



# 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 - 2024 (B+)

Ref.: .....

Date .....

## ACTIVITY REPORT

2024-25

1. Name of Department / Committee / Cell: *Internal Quality Assurance Cell (IQAC), P.N. Das College, 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*
2. Name of the Event / Activity: *7-Day State Level Administrative Training Programme for Staff*
3. Date(s) of the event: *17/05/2025*
4. Venue of the Event: *P.N. Das College*
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:
  - *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.*
8. 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*
9. Name(s) of the Anchor(s): *Ms. Kakali Sen Banerjee, Member; IQAC, P.N. Das College*
10. Beneficiaries / participants / audience: *Teaching and Non-Teaching Staff of the collaborating colleges*



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7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAM						
SLNO	DATE	TIME	VENUE	TOPIC	RESOURCE PERSON (S)	MODE
1	17-05-2025	11.00A.M.	P.N.DASCOLLEGE	INAUGURATION- WELCOME ADDRESS	PRINCIPAL, P.N. DAS COLLEGE	PHYSICAL
				MOTIVATIONAL SPEECH	DR. R.P.CHAKRABORTY	
				DATA MANAGEMENT, RECORD KEEPING	DR. MANAS KR. BAIDYA	
2	27-05-2025	12.00 NOON	HIRALAL MAZUMDER MEMORIAL COLLEGE FOR WOMEN	AUDIT AND ACCOUNTS	SRI CHAYAN GUPTA	ONLINE
3	31-05-2025	12.00 NOON	BIJOY KRISHNA GIRLS' COLLEGE	USE OF AI IN COLLEGE ADMINISTRATION,NGIP F	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	NABA GRAM HIRALAL PAUL COLLEGE	LEAVE TRAVEL CONCESSION	SRI RANJIT BERA	ONLINE
				BANGLARUCHCHASHIKS HAPORTAL,CAREERADV ANCEMENTSCHEMEFOR TEACHERS	DR.CHITTARANJANDAS,D R. PULAKESH SEN, DR.	
6	14-06-2025	12.00 NOON	HABRA SREE CHAITANYA MAHAVIDYALAYAY, DR.B.R. AMBEDKAR SATAVARSHIKI MAHAVIDYALAYA	INTEGRATED FINANCE MANAGEMENT SYSTEM	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





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7-DAY STATE LEVEL ADMINISTRATIVE TRAINING PROGRAM					
Organized by <b>P.N. DAS COLLEGE</b> 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	[Signature] 17/05/25
2	DR. RAMKRISHNA PRASAD CHAKRABORTY	K. K. Das College	Principal		[Signature] 17/05/25
3	Manas K. Baidya	Malda College	Principal		[Signature] 17/05/25
4	Girindar Kumar	Nabagram P. College	PRINCIPAL	9088014725	[Signature] 17/05/25
5	Soma Ghosh	Hiralal Mazumdar Mem. Col	"	9836714992	[Signature] 17/05/25
6	Sarabindu Kumar	Raidighi College	"	9831766135	[Signature] 17/05/25
7	Sabrata Chatterjee	Sree Chaitanya Mahavidyalaya	Principal	700358336	[Signature] 17/05/25
8	SHARMILA DE	P.N. Das College	"	9748329530	[Signature] 17/05/25

SL No	Name of the Participant	Name of the Institution	Designation	Contact No.	Signature
1	DR. MADHUSHRI DAS DATTA	Hiralal Mazumdar Memorial College for Women	Associate Professor	9830428469	[Signature] 17/05/25
2	DR. INDRAJIT BISHAS	"	Asstt. Professor	9932994782	[Signature] 17/05/25
3	SANJIB KR. DHAR	P. N. Das College	Associate Professor	9032114715	[Signature] 17/05/25
4	DR. THAKURDASTUD	P. N. Das College	Associate Professor	9748177419	[Signature] 17/05/25
5	Amal K. Bhakat	P. N. Das College	Associate Prof	9883241309	[Signature] 17/05/25
6	DR. AJIT DAS	"	Assistant Professor	9433069092	[Signature] 17/05/25
7	Murali Kanti Bha	"	SACT	9830307818	[Signature] 17/05/25
8	Mritika Malakar	P.N. Das College	SACT	9239081604	[Signature] 17/05/2025
9	Sangita Bag	"	SACT	9062030866	[Signature] 17/05/25
10	Debnati Das	"	SACT	989496490	[Signature] 17/05/25
11	Sayan Choudhury	P. N. Das college	SACT	9292611033	[Signature] 17/05/25
12	Ripa Choudhury	"	Associate Professor	8910333098	[Signature] 17/05/25
13	Kakoli Sen	P. N. Das college	Associate Professor	9880192899	[Signature] 17/05/25
14	Bidyajit Dey	P. N. Das College	Lib Clerk	9748822398	[Signature] 17/05/25





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1.	Sri Kunder Paul Chowdhury	P. N. Das College	Electrician cum caretaker	8961677248	[Signature]
2.	Sumitra Banerjee	-	Associate Prof.	9477718347	[Signature]
3.	Sakshant Hossain	Do	Associate Professor	9830435329	[Signature]
4.	SUBHANKAR KARMAKAR	Do	Guest Faculty	91003827109	[Signature]
5.	Rajanshi Ghosh	Do	SACT-1	9804208149	[Signature]
6.	Abhinav Ray	- DO -	Assistant Professor	9800023486	[Signature]
7.	Amina Khatun	- DO -	Guest Faculty	7478781380	[Signature]
8.	Abhimanyu	DO	Accountant	9371850922	[Signature]
9.	Biswajit Mandal	DO	Career	8981351109	[Signature]
10.	Suvankar Baines	Dr. B.R. Ambedkar Sahasrabudhi	Mr. SACT-1	9609156237	[Signature] 12.5.25
11.	Dr. Subhendu Kumar	Nabagram Hiralal Paul College	IQAC Co-ordinator	9088012642	[Signature] 12.5.25
12.	Thumpa Bose	P. N. Das College	SACT	9681919001	[Signature] 12.05.25
13.	Triveni Biswas	P. N. Das college	Assistant Professor	9890697593	[Signature] 12.5.25
14.	Subhrajit Das	Muralidhar Gurur College	Asst. Prof	9046653370	[Signature] 12/5/25

SL No	Name of the Participant	Name of the Institution	Designation	Contact No.	Signature
1.	Dr. Sajani Ray	Dr. B.R.A.S. Mahavidyalaya	Asst. Prof.	9903012274	[Signature]
2.	Koushik Saha	DR B.R.A.S. MAHAVIDYALAYA	ASST. PROF.	9674360917	[Signature]
3.	Dr. Chandan Biswas	Dr. B.R.A.S. Mahavidyalaya	SACT-1	9732863018	[Signature]
4.	Dr. Sanjib Talukder	Sree Chaitanya Mahavidyalaya	Asst. Prof.	9883996720	[Signature]
5.	Kuntal Das	"	SACT	9732831448	[Signature]
6.	Subhankar Maitra	" SCM	Librarian & IQAC coordinator	9051577291	[Signature]
7.	Dr. Chandrasekhar Das	HMM College for Women	Asst. Prof.	9836374401	[Signature]
8.	Dr. Debasmita Bhat	"	SACT-I	9748897013	[Signature]
9.	Prosenjit Pramanick	P. N. Das College	Librarian	9474339614	[Signature]
10.	Gopal Ch. Das	P. N. Das College	Clerk	8001049990	[Signature]
11.	Gayatri Choudhury	"	Asst. Professor	8981031969	[Signature]
12.	Sanjit Paul	P. N. Das College	Guest	9038291161	[Signature]
13.	Dr. Rajan Singh Biswas	P "	Asst. Professor	6299809099	[Signature]
14.	Goutam Choudhary	P. N. Das College	Assistant Prof.	9830951995	[Signature]





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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. Haldia	Library Clerk	9735676714	Surya Kanta Saha
5.	UJJWAL DAS	DR. B.R.A.S.M., HALDIA	NTS	9732938632	Ujjwal Das
6.	DR. DIPK PANDA	Himal Malgundar Memorial College for Women	Assistant Professor	9830895965	Dr. Dipk Panda
7.	RITTIK CHATTERJEE	"	"	8902334017	Ritik Chatterjee
8.	Ria Saha	K.K.Das College	Library Clerk	7978915515	Ria Saha
9.	Sarat Kumar Purkait	Raidighi College	Associate Professor	9064874486	Sarat Kumar Purkait
10.	Dr. Arvinda Shaw	"	Assistant Professor	983110837	Dr. Arvinda Shaw
11.	Sankipada Jana	"	Head Clerk	7557045651	Sankipada Jana
12.	Sital Sing	"	Assistant Professor	9679926203	Sital Sing
13.	Dr. Hamid Iqbal	"	Assistant Professor	7595934767	Dr. Hamid Iqbal
14.	Ms. Rouf Molla	"	Accountant	7003042189	Rouf Molla

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1.	Dr. Parvina Mukherjee	Dr. B.R. Purkait Satabarshi Mahavidyalaya, Haldia	Asst. Prof.	9163314317	Dr. Parvina 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	Himal Malgundar Memorial College for Women	SACT I	7980588469	Debi Bhattacharya
5.	AATREYEE BHATTACHARYA	HMMCW	SACT I	8910583382	Aatreeye Bhattacharya
6.	BIDHAN BROYA	HMMCW	SACT	9331270389	Bidhan Broya
7.	DR. SONALI MUKHERJEE	Associate Prof, HMMCW	Associate Prof.	8967443448	Dr. Sonali Mukherjee
8.	Sanghamitra Pal	HMMCW	SACT	9874452646	Sanghamitra Pal
9.	Ratuparna Maity	H.M.H.C.W.	SACT	9836260703	Ratuparna Maity
10.	Sibi Pal	K.K. Das College	NTS	9339576910	Sibi Pal
11.	Pratibha Mondal	K.K. Das College	NTS	9830370739	Pratibha Mondal
12.	Sudip Manna	K.K. Das College	NTS	9903185217	Sudip Manna
13.	Soujan Pal	K.K. Das College	CNTS	9830998027	Soujan Pal
14.	Santanu Roy	K.K. Das College	NTS	7003301447	Santanu Roy



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SL No	Name of the Participant	Name of the Institution	Designation	Contact No.	Signature
1	Sibyenou Kayer	Muralidhar Girls College	Office Staff (Group - C)	9332384235	Gayer.
2	Rohan Kari	Muralidhar Girls College	Group - C	8017853065	[Signature]
3	Tapesh Kumar	P. N. Das college	Library Assistant	9432838440	[Signature]
4	Dr. Chandra Sekhar	P. N. Das College	Assistant Prof.	9883499698	[Signature]
5	DR. BABLU BISWAS	P. N. DAS COLLEGE	Assistant Prof	9732602851	[Signature]
6	Shilpa Das	A.M.M. College for women	N.T.S	7980708880	[Signature]
7	Anita Mondal	N.M.M. College for women	N.T.S	9879362721	[Signature]
8	Suraj Ali	Muralidhar Girls College	SACT-I	8961572476	[Signature]
9	Goutam Bhuiyan	P. N. Das College	Assistant Prof.	9830951495	G. Bhuiyan 17/05/25

## Sample Certificate:







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Sharmile S

Signature of the Principal