



P. N. DAS COLLEGE

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NAAC ACCREDITED - 2016

Ref.:

Date

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ACTIVITY REPORT 2016-17

1. Name of Department / Committee / Cell: *Internal Quality Assurance Cell*
2. Name of the Event / Activity: *Training for NTS on Office Management and Accounts Software*
3. Date(s) of the event: *22.03.2017*
4. Venue of the Event: *College Office*
5. Nature of the Activity: *Training*
6. Level of the activity (Tick / underline the applicable choice): *International / National / State / University / District / College / Local / Village / Gram Panchayet: College*
7. Name of the Sponsor / Collaborator, if any: *College*
8. Purpose / Aims / Objectives of the event: *To impart training to the Non-teaching staff on the ways to manage and monitor office resources such as storage space, desks etc from one place, to allow for easy customization and setting up of automation rules to reduce the administrative load*
9. Beneficiaries / participants / audience (Type and/or number): *06*
10. 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.: Technical knowledge*
11. Evidence produced (Lists, Certificates, letters, newspaper cuttings, etc.): *Attendance List*

Signature of the Principal

Attendance Sheet for
Training for NTS on Office Management and Accounts Software
held on
22.03.2017

S. No	Name of the Participant	Institution	Signature with date
01.	Ashim Dasgupta		Dasgupta 22/03/17
02.	Binwajit Dasg		Binwajit Dasg 22/03/17
03.	Binwajit Mandal		Binwajit Mandal 22/03/17
04.	Shrikumar Paul Chowdhury		Shrikumar Paul Chowdhury 22/3/17
5.	Ranjit P. Radhnan		Radhnan 22/03/17