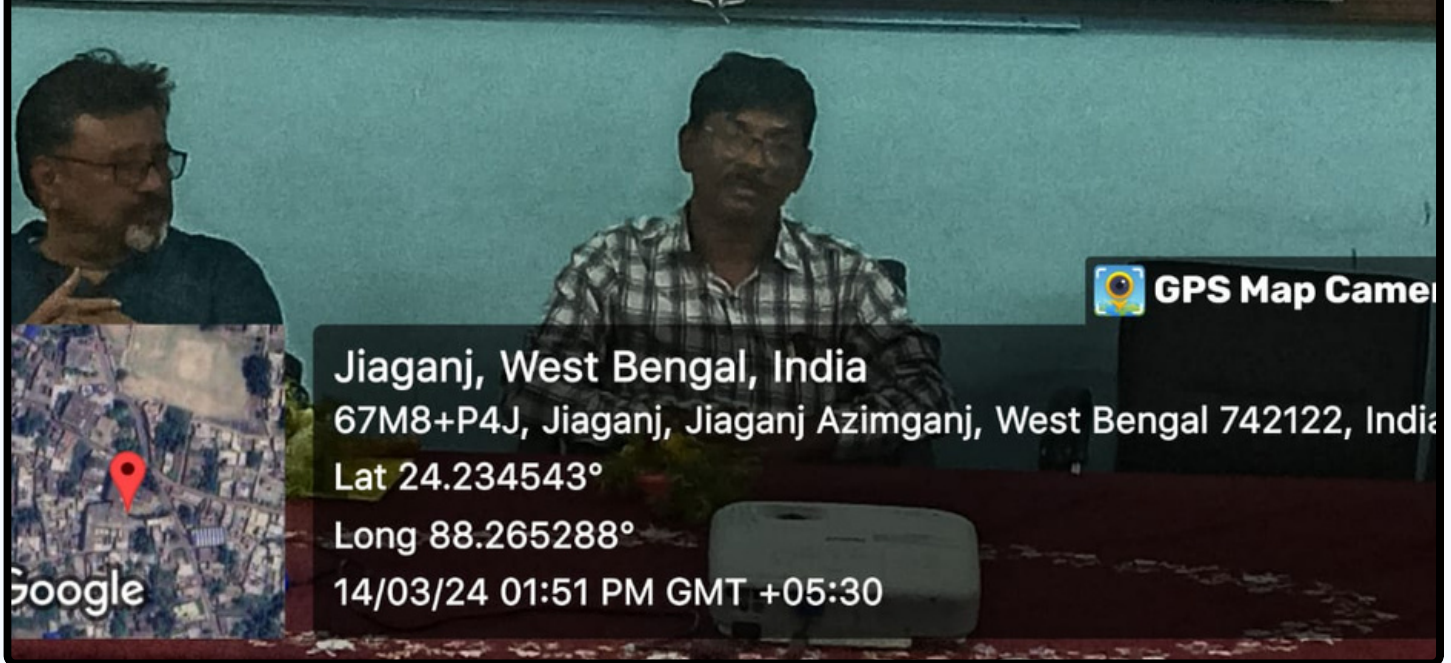
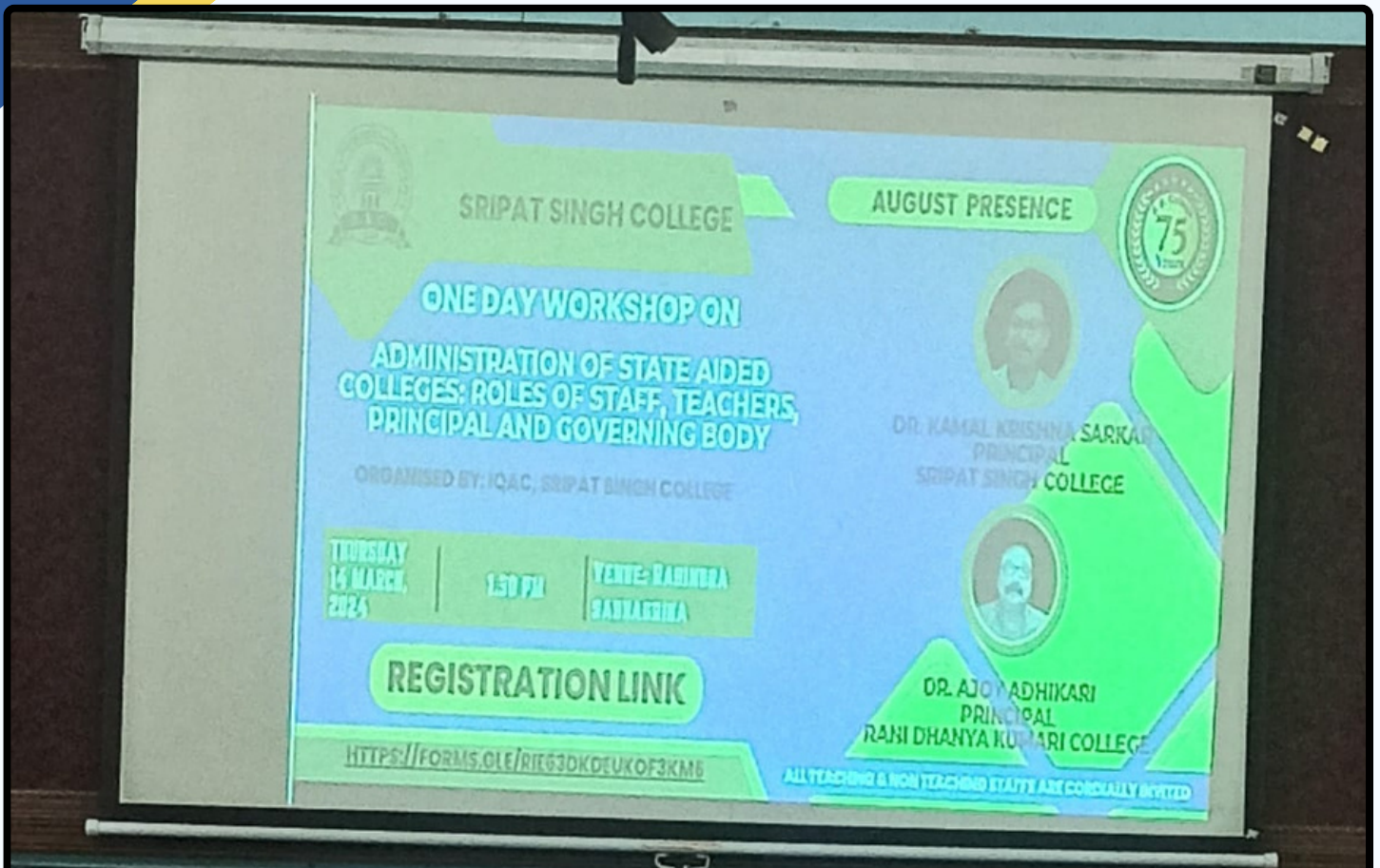
**Concluding his address, Dr. Adhikari reiterated that effective administration of state-aided colleges necessitates collaborative efforts among all stakeholders. He emphasized the need for mutual respect, communication, and teamwork among staff, teachers, principal, and governing body for the holistic development of the institution.**

**The program was concluded by a vote of thanks given by Dr. Abhishek Basu, expressing gratitude to all participants and speakers for their valuable contributions to the workshop. Participation certificates were distributed at the end of the program.**



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## Glimpses of Activities



## Glimpses of some Activities

ADMINISTRATION OF STATE AIDED COLLEGE: ROLES OF  
STAFF, TEACHERS, PRINCIPAL AND GOVERNING BODY

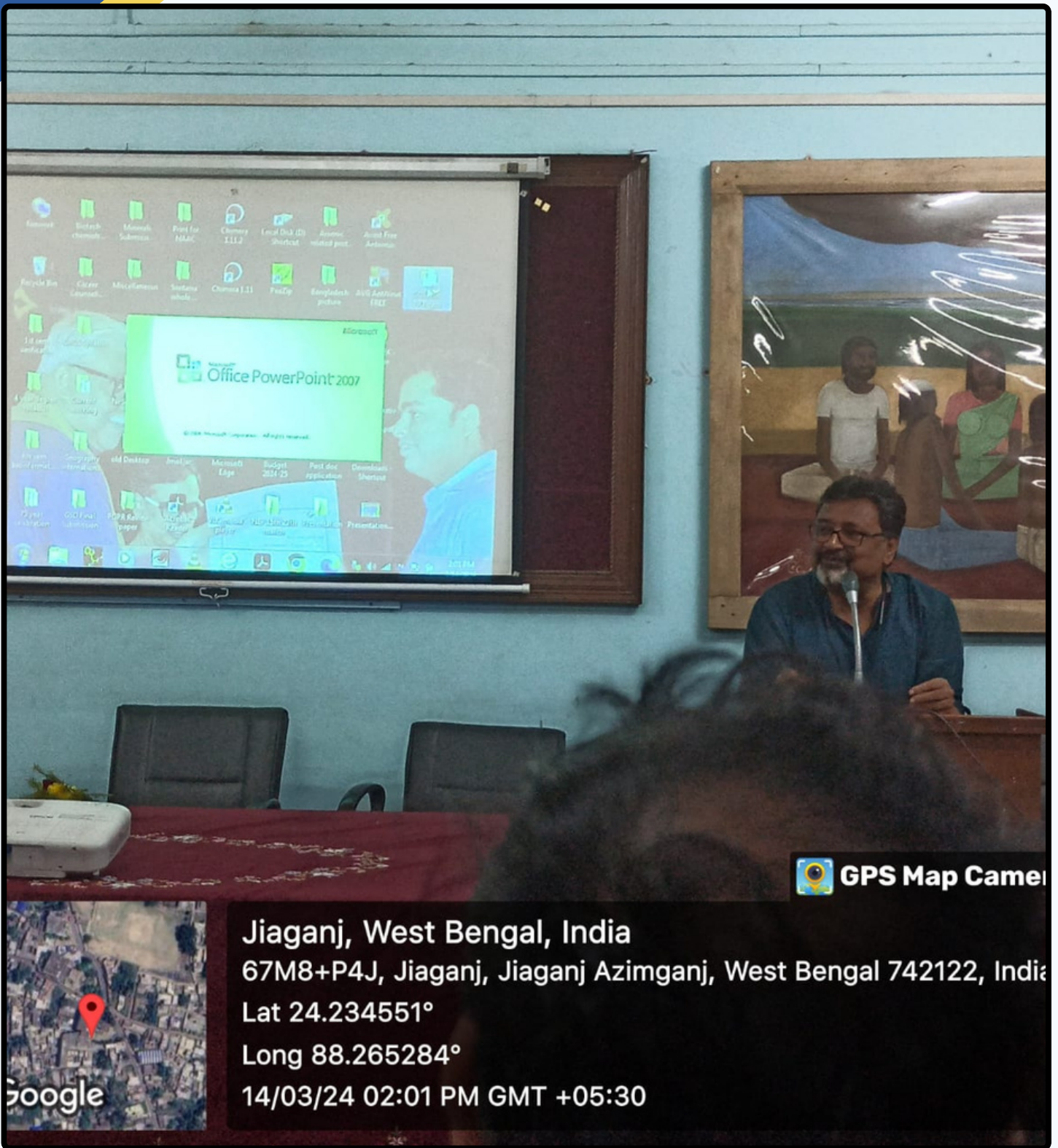
DR AJAY ADHIKARI  
PRINCIPAL, R.D.K COLLEGE, JIAGANJ


 GPS Map Camera



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**Glimpses of some Activities**



 GPS Map Camera

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## Glimpses of some Activities



## Glimpses of some Activities





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## Glimpses of Activities



## Certificate Distribution



Jiaganj, West Bengal, India

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Lat 24.234557°

## Certificate Distribution



# SRIPAT SINGH COLLEGE CERTIFICATE



OF PARTICIPATION  
THIS CERTIFICATE IS AWARDED TO

.....

He/She has actively participated in the workshop on Administration of State Aided Colleges: Roles of Staff, Teachers, Principal and Governing Body, organized by Sripat Singh College Internal Quality Assurance Cell.

Date of Workshop: 14-03-2024  
Duration: 3 Hours

This certificate is awarded in recognition of active participation and successful completion of the workshop.

DR.SAGAR SIMLANDY

Coordinator  
Internal Quality Assurance Cell

DR.AJOY ADHIKARI

Principal  
Rani Dhanya Kumari College

DR.KAMAL KRISHNA SARKAR

Principal  
Sripat Singh College

# Certificate

Registration link: <https://forms.gle/9wazta2bDshTo7L27>

Feedback link: <https://forms.gle/E9WWG111guM33vkQ6>

**Registration link, Feedback link**

# Conclusion

The workshop on the "Administration of State-Aided Colleges: Roles of Staff, Teachers, Principal, and Governing Body" held at Sripat Singh College was a resounding success, providing invaluable insights into the intricate workings of college administration. Dr. Ajoy Adhikari's keynote address eloquently highlighted the indispensable contributions of various stakeholders, emphasizing the need for synergy among staff, teachers, principal, and governing body for effective college governance.

Dr. Adhikari's comprehensive discourse underscored the pivotal role of non-teaching staff in the college's operational efficiency, alongside the crucial responsibilities of teachers in nurturing an academically enriching environment. His insights into the multifaceted role of the principal as an academic leader and administrative head were particularly enlightening, emphasizing the essential qualities of vision, integrity, and effective communication.

Moreover, Dr. Adhikari's elucidation of the broader administrative framework, including regulatory bodies like UGC, AISHE, NAAC, and RUSA, provided attendees with a holistic understanding of the administrative landscape. His discussion on essential administrative activities such as RTI management, banking operations, and compliance ensured participants gained practical knowledge for effective administration.

The workshop's conclusion emphasized the paramount importance of collaborative efforts among stakeholders, highlighting the significance of mutual respect, communication, and teamwork. Dr. Abhishek Basu's vote of thanks encapsulated the spirit of gratitude felt by all participants, acknowledging the contributions of speakers and attendees alike.

In conclusion, the workshop not only elucidated the roles of stakeholders in college administration but also fostered a sense of camaraderie and shared purpose among attendees. It served as a cornerstone for advancing effective administration in state-aided colleges, ensuring their holistic development and continued excellence in education.