

ACTIVITY REPORT
of
7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAMME FOR STAFF
(Day -1)

- **Organised by**

P.N. Das College
In Collaboration With
Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya
Hiralal Mazumdar Memorial College for Women
Sree Chaitanya Mahavidyalaya
Bijoy Krishna Girls' College
K. K. Das College
Muralidhar Girls' College
Hiralal Paul College
Raidighi College

- **Name of the Event / Activity:** *7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAMME FOR STAFF*

- **Date(s) of the event:** *17 may 2025*

- **Venue of the Event:** *P.N. Das College*

- **Nature of the Activity:** *Workshop*

- **Level of the activity :** *State Level*

- **Purpose / Aims / Objectives of the event (Day 1):**

- *Boost morale and self-confidence of our staff*
- *Promote a positive, proactive work attitude.*
- *Encourage teamwork and personal growth.*
- *Train in accurate data collection and storage.*
- *Ensure secure, consistent, and accessible data handling.*
- *Introduce modern tools for efficient data management.*
- *Develop skills for systematic documentation.*
- *Emphasize legal compliance and confidentiality.*
- *Ensure proper archiving and easy record retrieval.*

- **Programme Schedule:**

Inaugural Session:

- Welcome Address by Dr. Sharmila De, Principal, P.N. Das College
- Addressing the Participants by Principals of collaborating colleges

Technical Session:

- Motivational Speech by Dr. R.K.Chakraborty, Principal, K.K. Das College
- Workshop by Dr. Manas Baidya, Principal, Malda College
- Interactive and Concluding Session
- Vote of Thanks by Dr. Bablu Biswas, Coordinator IQAC, P.N. Das College

- **Name(s) of the Anchor(s):** *Ms. Kakali Sen Banerjee, Member; IQAC, P.N. Das College*
- **Beneficiaries / participants / audience (Type and/or number):** *Teaching and Non-Teaching Staff of the collaborating colleges*
- **Evidences:**





• Attendance:

7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAM

Organized by
P.N. DAS COLLEGE

In collaboration with

DR. B.R. AMBEDKAR SATABARSHIKI MAHAVIDYALAYA, HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN,
SREE CHAITANYA MAHAVIDYALAYA, BIJOY KRISHNA GIRLS' COLLEGE, K. K. DAS COLLEGE, MURALIDHAR GIRLS' COLLEGE,
NABAGRAM HIRALAL PAUL COLLEGE & RAIDIGHI COLLEGE

ATTENDANCE SHEET

DATE: 17/05/2025

SL No	Name of the Participant	Name of the Institution	Designation	Contact No.	Signature
1	DR. CHITTARANJAN DAS	DR. B.R. A. SATABARSHIKI MAHAVIDYALAYA	PRINCIPAL	8013341574	<i>[Signature]</i> 17/05/25
2	DR. RAMKRISHNA PRASAD CHAKRABORTY	K. K. Das College	Principal		<i>[Signature]</i> 17/05/25
3	Manas K. Baidya	Malda College	Principal		<i>[Signature]</i> 17/05/25
4	Girish Kumar	Nabagram P. N. Das College	PRINCIPAL	9088014720	<i>[Signature]</i> 17/05/25
5	Soma Ghosh	Hiralal Mazumdar Mem. Coll	"	9836714992	<i>[Signature]</i> 17/05/25
6	Sarabindu Saha	Raidighi College	"	9831766135	<i>[Signature]</i> 17/05/25
7	Sabrata Chatterjee	Sree Chaitanya Mahavidyalaya	Principal	700398336	<i>[Signature]</i> 17/05/25
8	SHARMILA DE	P. N. Das College	"	9748329530	<i>[Signature]</i> 17/05/25

SL No	Name of the Participant	Name of the Institution	Designation	Contact No.	Signature
1	DR. MADHUSRI DAS DATTA	Hiralal Mazumdar Memorial College for Women	Associate Professor	9830428469	<i>[Signature]</i> 17/05/25
2	DR. INDRAJIT BISWAS	"	Asstt. Professor	9932994782	<i>[Signature]</i> 17/05/25
3	SANJIB KR. DHAR	P. N. DAS COLLEGE	Associate Professor	9632146915	<i>[Signature]</i> 17/05/25
4	DR. THAKURDASTUD	P. N. DAS COLLEGE	Associate Professor	9748177419	<i>[Signature]</i> 17/05/25
5	Amal K. Bhakat	P. N. Das College	Associate Prof	9883241330	<i>[Signature]</i> 17/05/25
6	DR. AJIT DAS	"	Assistant Professor	9433069092	<i>[Signature]</i> 17/05/25
7	Murali Kanti Saha	"	SACT	9830307818	<i>[Signature]</i> 17/05/25
8	Mrittika Malakar	P. N. Das College	SACT	9239081604	<i>[Signature]</i> 17/05/2025
9	Sangita Bag	"	SACT	9062030866	<i>[Signature]</i> 17/05/25
10	Debasati Das	"	SACT	9899496490	<i>[Signature]</i> 17/05/25
11	Sayan Choudhury	P. N. Das college	SACT	9292611033	<i>[Signature]</i> 17/05/25
12	Lipa Chakrabarty	"	Associate Professor	8910333098	<i>[Signature]</i> 17/05/25
13	Rakhi Bhowmik	P. N. Das college	Associate Professor	9880192899	<i>[Signature]</i> 17/05/25
14	Biprajit Dey	P. N. Das College	Lib Clerk	9748822398	<i>[Signature]</i> 17/05/25

SL No	Name of the Participant	Name of the Institution	Designation	Contact No.	Signature
1	Sub Kumar Paul Chowdhury	P. N. Das College	Electrician cum caretaker	8961677248	[Signature]
2	Sumanja Bandyopadhyay	- do -	Associate Prof.	9477718347	[Signature]
3	Sakawat Hossain	DO	Associate Professor	9830435329	[Signature]
4	SUBHANKAR KARMAKAR	DO	Guest Faculty	91008827129	[Signature]
5	Rajanshi Ghosh	DO	SACT-1	9804208149	[Signature]
6	Abhinav Roy	- DO -	Assistant Professor	9800023486	[Signature]
7	Aminia Khatun	- DO -	Guest Faculty	7478781380	[Signature]
8	Abhimanyu	DO	Accountant	9331850522	[Signature]
9	Binnajit Mandal	DO	Cashier	8981351109	[Signature]
10	Suvankar Baiswas	Dr. B.R. Ambedkar Satabarshik MV.	SACT-1	9609156237	[Signature] 12.5.25
11	Dr. Subhendu Kundu	Nahargram Hiralal Paul College	IQAC, Co-ordinator	9088012642	[Signature] 17.5.25
12	Shampa Bose	P.N. Das College	SACT	9681919001	[Signature] 17.05.25
13	Arjun Biswas	P.N. Das college	Assistant Professor	9830697593	[Signature] 17.5.25
14	Subhrajit Das	Muralidhar Gurur College	Asst-Prof	9046658329	[Signature] 17/5/25

SL No	Name of the Participant	Name of the Institution	Designation	Contact No.	Signature
1.	Dr. Saigani Ray	Dr. B.R.A.S. Mahavidyalaya	Asst. Prof.	9903012274	[Signature]
2.	Koushik Saha	DR. B.R.A.S. MAHAVIDYALAYA	ASST. PROF.	9674360927	[Signature]
3.	Dr. Chandan Biswas	Dr. B.R.A.S. Mahavidyalaya	SACT-1	9732863018	[Signature]
4.	Dr. Sanjib Talukder	Steel Chaitanya Mahavidyalaya	Asst. Prof.	9883996720	[Signature]
5.	Kuntal Das	"	SACT	9732831448	[Signature]
6.	Shibananda Mishra	" SCM	Librarian & IQAC coordinator	9051577291	[Signature]
7.	Dr. Chandrakali Datta	HMM College for Women	Asst. Prof.	9836374401	[Signature]
8.	Dr. Debasmita Bhatia	"	SACT-1	9748897013	[Signature]
9.	Prosenjit Pramanick	P.N. Das College	Librarian	9474339614	[Signature]
10.	Gopal ch. Das	P.N. Das College	Clerk	8001043990	[Signature]
11.	Gayatri Choudhury	"	Asst. Professor	8981031969	[Signature]
12.	Pratik Paul	P.N. Das College	Guest	9038291141	[Signature]
13.	Dr. Rajan Singh Trija	P. N. Das College	Asst Professor	6199809849	[Signature]
14.	Goutam Biswas	P. N. Das College	Assistant Prof.	9830951995	[Signature]

SL No	Name of the Participant	Name of the Institution	Designation	Contact No.	Signature
1.	MRIGANKA NARAYAN DAS	H.M.M. College for Women	Asst. Prof.	9832904623	Mriganka Narayan Das
2.	DIBAKANTA JHA	"	Associate Professor	7980337341	Dibakanta Jha
3.	DR. PRODEP DAS	HMM College for Women	Assistant Professor	8335977737	Dr. Prodep Das
4.	Surya Kanta Saha	DR. B.R.A.S.M. Helden	Library Clerk	9795676714	Surya Kanta Saha
5.	UJJWAL DAS	DR. B.R.A.S.M., HALENCHA	NTS	9732938692	Ujjwal Das
6.	DR. DIP PANDA	Himalal Mazumdar Memorial College for Women	Assistant Professor	9830895965	Dip Panda
7.	RITTIK CHATTERJEE	"	"	8902334019	Ritik Chatterjee
8.	Ria Saha	K.K. Das College	Library Clerk	7278915515	Ria Saha
9.	Sarat Kumar Purkait	Raidighi College	Associate Professor	9064874486	Sarat Kumar Purkait
10.	Dr. Arvind Shari	"	Assistant Professor	9831110887	Dr. Arvind Shari
11.	Saktipada Jana	"	Head Clerk	7557045651	Saktipada Jana
12.	Sital Sing	"	Assistant Professor	9679926208	Sital Sing
13.	Dr. Hamid Iqbal	"	Assistant Professor	7595934767	Dr. Hamid Iqbal
14.	Ms. Rouf Molla	"	Accountant	7003042189	Rouf Molla

SL No	Name of the Participant	Name of the Institution	Designation	Contact No.	Signature
1.	Dr. Purnima Mukherjee	Dr. B.R. Ambedkar Sahabardhi Mahavidyalaya, Haldencha	Asst. Prof.	9163314317	Dr. Purnima Mukherjee
2.	LIPIKA BHADRA	DR. B.R.A.S.M.	CNTS	7074572882	Lipika Bhadra
3.	DR SUKUMAR PAL	Sree Chaitanya Mahavidyalaya	Associate Professor	9433027478	Dr. Sukumar Pal
4.	DEBI BHATTACHARYA	Himalal Mazumdar Memorial College for Women	SACT I	7980588469	Debi Bhattacharya
5.	AATREYEE BHATTACHARYA	HMMCW	SACT I	8910583382	Aatreyee Bhattacharya
6.	BIDHAN BAIDYA	HMMCW	SACT	9331270384	Bidhan Baidya
7.	DR. SONALI MUKHERJEE	Associate Prof., HMMCW	Associate Prof.	8967442448	Dr. Sonali Mukherjee
8.	Sanyamitra Pal	HMMCW	SACT	9874432646	Sanyamitra Pal
9.	Ratuparna Maity	HMMCW	SACT	9836260733	Ratuparna Maity
10.	Dili Bhatnagar	K.K. Das College	NTS	9339576900	Dili Bhatnagar
11.	Rispa Mondal	K.K. Das College	NTS	9830370939	Rispa Mondal
12.	Sudip Manna	K.K. Das College	NTS	9903185217	Sudip Manna
13.	Srijan Pal	K.K. Das College	CNTS	9830998027	Srijan Pal
14.	Santanu Roy	K.K. Das College	NTS	7003301447	Santanu Roy

SL No	Name of the Participant	Name of the Institution	Designation	Contact No.	Signature
1	Sibyendu Rayal	Muralidhar girls college	Office Staff	9332384275	Rayal.
2	Rohan Kari	Muralidhar Girls College	Group - C	8017853065	R.K.
3	Tapesh Karmakar	P. N. Das college	Library Assistant	9432838440	T.K.
4	Dr. Chandra Sarma	P. N. Das College	Assistant Prof.	988249698	Chandra
5	DR. BABLU BISWAS	P. N. DAS COLLEGE	Assistant Prof	9732602851	B.B.
6	Shilpa Das	H.M.M. College for Women	N.T.S	7980708880	Shilpa
7	Dr. K. N. Das	H.M.M. College for Women	N.T.S	9879362721	K.N.
8	Suraj Ali	Muralidhar Girls' college	SACT-I	8961372476	S.A.
9	Goutam Bhattacharya	P. N. Das College	Assistant Prof.	9830951495	G. Bhattacharya

Sharmila De

Signature of the Principal

DAY 2 (27.05.25)
ACTIVITY REPORT
OF
Administrative Training
Programme



7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAMME FOR STAFF

ORGANISED BY
P.N. DAS COLLEGE

IN COLLABORATION WITH
DR. B.R. AMBEDKAR SATABARSHIKI MAHAVIDYALAYA
HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN
SREE CHAITANYA MAHAVIDYALAYA
BIJOY KRISHNA GIRLS' COLLEGE
K. K. DAS COLLEGE
MURALIDHAR GIRLS' COLLEGE
NABAGRAM HIRALAL PAUL COLLEGE
RAIDIGHI COLLEGE

SCAN HERE >



REGISTER HERE



STARTING FROM 17TH MAY 2025

7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAM

SL. NO.	DATE	TIME	ORGANISING INSTITUTION	TOPIC	RESOURCE PERSON(S)	MODE
1	17/5/2025 SATURDAY	11:00 A.M.	P.N. DAS COLLEGE	INAUGURATION, MOTIVATIONAL SPEECH, DATA MANAGEMENT & RECORD KEEPING	DR. R.P.CHAKRABORTY, DR. MANAS KR. BAIDYA	PHYSICAL
2	27/05/2025 TUESDAY	12:00 NOON	HIRALAL MAZUMDER MEMORIAL COLLEGE FOR WOMEN	AUDIT AND ACCOUNTS	SRI CHAYAN GUPTA	ONLINE
3	31/5/2025 SATURDAY	12:00 NOON	BIJOY KRISHNA GIRLS' COLLEGE	USE OF AI IN COLLEGE ADMINISTRATION, NGIPF	DR. RUPAK BHATTACHARYA, DR. TAPOSH KR PAUL	ONLINE
4	7/6/2025 SATURDAY	12:00 NOON	MURALIDHAR GIRLS' COLLEGE	LEAVE RULES & SERVICE BOOK	SRI KRISHNENDU PANIGRAHI	ONLINE
5	11/06/2025 WEDNESDAY	12:00 NOON	NABAGRAM HIRALAL PAUL COLLEGE	LEAVE TRAVEL CONCESSION, E-PENSION	SRI RANJIT BERA, SRI KRISHNENDU PANIGRAHI	ONLINE
6	14/06/2025 SATURDAY	12:00 NOON	HABRA SREE CHAITANYA MAHAVIDYALAYAY, DR. B.R.AMBEDKAR SATAVARSHILI MAHAVIDYALAYA	BANGLAR UCHCHASHIKSHA PORTAL, CAREER ADVANCEMENT SCHEME FOR TEACHERS INTEGRATED FINANCE MANAGEMENT SYSTEM	DR. CHITTARANJAN DAS, DR. PULAKESH SEN, DR.SUBHENDU KUNDU	ONLINE
7	16/06/2025 MONDAY	11:00 A.M.	K.K.DAS COLLEGE, RAIDIGHI COLLEGE	E-TENDER, WEST BENGAL HEALTH SCHEME, CLOSING AND VALEDICTORY SESSION	DR. PRITAM KR.PAUL, DR. UTTAM ROY MONDAL	PHYSICAL

Phone No: (033) 2564-5148 / 2544-2632
(033) 2544-4520



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

Re-accredited by NAAC with A+ Grade (3rd Cycle) 2023

E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

Ref. No.

Date 22-05-2023

To
Mr. Chayan Gupta
Chartered Accountant,
Kolkata

**Sub: Invitation to deliver a Special Lecture in a Staff Development Programme on 27th May, 2025
& 29th May 2025**

Dear Sir,

I am glad to inform you that, IQAC of Hiralal Mazumdar Memorial College for Women, under the patronage of West Bengal State University, in collaboration with Government Girls' General Degree College is going to organize a seven days Staff Development Programme from 26.05.2025 to 03.06.2025.

You are cordially invited to deliver a special lecture on 'Audit Work of NSOU & IGNOU' on 27.05.2025 and 'IT-rules and Calculations' & 'Audit of NSS' on 29.05.2025 at 12 noon through online mode.

Your co-operation is highly solicited.

Thanking you,

With regards,

Dr. Soma Ghosh
Principal

Principal

Hiralal Mazumdar Memorial College

For Women

Dakshineswar, Kolkata-700 035



Phone No: (033) 2564-5148 / 2544-2632
(033) 2544-4520

HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

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E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

Ref. No.



Date 26.05.2025

Notice

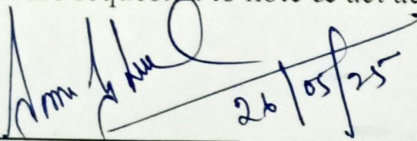
All Teaching and Non – Teaching staff are hereby requested to attend the Day – 2 (27.05.25) State Level SDP programme on online mode from 12 noon to 2 p.m.

Programme as per following schedule:

- 12.00 noon: Welcome Address by Dr. Soma Ghosh, Principal, Hiralal Mazumdar Memorial College for Women
- 12:05 p.m. to 12:45 p.m.: Address to the participants by Principals of collaborating colleges
- 12:45 p.m. onwards: Technical Session
Speaker: Mr. Chayan Gupta, CA
Topic: Audit and Accounts
- 1:45 p.m.: Interactive Session
- 1:55 p.m.: Vote of Thanks by Seminar Subcommittee Convener and Joint NAAC coordinator, Dr. Madhushri Das Datta

Online classes will be follow 2 p.m. onwards.

All are requested to note & act accordingly.


26/05/25

Dr. Soma Ghosh
Principal

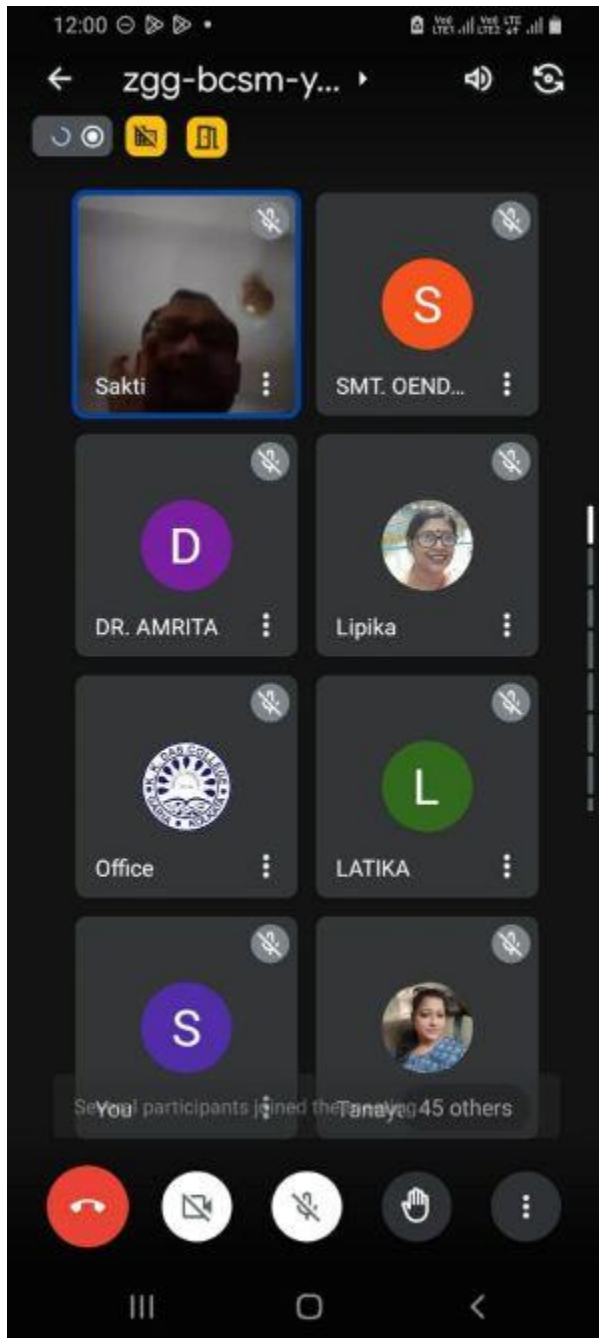
Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata-700 035

Short report of Administrative Training Programme of P.N. Das College, HMMCW and Raidighi College etc. from 17.5.2025 upto 16.6.2025 - 2nd Day's report:-

2nd Day – 27.5.2025:-

1. On 27.5.2025, a successful online session on Audit and Accounting took place by Google Meet mode as a collaborative venture of Organizer P.N. Das College with DR. B.R. Ambedkar Satabarshiki Mahavidyalaya, Hiralal Mazumdar Memorial College for Women; Sree Chaitanya Mahavidyalaya, Bijoy Krishna Girls' College, Nabagram Hiralal Paul College, Raidighi College etc. (7 – Day State level ATP for Staff). Seminar Sub- Committee related Convenor Dr. Madhushri Das started the session from 12.00 noon, and the event continued upto 1.30 p.m with approx. 118 participants present in the virtual platform (both teachers and NTS).
2. Dr. Madhushri Das gave thrust on importance of the Collaborative ATP in spheres of Administrative growth, overall service delivery and excellence in professional commitment.
3. Honourable Principal Madam of HMMCW (Dr. Soma Ghosh) in her welcome address explained importance of financial administration, contribution of today's speaker C.A. Mr. Chayan Gupta in NAAC of HMMCW; several themes like execution of budget and fund utilization etc.
4. Then Co- host of the event and Joint Convenor of Seminar Sub- Committee Dr. Amrita Banerjee invited Honourable Principals of various collaborator Colleges like P.N. Das College, K.K. Das College etc. to deliver their lectures and after that the session of Mr. Chayan Gupta started under supervision of Dr. Ramakrishnaprashad Chakraborty, Principal of K.K. Das College (who presided the session).
5. Mr. Chayan Gupta, resource person , delivered his lecture with PPT and explained about Audit and Accounts, two related but distinct concepts in Finance, types of Audit; role of documents in Audit; detection of frauds and errors; voucher maintainance; areas of Auditor; importance of Grant Register and Assets Register maintainance etc.
6. Technical support was provided by Mr. Bidhan Baidya, one of the Organizers of the event from College HMMCW.
7. Interactive session was conducted through Principal of K.K. Das College and faculty members from various colleges such as Habra Chaitanya College took part in it.
8. Vote of Thanks was delivered formally by Dr. Madhushri Das, Joint NAAC Co- Ordinator of HMMCW College.

Some photos / screenshots attached here as evidence :-



12:00

Voi) LTE
LTE1

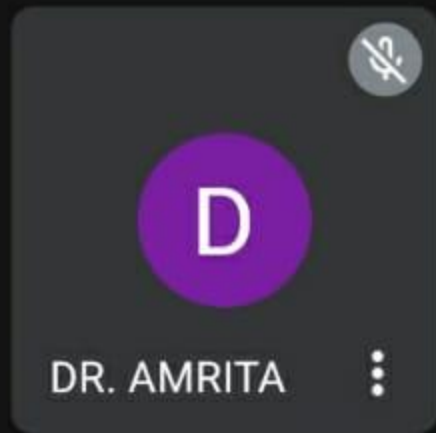
← zgg-bcsm-y... ▶



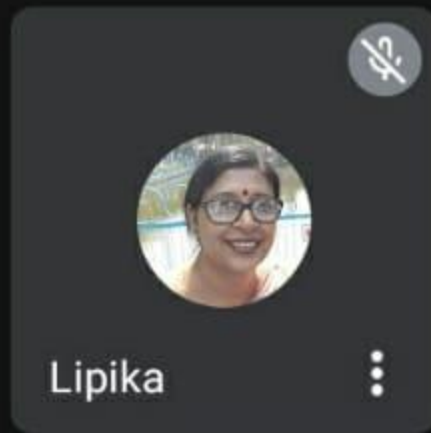
Sakti



SMT. OEND...



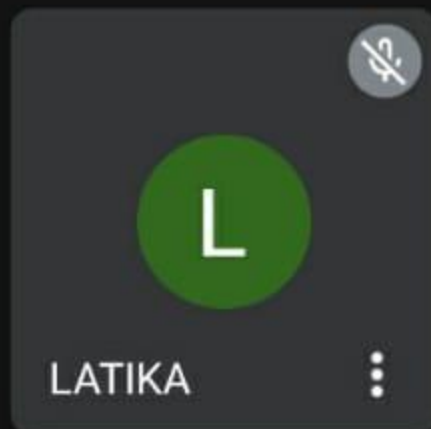
DR. AMRITA



Lipika



Office



LATIKA



12:18

VoLTE 46%



zgg-bcsm-ywk



AUDIT & ACCOUNTS

Of Colleges / Educational Institutions

meet.google.com is sharing your screen.

Stop sharing

Hide



zgg-bcsm-ywk

VoLTE 44%

People

Information

Tools



Somreeta Das D/o Gopal Ch. ...

Visitor



Sonali Mukherjee

Visitor



soumi mukherjee

Visitor



Sreyasi Ghosh

Visitor



SRIJANI RAY

Visitor



Sriparna Mukherjee

Visitor



SUBHENDU KUNDU

Visitor



subhosmita nayak

Visitor



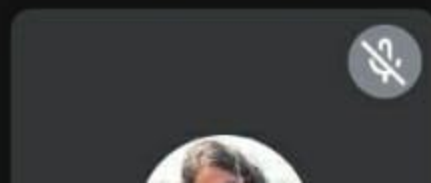
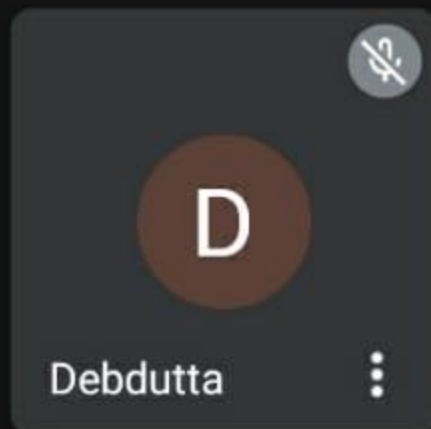
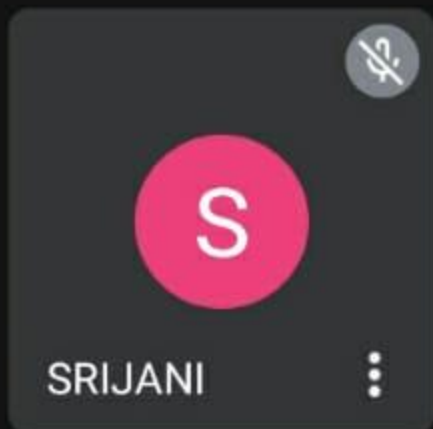
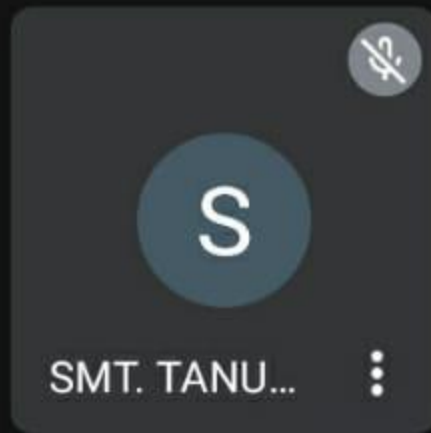
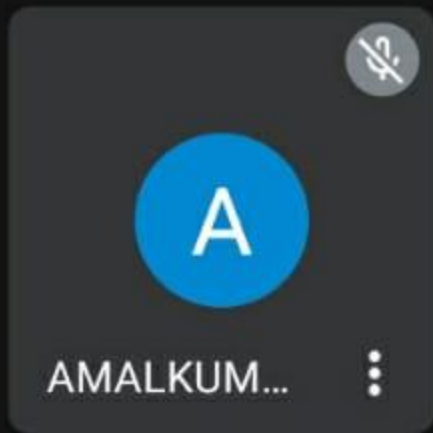
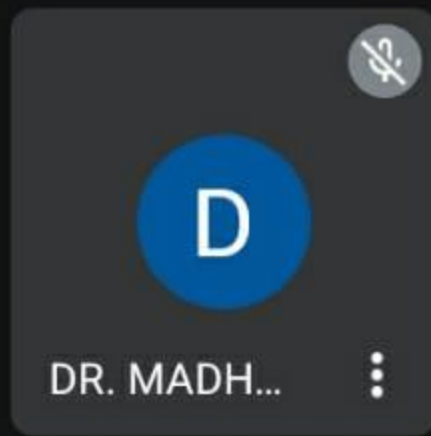
Sudipta Sarkar



11:58

Voi) LTE1 Voi) LTE2 4+

← zgg-bcsm-y... ▶



12:23

VoLTE 44%

← zgg-bcsm-ywk

People

Information

Tools



Somreeta Das D/o Gopal Ch. ...
Visitor



Sonali Mukherjee
Visitor



soumi mukherjee
Visitor



Sreyasi Ghosh
Visitor



SRIJANI RAY
Visitor



Sriparna Mukherjee
Visitor



SUBHENDU KUNDU
Visitor



subhosmita navak



12:23



VoLTE 44%

← zgg-bcsm-ywk

People

Information

Tools



Sukumar Pal

Visitor



Suman Das

Visitor



Sumita Ghosh

Visitor



Surja kanta Sarkar

Visitor



Susmita pati

Visitor



Suvankar Biswas

Visitor



Swapna Jha

Visitor



Tamal Mondal

Timestamp	Name (Block Letter)	Designation (Teaching and Non-Teaching Staff)	College Name	Mobile No. (Whats app)	Mail id	Suggestions, if any
2025/05/27 1:07:01 PM GMT+5:30	Dr Arvinda Shaw	Assistant Professor	Raidighi College	9831110887	arvinda@raidighicollege.org.in	None
2025/05/27 1:07:13 PM GMT+5:30	SONALI MUKHERJEE	associate professor	Hiralal Mazumdar Memorial College for Women	8967442448	sonalimukherjee@hmmcw.in	excellent
2025/05/27 1:07:16 PM GMT+5:30	KOYEL SENGUPTA	Librarian	Hiralal Mazumdar Memorial College for Women	9051469440	koel2009@gmail.com	Helpful
2025/05/27 1:07:34 PM GMT+5:30	Soma Ghosh	Principal	Hiralal Mazumdar Memorial College For Women	98367 14992	gsoma5995@gmail.com	Lucidly elaborated
2025/05/27 1:07:43 PM GMT+5:30	DR. SREYASI GHOSH	Assistant Professor of History	Hiralal Mazumdar Memorial College for Women	70445 77420	sreyasighosh1982@gmail.com	NIL

2025/05/27 1:07:48 PM GMT+5:30	MOUSUMI ADHIKARI	SACT	H.M.M. College for women	8013421044	mou.india90@gmai l.com	Informative Session
2025/05/27 1:07:54 PM GMT+5:30	Dr Debasmita Pathak	SACT I	HMMCW	9748894013	debasmitapathak@ hmmcw.in	An informative session
2025/05/27 1:08:01 PM GMT+5:30	POULAMI SINHA	Teaching	Hiralal Mazumdar Memorial College for Women	94775 01216	poulami.sinha@ym ail.com	Nice
2025/05/27 1:08:03 PM GMT+5:30	Sanat Kumar Purkait	Associate Professor	Raidighi College	9064874486	sanatkumar05geog @gmail.com	NA
2025/05/27 1:08:04 PM GMT+5:30	DR. DILIP PANDA	Assistant Professor in Sanskrit	Hiralal Mazumdar Memorial College for Women	8910299249	dlpkmrpanda@gma il.com	No
2025/05/27 1:08:05 PM GMT+5:30	RITTIK CHATTERJEE	Assistant Professor	Hiralal Mazumdar Memorial College for Women	8902334023	rittwik@gmail.com	N.A.
2025/05/27 1:08:22 PM GMT+5:30	ANTARA GOSWAMI	SACT II	Hiralal Mazumder Memorial College for Women	6290207903	antaragoswami77@ gmail.com	Very good session

2025/05/27 1:08:27 PM GMT+5:30	SHARMISTHA MITRA	Teaching	Hiralal Mazumder Memorial College for Women	8584021104	sharmisthamitra@h mmcw.in	...
2025/05/27 1:08:28 PM GMT+5:30	BIDHAN BAIDYA	SACT, TEACHER	HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN	9331270384	bidhanbaidya@hm mcw.in	Great session
2025/05/27 1:08:29 PM GMT+5:30	Dr.Indrajit Biswas	Teaching staff	H.M.M.College for Women	9932994782	itsibiswas@gmail.c om	excellent
2025/05/27 1:08:35 PM GMT+5:30	SANGHAMITRA PAL	SACT-I (Teaching Staff)	Hiralal Mazumdar Memorial College for Women, Dakhineswar	9874432646	sanghamitrapal90@ gmail.com	NA
2025/05/27 1:08:36 PM GMT+5:30	KOUSIK DARI	Assistant Professor	Nabagram Hiralal Paul college	9831107524	kousikdari30@gma il.com	NA
2025/05/27 1:08:53 PM GMT+5:30	ANINDITA SAMANTA	SACT II	HMM College for women	9123378709	aninditanupur29@g mail.com	Very informative
2025/05/27 1:08:54 PM GMT+5:30	Bangasree Dey	Librarian	Muralidhar Girls' College	9874186039	deybangasree@gma il.com	Very useful discussion.
2025/05/27 1:08:59 PM GMT+5:30	SWAPNA JHA	SACT	H.M.M.COLLEG E FOR WOMEN	9830504353	swapnajha78@gma il.com	Very informative

2025/05/27 1:09:01 PM GMT+5:30	DR KEYA CHATTOPADHYAY	Teaching staff	Hiralal Mazumdar Memorial College for Women HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN	81003 14156	drkchmm@gmail.c om	Valuable sessions
2025/05/27 1:09:03 PM GMT+5:30	SMRITIPARNA BISWAS	SACT-II	Muralidhar Girls' College	9735578812	smritiparnabiswas @hmmcw.in	Nice presentation
2025/05/27 1:09:03 PM GMT+5:30	DR. RITUPARNA BASAK	Assistant Professor	Muralidhar Girls' College	9903585652	rituparna.basak@m uralidhargirlscolleg e.ac.in	Good
2025/05/27 1:09:05 PM GMT+5:30	ARUNA PAIN	Assistant Professor	Muralidhar Girls' College	9874211472	painaruna@gmail.c om	Very informative session
2025/05/27 1:09:11 PM GMT+5:30	SANDHYA SAREN	Assistant Professor	Hiralal Mazumdar Memorial College for women HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN	7384278427	sandhyasarenju@g mail.com	No
2025/05/27 1:09:19 PM GMT+5:30	KAMALIKA DAS MAJUMDAR	SACT-II	BIJOY KRISHNA GIRLS COLLEGE HOWRAH	8617740387	kamalikadasmajum dar@hmmcw.in	Thank you.
2025/05/27 1:09:25 PM GMT+5:30	PRAMOD KUMAR BHAGAT	LIBRARY CLERK		9088800999	IMPRAMODBHA GAT@GMAIL.CO M	NOTHING

2025/05/27 1:09:28 PM GMT+5:30	ANINDYA SUNDAR BHUNIA	FACULTY OF ZOOLOGY	HIRALAL MAJUMDAR MEMORIAL COLLEGE FOR WOMEN	7278785374	anindyasundarbhun ia@hmmce.in	NA
2025/05/27 1:09:34 PM GMT+5:30	DEBARATI CHAKRABORTY	SACT I	Hiralal Mazumdar Memorial College for Women	9051558554	debaratichakraborty @hmmcw.in.	Policies for SACT should be discussed
2025/05/27 1:09:35 PM GMT+5:30	Mun Mun Nandy	Assistant Professor	Hiralal Mazumdar Memorial College for Women	8017686380	munmunnandy@h mmcw.in	Very informative
2025/05/27 1:09:43 PM GMT+5:30	SWATI GHATAK	Assistant Professor	HMMCW	9147048431	profswati30@gmail .com	Very effective
2025/05/27 1:10:13 PM GMT+5:30	SOUMI MUKHERJEE	SACT 2	Hiralal Majumdar Memorial College For Women	9830335342	soumimukherjee60 5@gmail.com	No
2025/05/27 1:10:45 PM GMT+5:30	MRIGANKA NARAYAN DAS	Assistant Professor	Hiralal Mazumdar Memorial College for Women	9832904623	mriganka1981@gm ail.com	Great session. Lots of new things learned.

2025/05/27 1:10:49 PM GMT+5:30	RABI SANKAR DAS	Teaching Staff (SACT)	Hiralal Mazumdar Memorial College for Women	8336954559	rabisankar1221@gmail.com	Be more informative with examples.
2025/05/27 1:11:02 PM GMT+5:30	DR. BANDANA DAS	Assistant Professor of Mathematics	Muralidhar Girls' College	9330713755	bandana.das@muralidhargirlscollege.ac.in	The session was very informative.
2025/05/27 1:11:06 PM GMT+5:30	DR.MADHUMITA MONDAL	Teaching	H.M.M College for Women	8336020582	madhumitamondal@hmmcw.in	Informative and useful session
2025/05/27 1:11:29 PM GMT+5:30	RITTIK CHATTERJEE	Assistant Professor	Hiralal Mazumdar Memorial College for Women	8902334023	rittik@gmail.com	N.A.
2025/05/27 1:11:36 PM GMT+5:30	DR. KEYA CHATTOPADHYAY	Teaching staff	Hiralal Mazumdar Memorial College for Women	81003 14156	drkchmm@gmail.com	Valuable session
2025/05/27 1:11:41 PM GMT+5:30	Laxmi Murmu	Teaching Staff	Hiralal Mazumdar Memorial College for Women	6291590408	murmulaxmi9@gmail.com	M
2025/05/27 1:11:45 PM GMT+5:30	DR. ARUNIMA BISWAS	Assistant Professor	Raidighi College	9674686579	mou.aru@gmail.com	N.A.

2025/05/27 1:12:01 PM GMT+5:30	ISHITA CHATTERJEE	SACT	HMM College for women	9339751738	ishitachatterjee201 2@gmail.com	Informative
2025/05/27 1:12:01 PM GMT+5:30	ANTARA GOSWAMI	SACT II	Hiralal Mazumder Memorial College for Women	6290207903	antaragoswami77@ gmail.com	Very good session
2025/05/27 1:12:37 PM GMT+5:30	Dr.Sailen Das	Assistant Professor	Muralidhar Girls' College	9007691404	sailenjuir@gmail.c om	No
2025/05/27 1:12:52 PM GMT+5:30	Dr. CHANDAN BISWAS	Teaching Staff	Dr. B. R. A. S. Mahavidyalaya	9732863018	chandan3018@gma il.com	No
2025/05/27 1:13:00 PM GMT+5:30	Ritwik Acharya	SACT	HMMCW	9051136590	rittik.acharya@gma il.com	Nothing
2025/05/27 1:13:07 PM GMT+5:30	ARPITA DAS	Teaching Staff (SACT)	Hiralal Mazumder Memorial College For Women	8013271590	arpitadas@hmmcw. in	Informative session.
2025/05/27 1:13:22 PM GMT+5:30	SONALI KAR	SACT	HMMCW	7687869194	sonalikor1994@gm ail.com	,
2025/05/27 1:14:38 PM GMT+5:30	SITAL SING	Assistant Professor	Raidighi College	9679926203	sitalsing05@gmail. com	N.A

2025/05/27 1:15:21 PM GMT+5:30	DR. KEYA CHATTOPADHYAY	Teaching staff	Hiralal Mazumdar Memorial College for Women	81003 14156	drkchmm@gmail.com	Valuable session
2025/05/27 1:15:21 PM GMT+5:30	Mousali Sinha	SACT	HMM COLLEGE FOR WOMEN	7980355066	sinhamousali@gmail.com	NA
2025/05/27 1:15:56 PM GMT+5:30	PARNA MONDAL	Teaching	Hiralal Mazumder Memorial College for Women	8420768220	parna.bengali@tripurauniv.ac.in	Valuable & Wonderful session.
2025/05/27 1:16:18 PM GMT+5:30	DR. TAMAL MONDAL	Assistant Professor	Hiralal Mazumdar Memorial College for Women	9832708918	tamalmbot@gmail.com, tm1botany@gmail.com	Thank You
2025/05/27 1:16:52 PM GMT+5:30	DR. TANAYA AFROZ	SACT 1	Hiralal Mazumder Memorial College For Women	9433919357	tanayaafroz@gmail.com	NA
2025/05/27 1:16:59 PM GMT+5:30	PIYALI DAS	Assistant Professor	Muralidhar Girls' College	9836056397	piyalid1977@gmail.com	Very informative. Session like this is very useful and information
2025/05/27 1:17:33 PM GMT+5:30	SAMANWITA LALA	Assistant Professor	H.M.M COLLEGE FOR WOMEN	7908884695	samanwitalala@hmcw.in	No

2025/05/27 1:17:59 PM GMT+5:30	DIBAKANTA JHA	Associate Professor	Hiralal Mazumdar Memorial College for Women	7980337341	dibajha@gmail.co m	Nice Informative Session.
2025/05/27 1:18:34 PM GMT+5:30	Maitrayee Mukherjee	TEACHING STAFF	HMMCW HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN	96741 89610	maitrayeemukherje e@hmmcw.in	NA
2025/05/27 1:18:58 PM GMT+5:30	RITUPARNA MAITY	SACT		9836260733	rituparnamaity@h mmcw.in	Very informative
2025/05/27 1:18:58 PM GMT+5:30	DR DILIP PANDA	Assistant Professor	Hiralal Mazumdar Memorial College for Women	8910299249	dlpkmrpanda@gma il.com	No
2025/05/27 1:19:01 PM GMT+5:30	LATIKA PATEL	Assistant Professor	Dr.B.R.Ambedkar Shatabarshiki Mahavidyalaya	9933648049	patellatika91@gma il.com	Very informative session...
2025/05/27 1:19:10 PM GMT+5:30	DR. TAMAL MONDAL	Assistant Professor	Hiralal Mazumdar Memorial College for Women	9832708918	tamalmbot@gmail. com, tm1botany@gmail. com	Thank You
2025/05/27 1:19:20 PM GMT+5:30	Dr Pulakesh Sen	Associate Professor (Bursar)	Sree Chaitanya Mahavidyalaya	8348820680	psendnc2011@gma il.com	Informative sessions, thanks.

2025/05/27 1:19:45 PM GMT+5:30	MONJILA KHATUN	Teaching staff	H. M. M. C. W	9062325323	monjilakhatun@hmcw.in	NA
2025/05/27 1:19:49 PM GMT+5:30	DR. MADHUMITA MONDAL	Teaching	H.M.M College for Women	8336020582	madhumitamondal@gmail.com	Useful
2025/05/27 1:21:09 PM GMT+5:30	DR DEBASREE GHOSH BISWAS	Associate professor	H.M.M College For Women	8017278819	debasree.ghosh38@gmail.com	Very interesting. I got to know about various things from this discussion.
2025/05/27 1:21:31 PM GMT+5:30	Ranjana Banerjee	Teaching staff	HMMCW	9674 189610	tithimain@gmail.com	NA
2025/05/27 1:22:16 PM GMT+5:30	Joydeb Bhattacharya	Library peon	Hiralal Mazumdar Memorial College for Women	9836303270	joydebbhattacharya83@gmail.com	NA
2025/05/27 1:23:07 PM GMT+5:30	DR. SAMPRITI BISWAS	Assistant Professor	Muralidhar Girls' College	8336017245	sampriiti.biswas@muralidhargirlscollege.ac.in	NA
2025/05/27 1:24:32 PM GMT+5:30	DR.PRODIP DAS	Assistant Professor	Hiralal Majumdar Memorial College For Women	8335970739	pd43002@gmail.com	Nice session
2025/05/27 1:26:00 PM GMT+5:30	DR.ARPITA MUKHERJEE	SACT-I	H.M.M. College for Women Dr. B. R. Ambedkar Satabarshiki Mahavidyalay	9874254448	arpitamukherjee@hmmcw.in	Informative session
2025/05/27 1:28:38 PM GMT+5:30	Dr. Purnima Mukherjee	Assistant Professor		9163314317	nima.p7660.pm@gmail.com	Very communicative and important lecture

2025/05/27 1:29:46 PM GMT+5:30	DR ANAMIKA DHARA	SACT 1	Hiralal Mazumder Memorial College for women	8240204235	anamikadhara@hmcw.in	NA
2025/05/27 1:32:24 PM GMT+5:30	Dr. VINAY LIMBU	Teaching	Muralidhar Girls's College	8250062290	vinaylimbu233@gmail.com	Ok
2025/05/27 1:34:11 PM GMT+5:30	AMRITA BANERJEE	Teaching Staff	Hiralal Mazumdar Memorial College for Women	9836247206	amritabanerjee@hmmcw.in	Informative session.
2025/05/27 1:34:11 PM GMT+5:30	Ashim Kumar Sinha.	Skilled laboratory worker	H. M .M.College For women	8017739047	ashimsinha00404@gmail.com	N.A
2025/05/27 1:38:26 PM GMT+5:30	UTSA BHATTACHARJEE	Teaching	Hiralal Mazumdar Memorial College for Women	9874112839	utsabhattacharjee@hmmcw.in	Informative Session
2025/05/27 1:38:53 PM GMT+5:30	DR.SRIJANI RAY	Assistant Professor	Dr.B.R.A.S.Maha vidyalaya,Helench a	9903011274	raysrijani87@gmail.com	Wonderful session
2025/05/27 1:39:08 PM GMT+5:30	UJJWAL DAS	NTS	DR. B. R. AMBEDKAR SATABARSHIKI MAHAVIDYAL AYA	9732938692	ujjwal. Net 80@gmail. Com	No

2025/05/27 1:44:39 PM GMT+5:30	Sharmila De	Principal	P.N. Das College Dr.B.R.Ambedkar Satabarshiki	9748329535	principal@pndasco llege.in	Everything was good.ðŸŽŠ
2025/05/27 1:44:42 PM GMT+5:30	Dr.Chittaranjan Das	Principal	Mahavidyalaya	9433373187	Principaldrbrasm@ gmail.com	It was very good and informative session indeed.
2025/05/27 1:46:05 PM GMT+5:30	SAKTIPADA JANA	NON TEACHING	RAIDIGHI COLLEGE	7557045651	saktipadajana67@g mail.com	N .A
2025/05/27 1:48:21 PM GMT+5:30	DR. CHANDAN SARKAR	Assistant Professor	P.N. DAS COLLEGE	9883499698	chandansarkar@pn dascollege.in	Very nice presentations
2025/05/27 1:49:45 PM GMT+5:30	SAKTIPADA JANA	Non Teaching staff	Raidighi College	7557045651	saktipadajana67@g mail.com	None
2025/05/27 1:53:14 PM GMT+5:30	RABI DAS BISWAS	Accountant	Dr.B.R.Ambedkar Satabarshiki Mahavidyalaya	9735262976	rabidasbiswas69@g mail.com	A lot of thanks C.A Chayan Gupta because he has explained regarding audit and accounts. I suggest to arrange sometimes such that programme
2025/05/27 1:54:32 PM GMT+5:30	Dr.Taposh Kumar Paul	Associate Professor	P.N.Das College	9433439397	taposh@pndascolle ge.in	Excellent program
2025/05/27 1:56:39 PM GMT+5:30	Prosenjit Pramanick	Librarian	P. N. Das College	9474339614	prosenjit.cklib@gm ail.com	Informative and useful
2025/05/27 2:01:09 PM GMT+5:30	Srijan Pal	Non-Teaching staff	K. K. Das College	9830998027	srijan.pal.9440@g mail.com	NA

2025/05/27 2:02:07 PM GMT+5:30	Dr. Roopleena Banerjee	Vice Principal (Teaching staff)	Dr. B. R. Ambedkar Satabarshiki Mahavidyalaya	9830893486	roopleenab@gmail. com	A very helpful session
2025/05/27 2:20:55 PM GMT+5:30	Bipad Mondal	Cashier	K K Das College BIJOY KRISHNA GIRLSâ€™ COLLEGE, HOWRAH	9830370939	bipadmondal58@g mail.com	Valuable discussion
2025/05/27 2:21:51 PM GMT+5:30	KAUSHIK ROY	LD CLERK	K.K.DAS COLLEGE	9874996659	kaushiknilroy@gm ail.com	Good Session. Need more like this in regular interval
2025/05/27 2:25:36 PM GMT+5:30	RIA SAHA	Non Teaching Staff	K.K.DAS COLLEGE	7278915515	riasaha2013@gmail .com	Helpful discussion
2025/05/27 2:29:41 PM GMT+5:30	Sudip Manna	Clerk	K.K.Das College Bijoy Krishna Girls College, Howrah	9903185217	smanna1901@gmai l.com	Satisfied
2025/05/27 2:30:04 PM GMT+5:30	ABHIJIT RAY	L.D. Clerk	Bijoy krishna girls college	8240388210	abhijitshibpur23@g mail.com	Nothing
2025/05/27 2:36:15 PM GMT+5:30	SANHITA CHATTERJEE	Ld clerck	Bijoy krishna girls college	9674327226	Sanhitasouravchatt erjee80@gmail.co m	Nothing
2025/05/27 2:43:09 PM GMT+5:30	Dr. Bablu Biswas	Assistant Professor	P.N. Das College Dr. B. R. Ambedkar Satabarshiki Mahavidyalaya	9732602850	bablubiswas@pnda scollege.in	No such
2025/05/27 2:55:04 PM GMT+5:30	SUVANKAR BISWAS	SACT-I	Dr. B. R. Ambedkar Satabarshiki Mahavidyalaya	9609156237	suvankarbiswas44 @gmail.com	Very informative

ACTIVITY REPORT
of
7-DAY STATE LEVEL ADMINISTRATIVE TRAINING
PROGRAMME FOR STAFF
(DAY 3)

● **Organised by:**

- P.N. Das College
in collaboration with
- Bijoy Krishna Girls' College, Howrah
- Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya
- Hiralal Mazumdar Memorial College for Women
- Hiralal Paul College
- K. K. Das College
- Muralidhar Girls' College
- Sree Chaitanya Mahavidyalaya
- Raidighi College

● **Date of the Event:** May 31, 2025

● **Mode:** Online [<https://meet.google.com/rkg-zuat-idt>]

● **Nature of the Activity:** Workshop (Administrative Training programme)

● **Level of the Activity:** Staff Level

● **Purpose / Aims / Objectives of the Event (Day 3, First Part):**

- Empower administrative and academic staff with AI-based tools for office work
- Demonstrate AI applications in generating reports, notices, and formal communication
- Introduce prompt engineering techniques for effective human-AI collaboration
- Train participants in document editing, file handling, and automation using ChatGPT
- Encourage AI literacy and productivity enhancement through hands-on experience

● **Programme Outline:**

Welcome and Introduction:

- Address by **Ruma Bhattacharya**, Principal, Bijoy Krishna Girls' College, Howrah, welcoming resource person and participants

Technical Session:

- **Speaker: Dr. Rupak Bhattacharyya**, Department of Mathematics, Bijoy Krishna Girls' College, Howrah
- **Key Demonstrations:**
 - AI tools for generating images, documents, and formal applications
 - Prompt engineering basics – context, action, style
 - Hands-on tasks: rewriting informal notes, creating event notices
 - AI integration with office workflows and file formats
 - Real-time transformation of scanned or handwritten content

Interactive and Practical Segment:

- Participants explored AI platforms with guided tasks
- Queries addressed regarding ethics, data privacy, and real-world use cases

• Beneficiaries / Participants:

Teaching and non-teaching staff from the following colleges:

- Hiralal Mazumdar Memorial College for Women
- Muralidhar Girls' College
- Dr. B. R. Ambedkar Satabarshiki Mahavidyalaya
- Bijoy Krishna Girls' College, Howrah
- P.N. Das College
- Hiralal Paul College
- K. K. Das College
- Sree Chaitanya Mahavidyalaya
- Raidighi College

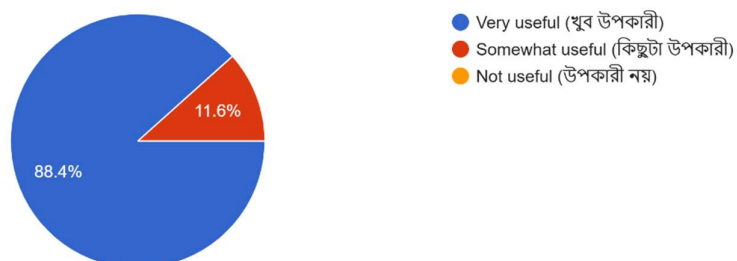
• Summary of Feedback:

From the collected feedback:

- 80%+ rated the session as “Very Useful” for office work
- All participants found the explanations “Very Clear”
- Majority felt “Very” or “Somewhat Confident” about using ChatGPT after the session
- Suggestions included appreciation for the clear presentation and calls for more such practical sessions

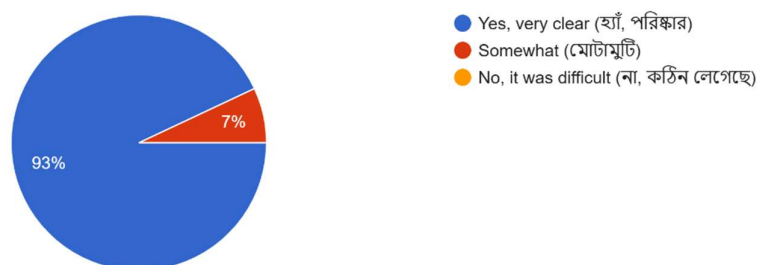
How useful was the training for your daily office work? (এই প্রশিক্ষণটি আপনার অফিসের কাজে কতটা উপযোগী ছিল?)

43 responses



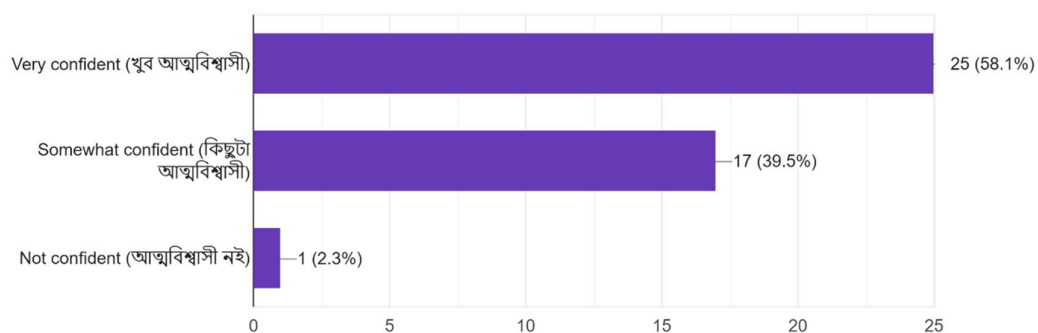
Was the explanation easy to understand? (বুঝতে সুবিধা হয়েছে কি?)

43 responses



How confident do you feel about using ChatGPT after the session? (এই প্রশিক্ষণের পর আপনি ChatGPT ব্যবহার নিয়ে কতটা আত্মবিশ্বাসী?)

43 responses



- **Poster:**

7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAMME FOR STAFF

ORGANISED BY
P.N. DAS COLLEGE

IN COLLABORATION WITH
 DR. B.R. AMBEDKAR SATABARSHIKI MAHAVIDYALAYA
 HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN
 SREE CHAITANYA MAHAVIDYALAYA
 BIJOY KRISHNA GIRLS' COLLEGE
 K. K. DAS COLLEGE
 MURALIDHAR GIRLS' COLLEGE
 NABAGRAM HIRALAL PAUL COLLEGE
 RAIDIGHI COLLEGE

SCAN HERE

REGISTER HERE

STARTING FORM 17TH MAY 2025

- **Participants:**

13:42 5G 80%

13:43 5G 80%

rkg-zuat-idt

People Information Chat Activities

IN-CALL

K Kaushik Roy (You)
Visitor

P P.N.Das College
Meeting host

A Abhijit Ray
Visitor

A Abhisek Saha
Visitor

A AJIT DAS
Visitor

A Anita Biswas
Visitor

B Balaram Biswas
Visitor

B Bandana Das
Visitor

C CHANDAN SARKAR
Visitor

C Chitta Das
Visitor

D DEBI BHATTACHARYA
Visitor

D Dr. Arunima Biswas
Visitor

D Dr. Arvinda Shaw
Visitor

P Pramod Kumar Bhagat
Visitor

P Prosenjit Das
Visitor

P Pulakesh Sen
Visitor

P Purnima Mukherjee
Visitor

R Rabidas Biswas
Visitor

r riasaha 2013
Visitor

R Rinku Basu
Visitor

S S Saha
Visitor

S Sakti Jana
Visitor





















































































S Sampriti Biswas
Visitor

S Sanat Kumar Purkait
Visitor

S SANGHAMITRA PAL
Visitor

S SANJIBKUMAR DHAR
Visitor

S Sayantan Ghosh

13:43 5G 80					13:43 5G 79				
rkg-zuat-idt					rkg-zuat-idt				
People	Information	Chat	Activities		People	Information	Chat	Activities	
	Goutam Biswas Visitor					Sayantan Ghosh Visitor			
	Hiralal Mazumdar Memorial Colleg... Visitor					Shibananda Mridha Visitor			
	Joydeb Jana Visitor					SMT. RITUPARNA MAITY Visitor			
	Kaberi Roy Visitor					SMT.DEBASMITA PATHAK Visitor			
	KAKOLI SENBANERJEE Visitor					Srijan Pal Visitor			
	kallol dutta Visitor					SRIJANI RAY Visitor			
	Kousik Dari Visitor					Sriparna Mukherjee Visitor			
	LATIKA PATEL Visitor					Subhrajit Dey Visitor			
	minati saha Visitor					SUMANRANJAN BANDYOPADHYAY Visitor			
	Mohua Bose Visitor					sweta guha Visitor			
	Nabagram Hiralal Paul College Visitor					Tanaya Ray Visitor			
	Paritosh Bar Visitor					TAPOSH KUMAR PAUL Presentation • Visitor			
	Piyali Das Visitor					TAPOSH KUMAR PAUL Visitor			
	Pramod Kumar Bhagat Visitor					Thakur das Tripathi Visitor			



Major Papers Odd Sem

Mathematics: CSR-29-2025.pdf

https://chatgpt.com/c/683ab33e-fa68-8004-bc81-93ef4b77da44

ChatGPT

Here is a table of MAJOR papers (including SEC and IDC) offered in odd semesters only (Sem 1, 3, and 5) from the uploaded syllabus:

Code	Paper Name	Semester
MTHM	Calculus, Geometry and Vector Analysis	1
MTHM-SEC	C Language with Mathematical Applications (SEC 1)	1
MTHD	Mathematics in Daily Life (IDC)	1
MTHM	Real Analysis	3
MTHM	Ordinary Differential Equations-I and Group Theory-I	3

Ask anything

Tools

ChatGPT can make mistakes. Check important info. See Cookie Preferences.

33°C Party sunny

Search

ENG IN

12:14 31-05-2025

Ruma Bhattacharyya

Office work at BKG College

chatgpt.com/c/683aa8eb-6d0c-8002-b60d-cf38b374c4

ChatGPT

Bijoy Krishna Girls' College, Howrah
NOTICE

Date: (Insert Date)

This is to inform all students and staff members that the college will remain closed on 15th August on the occasion of Independence Day.

A celebration program will be held in the college premises in the morning to mark the occasion. All students, teaching, and non-teaching staff are requested to attend the program and make it a success.

Attendance is mandatory for all staff members.

Time of Assembly: 8:00 AM

Venue: College Grounds

By Order

Ask anything

Tools

ChatGPT can make mistakes. Check important info. See Cookie Preferences.

33°C Phase

Search

ENG IN

12:34 31-05-2025

Dr. Rupak Bhattacharyya

Meet - Alp-zust-uh

Paraphrasing Tool - QuillBot AI

quillbot.com/paraphrasing-tool

QuillBot

Paraphrasing Tool

English (US) English (UK) Spanish German All

Modes: Standard Fluency Humanize Formal Academic Simple More

Synonyms:

Paste Text

Upload Doc

Paraphrase

33°C Party sunny

Search

ENG IN

11:20 31-05-2025

Dr. Rupak Bhattacharyya

Activity Report
on
Administrative Training
Programme

Day: 4

Date: 06.06.2025



7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAM						
SL NO	DATE	TIME	VENUE	TOPIC	RESOURCE PERSON(S)	MODE
1	17-5-2025	11.00 A.M.	P.N. DAS COLLEGE	INAUGURATION, MOTIVATIONAL SPEECH, DATA MANAGEMENT , RECORD KEEPING	DR. R.P.CHAKRABORTY, DR. MANAS KR. BAIDYA	PHYSICAL
2	27-05-2025	12.00 NOON	HIRALAL MAZUMDER MEMORIAL COLLEGE FOR WOMEN	AUDIT AND ACCOUNTS	SRI CHAYAN GUPTA	ONLINE
3	31-5-2025	12.00 NOON	BIJOY KRISHNA GIRLS' COLLEGE	USE OF AI IN COLLEGE ADMINISTRATIO, NGIPF	DR. RUPAK BHATTACHARYA, DR. TAPOSH KR PAUL	ONLINE
4	06.06.25	12:30 PM	MURALIDHAR GIRLS' COLLEGE	E-PENSION, SERVICE BOOK AND LEAVE RULES	SRI KRISHNENDU PANIGRAHI	ONLINE
5	11-06-2025	12.00 NOON	NABAGRAM HIRALAL PAUL COLLEGE	LEAVE TRAVEL CONCESSION,	SRI RANJIT BERA,	ONLINE
6	14-06-2025	12.00 NOON	HABRA SREE CHAITANYA MAHAVIDYALAY, DR. B.R.AMBEDKAR SATAVARSHILI MAHAVIDYALAYA	BANGLAR UCHCHASHIKSHA PORTAL, CAREER ADVANCEMENT SCHEME FOR TEACHERS INTEGRATED FINANCE MANAGEMENT SYSTEM	DR. CHITTARANJAN DAS, DR. PULAKESH SEN, DR. SUBHENDU KUNDU	ONLINE
7	16-06-2025	11.00 A.M.	K.K.DAS COLLEGE, RAIDIGHI COLLEGE	E TENDER, WBHS, CLOSING AND VALEDICTORY SESSION	DR. PRITAM KR.PAUL, DR. UTTAM ROY MONDAL	PHYSICAL



State Level Administrative Training Program

ORGANISED BY
P.N. DAS COLLEGE

In Collaboration With
 Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya
 Hiralal Mazumdar Memorial College For Women
 Sree Chaitanya Mahavidyalaya
 Bijoy Krishna Girls' College
 K. K. Das College
 Muralidhar Girls' College
 Nabagram Hiralal Paul College
 Raidighi College

Topic: Leave Rules & Service Book

Conducted by
Muralidhar Girls' College

Resource Person:
 Sri Krishnendu Panigrahi
 Ex Head Assistant
 Accounts Section
 Department of Higher Education,
 Govt of WB

Google Meet Joining Link

Date: 11/6/2025 **Time: 11:30 am** **Venue: Muralidhar Girls' College** **Mode: Online**

7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAM

Brief report on Administrative Training Programme on “**E-Pension, Service Book and Leave Rules**” through online mode on 06.06.2025:

4th Day dated June 06, 2025

Introduction

P.N. Das College, in partnership with Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya, Hiralal Mazumdar Memorial College for Women, Sree Chaitanya Mahavidyalaya, Bijoy Krishna Girls' College, K.K. Das College, Muralidhar Girls' College, Nabagram Hiralal Paul College, and Raidighi College, arranged a seven-day State Level Administrative Training Program for Staff.

An outstanding online session on the subject of "E-Pension, Service Book, and Leave Rules" was held on June 6, 2025 (4th Day), organized by Muralidhar Girls' College as part of this program. One hundred and ten people attended the session. Participating in the program were the honourable Principals, faculty, and non-teaching personnel of the colleges mentioned above.

Resource Person: Sri Krishnendu Panigrahi
Ex Head Assistant
Account Section
Dept. of Higher Education
Govt. of WB

Objective of the Programme

- To acquaint them with the e-Pension system;
- To stress the value of the Service Book, particularly when it comes to pension issues;
- To increase employee and administrative staff awareness of the different kinds of leave

Inauguration Session

The Honourable Principal of Muralidhar Girls' College, Dr. Kinjalkini Biswas, introduced the invited speakers.

Synopsis of the speech delivered by the invited speaker

The structure of the leave regulations for college teachers under the West Bengal government was the main topic of this session. College teachers can take a variety of leaves, such as earned leave, half-pay leave, study leave, maternity/paternity leave, child care leave, special disability leave, quarantine leave, commuted leave, extraordinary leave, and casual leave, according to Sri Krishnendu Panigrahi, the resource person. Additionally, he cited pertinent government directives concerning leave regulations. He also covered leave encashment, post-retirement benefits, teacher promotions, and employee career advancement in relation to the upkeep of the service book.

Interactive Session through Q&A

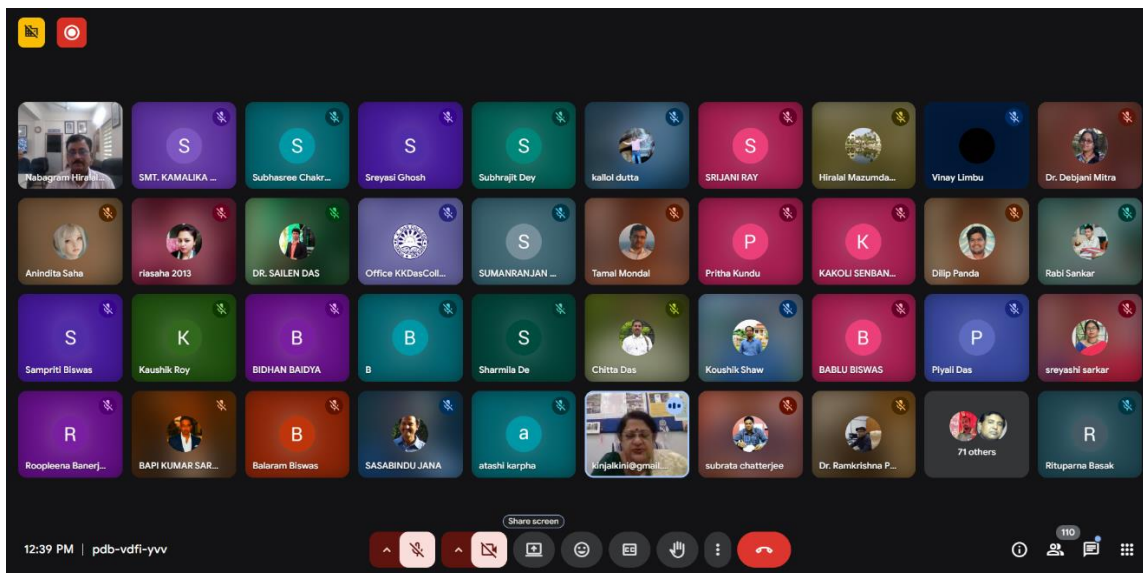
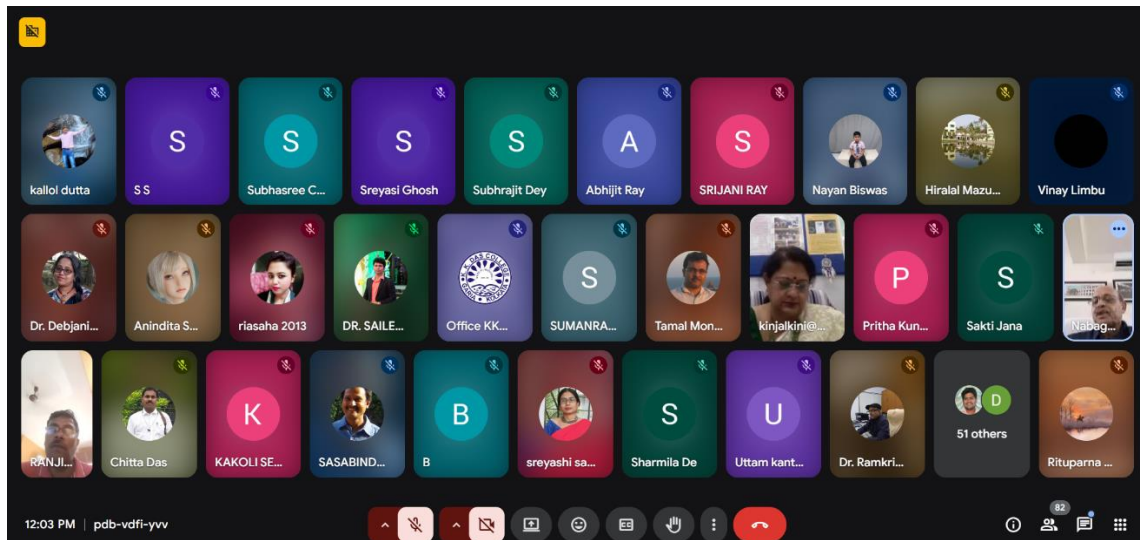
The interactive session was outstanding. The faculty members actively participated in discussions and asked questions, including the Principals of each participating college. In order to address difficult procedural questions, the resource person offered appropriate and efficient answers together with concise explanations.

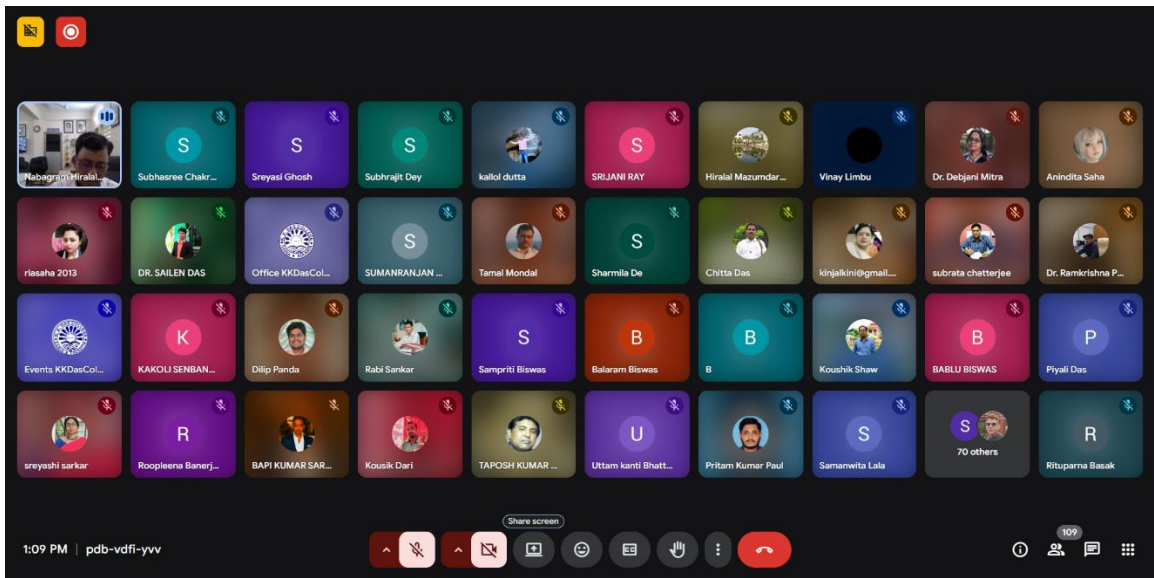
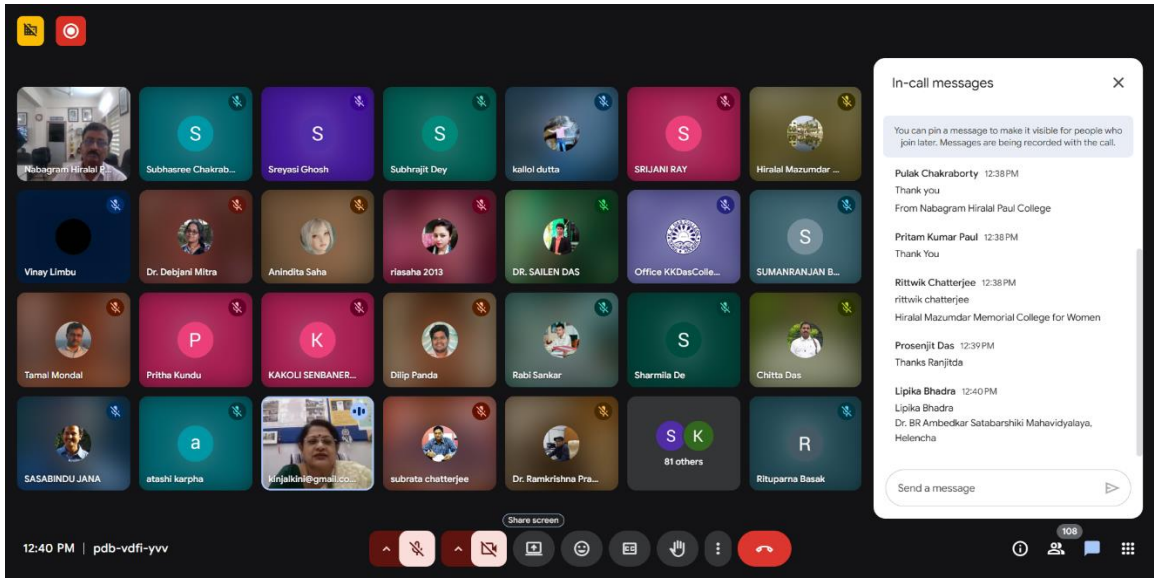
Outcomes and Feedback

Highly educational and well-received was the administrative training program. The participants valued the comprehensiveness and clarity of the material presented. The Principals of every college that took part expressed their gratitude to the resource people. Every participant received a comprehensive grasp of the significance of the e-pension, service book, and associated administrative processes.

Conclusion

The program's goal of helping participants better comprehend important administrative facets of their service was accomplished. It stressed how important it is to keep the service book and leave records up to date and precise in order to ensure a seamless service tenure and easy processing of retirement benefits. All things considered, the seminar was quite educational, engaging, and helpful to all attendees.





Activity Report
of
Administrative Training Programme
Day 5
Dated 11/06/2025

7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAMME FOR STAFF

ORGANISED BY
P.N. DAS COLLEGE

IN COLLABORATION WITH
DR. B.R. AMBEDKAR SATABARSHIKI MAHAVIDYALAYA
HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN
SREE CHAITANYA MAHAVIDYALAYA
BIJOY KRISHNA GIRLS' COLLEGE
K. K. DAS COLLEGE
MURALIDHAR GIRLS' COLLEGE
NABAGRAM HIRALAL PAUL COLLEGE
RAIDIGHI COLLEGE

SCAN HERE

REGISTER HERE

STARTING FORM 17TH MAY 2025

7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAM						
SL NO	DATE	TIME	VENUE	TOPIC	RESOURCE PERSON(S)	MODE
1	17-5-2025	11.00 A.M.	P.N. DAS COLLEGE	INAUGURATION, MOTIVATIONAL SPEECH, DATA MANAGEMENT , RECORD KEEPING	DR. R.P.CHAKRABORTY, DR. MANAS KR. BAIDYA	PHYSICAL
2	27-05-2025	12.00 NOON	HIRALAL MAZUMDER MEMORIAL COLLEGE FOR WOMEN	AUDIT AND ACCOUNTS	SRI CHAYAN GUPTA	ONLINE
3	31-5-2025	12.00 NOON	BIJOY KRISHNA GIRLS' COLLEGE	USE OF AI IN COLLEGE ADMINISTRATIO, NGIFF	DR. RUPAK BHATTACHARYA, DR. TAPOSH KR PAUL	ONLINE
4	11-06-2025	12.00 NOON	NABAGRAM HIRALAL PAUL COLLEGE & MURALIDHAR GIRLS' COLLEGE	LEAVE TRAVEL CONCESSION, E-PENSION, SERVICE BOOK AND LEAVE RULES	SRI RANJIT BERA, SRI KRISHNENDU PANIGRAHI	ONLINE
5	14-06-2025	12.00 NOON	HABRA SREE CHAITANYA MAHAVIDYALAYAY, DR. B.R.AMBEDKAR SATAVARSHILI MAHAVIDYALAYA	BANGLAR UCHCHASHIKSHA PORTAL, CAREER ADVANCEMENT SCHEME FOR TEACHERS INTEGRATED FINANCE MANAGEMENT SYSTEM	DR. CHITTARANJAN DAS, DR. PULAKESH SEN, DR. SUBHENDU KUNDU	ONLINE
6	16-06-2025	11.00 A.M.	K.K.DAS COLLEGE, RAIDIGHI COLLEGE	E TENDER, WBHS, CLOSING AND VALEDICTORY SESSION	DR. PRITAM KR.PAUL, DR. UTTAM ROY MONDAL	PHYSICAL



State Level Administrative Training Program

ORGANISED BY

P.N. DAS COLLEGE

In Collaboration With

- > Dr. B.R. Ambedkar
Satabarshiki Mahavidyalaya
- > Hiralal Mazumdar Memorial
College For Women
- > Sree Chaitanya
Mahavidyalaya
- > Bijoy Krishna Girls' College
- > K. K. Das College
- > Muralidhar Girls' College
- > Nabagram Hiralal Paul
College
- > Raidighi College

Topic: Leave Travel Concession (LTC)

Speaker:

Sri Ranjit Bera
Upper Division Assistant
Pay Packet Section
Education Directorate
Govt. of WB




Conducted by: Nabagram Hiralal Paul College, Konnagar, Hooghly.

Date: 11/6/2025
Time: 12.00 Noon

Venue: Nabagram Hiralal Paul College


Mode: Online Googly Meet Link: <https://meet.google.com/pdlb-ydli-yvv>



STATE LEVEL ADMINISTRATIVE TRAINING PROGRAM



ORGANISED BY

P.N. DAS COLLEGE



In Collaboration With

Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya
Hiralal Mazumdar Memorial College For Women
Sree Chaitanya Mahavidyalaya
Bijoy Krishna Girls' College
K. K. Das College
Muralidhar Girls' College
Nabagram Hiralal Paul College
Raidighi College





Topic: Leave Rules, Service Book & E-Pension

Conducted by

Muralidhar Girls' College

Resource Person:
Sri Krishnendu Panigrahi
Ex Head Assistant
Accounts Section
Department of Higher Education,
Govt. of West Bengal



Google Meet Joining Link

Date: 11/6/2025 Time: 11.30 am

Venue: Muralidhar Girls' College

Mode: Online

7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAM

Brief report on Administrative Training Programme on “**Leave Travel Concession, E-Pension, Service Book and Leave Rules**” through online mode on 11/06/2025 (Wednesday):

5th Day dated June 11, 2025

Introduction

A 7-day State Level Administrative Training Programme for Staff was organized by P.N. Das College in collaboration with Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya, Hiralal Mazumdar Memorial College for Women, Sree Chaitanya Mahavidyalaya, Bijoy Krishna Girls’ College, K.K. Das College, Muralidhar Girls’ College, Nabagram Hiralal Paul College, and Raidighi College.

As part of this programme, an excellent online session on the topic “Leave Travel Concession, E-Pension, Service Book, and Leave Rules” was conducted on June 11, 2025 (5th Day). The session began at 12:00 noon and continued until 1:45 p.m., with approximately 110 participants. Hon’ble Principals, faculty members, and non-teaching staff of the aforementioned colleges actively participated in the programme.

For session 1: Sri Ranjit Bera
Upper Division Assistant
Pay Packet Section
Education Directorate
Govt. of WB
&

For session 2: Sri Krishnendu Panigrahi
Ex Head Assistant
Account Section
Dept. of Higher Education
Govt. of WB

Objective of the Programme

- To provide a comprehensive understanding of Leave Travel Concession (LTC)
- To familiarize participants with the e-Pension system
- To emphasize the importance of the Service Book, especially in the context of pension matters
- To raise awareness among employees and administrative staff about various types of leave

Inauguration Session

The programme commenced with a warm welcome address delivered by Dr. Srikanta Samanta, Hon'ble Principal of Nabagram Hiralal Paul College. In his valuable speech, he highlighted the importance of the e-Pension system, Service Book, and Leave Rules in the context of service benefits. Following this, the invited speakers were introduced by Dr. Kinjalkini Biswas, Hon'ble Principal of Muralidhar Girls' College.

Synopsis of the speech, delivered by the invited speakers

Session1

Sri Ranjit Bera, the resource person, provided a detailed explanation of the Leave Travel Concession (LTC) rules of the Government of West Bengal. He discussed eligibility criteria and frequency for hometown travel, all-India travel, and certain specific foreign travels, along with guidelines on modes of travel, ticket booking, and timelines for government-aided colleges. The session also covered conditions for availing LTC based on the spouse's employment status and provisions for other dependent family members. A step-by-step guide for claiming LTC from the Higher Education Department was shared, with special emphasis on required documentation and reimbursement procedures.

Session2:

This session focused on the structure of leave rules under the Government of West Bengal for college teachers. Sri Krishnendu Panigrahi, the resource person, provided a comprehensive explanation of the different types of leave available to college teachers, including casual leave, earned leave, half-pay leave, study leave, maternity/paternity leave, child care leave, special disability leave, quarantine leave, commuted leave, and extraordinary leave. He also referred to relevant government orders related to leave rules. Additionally, he discussed the maintenance of the service book in the context of an employee's career progression, teachers' promotion, leave encashment, and post-retirement benefits.

Interactive Session through Q&A

The interactive session was excellent. The faculty members, including the Principals of all participating colleges, actively engaged in discussions and queries. The resource persons provided clear explanations and suggested suitable and effective solutions to clarify complex procedural doubts.

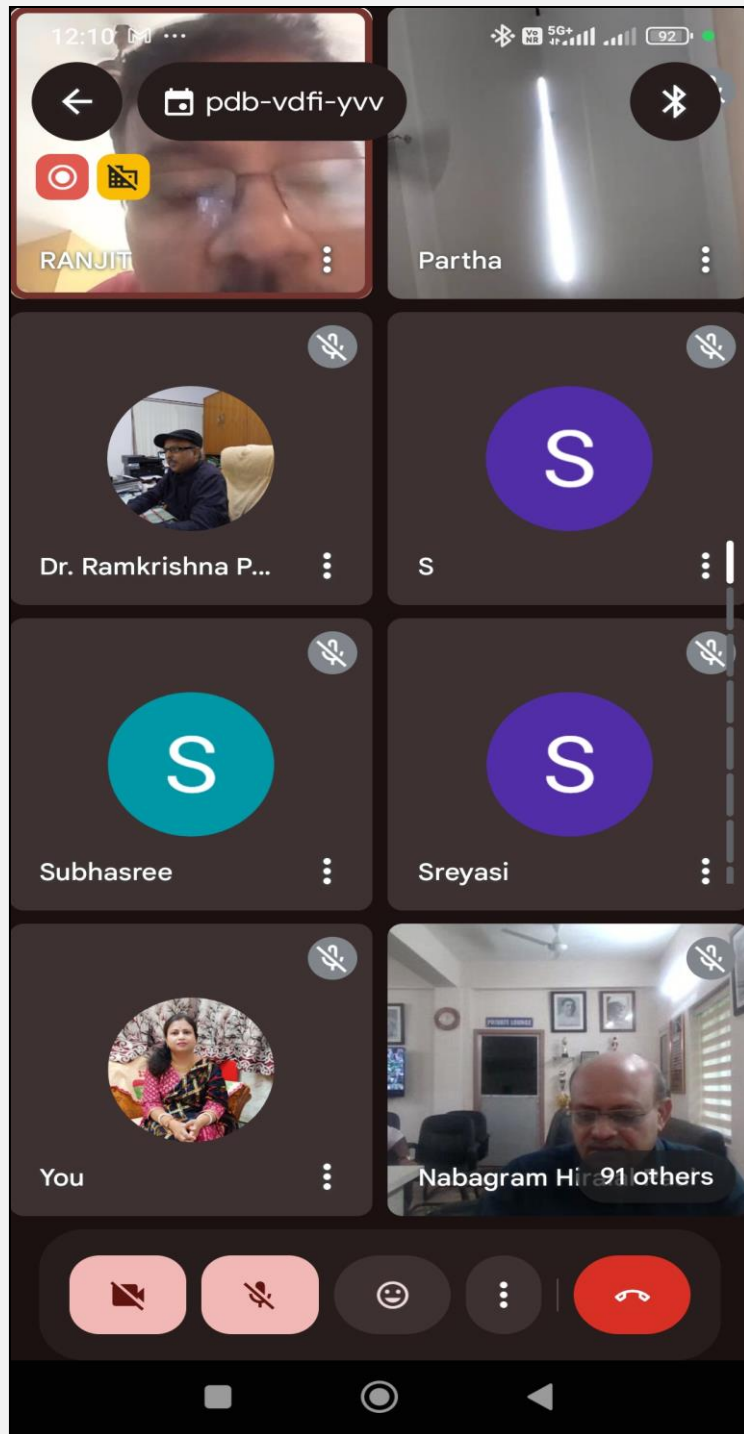
Outcomes and Feedback

The administrative training programme was highly informative and well-received. Participants appreciated the clarity and depth of information shared. The Principals of all participating colleges conveyed their sincere thanks to the resource persons. All participants gained a clear understanding of the Leave Travel Concession (LTC) scheme, practical guidance on LTC planning, and the importance of the service book, e-pension, and related administrative procedures.

Conclusion

The programme successfully achieved its objective of enhancing participants' understanding of critical administrative aspects of their service. It emphasized that timely and accurate maintenance of the service book and leave records is essential for smooth service tenure and hassle-free retirement benefits processing. Overall, the session was highly informative, interactive, and beneficial for all participants.

Some screenshots provided here as evidence





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People

Information

Tools



SUMANRANJAN BANDYOP...
Visitor



Sumita Ghosh
Visitor



Suvankar Biswas
Visitor



Suwendu Saha
Visitor



Swati
Visitor



Tamal Mondal
Visitor



Tanaya Ray
Visitor



TAPOSH KUMAR PAUL
Visitor



Thakur das Tudu
Visitor



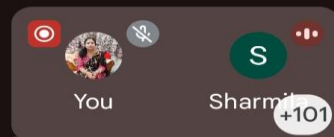
Ujjwal Das
Visitor

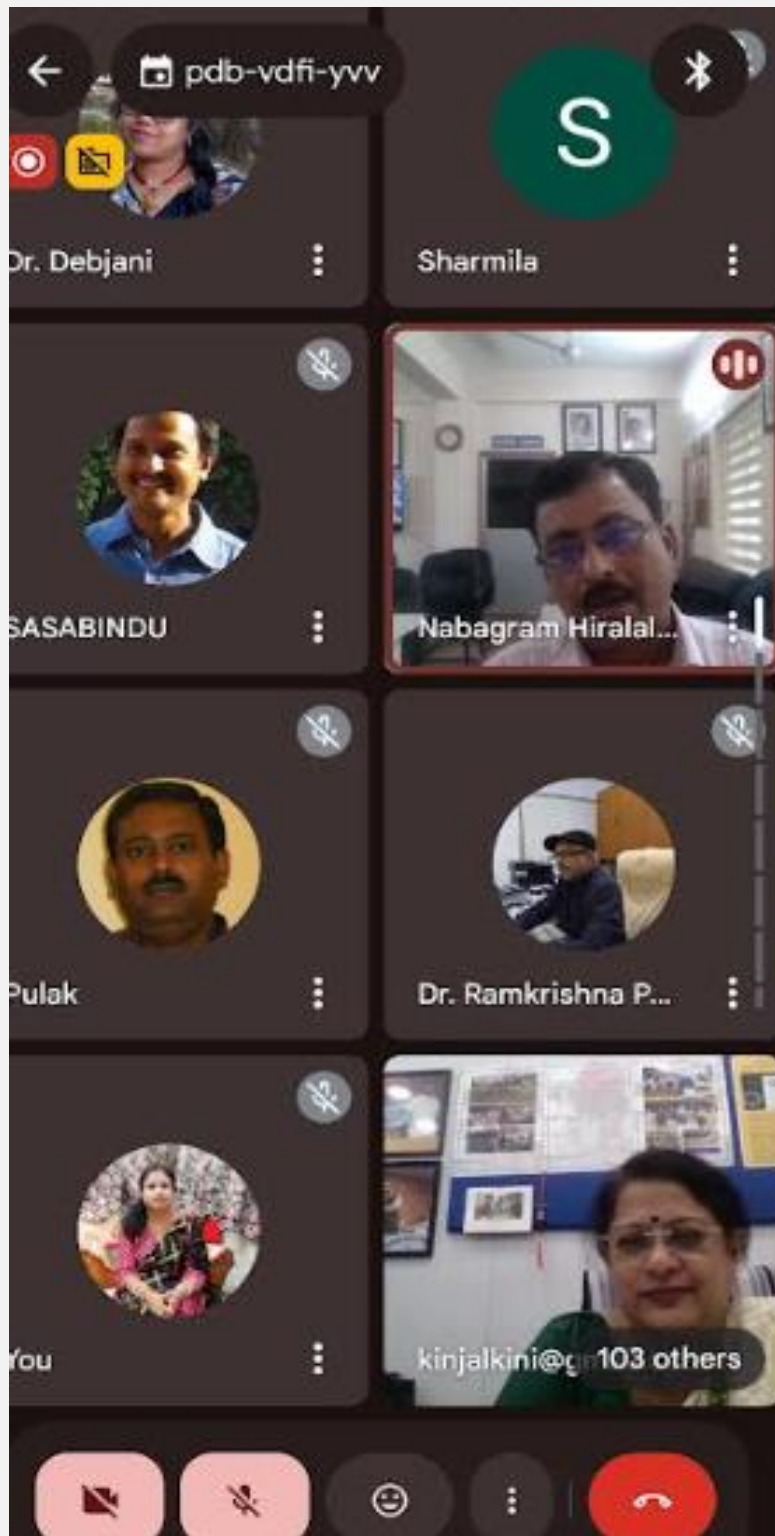


Uttam kanti Bhattacharya
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Vinay Limbu
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
















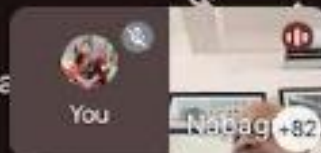
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People

Information

Tools

	Visitor		
	Debdutta Ganguly Visitor		
	Dilip Panda Visitor		
	DR. ANAMIKA DHARA Visitor		
	Dr. Arvinda Shaw Visitor		
	DR. CHANDRABALI DUTTA Visitor		
	DR. DEBARATI CHAKRABORTY Visitor		
	Dr. Debjani Mitra Visitor		
	DR. MADHUSHRI DAS Visitor		
	DR. MINATI SAHA Visitor		
	Dr. Mriganka Narayan Visitor		
	Dr. Ramkrishna Prasad Choudhary Visitor		
	DR. SAILEN DAS Visitor		





K. K. Das College

GRH – 17, Baishnabghata-Patuli,
Garia, Kolkata – 700 084



Report on 7-Day State Level Administrative Training Programme

Closing day Conducted by

K. K. Das College & Raidighi College

In Collaboration with

**P.N. Das College, Bijoy Krishna Girls' College, Dr. B.R.
Ambedkar Satabarshiki Mahavidyalaya, Murlidhar Girls'
College, Hiralal Mazumdar College for Women, Nabagram
Hiralal Paul College, Habra Sree Chaitannya Mahavidyalaya**



1940

State Level Administrative Training Program

Closing day Conducted by

K. K. Das College

&

Raidighi College

In collaboration with

P.N.Das College

Bijoy Krishna Girls' College

Dr. B.R. Ambedkar Satabarshiki Mahavidyalaya

Muralidhar Girls' College

Hiralal Mazumdar Memorial College for Women

Nabagram Hiralal Paul College

Habra Sree Chaitanya Mahavidyalaya

TOPIC	RESOURCE PERSON(S)
WBHS, E TENDER, VALEDICTORY	MR. PRITAM KR. PAUL, MR. UTTAM ROY MONDAL

Date: 16/06/2025

Time: 11.30 am

Mode: Physical

Date: 16.06.2025

Time: 11:30 AM

Total No. of participants: 65

Place: K. K. Das College

Convenor: Dr. Ramkrishna Prasad Chakraborty (Principal of K. K. Das College)

IQAC Coordinator: Rubi Paul (Associate Professor)

Description:

A group of nine colleges in West Bengal have organized a 7-day State Level Administrative Training program for the teaching and non-teaching staff of different general degree colleges with the aim of building capacity to perform different administrative works efficiently. The training was held from 17th May 2025 to 16th June 2025. Eleven different topics were covered in the programme. The inaugural session was organized at PN Das College while the closing session was organized at K. K. Das College. The training was given by a panel of qualified persons.

The closing day training program was conducted by K. K. Das College & Raidighi College. Two topics were covered on the day. The first topic was "West Bengal Health Scheme" and the resource person was Mr. Pritam Kumar Paul, Librarian, K. K. Das College. The second topic was "E-tendering" and the resource person was Mr. Uttam Roy Mondal, Associate Professor, Department of Mathematics, Raidighi College.

The day was started with the registration of the delegates coming from different colleges. The schedule of the day was as follows:

11.00- 11.30: Registration

11.30: Inaugural song by Mr. Sayan Kumar Gupta, Teacher of Economics Department

11.33: Watering of the plant by the Principals

11.35 Felicitation of the Principal of 9 Colleges

11.40: Welcome address by Dr. R.P. Chakraborty, Principal , K.K.Das College

11.45 : Lecture of IQAC co-ordinator, K.K.Das College

11.48: Lecture of Sasabindu Jana, Principal, Raidighi College

11.50: Lecture on "West Bengal Health Scheme by Pritam Kumar Paul, Librarian, K. K. Das College

**12:00 Lecture on "E-Tendering" by Mr. Uttam Roy Mondal, Associate Professor
Department of Mathematics, Raidighi College**

13:30: Valedictory Session

**13:50 Vote of Thanks By Rinku Saha, Associate professor and Bursar of K.K.Das
College**

13:55 Closing Song by Raja Bhattachariya, Guard of K.K.Das College

14:00 Lunch Break

14.30 Informal Interaction among participants and Speaker

The programme was started with the melodious opening song sung by Mr. Sayan Kumar Gupta, SACT, Department of Economics, K. K. Das College, after that all the principals of nine colleges pour water a plant. Then Principal of K. K. Das College felicitated other principals and delivered his welcome address. He also briefly described the objective of the program. After that IQAC coordinator of K. K. Das College gave a brief lecture expressing her concern about the limited human resources in colleges and tremendous work pressure on them for smooth functioning college administration and day to day teaching-learning. She concluded her lecture with a request to the principals present there to take initiative about filling the vacant posts as well as to send proposal of creating new posts to the concern authority. Then with the welcome address by Principal of Raidighi College the inaugural session of the day was ended.


Technical session was started by the lecture of Mr. Pritam Kumar Paul on the topic "West Bengal Health Scheme". He described all the key features of the scheme elaborately. He also demonstrated how to use the online portal of the scheme starting from enrollment up to claim for reimbursement. His lecture was very interactive and he tried his level best to answer all the queries of the delegates present about WBHS. He also assured all that if required he can continue communication over whatsapp. His lecture was ended with the thanks of Principal, K. K. Das College.

Then Mr. Uttam Roy Mondal, Associate Professor, Department of Mathematics, Raidighi College delivered his lecture on "E-tendering". In his lecture he described what is tender, how it was called previously, what is e-tendering, when e-tendering is mandatory, what is the difference. Then he elaborately described what are the pre-requisites of e-tendering, how to call e-tender through institutional website, how to open the tenders and how to place work order. He also demonstrated the whole process through online portal. His lecture was also very interactive. He gave answers to all queries of the delegates. The session was ended by thanking the resource person by the Principal of K. K. Das College.

In valedictory session all participants have got participating certificates signed by all nine principals and a memorable memento of sixty years completion of K. K. Das College.

Ms. Rinku Saha, Associate Professor, Department of Commerce caust Vote of Thanks to all. The programme ended with the melodius song sung by the security personal Mr. Raja Bhattachariya.

Participation list:



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7 - Day State level Administrative Training Programme for Staff
Closing day at
K. K. Das College
 GRH-17, Baishnabghata-Patuli
 Kolkata-84
Date: 16.06.2025

Principal
 K. K. DAS COLLEGE
 GRH-17, Baishnabghata-Patuli
 Garia, Kol-700084

Sl. No.	Name (CAPITAL LETTERS)	Designation	Name of the College	Signature
1	GHASHI GURBA	TS	Muralidhar Girls' College	Ghashi Gurba
2	SURJAKANTA SARKAR	N.T.S	Dr. B.R.A.S.M	Sarkar
3	LIPKA BHADRA	N.T.S.	Dr. B.R. A. S.M, Helerah	LBS 16.6.25
4	Dr. Chittaranjan Das	Principal	DRBRASM	Chittaranjan Das
5	Dr. Sriyani Roy	Assistant Professor	DRBRASM	Roy 16/6/25
6	Dr. Debanee Saha	Assistant Prof	Raidighi College	DS 16/6/25
7	Dr. Chandrabati Dutta	Asst. Prof.	HMM college for Women	Dutta 16/6/25
8	Smt. Piyali Mitra	SACT-I	H.M.M. College for Women	Mitra 16/6/25
9	Saktipada Jana	Head clerk	Raidighi College	Jana 16/6/25
9	DR. MRIGANKA NARAYAN DAS	Asst. Prof	H.M.M. College for Women	Das 16.6.25
10	Dr. RUKSHANA IRANI	Asst. Prof. & IQAC Member	Raidighi College	Irani 16/6/25
11	LATIKA PATEL	Assistant Professor	Dr. B. R. Ambedkar Satabersiki Mahavidyalaya	Patel 16/6/25
12	Supriya Sarkar	Assistant Professor	Raidighi College	Sarkar 16.6.25
13	ABHISEK SAHA	Assistant Professor	Kree Chaitanya Mahavidyalaya	Abhisek Saha 16.06.25.
14	SAYANTAN GHOSH	Assistant Prof	Hiralal Majumdar Memorial College for Women	Ghosh
15	Uttam Roy Mandal	Associate Prof	Raidighi College	Mandal 16.06.25
16	Bangorui Ray	Librarian	Muralidhar Girls' College	Ray 16.6.25



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7 - Day State level Administrative Training Programme for Staff**Closing day at****K. K. Das College****GRH-17, Baishnabhata-Patuli****Kolkata-84****Date: 16.06.2025**

A. 16/06/25
Principal
K. K. DAS COLLEGE
GRH-17, Baishnabhata-Patuli
Garia, Kol-700084

Sl. No.	Name (CAPITAL LETTERS)	Designation	Name of the College	Signature
17.	SR. MADHUMITA MONDA	Asst. Prof.	H. Y. H. C. W. Daksineswar	<i>[Signature]</i> 16/6/25
18.	DR. Aspita Mukherjee	SACT-I	"	<i>[Signature]</i> 16/6/25
19.	DR. Purnima Mukherjee	Asst. Prof.	DR. B. R. Ambedkar Satabarshiki Mahavidyalaya	<i>[Signature]</i> 16/6/25
20.	TANMOY PURKAIT	SACT-I	Raidighi College.	<i>[Signature]</i> 16/6/25
21.	SITAL SINGH	Asst. Prof.	"	<i>[Signature]</i> 16/06/25
22.	DR. ARUNIMA BISWAS	Assistant Prof.	"	<i>[Signature]</i> 16/6/25
23.	DR. ARVINDA SHAW	Asst. Prof.	Raidighi Clg	<i>[Signature]</i> 16/6/25
24.	Gopal Ch. Das	Clerk	P.N. Das College.	<i>[Signature]</i> 16/6/25
25.	ATANU GUPTA	Clerk	"	<i>[Signature]</i> 16/6/25
26.	Sri Kumar Paul Chowdhury	Electrician cum caretaker	P.N. Das college	<i>[Signature]</i> 16/6/25
27.	Binayit Dey	Lib-Clerk	P.N. Das College	<i>[Signature]</i> 16/06/25
28.	Rouf Molla	Accountant	Raidighi College	<i>[Signature]</i> 16/6/25
29.	MUN MUN NANDY	Asst. Prof.	HMMCW.	<i>[Signature]</i> 16/6/25
30.	KOYEL SENGUPTA	LIBRARIAN	HMMCW.	<i>[Signature]</i> 16/06/25
31.	KOUSHIK SHAW	ASST. PROF.	DR. B. R. AMBEDKAR SATABARSHIKI MAHAVIDYALAYA	<i>[Signature]</i> 16/6/25
32.	DR. CHANDAN BISWAS	SACT-I	"	<i>[Signature]</i> 16.06.25
33.	SUVANKAR BISWAS	SACT-I	"	<i>[Signature]</i> 16.06.25
34.	UJJWAL DAS	NTS	"	<i>[Signature]</i> 16.6.25



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7 - Day State level Administrative Training Programme for Staff**Closing day at****K. K. Das College****GRH-17, Baishnabghata-Patuli****Kolkata-84****Date: 16.06.2025**

Principal
K. K. DAS COLLEGE
 GRH-17, Baishnabghata-Patuli
 Garia, Kol-700084

Sl. No.	Name (CAPITAL LETTERS)	Designation	Name of the College	Signature
30.	SREYOSREE SATHA	Assistant Professor	Sree Chaitanya Mahavidyalaya	S Saha
31.	Deena DEVILOKA PANDHEY	Accountant	B.K.G. College Hurl.	D Ly
32.	ABHIJIT RAY	L.D. Clerk	B.K. Girls' College Howrah	Ray
33.	PRAMOD KUMAR BHAGAT	"	"	P Bhagat
34.	Sumili Ghosh.	"	"	S Ghosh.
35.	SANJITA CHATTERJEE	"	"	Chatterjee
36.	BALARAM BISWAS	Head clerk	"	B. Biswas.
37.	SHARMISTHA PAUL.	Lady Attendant	"	Paul
38.	KAUSHIK ROY	L.D. Clerk	B.K. Girls' College Howrah	Kaushik Roy
39.	SANJIB K.B. DHAR	Assoc. Professor	P. N. Das College	Dhar
40.	Dr. Taposh kr. Paul	Associate prof	P. N. Das College	Paul
41.	AATREJEE BHATTACHARYA	SACT I	HMM College for Women	AB
42.	DEBI BHATTACHARYA	SACT I	HMMCW	B
43.	Dr. Subhendu Kumar	Associate Professor	N.H.L.P. College	Kumar
44.	DR. BABLU BISWAS	Assistant Prof	P. N. Das College	Biswas



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Kolkata-84****Date: 16.06.2025**Principal
K. K. DAS COLLEGE
GRH-17, Baishnabghata-Patuli
Garia, Kol-700084

Sl. No.	Name (CAPITAL LETTERS)	Designation	Name of the College	Signature
45	BIPAD MONDAL	NTS	K.K.DAS COLLEGE	
46	SUDIP MANNA	NTS	K.K.DAS COLLEGE	
47	SRIJAN PAL	NTS	K.K.DAS COLLEGE	
48	SANTANU ROY	NTS	K.K.DAS COLLEGE	
49	PARIMAL MONDAL	NTS	K.K.DAS COLLEGE	
50	RIA SAHA	NTS	K.K.DAS COLLEGE	
51	ALIP MAITY	NTS	K.K.DAS COLLEGE	
52	Ayazul Majumdar	NTS	K.K.DAS COLLEGE	
53	Ashish Sen	NTS	K.K.DAS COLLEGE	
54	Kishore Das	NTS	K.K.DAS COLLEGE	
55	Tanuseela Seal	NTS	K.K.DAS COLLEGE	



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Principal
K. K. DAS COLLEGE
GRH-17, Baishnabghata-Patuli
Garia, Kol-700084

Sl. No.	Name (CAPITAL LETTERS)	Designation	Name of the College	Signature
56	DR. NASIMA HUNSH	Assistant Professor	K. K. Das College	N. Hunsh
57	DR. MOHAN B. SUBBA	Asst. Prof.	K. K. Das College	M. Subba
58	RUBI PAUL	Associate Professor	K. K. Das College	R. Paul
59	PRITAM KR. PAUL	Librarian	K. K. Das College	P. Paul
60	RINKU SAHA	Associate Professor	K. K. Das College	R. Saha
61	BABI KUMAR SARDAR	Assistant Professor	K. K. Das College	B. Sardar
62	HADHURIMA KOLEY	Assistant Professor	K. K. Das College	H. Koley
63	SAYAN KUMAR GUPTA	SACT-I	K. K. DAS COLLEGE	S. Gupta
64	SAUMONIKA GANGULY	SACT-II	K. K. Das College	S. Ganguly
65	ANUPAMA ROY CHOWDHURY	SACT-II	K. K. Das College	A. Roy Chowdhury



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Principal
K. K. DAS COLLEGE
GRH-17, Baishnabghata-Patuli
Garia, Kol-700084

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Picture:






Declaration:

We do hereby declare that the above information and statements are true to the best of our knowledge and belief. This report has been prepared by the staff of our college, and no third party is involved in preparation of this report. Content of this report is owned by the college and Intellectual Property rights have been maintained.


**Principal
Raidighi College**


**Principal
K. K. Das College**
Dr. Ramkrishna Prasad Chakraborty
Principal
K. K. DAS COLLEGE
Garia, Kol-84

