



Office of the principal  
**CHHAMARIA ANCHALIK COLLEGE, CHHAMARIA**

P.O. Chhamaria, Dist- Kamrup, Assam (India), PIN-781136

Estd. 1994

Mobile:  
9435607851

Website: [www.cacollege.ac.in](http://www.cacollege.ac.in)

Email: [cac.1994@rediffmail.com](mailto:cac.1994@rediffmail.com)

Ref.....  
From


Date... 22/4/2024

Sri P. K. Dev Nath, M. A. B. Ed.  
Principal, Chhamaria Anchalik College

**NOTICE**

**Date 22/04/2024**

All teaching and non-teaching staff of Chhamaria Anchalik College is hereby informed that a Five days Faculty Development Programme on the topic "Communication and Presentation Skill" will be held at Chhamaria Anchalik College from 23/04/2024 and will continue up to 27/04/2024. So, all teaching and non-teaching staff are directed to attend the program without fail.

  
Principal

Principal  
Chhamaria Anchalik College



**CHHAMARIA ANCHALIK COLLEGE**  
ছমৰীয়া আঞ্চলিক মহাবিদ্যালয় Kamrup, Assam  
Affiliated to Gauhati University



**ICTACADEMY®**

FDP NO  
**2,185**

Faculty Development Program on

# **COMMUNICATION AND PRESENTATION SKILLS**

**23 - 27 April 2024**



**One Week Faculty Development Programme on  
COMMUNICATION AND PRESENTATION SKILLS**

**Hosted by:  
Chhamaria Anchalik College in association with ICT Academy**

**Date: 23 April to 27 April, 2024**

**Time: 10:00AM to 04:00 PM**

**Programme Agenda**

**Day 1:**

**10:00AM**–Welcome Speech by Mr. Shah Alom, ICT Academy Coordinator, Chhamaria Anchalik College Cell.

**10:05AM**– Inaugural Address and lighting of lamp by Principal, Chhamaria Anchalik College.

**10:10AM**–Felicitation programme by IQAC, Coordinator, Chhamaria Anchalik College.

**10:15AM**– 1<sup>st</sup> Technical Session- by Resource Person

**12:30PM**– Lunch Break

**01:30PM**– 1<sup>st</sup> Technical Session will resume

**04:00PM**– Session concludes for the day.

**Day2:**

**10:00AM**–2<sup>nd</sup> Technical Session- by Resource Person

**12:30 PM**–Lunch Break

**01:00PM**–2<sup>nd</sup> Technical Session will resume

**04:00PM**– Session concludes for the day



**Day3:**

**10:00AM**–3<sup>rd</sup> Technical Session- by Resource Person

**12:30 PM** –Lunch Break

**01:00PM**–3<sup>rd</sup> Technical Session will resume

**04:00PM**– Session concludes for the day

**Day4:**

**10:00AM**–4<sup>th</sup> Technical Session- by Resource Person

**12:30 PM** –Lunch Break

**01:00PM**–4<sup>th</sup> Technical Session will resume

**04:00PM**– Session concludes for the day

**Day5:**

**10:00AM**–5<sup>th</sup> Technical Session- by Resource Person

**12:30 PM** –Lunch Break

**01:00PM**–5<sup>th</sup> Technical Session will resume

**03:30PM**– Session concludes for the day

**03:30 PM**– Feedback and Certification

**03:45PM**–Vote of Thanks by Dr. Eusub Hussain, HOD, History, Chhamaria Anchalik College.

**VeryImportant:** Group photography session will be done at the end of the session.

# Sunil Borah

[sunil@ictacademy.in](mailto:sunil@ictacademy.in) | +91 86388 56538



Holding 14+ years of experience in both Corporate and Academic sector.

Specialised in - Training & Development, Back office Operations, Supply chain and BPO operations.

## Education

---

- Graduation from Delhi University.
- Masters in Mass Communication - Krishna Kanta Handiqui State Open University, Assam.

## Experience

---

- Senior Soft skill Trainer at ICT Academy - 5 years (Current Job)
- Soft skill Trainer at Assam Downtown University (Academics) – 3 years.
- Process Trainer at Vodafone - 1 year.
- Unit Manager at ICICI Prudential Life Insurance Company Limited (BFSI) - 1 year.
- Team Leader HP - (supply chain, logistics and warehousing) - 1 year.
- Team Leader - IBM Global Process Services (BPO) – 5 years.

## Technical Skills

---

- 1-year advance diploma in Computer applications.

## Certifications

---

- Master Trainer in 21<sup>st</sup>-century employability skills from Wadhvani Foundation.
- Neuro-Linguistic Programming (NLP) Practitioner.
- Design Thinking Practitioner from IBM.
- Six sigma LEAN yellow belt – IBM.