



P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)
Phone : (033) 2592 1327, Fax : (033) 2592 1327, e-mail : pndc.principal11@gmail.com
Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref:

Date

ACTIVITY REPORT 2022-23

1. Name of Department / Committee / Cell: *Internal Quality Assurance Cell (IQAC), P.N. Das College*
2. Name of the Event / Activity: *Capacity Building Programme for N.T.S.*
3. Date(s) of the event: *06.05.2023*
4. Venue of the Event: *P.N.DAS College Auditorium*
5. Nature of the Activity (Tick / underline the applicable choice): programme / function / event / competition / lecture / exhibition / camp / workshop / training / extension activity / rally / campaign / drive / celebration of days / extending help in terms of students, expertise, experience, etc.:
6. Level of the activity (Tick / underline the applicable choice): International / National / State / University / District / College / Local / Village / Gram Panchayet:
7. Purpose / Aims / Objectives of the event: *Programme for our office staffs to manage office systematically, prepare salary bill per month of teaching and non-teaching staffs, P.F, P.Tax, Income Tax deduction, cooperative (loan sanction and recovery) record keeping for students and teachers' profile, stock register maintenances, audit and accounts of college asset etc.*
- 8.
9. Names and designations / professions of dignitaries, guests, participants:

Capacity	Name	Designation / Profession / Affiliating Institute / Organization
Chairperson	<i>Dr. Sharmila De</i>	<i>Principal P. N. Das College</i>
Inaugurator	<i>Dr. Sharmila De</i>	<i>Principal P. N. Das College</i>
Chief Guest		
Guest(s)		
Resource Person(s)		



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Participant Speakers		

10. Name(s) of the Anchor(s): *Dr. Madhuchanda Lahiri, IQAC Co-Ordinator*
11. Beneficiaries / participants / audience (Type and/or number): *College administration and office staff.*
12. Outcome of the activity [Tick or underline the suitable alternative(s) and give details]:
awareness / prizes won / social service / personality development (name the aspects) / skill testing or development, etc.
13. Evidence produced (Lists, Certificates, letters, newspaper cuttings, etc.):



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Administrative Training Programme & Capacity Building Workshop

PHASE- II

TOPIC: RECORD KEEPING, STOCK AND ASSETS

VENUE:

P.N. Das College, Palta

Website: <https://www.pndascollege.in/>

DATE: 06/05/2023

TIME: 2:00 P.M. ONWARDS

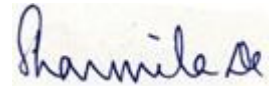
REGISTRATION FEE: RS. 250/-



For Registration Click On the Following Link:

<https://forms.gle/7oYRzMaUR1S93TJVA>

Contact Person: Dr. Madhuchchanda Lahiri - 9433264133



Signature of the Principal