



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 2017-18

1. Name of Department / Committee / Cell: *Internal Quality Assurance Cell (IQAC), P.N. Das College*
2. Name of the Event / Activity: *Training Programme on office management Software*
3. Date(s) of the event: *09/08/2017*
4. Venue of the Event: *College*
5. Nature of the Activity: *Workshop*
6. Level of the activity: *College*
7. Purpose / Aims / Objectives of the event: *To give a brief discussion about the utilities of office management software and the process of operate and to increase the skill level among the Non-Teaching Staff.*
8. 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>
Participant Speakers	<i>Sri Siddhartha Dutta</i>	<i>Speaker from Infotech Lab</i>
	<i>Sri Krishnendu Das</i>	<i>Speaker from Infotech Lab</i>

9. Beneficiaries / participants / audience (Type and/or number): *7 Numbers of Non-Teaching Staff*
10. Outcome of the activity: *Skill Development*
11. Evidence produced (Lists, Certificates, letters, newspaper cuttings, etc.): *1 Number of Attendance sheet*



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Training Programme on Office Management Software by Infotech Lab

Attendance Sheet

Date: - 09/08/2017

SI NO	NAME	DESIGNATION	SIGNATURE WITH DATE
1.	BEKRAM SHOWMIK	LAB. ATTENDANT (NEOA)	Bikram Showmik 09/08/2017
2.	BISWAJIT MANDAL	CASHIER	Binwajit Mandal 09/08/2017
3.	ASHIM SARKAR	Accountant	Ashim Sarkar 09/08/2017
4.	ATANU GIRI	Clerk (LD)	Atanu Giri 09/08/17
5.	Ranjit Pradhan	Guide	Ranjit Pradhan 09/08/17
6.	Souvikumar Paul Chowdhury	Electrician cum caretaker	Souvikumar Paul 09/08/17
7.	Binwajit Dey	Computer Instructor	Binwajit Dey 09/08/17

Sharmila S

Signature of the Principal