

# INTERNAL QUALITY ASSURANCE CELL (IQAC) T. P. S. COLLEGE



CHIRAIYATAND, PATNA - 800 001 (Bihar)  
(A Constituent unit of Patliputra University, Patna)  
NAAC ACCREDITED – "B" with CGPA 2.57

*Prof. (Dr.) Rupam*

Co-ordinator, IQAC

Mob. : 9334766106

E-mail : drrupam09@gmail.com

Ref. : .....

Topic: Computer Literacy Programme for Non-teaching staff

Date : 27.09.18

**Date:** 25.09.2018-27.09.2018

**Venue:** BCA Lab

**Time:** 02:00 a.m. to 04:30 p.m.

**No. of Participants:** 14

**Keynote Speaker:** Ms.SalveeKumari

Three day Computer Literacy Programme for non-teaching staff was organised by IQAC from 25.09.18 to 27.09.18. The session started with brief introduction of the resource person by the IQAC Coordinator, and welcome of the Chairman – Principal (Prof. Upendra Prasad Singh), TPS College Patna. The objective of computer literacy programme was to make the non-teaching staff friendly with computer technology. The Programme focussed on familiarising the faculty members with basic computer software such as Microsoft Office Word, Excel, PowerPoint etc.

The session was very useful throughout and the participants gained basic knowledge about computer skills.

**Name of Participants:**

1. Sri Manoj Kumar Singh
2. Sri Zaki Imam
3. Sri Venkatesh Kumar
4. Sri Kumar Amitabh
5. Sri TumulAnand
6. Sri Mrityunjay Kumar
7. Sri Ambrish Kumar
8. Sri RakeshYadav
9. Sri Aman Patel
10. Sri Munna Kumar

*Rupam* 27.09.18  
Co-ordinator/Member Secretary  
IQAC  
T.P.S. College, Patna

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### Report on Intellectual Property Rights:

Date : 28.08.19.....

Know about the Intellectual Property Rights Law in India

Dated 28.08.2019

**Event:** The Seminar was conducted on 28.08.2019 organised by IQAC TPS College Patna.

**Keynote Speaker:** Ms. Sneha Sharma

**Designation:** Centre Coordinator Child Rights Centre, Chanakya National Law University

**Time:** 11:30 a.m. to 1:00 p.m.

**Venue:** Seminar Hall

The session started with brief introduction of the resource person by the IQAC Coordinator, and welcome of the Chairman – Principal (Prof. Upendra Prasad Singh), TPS College Patna. Her specialization comprises of Child Rights and IPR. At the outset the resource person gave the basic understanding of IPR demonstrating with examples, its uses in real life, and various disciplines. The seminar focussed on the nexus between IPR and assets. She discussed the very four types of IPR viz., **Patents, trademarks, copyrights, and trade secrets**. Besides, other important IPR were also discussed viz., **industrial design rights, trade dress and geographical indications**.

The session was very useful throughout and the participants gained basic knowledge about the IPR and the interactive session proved to be very fruitful among the students.

*Rupam* 28.08.19  
Co-ordinator/Member Secretary  
IQAC  
T.P.S. College, Patna

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Ref. : .....

Date : 16.04.18

Topic: Professional Development Programme for Lab Assistants

**Date:** 16.04.18

**Venue:** Physics Lab

**Time:** 01:00 a.m. to 03:00 p.m.

**No. of Participants:** 03

**Keynote Speaker:** Dr. Ramdas Prasad, Head, Dept. of Botany

One day Professional Development Programme for lab assistants was organised by IQAC on 16.04.2018. The session started with brief introduction of the resource person by the IQAC Coordinator, and welcome of the Chairman – Principal (Prof. Upendra Prasad Singh), TPS College Patna. The objective of programme was to familiarize the Lab assistants with following daily lab management system:

- Perform routine laboratory and general clerical tasks necessary for daily operation of laboratory.
- Collects, prepares, cleans and stores glassware and other lab equipment.
- Stocks, media, reagents, chemical solutions and stains preparation.
- Record keeping and file collection.
- Sets up laboratory and research equipment as directed. Assists research and laboratory personnel with experiments and procedures. Performs related responsibilities as required.

The session was very useful throughout and the participants gained basic knowledge about computer skills.

**Name of Participants:**

1. Mr. Yogeshwar Prasad Singh
2. Mr. Anil kumar
3. Mr. Narendra Kumar

*Rupam* 16.04.18  
Co-ordinator/Member Secretary  
IQAC  
T.P.S. College, Patna

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Ref. : .....

Date : ...16.07.17.....

Professional Development Programme  
For non – teaching (4<sup>th</sup> Grade) organised by IQAC employees.

**Time:** 02:00 PM to 3:00 PM

**Venue:** Room no. 25 (1<sup>st</sup> Floor)

**Event:** Professional Development Programme – etiquettes and code of polite behaviour

**Keynote Speaker:** Prof. N P Tiwari

Designation: Professor, Philosophy Department, Patna University

The session started with a welcome speech and brief introduction of the resource person by the IQAC Coordinator, and welcome of the Chairman – Principal (Prof. Upendra Prasad Singh), TPS College Patna.

The keynote speaker's specialization comprises of Philosophy. At the outset the resource person gave a very interesting speech on basic etiquettes and code of polite behaviour with story examples and demonstration. The session dealt with the following key aspects:

1. Greeting at the outset – as a sign of respect
2. Body language
3. Eye contact
4. Choice of words
5. Empathetic behaviour
6. Positive comments
7. Anger management
8. Active listening

The session was very useful throughout and the participants gained basic knowledge about the code of polite behaviour and the interactive session proved to be very fruitful among the participants.

### Name of the Participants

1. Sri. Mahesh Pandey
2. Sri. Arjun Prasad
3. Sri. Vijay Kumar Singh
4. Sri. Shyam Babu Sharma
5. Sri Bhagwan Gope
6. Sri. Bharat Paswan
7. Md. Shahid

*Rupam* 16/07/17  
Co-ordinator/Member Secretary  
IQAC  
T.P.S. College, Patna

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Ref. : .....

Topic: Computer Training Programme for Faculty Members

Date : 25.09.19.....

**Date:** 25.09.2019

**Venue:** Seminar Hall

**Time:** 02:00 a.m. to 04:30 p.m.

**No. of Participants:** 14

**Keynote Speaker:** Pranav Kumar Jha

**Designation:** Founder, Infotech (IT Expert)

The session started with brief introduction of the resource person by the IQAC Coordinator, and welcome of the Chairman – Principal (Prof. Upendra Prasad Singh), TPS College Patna. The Programme focussed on familiarising the faculty members with basic computer software such as Microsoft Office Word, Excel, PowerPoint etc. Apart from them, the resource person also discussed about Google Forms, Google Classroom and JAM Board etc.

The session was very useful throughout and the participants gained basic knowledge about computer skills and the interactive session proved to be very fruitful for the teachers.

Name of Participants:

1. Dr.UshaKiran
2. Dr. Anjali Prasad
3. Dr.NavenduShekhar
4. Dr.Uday Kumar
5. Dr.Rupam
6. Dr.Dharmraj Ram
7. Dr.ShashiBhushanChaudhary
8. Dr.JavedAkhtar Khan
9. Dr. S.A. Noori
10. Dr. Abu BakarRizvi
11. Dr.Shyamal Kishore
12. Dr.Bijay Kumar Sinha
13. Dr.JyotsnaKumari
14. Dr.Krishnandan Prasad

*Rupam* 25.09.19  
Co-ordinator/Member Secretary  
IQAC  
T.P.S. College, Patna