

Ramakrishna Mission Vivekananda Centenary College

(Autonomous)

Rahara, North 24 Parganas, West Bengal : 700118



Affiliated to West Bengal University

College with Potential for Excellence

RUSA-funded Institution

DST-FIST Awarded College

Website : www.rkmvccrahara.org

Email : rkmvcccollege@rkmvccrahara.org

Report on professional development / administrative training
Programmes organized by the institution for teaching and non-
teaching staff during the year **2021-2022**




Principal
Ramakrishna Mission
Vivekananda Centenary College
Rahara, Kolkata-700 118

Professional Development Programme:

Date	Webinar	Speaker
13 th & 14 th July, 2021	Online FDP on The Philosophy of Education and Swami Vivekananda Sponsored by Indian Council of Social Science Research, New Delhi	<ul style="list-style-type: none"> • Swami Divyasudhananda, Principal, Ramakrishna Mission Vidyapith, Deoghar, Jharkhand • Swami Ekachittananda, Principal, Ramakrishna Mission Vidyamandira, Belur Math • Swami Narasimhananda, Secretary, Ramakrishna Mission Sevashrama, Kozhikode, Kerala • Prof. Bishnupada Nanda. Professor, Department of Education, Jadavpur University. • DrSaradindu Mukherjee, Member, ICHR, New Delhi • Prof. Kumar Ratnam, D.Litt., Member Secretary, ICHR, New Delhi

Objective of the seminar:

- To aware the philosophy of Education of Swami Vivekananda and its Application.
- To implement the knowledge in teaching and research in various field.

Outcome:

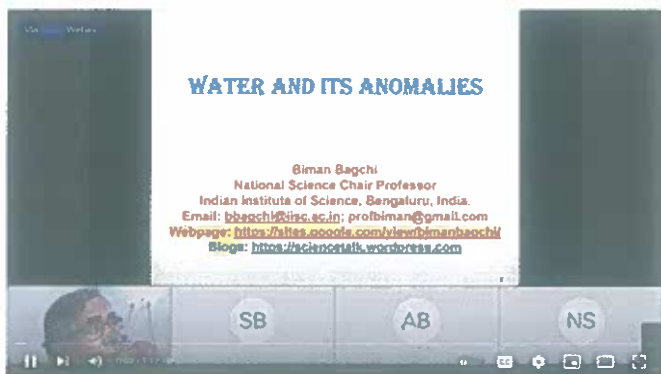
- Enriched about the possibility of this Philosophy.
- Got idea to implement it in teaching and research.

Participants teachers : 21

He discussed that Swami Vivekananda linked **morality with control of the mind, seeing truth, purity and unselfishness** as traits which strengthened it. He advised his followers to be holy, unselfish and to have shraddhā (faith). Vivekananda supported brahmacharya, believing it the source of his physical and mental stamina and eloquence. He also told that the main aim of education is to achieve extensive perfection already in man. Vivekananda opined that all material and spiritual knowledge is already present in man covered by curtain of ignorance.




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16 th July, 2021	Online FDP on "Water, water everywhere Understanding how water plays important role in life and science" organized by Department of Chemistry, Ramakrishna Mission Vivekananda Centenary College, Rahara	Prof. Biman Bagchi , Distinguished Professor, Indian Institute of Science (IISC), Bangalore
Objective of the seminar: a) To aware about the water chemistry and its application. b) To implement the knowledge in teaching and research in various field Outcome: a) Enriched knowledge about the possibility of this water chemistry. b) Got idea to implement it in teaching and research.		
Participants teachers: 11 He discussed about the importance of water in our life and science. He also told that Water helps improve the circulation of oxygen throughout the body. It also plays a crucial role in the digestion of food. Water is a very important component of saliva, which helps break down food. The excretion of waste in the human body requires water.		
		
15 th September, 2021	Online FDP of Chemistry Dept. Topic: The status of Chemistry Research in India: From P. C. Ray to the present" organized by Department of Chemistry, Ramakrishna Mission Vivekananda Centenary College, Rahara	Professor Vadapalli Chandrasekhar , Centre Director, Tata Institute of Fundamental Research (TIFR) Hyderabad


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Objective of the seminar:

- a) To aware the recent advancement in Indian Chemistry Research.
- b) To implement it in research in various field.

Outcome:

- a) Improved knowledge on the topic
- b) Got idea to implement it in present day research.

Participants teachers : 11

He discussed about the present scenario of research in India and the different fields of research activity available in chemical sciences.



16th September,
2021

Online FDP of Computer Science dept.

Topic: "An open interaction on the perspective of Computing Technology".

organized by Department of Computer
Science, Ramakrishna Mission
Vivekananda Centenary College, Rahara

Professor P. Nagabhushan

Director, Indian Institute of
Information Technology, Allahabad

Objective of the seminar:

- a) To aware about the Computer Science and its Application
- b) To implement the it in teaching and research in various field

Outcome:

- a) Enriched knowledge about the possibility of the Computer Science and its Application.
- b) Got idea to implement it in teaching and research.

Participants teachers : 5

He discussed about HCI (human-computer interaction), that is the study of how people interact with computers and to what extent computers are or are not developed for successful interaction with human beings. A significant number of major corporations and academic institutions now study HCI.

Sat. K. K.
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17th September,
2021

Online FDP of Botany dept
Topic: 'Abiotic Stresses in Agriculture: Impacts and Management'
organized by Department of Botany,
Ramakrishna Mission Vivekananda
Centenary College, Rahara

Dr. H. Pathak

Director, ICAR-National Institute of
Abiotic Stress Management (NIASM)
Baramati, Pune,

Objective of the seminar:

- a) To aware about the impacts and management of abiotic stresses in agriculture.
- b) To implement the it in teaching and research in various field

Outcome:

- a) Enriched knowledge on the possibility of the topic and its Application.
- b) Got idea to implement it in teaching and research.

Participants teachers : 9

He discussed about agriculture production and productivity that are vulnerable to abiotic stresses. These stresses emerge due to drought, temperature extremes (heat, cold chilling/ frost), radiation (UV, ionizing radiation), floods in addition to edaphic factors which include chemical (nutrient deficiencies, excess of soluble salts, salinity, alkalinity, low pH/acid sulfate conditions, high P and anion retention, calcareous or gypseous conditions, low redox, chemical contaminants geogenic and xenobiotic), physical (high susceptibility to erosion, steep slopes, shallow soils, surface crusting and sealing, low water-holding capacity, impeded drainage, low structural stability, root-restricting layer, high swell/shrink potential), and biological (low or high organic contents) components.



Sri. K. S. S.
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18 th September, 2021	Online FDP of Microbiologydept Topic: " Opportunities in Microbiology and Life Sciences". organized by Department of Microbiology, Ramakrishna Mission Vivekananda Centenary College, Rahara	Professor V. M. Katoch Former Director General, Indian Council of Medical Research (ICMR)
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Objective of the seminar:

- a) To aware about the Opportunities in Microbiology and Life Sciences.
- b) To implement the it in teaching and research in various field


Outcome:


- a) Enriched knowledge on the possibility of the topic and its Application.
- b) Got idea to implement it in teaching and research.

Participants teachers : 6

He discussed about the golden career opportunities in microbiological fields to the new admitted UG student of Microbiology. He also discussed that the Graduates with a Bachelor of Science (BS) degree in microbiology have opportunities for employment in government, hospitals, public health laboratories, research laboratories, and industrial laboratories (food, dairy, chemical, pharmaceutical, and genetic engineering companies). Students who continue beyond the BS have career opportunities in these same areas, with greater responsibilities and commensurately higher salaries, as well as in college and university teaching. He also told about the career options to the students so friendly like: Research laboratory technician, Quality control analyst, Clinical microbiologist or immunologist, Food or dairy microbiologist, Environmental microbiologist, Recombinant DNA technologist, Fermentation technologist, Research scientist etc.




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19 th September, 2021	Online FDP of Zoology dept Topic: 'Modern Science and Nation Building' organized by Department of Zoology, Ramakrishna Mission Vivekananda Centenary College, Rahara	Dr D. M. Salunke Director, International Centre for Genetic Engineering & Biotechnology
Objective of the seminar: a) To aware about the importance of Modern Science and Nation Building. b) To implement the it in teaching and research in various field Outcome: a) Enriched knowledge on the prospect of Modern Science and Nation Building. b) Got idea to implement it in teaching and research.		
Participants teachers : 8 He discussed Nation-building and defined it as the process through which the boundaries of the modern state and those of the national community become congruent. He also mentioned that the desired outcome is to achieve national integration.		
		
20 th September, 2021	Online FDP on "Gut Microbiome, Brain and Behaviour" Organized by Department of Microbiology, Ramakrishna Mission Vivekananda Centenary College, Rahara	Dr. Amit Ghosh, J.C.Bose Distinguished Professor, National Institute of Cholera and Enteric Diseases (NICED) Formerly Director, Institute of Microbial Technology, Chandigarh & School of Biological Sciences Indian Institute of Advanced Research, Gandhi Nagar, Gujarat

Objective of the seminar:

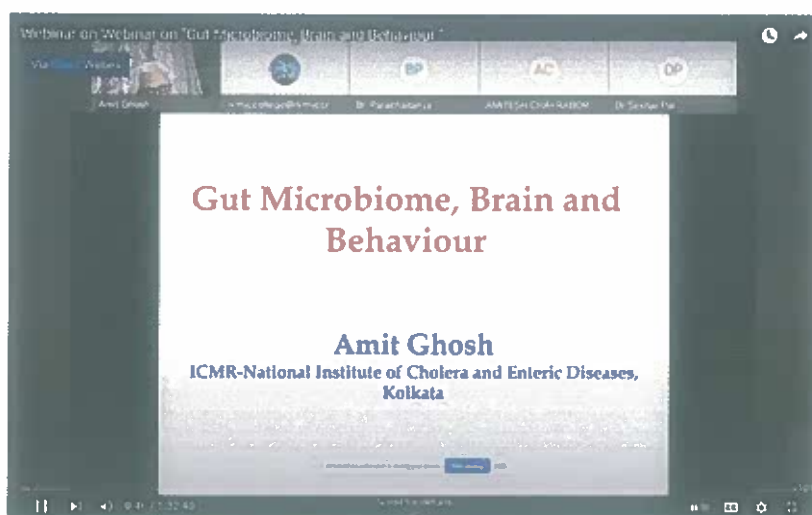
- a) To aware about the link among Gut Microbiome, Brain and Behaviour.
- b) To implement the it in teaching and research in various field

Outcome:

- a) Enriched knowledge on the prospect and application of the topic.
- b) Got idea to implement it in teaching and research.

Participants teachers : 5

He discussed the impact of microbiota on brain and behavior. He told that Dysfunction of the microbiome-brain-gut axis has been implicated in stress-related disorders such as depression, anxiety and irritable bowel syndrome and neurodevelopmental disorders such as autism.



22nd September,
2021

Online FDP of Physics dept

**Topic: A journey towards our
nearest star the Sun**

organized by Department of Physics,
Ramakrishna Mission Vivekananda
Centenary College, Rahara

Prof. Dipankar Banerjee,

Director, Aryabhatta Research
Institute of Observational Sciences
(ARIES)

Objective of the seminar:

- a) To aware about the journey towards our nearest star the Sun.
- b) To implement the it in teaching and research in various field.

Outcome:

- a) Enriched knowledge on the prospect and application of the topic.
- b) Got idea to implement it in teaching and research.

Participants teachers: 6

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24th September,
2021

Online FDP on “Science for All: To Do Cutting-Edge Research at Trifling Cost”

organized by Department of Zoology,
Ramakrishna Mission Vivekananda
Centenary College, Rahara

Prof. Raghavendra Gadagkar, DST
Chair Professor, Centre for Ecological
Sciences, Indian Institute of Science
(IISc) Bangalore

Objective of the seminar:

- a) To aware about the Cutting-Edge Research at Trifling Cost.
- b) To implement the it in teaching and research in various field.

Outcome:


- a) Enriched knowledge on the prospect and application of the topic.
- b) Got idea to implement it in teaching and research.


Participants teachers :9

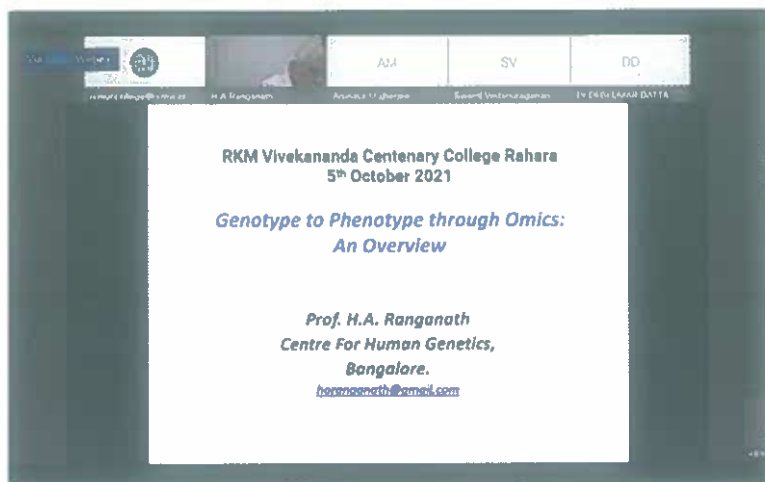
He discussed about different techniques for cut off the huge cost of research work.



Sri. Kanishk
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4 th October, 2021	Online FDP of Chemistry Topic: Crystal Engineering of Solid-state Pharmaceuticals: From Synthons to Salt- Cocrystal Drugs organized by Department of Chemistry, Ramakrishna Mission Vivekananda Centenary College, Rahara	Prof. Ashwini Nangia , Professor of Chemistry, University of Hyderabad, Hyderabad, Former Director, CSIR National Chemical Laboratory, Pune
Objective of the seminar: a) To aware about the Crystal Engineering of Solid-state Pharmaceuticals. b) To implement the it in teaching and research in various field. Outcome: a) Enriched knowledge on the prospect and application of the topic. b) Got idea to implement it in teaching and research.		
Participants teachers : 11 		
5 th October, 2021	Online FDP of Zoology dept Topic: Genotype to Phenotype through Omics: An Overview. organized by Department of Zoology, Ramakrishna Mission Vivekananda Centenary College, Rahara	Prof. Ranganath, Hassan Annegowda Visiting Professor at Indian Institute of Science, Bangalore; Distinguished Professor for Life, University of Mysore; Formerly Director, National Assessment and Accreditation Council (NAAC); Former Vice Chancellor, Bangalore University
Objective of the seminar: a) To aware about the advancement and prospect of Omics. b) To implement the it in teaching and research in various field. Outcome: a) Enriched knowledge on the prospect and application of the topic. b) Got idea to implement it in teaching and research.		
Participants teachers : 8 He discussed about the procedure of calculating the human genotype and phenotypic ratio.		


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6 th October, 2021	Online FDP on IPR: Issues and Challenges in Higher Education Topic: A Peep into IPR on Academic Research: Role of Information Professionals	Dr. Saptarshi Ghosh , University of North Bengal
Objective of the seminar: a) To aware about the importance of IPR in Academic Research. b) To implement the it in teaching and research in various field. Outcome: a) Enriched knowledge on the prospect and application of the topic. b) Got idea to implement it in teaching and research.		
Participants teachers: 21 He discussed about Intellectual property rights (IPR) that refers to the legal rights given to the inventor or creator to protect his invention or creation for a certain period of time. These legal rights confer an exclusive right to the inventor/creator or his assignee to fully utilize his invention/creation for a given period of time.		
7 th October, 2021	Online FDP of Botany Topic: Why and how to be a Plant Scientist? organized by Department of Botany, Ramakrishna Mission Vivekananda Centenary College, Rahara	Prof. Ravinder K Kohli , Vice-Chancellor, Amity University Punjab Former Vice-Chancellor, Central university, Punjab JC Bose National Fellow
Objective of the seminar: a) To aware about the future prospect of plant scientist. b) To implement the it in teaching and research in various field. Outcome: a) Enriched knowledge on the prospect and application of the topic. b) Got idea to implement it in teaching and research.		


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Participants teachers : 8

He discussed that the minimum required qualification to establish a career as a botanist is a bachelor's degree in science. Moreover, if one wish to go for higher studies, then he would be required to specialise in one of the areas of botany. The levels of courses offered are bachelor's, master's and doctoral



8th October,
2021

Online FDP of Mathematics dept
Topic: The games that mathematicians play!
organized by Department of Mathematics, Ramakrishna Mission Vivekananda Centenary College, Rahara

Prof. Gadadhar Misra
Professor, Department of Mathematics (IISc.),
Former Chairman Department of Mathematics, IISc, Bangalore
Vice President, Indian National Science Academy

Objective of the seminar:

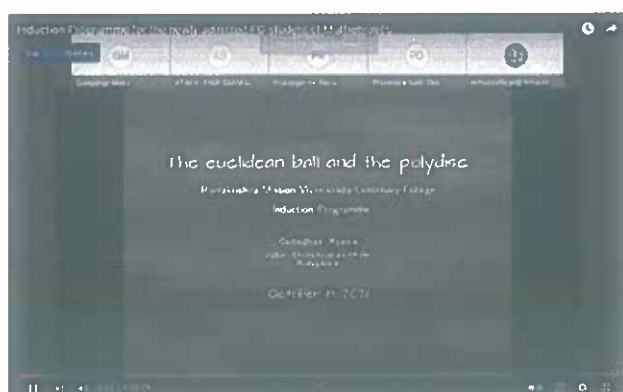
- a) To aware about the application of mathematics.
- b) To implement the it in teaching and research in various field.

Outcome:

- a) Enriched knowledge on the prospect and application of the topic.
- b) Got idea to implement it in teaching and research.

Participants teachers : 6

He discussed about the magical tricks of Mathematics.



Sri. Ganesh
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8th October, 2021	Online FDP : Opportunities and Scopes in Forest Services in India Orientations and Career Counseling for UG students of our college	Dr. Narayan Chandra Saha, Former Dy. Director, DVC, Forest
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Objective of the seminar:

- To aware about the Opportunities and Scopes in Forest Services in India.
- To implement the it in teaching and research in various field.

Outcome:

- Enriched knowledge on the prospect and application of the topic.
- Got idea to implement it in teaching and research.

Participants teachers: 8

He discussed Opportunities and Scopes in Forest Services in India

Orientations and Career Counseling for UG students. He told that forestry is an important and interesting subject of study.

9 th October, 2021	Online FDP on Plagiarism in scholarly publication: What, Why and How?	Dr. Sibsankar Jana, Assistant Prof., University of Kalyani
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Objective of the seminar:

- To aware about the plagiarism in scholarly publication.
- To implement the it in teaching and research in various field.

Outcome:

- Enriched knowledge on the prospect and application of the topic.
- Got idea to implement it in teaching and research.

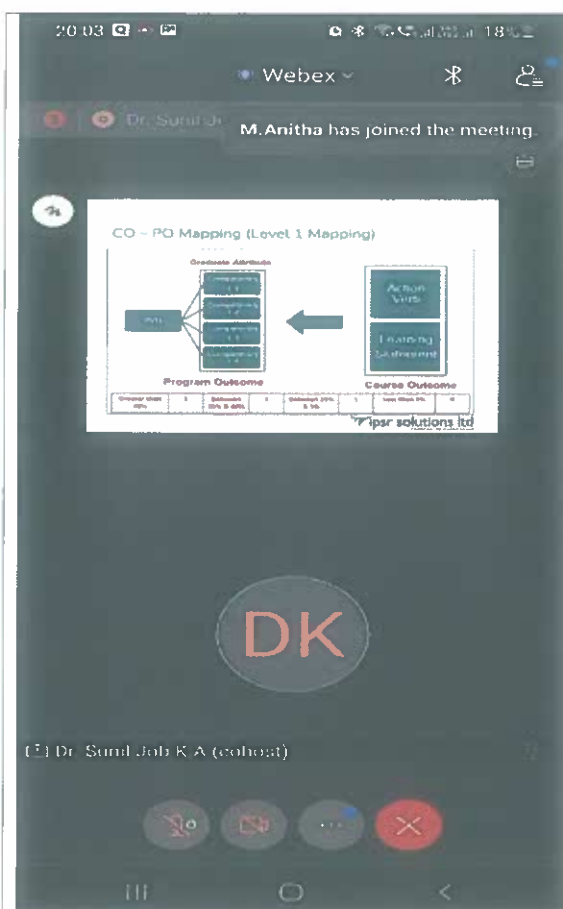
Participants teachers : 19

He discussed about to Attempt to use the ideas, words, or work done earlier by another person, without giving them due credit, is considered extremely unethical and is termed plagiarism. The author does not give due credit to previous work done in the field but instead presents the previous work as his or her own idea.



26 th October, 2021	Online FDP: The story of how life could have originated on Earth organized by Department of Zoology, Ramakrishna Mission Vivekananda Centenary College, Rahara	Dr. Sudha Rajamani, Indian Institute of Science Education and Research (IISER), Pune
Objective of the seminar: a) To aware about the origin of life. b) To implement the it in teaching and research in various field. Outcome: a) Enriched knowledge on the topic. b) Got idea to implement it in teaching and research.		
Participants teachers : 7 She discussed about the origin of life and the early environment of earth.		
		
8 th November 2021 to 15 th November 2021	National level Intercollegiate Online Faculty Development Program on Outcome Based Education & Bloom's Taxonomy Organized by Internal Quality Assurance Cell (IQAC) Ramakrishna Mission Vivekananda Centenary College, Rahara in association with IPSR solutions limited, Kottayam.	
Objective of the seminar: a) To aware about the importance of Outcome Based Education & Bloom's Taxonomy. b) To implement the it in teaching and research in various field. Outcome: a) Enriched knowledge on the prospect and application of the topic. b) Got idea to implement it in teaching and research.		
Participants teachers : 38 This FDP thoroughly discussed the Bloom's Taxonomy, CO, PO and PSOs of the course, its Mapping, Mapping strength calculation, outcome calculation, etc.		


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21st
November 2021

Online FDP On Sampling, Isolation, Preservation & Identification Of Soil Microarthropods
organized by Department of Zoology,
Ramakrishna Mission Vivekananda
Centenary College, Rahara

Dr. Guru Pada Mandal Scientist E
Zoological Survey of India

Objective of the seminar:

- a) To aware about the Sampling, Isolation, Preservation & Identification Of Soil Microarthropods.
- b) To implement the it in teaching and research in various field.

Outcome:

- a) Enriched knowledge on the prospect and application of the topic.
- b) Got idea to implement it in teaching and research.

Participants teachers : 6

He discussed about the sampling process, isolation identification techniques of soil microarthropodes and also highlighted about its preservation techniques.

Dr. K. K. Mandal
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<p>27th & 28th December, 2021</p>	<p>Online FDP On “Planetary Crisis and Human Liberation” Sponsored by Indian Council of Philosophical Research</p>	<p>Prof. Sankar Kumar Ghosh, Former Vice Chancellor, Kalyani University, Professor, Department of Biotechnology, Assam University, Silchar</p> <p>Prof. Projit Kumar Palit, Professor, Department of History, Assam university, Silchar</p> <p>Prof. Anil Kumar Sarkar, Professor of History, University of Kalyani, West Bengal</p> <p>Prof Subhabrata Dutta, Professor , Department of Social Work, Assam University, Silchar</p> <p>Prof. Sirajul Islam, Professor and Former Head Dept. of Philosophy and Religion, Visva- Bharati University, Santiniketan</p> <p>Professor Kanti Lal Das, Department of Philosophy, North Bengal University, West-Bengal</p> <p>Professor Bhupendra Chandra Das, Head, Department of Philosophy, Vidyasagar University</p> <p>Prof. Amal Kumar Harh, Professor, Department of Philosophy, Cooch Behar PanchananBarma University, Cooch Behar.</p> <p>Dr. Akhil Sarkar, Assistant Professor, Nabadwip Vidyasagar College, Nadia, West Bengal</p> <p>Dr. Santanu Dey, Associate Professor, Department of History, Ramakrishna Mission Vidyamandira, Belur Math.</p> <p>Prof Rajkumar Modak, Department of Philosophy, Sidho- Kanho-Birsha University, Purulia, West Bengal</p> <p>Dr. Kuheli Biswas, Assistant Professor, Department of Philosophy University of Kalyani,</p> <p>Dr. Lily Biswas, Department of Philosophy, University of Kalyani</p> <p>Prof. Saswati Mutsuddy,</p>
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		<p>Former Head, Department of Pali, University of Calcutta</p> <p>Dr. Mrinalkanti Chattoopadhyay, Principal, Kandra Radhakanta Kundu Mahavidyalaya, West Bengal</p> <p>Dr. Buddhadev Bhattacharya, Assistant Professor, Dept. of Philosophy, Nava Nalanda Mahavihara, (Deemed University), Ministry of Culture, Govt. of India, Nalanda, Bihar.</p> <p>Prof. Samar Kumar Mondal, Professor, Department of Philosophy, Jadavpur University</p> <p>Dr. Prasanta Sarkar, Assistant Professor Department: Philosophy, University of Burdwan</p> <p>Swami Vedanuragananda, Controller of Examinations, RKMVCC</p>
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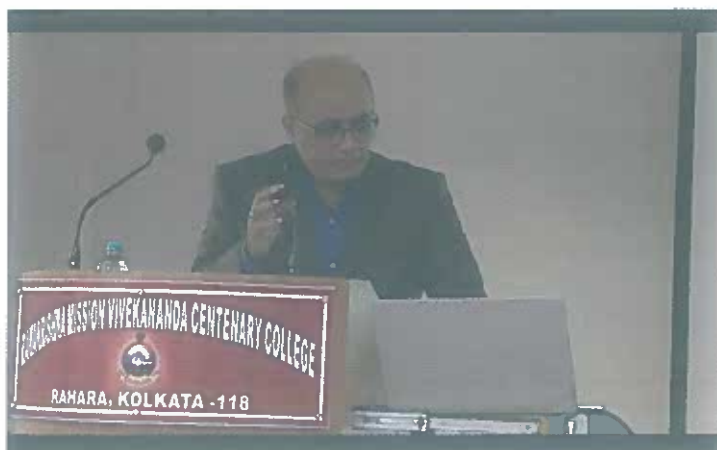
Objective of the seminar:

- To aware about the Planetary Crisis and Human Liberation.
- To implement the it in teaching and research in various field.


Outcome:

- Enriched knowledge on the prospect and application of the topic.
- Got idea to implement it in teaching and research.

Participants teachers : 21




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30 th December, 2021	Online FDP on “Food Technology for a Better Tomorrow” organised by Department of Microbiology, Ramakrishna Mission Vivekananda Centenary College, Rahara	Prof. Hari Niwas Mishra , Dept. of Agricultural and Food Engineering, IIT Kharagpur
Objective of the seminar: a) To aware about the application and prospect of food technology. b) To implement the it in teaching and research in various field. Outcome: a) Enriched knowledge on the prospect and application of the topic. b) Got idea to implement it in teaching and research.		
Participants teachers : 5 He discussed about the future of food technology. He also elaborated Food science and technology that are used to make foods more nutritious and better tasting, especially the convenient ready-made meals that play a large role in people's busy modern lives. For example, milder production processes, that use high pressure or steam, better preserve the taste and nutrients in food.		
		
12 th February, 2022	Online FDP on “The Art of Science Communication” Organised by Department of Zoology, Ramakrishna Mission Vivekananda Centenary College, Rahara	Dr. Manas Pratim Das , Programme Executive, All India Radio, Kolkata


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Objective of the seminar:

- a) To aware about the art of Science Communication.
- b) To implement the it in teaching and research in various field.

Outcome:

- a) Enriched knowledge on the prospect and application of the topic.
- b) Got idea to implement it in teaching and research.

Participants teachers : 7

He told that The Art of Science Communication is an online course that provides fundamental training in science communication, focusing on how to present science to a nonexpert audience in a formal setting, such as a public lecture.



12th March
2021

Online FDP on - Life style modification & health promotion program for students: prevention, counseling & wellbeing.
Organized by Dept. of Botany,
Ramakrishna Mission Vivekananda
Centenary College, Rahara

Dr. Biswajit Das, Chief Medical officer, Coal India Limited, Govt. of India.

Objective of the seminar:

- a) To aware about the life style modification & health promotion program for students.
- b) To implement the it in teaching and research in various field.

Outcome:

- a) Enriched knowledge on the prospect and application of the topic.
- b) Got idea to implement it in teaching and research.

Participants teachers : 8

15th March &
16th March,
2022

Online FDP on – “Herbarium Methodology and plant Nomenclature.” Organized by Dept. of Botany, RKMVCC, RaharaIn

Dr. K. Karthigeyan, Scientist-E, CNH, BSI

S. Karthikeyan
Principal

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	collaboration with Central national Herbarium (CNH), ENVIS resource partner on Biodiversity (Flor), Botanical Survey of India (MoEF& CC) Organised by Dept. of Botany, Ramakrishna Mission Vivekananda Centenary College, Rahara	
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Objective of the seminar:

- a) To aware about the herbarium methodology and plant nomenclature.
- b) To implement the it in teaching and research in various field.

Outcome:

- a) Enriched knowledge on the prospect and application of the topic.
- b) Got idea to implement it in teaching and research.

Participants teachers : 6

26 th March, 2022	Online FDP on- Regulatory mechanism of eukaryotic gene expression and genome integrity with implication in disease pathogenesis and therapeutic development Organized by Dept. of Chemistry, RKMVCC, Rahara	Prof. Sukesh Ranjan Bhoumik, Prof., Dept. of Biochemistry and Molecular Biology , Southern Illinois University School of Medicine.
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Objective of the seminar:


- a) To aware about the importance of regulatory mechanism of eukaryotic gene expression and genome integrity with implication in disease pathogenesis and therapeutic development.
- b) To implement the it in teaching and research in various field.

Outcome:

- a) Enriched knowledge on the prospect and application of the topic.
- b) Got idea to implement it in teaching and research.





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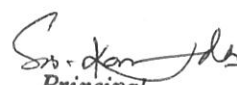
Participants teachers : 8		
27 th March, 2022	Online FDP on- NMR in Life and Science. Organised by Dept. of Chemistry, RKMVCC, Rahara	Prof. Tapas Mal , Prof., Dept. of Chemistry , NMR Director, The Pennsylvania State University
Objective of the seminar: a) To aware about the application NMR in life sciences. b) To implement the it in teaching and research in various field. Outcome: a) Enriched knowledge on the prospect and application of the topic. b) Got idea to implement it in teaching and research.		
Participants teachers :8 He discussed that NMR spectroscopy is the use of NMR phenomena to study the physical, chemical, and biological properties of matter. Chemists use it to determine molecular identity and structure. Medical practitioners employ magnetic resonance imaging (MRI), a multidimensional NMR imaging technique, for diagnostic purposes.		
		

Administrative Training Programmes:

Date	Title of the Programme	Speaker Details
11.03.2022	Training on scholarship portal for students' scholarship (Swami Vivekananda Merit cum Means)	Sri Sushant Boral


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Objective of the seminar: a) To aware different feature of the package and its use b) To implement the it in daily office works Outcome: a) Aware about the possibility of this package b) Implement it in daily office works and data management Participants office staff: 2		
18.03.2022	Training on scholarship portal for students' scholarship (National Scholarship Portal)	Sri Sushant Boral
Objective of the seminar: a) To aware different feature of the package and its use b) To implement the it in daily students' management Outcome: a) Aware about the possibility of this package b) Implement it in students' works and data management Participants office staff: 2		
25.03.2022	Training on PFMS for Govt. grant.	Sri Soumen Ghosh
Objective of the seminar: a) To aware different feature of the package and its use b) To implement the it in different grant received from state and central government. Outcome: a) Aware about the possibility of this package b) Implement it in daily management of college accounts. Participants office staff: 1		


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