

## LIST OF PROFESSIONAL DEVELOPMENT PROGRAMMES

A.Y. 2022-2023

| SN | Name of the Programme  | Date                        | No. of Participants |
|----|--|-----------------------------|---------------------|
| 1  | One-Week Faculty Development Programme on <b>Biotechnological Applications in Cancer Therapy</b> | 07-11-2022 to<br>13-11-2022 | 20                  |
| 2  | One-Week Faculty Development Programme on <b>Quantitative Research Analysis Using MATLAB</b>     | 19-12-2022 to<br>25-12-2022 | 22                  |
| 3  | One-Day Administrative Training Programme on <b>Effective Workplace Communication</b>            | 04-03-2023                  | 23                  |



**DIRECTOR**

Director

MITS School of Biotechnology  
Bhubaneswar

Date: 30-10-2022

## CIRCULAR




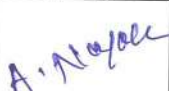
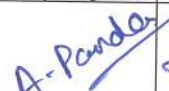
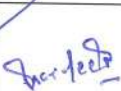
It is hereby informed to all that the Department of Biotechnology of this institute is conducting a One-Week Faculty Development Programme on **Biotechnological Applications in Cancer Therapy** from **07-11-2022 to 13-11-2022**. Interested teachers are requested to register and attend the programme positively.

**Venue of the Programme** : Conference Hall, MITS School of Biotechnology.

**Coordinator** : **Prof. Saumendra Satrusallya**  
Asst. Professor  
Department of Chemistry  
MITS School of Biotechnology

  
Director  
MITS School of Biotechnology  
Bhubaneswar

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## REGISTRATION FORM

Name.....

Designation.....

Speciality.....

Institution.....

Address for Communication:

Mobile.....

Email.....

Signature

Application to be submitted online in the above format along with the scanned copy of the registration form.

Last Date of Registration: 04.11.2022

Email: [synjit@gmail.com](mailto:synjit@gmail.com)

Address for Communication

Prof. Saumendra Satrusallya  
Coordinator, Asst Professor

Contact: +91-9348361463

Chief Patron

Er. Sriram Panda  
Chief Executive  
MITS Group

Patron

Dr. G.K. Panda  
Director  
MITS School of Biotechnology

Coordinator

Prof. Saumendra Satrusallya  
Asst Professor  
Dept. of Chemistry

Advisory Committee

Dr. Rashmi Ranjan Mishra  
Dept. of Biotechnology

Prof. Saumendra. Satrusallya  
Dept. of Chemistry

Dr. Manisha Patnaik  
Dept. of Biotechnology

A ONE - WE | FACULTY  
DEVELOPMENT PROGRAMME(FDP)  
ON



**BIOTECHNOLOGICAL  
APPLICATION IN CANCER  
THERAPY**

Programme Schedule

07-11-2022 To 13-11-2022



Organized By:

मिड्स जैव प्रौद्योगिकी संस्थान  
MITS SCHOOL OF BIOTECHNOLOGY

Venue:

2(P), Infocity, Patia  
Bhubaneswar-751024 (Odisha)  
Website: [msb.ac.in](http://msb.ac.in)  
Email: [principal@msb.ac.in](mailto:principal@msb.ac.in)

## About College

Consistently ranking as the best institute in the eastern part of India, MITS School of Biotechnology (MSB) is a self financing professional organisation that was founded in 2003. The faculty consists of having qualification of PhD, M.Tech as well as experience in both Academics and industrial research, so as the student graduates, who are equally impressive mostly working in leading industries of Biotechnology, Pharma and IT. MSB is considered to be most selective, accepting, growing and proven institute under Utkal University. The institute is located at the prime location of Infocity, Bhubaneswar. This prestigious institute includes popular programs of Biotechnology, Applied Micro Biology and Computer Science.

## Courses Offered at MSB

|                        |           |
|------------------------|-----------|
| BCA                    | - 3 Years |
| B.Sc Biotechnology     | - 3 Years |
| M.Sc Biotechnology     | - 2 Years |
| M.Sc App. Microbiology | - 2 Years |

## About Programme

The Cancer Therapy FDP program focusing on Biotechnological Applications is tailored to provide faculty members with up-to-date knowledge and skills in the realm of cancer treatment. It places a strong emphasis on leveraging biotechnology-driven methods. The programme's primary goal is to bolster their expertise, support research endeavors, and encourage effective teaching in the swiftly advancing field of cancer therapy. Some of the topics to be covered are: -Importance of research collaboration, curriculum development and project presentation -Subject understanding about the biotechnological applications on cancer therapy .



## Objective of the Programme

The main objective of the program has following verticals: To enhance their ability to conduct the cutting edge research in cancer therapy and to promote the intigration of biotechnological applications of cancer therapy into the curriculum.



Resource Person

**Dr. Biswajit Das**

Research Scientist

KIIT University, Bhubaneswar

### LIST OF PARTICIPANTS

**Name of the Program:** A One Week Faculty Development Programme on Biotechnological Applications in Cancer Therapy

**Date:** 07-11-2022 to 13-11-2022

| SN | Name of the Teacher       | Designation     | College Name | Day1   | Day2   | Day3   | Day4   | Day 5  | Day6   | Day7   |
|----|---------------------------|-----------------|--------------|--------|--------|--------|--------|--------|--------|--------|
| 1  | DR .TAPASWINI NAYAK       | ASSOCIATE PROF. | MSB          | T.N.   | T.N.   | T.N.   | T.N.   | T.N.   | T.N.   | T.N.   |
| 2  | MR BIBHUDATTA TRIPATHY    | ASSISTANT PROF  | MSB          | B.T.   | B.T.   | B.T.   | B.T.   | B.T.   | B.T.   | B.T.   |
| 3  | MR CHHABI SETHI           | ASSISTANT PROF. | MSB          | C.S.   | C.S.   | C.S.   | C.S.   | C.S.   | C.S.   | C.S.   |
| 4  | MRS PANCHAMI PADMASANA    | ASSISTANT PROF. | MSB          | P.P.   | P.P.   | P.P.   | P.P.   | P.P.   | P.P.   | P.P.   |
| 5  | MR. SANTOSH KUMAR NAYAK   | ASSISTANT PROF. | MSB          | S.K.N. | S.K.N. | S.K.N. | S.K.N. | S.K.N. | S.K.N. | S.K.N. |
| 6  | MR. SIBA RANJAN PRADHAN   | ASSISTANT PROF. | MSB          | S.R.P. | S.R.P. | S.R.P. | S.R.P. | S.R.P. | S.R.P. | S.R.P. |
| 7  | MS. SUBHASHREE BARIK      | ASSISTANT PROF. | MSB          | S.B.   | S.B.   | S.B.   | S.B.   | S.B.   | S.B.   | S.B.   |
| 8  | MRS. BIJAYLAXMI PARIDA    | ASSISTANT PROF. | MSB          | B.P.   | B.P.   | B.P.   | B.P.   | B.P.   | B.P.   | B.P.   |
| 9  | DR. SATYANANDA PATEL      | ASSOCIATE PROF. | MSB          | S.P.   | S.P.   | S.P.   | S.P.   | S.P.   | S.P.   | S.P.   |
| 10 | DR. BHABATOSH MITRA       | PROFESSOR       | MSB          | B.M.   | B.M.   | B.M.   | B.M.   | B.M.   | B.M.   | B.M.   |
| 11 | MR. SIDDARTHA PARIDA      | ASSOCIATE.PROF. | MSB          | S.P.   | S.P.   | S.P.   | S.P.   | S.P.   | S.P.   | S.P.   |
| 13 | DR. RASHMI RANJAN MISHRA  | ASSOCIATE.PROF. | MSB          | R.M.   | R.M.   | R.M.   | R.M.   | R.M.   | R.M.   | R.M.   |
| 14 | DR. SMARANIKA SAHU        | ASSISTANT PROF. | MSB          | S.S.   | S.S.   | S.S.   | S.S.   | S.S.   | S.S.   | S.S.   |
| 15 | DR. MOUSUMI MISHRA        | ASSISTANT PROF. | MSB          | M.M.   | M.M.   | M.M.   | M.M.   | M.M.   | M.M.   | M.M.   |
| 16 | DR. MANISHA PATNAIK       | ASSISTANT PROF. | MSB          | M.P.   | M.P.   | M.P.   | M.P.   | M.P.   | M.P.   | M.P.   |
| 17 | MR. SANDEEP KUMAR         | ASSISTANT PROF. | MSB          | S.K.   | S.K.   | S.K.   | S.K.   | S.K.   | S.K.   | S.K.   |
| 18 | MR. SAUMENDRA SATRUSALLYA | ASSISTANT PROF. | MSB          | S.S.   | S.S.   | S.S.   | S.S.   | S.S.   | S.S.   | S.S.   |
| 19 | DR. DEBEE PRASAD SAHOO    | ASSISTANT PROF. | MSB          | D.P.   | D.P.   | D.P.   | D.P.   | D.P.   | D.P.   | D.P.   |
| 20 | MRS. MONALISA PRADHAN     | LECTURER        | MSB          | M.P.   | M.P.   | M.P.   | M.P.   | M.P.   | M.P.   | M.P.   |

  
COORDINATOR

  
DIRECTOR  
Director  
MITS School of Biotechnology  
Bhubaneswar

## PROGRAM REPORT

14-11-2022

**Name of the Event:** One-Week Faculty Development Programme on **Biotechnological Applications in Cancer Therapy**

**Date:** 07-11-2022 to 13-11-2022

**Resource Person:** Prof. Biswajit Das  
Research Scientist,  
Dept. of Biotechnology, KIIT Universty, Bhubaneswar.  
Contact Number: 8250785431  
E-mail: biswajit.4.biology@gmail.com

**Coordinator:** Prof. Saumendra Satrusallya  
Asst. Professor,  
Dept. of Chemistry, MSB, Bhubaneswar

**Venue:** Lecture Hall, MITS School of Biotechnology.

MITS school of Biotechnology, Bhubaneswar, organized a One-Week Faculty Development Programme on **Biotechnological Applications in Cancer Therapy** for teachers.

### **Objectives:**

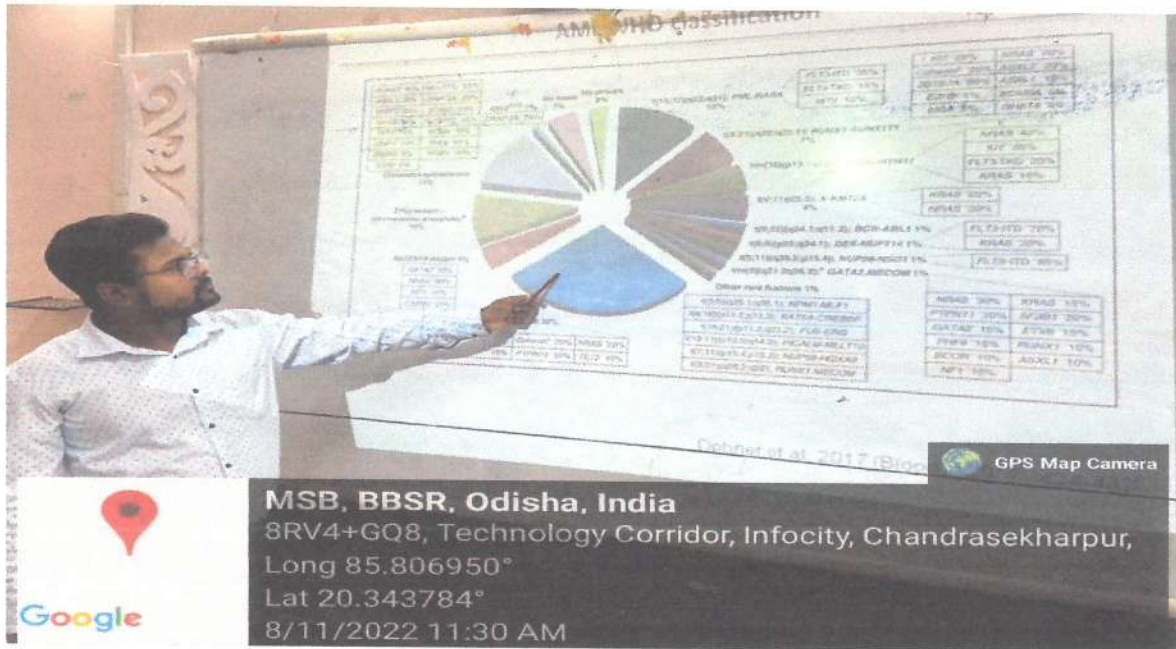
The main objective of the programme has following verticals: To enhance their ability to conduct cutting edge research in cancer therapy and to promote the integration of biotechnological applications in cancer therapy into the curriculum.

### **Topics Covered:**

- Day-1: Requirement of the lectures, seminars and hands-on workshops.
- Day-2: Importance of research collaboration and project presentation.
- Day-3: Subject understanding about biotechnological application on cancer therapy.
- Day-4: Industry connection and networking.
- Day-5: Curriculum development and project presentation.
- Day-6: General discussion about the programme and future outcomes.

**Learning Outcomes:**

An open feedback was obtained from the participating faculty members and they conveyed that the this programme was extremely helpful for covering the topics related to the information which is useful for research work and course curriculum of both UG and PG standard teaching learning process.



**One-Week FDP on Biotechnological Applications in Cancer Therapy  
07-11-2022 to 13-11-2022, Prof. Biswajit Das**

This course was very useful to the teaching fraternity of our Institute and their feedback is positive. The management and Professor (Dr.) G. K. Panda, Director of MSB thanked to the resource person and participants for making the programme successful.

  
**COORDINATOR**

  
**HOD**

  
**DIRECTOR**

Director  
MITS School of Biotechnology  
Bhubaneswar



मिट्स जैव प्रौद्योगिकी संस्थान

2(P), INFOCITY, PATIA, BHUBANESWAR-751024



## Certificate

The MITS School of Biotechnology hereby certifies that

**MS. BARSHA SAMANTARAY**  
Of MSB

has successfully completed  
One Week FDP on  
**BIO-TECHNOLOGICAL APPLICATIONS IN CANCER THERAPY**  
held during 07.11.2022 To 13.11.2022

COORDINATOR

DIRECTOR





मिट्स जैव प्रौद्योगिकी संस्थान

2(P), INFOCITY, PATIA, BHUBANESWAR-751024



# Certificate

The MITS School of Biotechnology hereby certifies that

**MR. SIDDHARTH PARIDA**

Of MSB

has successfully completed

One Week FDP on

**BIO-TECHNOLOGICAL APPLICATIONS IN CANCER THERAPY**

held during 07.11.2022 To 13.11.2022

COORDINATOR

DIRECTOR

Date: 12-12-2022

## CIRCULAR

It is hereby informed to all that the Department of Computer Science of this institute is conducting a One-Week Faculty Development Programme on **Quantitative Research Analysis Using MATLAB** from **19-12-2022 to 25-12-2022**. Interested teachers are requested to register and attend the programme positively.

**Venue of the Programme** : Conference Hall, MITS School of Biotechnology.




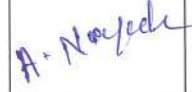


**Coordinator** : **Prof. Saumendra Satrusallya**  
Asst. Professor  
Department of Chemistry  
MITS School of Biotechnology



DIRECTOR

Director  
MITS School of Biotechnology  
Bhubaneswar

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| CE: For information   |   |   |  |   |   |

## REGISTRATION FORM

Name.....

Designation.....

Speciality.....

Institution.....

Address for Communication:

Mobile.....

Email.....

Signature

Application to be submitted online in the above format along with the scanned copy of the registration form.

Last Date of Registration: 17.12.2022

Email: [synjit@gmail.com](mailto:synjit@gmail.com)

Address for Communication

**Prof. Saumendra Satrusallya**  
Coordinator, Asst Professor

Contact: +91-9348361463

**Chief Patron**  
**Er. Sriram Panda**  
Chief Executive  
MITS Group

**Patron**  
**Dr. G.K. Panda**  
Director  
MITS School of Biotechnology

**Coordinator**  
**Prof. Saumendra Satrusallya**  
Asst Professor  
Dept. of Chemistry

**Advisory Committee**  
**Dr. Rashmi Ranjan Mishra**  
Dept. of Biotechnology

**Prof. Saumendra Satrusallya**  
Dept. of Chemistry

**Dr. Manisha Patnaik**  
Dept. of Biotechnology

## A ONE - WE | FACULTY DEVELOPMENT PROGRAMME(FDP) ON



### QUANTITATIVE RESEARCH ANALYSIS USING MATLAB

Programme Schedule

19-12-2022 To 25-12-2022



Organized By:

**मिट्स जैव प्रौद्योगिकी संस्थान**  
**MITS SCHOOL OF BIOTECHNOLOGY**

Venue:

2(P), Infocity, Patia  
Bhubaneswar-751024 (Odisha)  
Website: [msb.ac.in](http://msb.ac.in)  
Email: [principal@msb.ac.in](mailto:principal@msb.ac.in)

## About College

Consistently ranking as the best institute in the eastern part of India, MITS School of Biotechnology (MSB) is a self financing professional organisation that was founded in 2003. The faculty consists of having qualification of PhD, M.Tech as well as experience in both Academics and industrial research, so as the student graduates, who are equally impressive mostly working in leading industries of Biotechnology, Pharma and IT. MSB is considered to be most selective, accepting, growing and proven institute under Utkal University. The institute is located at the prime location of Infocity, Bhubaneswar. This prestigious institute includes popular programs of Biotechnology, Applied Micro Biology and Computer Science.

## Courses Offered at MSB

|                        |           |
|------------------------|-----------|
| BCA                    | - 3 Years |
| B.Sc Biotechnology     | - 3 Years |
| M.Sc Biotechnology     | - 2 Years |
| M.Sc App. Microbiology | - 2 Years |

## About Programme

MATLAB is an abbreviation for "matrix laboratory." While other programming languages usually work with numbers one at a time, MATLAB operates on whole matrices and arrays. Language fundamentals include basic operations, such as creating variables, array indexing, arithmetic, and data types. MATLAB lets you take your ideas from research to production by deploying to enterprise applications and embedded devices, as well as integrating with Simulink and Model-Based Design. Some of the topics to be covered are: General, Aerospace and Automotive Applications, Industrial Automation Applications, Signal Processing, Control Design, Physical Modeling, Complex Logic.



## Objective of the Programme

The objective of the programme is to make aware teachers and scientists make use of MATLAB to organize, clean, and analyze complex data sets from diverse fields such as climatology, predictive maintenance, medical research, and finance. MATLAB provides: Data types and preprocessing capabilities designed for engineering and scientific data.



Resource Person

**. Subham Kumar Beura**

Professor in Computer Science  
ShaktiSai Degree college, Cuttack

## LIST OF PARTICIPANTS

Name of the Program: A One-Week Faculty Development Programme on Quantitative Research Analysis Using MATLAB

Date: 19-12-2022 to 25-12-2022

| SN | Name of the Teacher        | Designation     | College Name | Day1    | Day2    | Day3    | Day4    | Day 5   | Day6    | Day7    |
|----|----------------------------|-----------------|--------------|---------|---------|---------|---------|---------|---------|---------|
| 1  | DR. RANJAN KUMAR MOHAPATRA | LECTURER        | MSB          | RKM     | RKM     | RKM     | RKM     | RKM     | RKM     | RKM     |
| 2  | AISHWARYA SARANGI          | LECTURER        | MSB          | A       | A       | A       | AB      | AB      | AB      | A       |
| 3  | BARSHA SAMANTARAY          | LECTURER        | MSB          | MS      | MS      | MS      | MS      | MS      | MS      | MS      |
| 4  | MR BIBHUDATTA TRIPATHY     | ASSISTANT PROF. | MSB          |         |         |         |         |         |         |         |
| 5  | MR CHHABI SETHI            | ASSISTANT PROF. | MSB          | Csethi  | Csethi  | Csethi  | Csethi  | Csethi  | Csethi  | Csethi  |
| 6  | MRS PANCHAMI PADMASANA     | ASSISTANT PROF. | MSB          | PP      | PP      | PP      | PP      | PP      | PP      | PP      |
| 7  | MR. SANTOSH KUMAR NAYAK    | ASSISTANT PROF. | MSB          | SN      | SN      | SN      | SN      | SN      | SN      | SN      |
| 8  | MR. SIBA RANJAN PRADHAN    | ASSISTANT PROF. | MSB          | SRP     | SRP     | SRP     | SRP     | SRP     | SRP     | SRP     |
| 9  | MS. SUBHASHREE BARIK       | ASSISTANT PROF. | MSB          | SB      | SB      | SB      | SB      | SB      | SB      | SB      |
| 10 | MRS. BIJAYLAXMI PARIDA     | ASSISTANT PROF. | MSB          | BP      | BP      | BP      | BP      | BP      | BP      | BP      |
| 11 | MS. ANKITA SAMANTARA       | ASSISTANT PROF. | MSB          | AS      | AS      | AS      | AS      | AS      | AS      | AS      |
| 12 | MRS. SAMITA BALA ROUTRAY   | TEACHING ASST   | MSB          | SR      | SR      | SR      | SR      | SR      | SR      | SR      |
| 13 | DR. SATYANANDA PATEL       | ASSOCIATE PROF. | MSB          | SP      | SP      | SP      | SP      | SP      | SP      | SP      |
| 14 | DR. BHABATOSH MITRA        | PROFESSOR       | MSB          | Bmitra  | Bmitra  | Bmitra  | Bmitra  | Bmitra  | Bmitra  | Bmitra  |
| 15 | MR. SIDDARTHA PARIDA       | ASSOCIATE.PROF. | MSB          | SP      | SP      | SP      | SP      | SP      | SP      | SP      |
| 16 | DR. RASHMI RANJAN MISHRA   | ASSOCIATE.PROF. | MSB          | R       | R       | R       | R       | R       | R       | R       |
| 17 | DR. SMARANIKA SAHU         | ASSISTANT PROF. | MSB          | SS      | SS      | SS      | SS      | SS      | SS      | SS      |
| 18 | DR. MOUSUMI MISHRA         | ASSISTANT PROF. | MSB          | Mmishra | Mmishra | Mmishra | Mmishra | Mmishra | Mmishra | Mmishra |
| 19 | DR. MANISHA PATNAIK        | ASSISTANT PROF. | MSB          | MP      | MP      | MP      | MP      | MP      | MP      | MP      |
| 20 | MR. SANDEEP KUMAR          | ASSISTANT PROF. | MSB          | SKumar  | SKumar  | SKumar  | SKumar  | SKumar  | SKumar  | SKumar  |
| 21 | MR. SAUMENDRA SATRUSALLYA  | ASSISTANT PROF. | MSB          | S       | S       | S       | S       | S       | S       | S       |
| 22 | DR. DEBEE PRASAD SAHOO     | ASSISTANT PROF. | MSB          | DS      | DS      | DS      | DS      | DS      | DS      | DS      |

  
COORDINATOR

  
DIRECTOR  
Director  
MITS School of Biotechnology  
Bhubaneswar

## PROGRAM REPORT

26-12-2022

**Name of the Event:** One-Week Faculty Development Programme on **Quantitative Research Analysis Using MATLAB**

**Date:** 19-12-2022 to 25-12-2022

**Resource Person:** Prof. Subham Kumar Beura  
Asst. Professor in Computer Science  
ShaktiSai Degree College, Cuttack  
Contact Number: 7008275106  
E-mail: subhamkumarbeura@gmail.com

**Coordinator:** Prof. Saumendra Satrusallya  
Asst. Professor,  
Dept. of Chemistry, MSB, Bhubaneswar

**Venue:** Seminar Hall, MITS School of Biotechnology.

The Department of computer science, MITS school of Biotechnology, Bhubaneswar, organized a One-Week Faculty Development Programme on **Quantitative Research Analysis Using MATLAB** for teaching staffs.

### Objectives:

The objective of this programme is to make aware the teachers to get use of MATLAB for academic and research usage and how to organize, clean, and analyze complex data sets from diverse fields such as climatology, predictive maintenance, medical research, and finance. MATLAB provides data types and pre-processing capabilities designed for engineering and scientific data.

### Topics Covered:

- Day-1: Introduction to MATLAB and hands-on workshops
- Day-2: Industrial Automation Applications.
- Day-3: Signal Processing, Control Design.
- Day-4: Industry connection and networking.
- Day-5: Physical Modelling, Complex Logic
- Day-6: General, Aerospace and Automotive Applications.

**Learning Outcomes:**

An open feedback was obtained from the participating faculty members and they conveyed that the this programme was extremely helpful for covering the topics related to the information which is useful for research work and course curriculum of both UG and PG standard teaching learning process.



One-Week FDP on Quantitative Research Analysis Using MATLAB,  
19-12-2022 to 25-12-2022, Prof. Subham Kumar Beura

This course was very useful to the teaching fraternity of our Institute and their feedback is positive. The management and Professor (Dr.) G. K. Panda, Director of MSB thanked to the resource person and participants for making the programme successful.

  
COORDINATOR

  
HOD

  
DIRECTOR  
Director  
MITS School of Biotechnology  
Bhubaneswar



मिड्स जैव प्रौद्योगिकी संस्थान

2(P), INFOCITY, PATIA, BHUBANESWAR-751024



# Certificate

The MITS School of Biotechnology hereby certifies that

**MR. CHABI SETHI**  
Of MSB

has successfully completed  
One Week FDP On  
**QUANTATIVE RESEARCH ANALYSIS USING MATLAB**  
Held during 19-12-2022 to 25-12-2022

COORDINATOR

DIRECTOR





मिट्स जैव प्रौद्योगिकी संस्थान

2(P), INFOCITY, PATIA, BHUBANESWAR-751024



# Certificate

The MITS School of Biotechnology hereby certifies that

**MS. ANKITA SAMANTARA**

Of MSB

has successfully completed

One Week FDP On

**QUANTATIVE RESEARCH ANALYSIS USING MATLAB**

Held during 19-12-2022 to 25-12-2022

COORDINATOR

DIRECTOR

Date: 25-02-2023

### CIRCULAR

It is hereby informed to all non-teaching staff that our institute is conducting a One-Day Administrative Training Programme on **Effective Workplace Communication** on 04-03-2023. All the non-teaching staff members are requested to register and attend the programme positively.

**Venue of the Programme** : Lecture Hall, MITS School of Biotechnology.




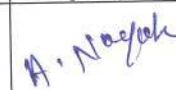
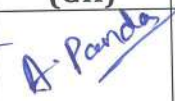

**Coordinator** : **Prof. Saumendra Satrusallya**  
Asst. Professor  
Department of Chemistry  
MITS School of Biotechnology



**DIRECTOR**

Director  
MITS School of Biotechnology  
Bhubaneswar

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| CE: For information   |   |   |  |   |   |

## REGISTRATION FORM

Name.....

Designation.....

Institution.....

Address for Communication:

Mobile.....

Email.....

Signature

Application to be submitted online in the above format along with the scanned copy of the registration form.

Last Date of Registration: 02.03.2023

Email: [synjit@gmail.com](mailto:synjit@gmail.com)

Address for Communication

**Prof. Saumendra Satrusallya**  
Coordinator, Asst Professor  
Contact: +91-9348361463

Chief Patron

**Er. Sriram Panda**  
Chief Executive  
MITS Group

Patron

**Dr. G.K. Panda**  
Director  
MITS School of Biotechnology

Coordinator

**Prof. Saumendra Satrusallya**  
Asst Professor  
Dept. of Chemistry

Advisory Committee

**Dr. Rashmi Ranjan Mishra**  
Dept. of Biotechnology

**Prof. Saumendra Satrusallya**  
Dept. of Chemistry

**Dr. Manisha Patnaik**  
Dept. of Biotechnology

## A ONE -DAY ADMINISTRATIVE TRAINING PROGRAM (AdTP) ON



## EFFECTIVE COMMUNICATION

Programme Schedule

04-03-2023



Organized By:

**मिट्स जैव प्रौद्योगिकी संस्थान**  
**MITS SCHOOL OF BIOTECHNOLOGY**

Venue:

2(P), Infocity, Patia  
Bhubaneswar-751024 (Odisha)  
Website: [msb.ac.in](http://msb.ac.in)  
Email: [principal@msb.ac.in](mailto:principal@msb.ac.in)

## About College

Consistently ranking as the best institute in the eastern part of India, MITS School of Biotechnology (MSB) is a self financing professional organisation that was founded in 2003. The faculty consists of having qualification of PhD, M.Tech as well as experience in both Academics and industrial research, so as the student graduates, who are equally impressive mostly working in leading industries of Biotechnology, Pharma and IT. MSB is considered to be most selective, accepting, growing and proven institute under Utkal University. The institute is located at the prime location of Infocity, Bhubaneswar. This prestigious institute includes popular programs of Biotechnology, Applied Micro Biology and Computer Science.

## Courses Offered at MSB

|                        |           |
|------------------------|-----------|
| BCA                    | - 3 Years |
| B.Sc Biotechnology     | - 3 Years |
| M.Sc Biotechnology     | - 2 Years |
| M.Sc App. Microbiology | - 2 Years |

## About Programme

The workshop aimed to enhance the communication skills of our team members to foster a more cohesive and productive work environment. Through a combination of informative sessions and interactive activities, participants will gain valuable insights into effective communication styles, active listening, and written communication. Important topics to be covered :- Communication Styles , Active Listening , Effective Email writing and Team Building



## Objective of the Programme

The workshop featured a comprehensive agenda that covers various aspects of communication. This Administrative training Workshop on Communication is a valuable investment in the growth and productivity of any organization. We look forward to implementing the recommendations and building on the success of this workshop in the future.



Resource Person

**Prof. Rudhra Prasad Behera**

Asst.Professor Department of English  
Srusti Academy of Management

### LIST OF PARTICIPANTS

Name of the Program: A One-Day Administrative Training Programme on Effective Workplace Communication

Date: 04-03-2023

| SN | Name of the ADTP          | Designation       | College Name | Signature                 |
|----|---------------------------|-------------------|--------------|---------------------------|
| 1  | Abhiram Nayak             | Hostel Warden     | MSB          | Abhiram Nayak             |
| 2  | Aliva Panda               | Warden Girls      | MSB          | A. Panda                  |
| 3  | Bibhudti Bhusan Ray Singh | Electrician       | MSB          | Bibhudti Bhusan Ray Singh |
| 4  | CH.Archana                | Accountant        | MSB          | CH. Archana               |
| 5  | Chandrakanta Swain        | Accountant        | MSB          | Chandrakanta Swain        |
| 6  | Daitari Pradhan           | Accountant        | MSB          | Daitari Pradhan           |
| 7  | Debanand Kumbrika         | Attendant         | MSB          | Debanand Kumbrika         |
| 8  | Golak Bihari Nayak        | Exam Cord.        | MSB          | Golak Bihari Nayak        |
| 9  | H.C Panda                 | D.O               | MSB          | H.C Panda                 |
| 10 | Indira Sahoo              | Metron            | MSB          | Indira Sahoo              |
| 11 | Jogeswar Nayak            | Driver            | MSB          | Jogeswar Nayak            |
| 12 | Kalandi Behera            | Driver            | MSB          | Kalandi Behera            |
| 13 | Kasinanth Moharana        | Warden Boys       | MSB          | Kasinanth Moharana        |
| 14 | Prasanta Rout             | Driver            | MSB          | Prasant Rout              |
| 15 | Pratibha Manjari Nayak    | Librarian         | MSB          | P.M. Nayak                |
| 16 | Raja Nayak                | Attendant         | MSB          | Raja Nayak                |
| 17 | Rajesh Behera             | Office Executive  | MSB          | Rajesh Behera             |
| 18 | Ranjan Bagsingh           | Gardner           | MSB          | Ranjan Bag Singh          |
| 19 | Rasmi Ranjan Parida       | Security          | MSB          | Rasmi Ranjan Parida       |
| 20 | S Lipsa Prusty            | Admission Counsel | MSB          | S. Lipsa Prusty           |
| 21 | Saraswati Panda           | Metron            | MSB          | S. Panda                  |
| 22 | Sunil Kumar Mohapatra     | Attendant         | MSB          | S. C. Mohapatra           |
| 23 | SuryaNarayan Sahoo        | SYS Admin         | MSB          | Suryanarayan Sahoo        |

  
COORDINATOR

  
DIRECTOR

Director  
MITS School of Biotechnology  
Bhubaneswar

## PROGRAM REPORT

06-03-2022

**Name of the Event:** One-Day Administrative Training Programme on **Effective Workplace Communication**

**Date:** 04-03-2023

**Resource Person:** Prof. Rudra Prasad Behera  
Asst. Professor in English  
Srusti Academy of Management  
Contact Number: 8847808772  
E-mail: officialrudra.prasad@gmail.com

**Coordinator:** Prof. Saumendra Satrusallya  
Asst. Professor,  
Dept. of Chemistry, MSB, Bhubaneswar

**Venue:** Lecture Hall, MITS School of Biotechnology.

MITS school of Biotechnology, Bhubaneswar, organized a One-Day Administrative training Programme on **Effective Workplace communication** for non-teaching staffs.

### Objectives:

The objective of this one day workshop aimed to enhance the communication skills of our team members to foster a more cohesive and productive work environment through a combination of informative sessions and interactive activities. Participants gained valuable insights into effective communication styles, active listening, and written communication.

### Topics Covered:

1. Communication Styles
2. Active Listening
3. Effective Email and Written Communication
4. Team Building Activities

### Learning Outcomes:

An open feedback was obtained from the participating staff members and they conveyed that this Administrative training Workshop on Effective Workplace Communication is a valuable investment in the growth and productivity of their personality by improving their communication skills.



One-Day Administrative Training Programme on **Effective Workplace Communication**,  
On 04-03-2023, Prof. Rudra Prasad Behera

This course was very useful to the non-teaching staff members of our Institute and their feedback was encouraging. The management and Professor (Dr.) G. K. Panda, Director of MSB thanked to the resource person and participants for making the programme successful.

  
**COORDINATOR**

  
**DIRECTOR**  
Director  
MITS School of Biotechnology  
Bhubaneswar



मिट्स जैव प्रौद्योगिकी संस्थान

2(P), INFOCITY, PATIA, BHUBANESWAR-751024



# Certificate

The MITS School of Biotechnology hereby certifies that

**MR. GOLAK BIHARI NAYAK**

Of MSB

has successfully completed

One Day AdTP On

**EFFECTIVE WORKPLACE COMMUNICATION**

held on 04.03.2023

COORDINATOR

DIRECTOR





मिड्स जैव प्रौद्योगिकी संस्थान

2(P), INFOCITY, PATIA, BHUBANESWAR-751024



## Certificate

The MITS School of Biotechnology hereby certifies that

**MR. DAITARI PRADHAN**  
Of MSB

has successfully completed  
One Day AdTP On  
**EFFECTIVE WORKPLACE COMMUNICATION**  
held on 04.03.2023

COORDINATOR

DIRECTOR