

**RE: (6.3.3.) PERCENTAGE OF TEACHING AND NON-TEACHING STAFF  
PARTICIPATING IN FDP OR OTHER PROFESSIONAL-DEVELOPMENT COURSES  
IN THE LAST 5 YEARS (2018-23)**

The following attachments are the items pertaining to the above, in order of listing:

1. Item 1: List of teaching staff on substantive posts against professional development courses attended between 2018 and 2023. (Pg. 2-15)
2. Item 2: Scanned copies of participation certificates. (Pg: 16-77)
3. Item 3: Abstract of IQAC resolution regarding the organization of training programmes by the institution. (Pg: 78)
4. Item 4: Particulars of training programmes organized by the institution: (Pg: 79-129)
  - a. Notices issued by the principal
  - b. Programme brochure
  - c. Sample certificate
  - d. List of participants

**FACULTY DEVELOPMENT PROGRAMMES (FDP), MANAGEMENT DEVELOPMENT PROGRAMMES (MDPS) PROFESSIONAL DEVELOPMENT /ADMINISTRATIVE TRAINING PROGRAMS ATTENDED BY TEACHERS ON SUBSTANTIVE POSTS**

<b>SR</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>DEPARTMENT</b>	<b>NAME OF PROGRAMME</b>	<b>ORGANIZER</b>	<b>FROM - TO</b>	<b>LENGTH (WEEKS)</b>
1.	Dr Abhisek Bhattacharya	Associate Professor	English	Refresher Course In English	UGC HRDC, North Bengal University	12/02/2021-25/02/2021	2
				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
2.	Prof. Amrita Sett	Assistant Professor	History	Faculty Induction Programme	UGC -HRDC, University Of Calcutta	16.11.21-17.12.21	4
				Refreshers Course In History	UGC-HRDC, Kumaun University	15.09.22-29.09.22	6
				Online Workshop On Revitalizing Lifestyle Through Yoga Practice”	Ramanujan College(PMMMTLC)	04 – 18 October, 2021	2
				Online One Week Faculty Development	Ramanujan College(PMMMTLC)	06 – 12 November, 2021	1

				Programme On E-Content Development: Concepts And Tools”			
				Online One Week Faculty Development Programme On “Academic Research Writing”	Ramanujan College(PMMMTLC)	31 December, 2021 – 06 January, 2022	1
				2-Week Faculty Development Programme On "Research Methodology"	Ramanujan College(PMMMTLC)	October 01- October 15, 2020	2
				UGC Sponsored “ Online Workshop On Nep - 2020: Equity And Inclusion”	Organized By UGC – Human Resource Development Centre, Gujarat University, Ahmedabad.	11.05.22	1 day
				UGC Sponsored “ Online Workshop On Nep - 2020: Multidisciplinary & Holistic Education”	Organized By UGC – Human Resource Development Centre, Gujarat University, Ahmedabad.	21.04.22	1 day
				UGC Sponsored Webinar On “Yoga For Wellness” .	UGC-HRDC ,Madurai Kamraj University	04th September 2021	1 day
				UGC-Sponsored Webinar On Professional Ethics For Teachers .	Bharathidasan University	16.08.2021	1 day

				UGC-Sponsored Webinar On Research And Publication Ethics	Bharathidasan University	28.08.21	1 day
				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
3.	Dr. Debarati Das	Assistant Professor	Economics	UGC-Sponsored Refresher Course In Economics	Goa University	01-11-2022 – 14-11-2022	2
				A 4-Week Induction Programme For "Faculty In Universities/ Colleges/ Institutes Of Higher Education"	Teaching Learning Centre, Ramanujan College, University Of Delhi (PMMMTLC)	19-6-2021 To 18-7-2021	4
				Faculty Induction Programme	Aligarh Muslim University	17/07/2021- 24/08/2021	5
				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1



				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
4.	Prof. Dhiren Mandi	Assistant Professor	Sanskrit	Faculty Induction Programme	UGC-HRDC, Jadavpur University	22/02/2021- 27/03/2021	4
				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Refresher Course In Sanskrit	UGC-HRDC, Jadavpur University	01/02/2022- 15/02/2022	2
5.	Dr. Koustav Roy	Assistant Professor	Commerce	Workshop On “Online Course Design,	UGC-HRDC, University Of Hyderabad	07/05/2020 – 09/05/2020	3 days

				Development And Delivery			
				Indian Accounting Association, NCR Chapter data Analysis For Research In Social Sciences	Ramanujan College(PMMMTLC)	17/06/2020 – 30/06/2020	2
				Research Methodology	IARA	06/04/2020 – 12/04/2020	1
				4-Week Induction	Ramanujan College(PMMMTLC)	04/06/2020 – 01/07/ 2020.	4
				Two-Day Workshop Time Series & Panel Data Analysis	IAA	18/08/2020 – 19/08/2020	2 days
				One Day National Level E-Workshop National Digital Library	IIT Kharagpur	24/07/2020	1
				Refresher Course On Management And Commerce Held During	UGC-HRDC, University Of Hyderabad	14.09.2020 – 26.09.2020	2
				‘Changing Landscapes In Business, Finance And Economy: A Global Perspective	SKBU	28/11/2020 – 29/11/2020	2 days
				“National Education Policy 2020”,	KIIT	28/08/2020 – 30/08/ 2020	3 days
				Faculty Induction Programme	UGC-HRDC, AMU	13/11/2021 – 17/12/2021	5
				Refresher Course On Research	UGC-HRDC, Hyderabad University	9/05/2022 – 21/05/ 2022	2

				Methodology For Faculty Of Social Sciences Organized By The Human Resource Development Centre, University Of Hyderabad			
				Elementary FDP on "Emerging Financial Management And Accounting Techniques"	Burdwan University	21/09/2021 – 25/09/2021	5 days
				Two Week Interdisciplinary Refresher Course On Curriculum And Pedagogy Organized By Teaching Learning Centre, Tezpur University During 07-20 June 2023.	PMMMTLC, Tezpur University	07/06/2023 – 20/6/2023	2
				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1

				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
6.	Dr. Paulami Guha Biswas	ASSISTANT PROFESSOR	English	Certificate Course On Mentoring And Basic Counselling	Samagra, BJES, Bangalore	09 Nov 2023 – 1 Feb 2024	10
				IPR Awareness/Training Program	Controller General Of Patents, Designs And Trade Marks, Intellectual Property India And St Joseph's College Of Commerce(Autonomous), Bengaluru	14 Feb 2023	1 day
				FDP: Empowerment Through NLP	St. Joseph's College Of Commerce, Bangalore	23–24 Jun 2023	2 days
				One Day National Web Workshop On From Rupture To Repair: Proposal Of A Model For The Study Of Trauma Literature	Department Of English, Sri Krishna Arts And Science College, Coimbatore, Tamil Nadu.	19 May 2020	1 day
				FDP – New Paradigms In English Teaching And Learning	Department Of Humanities, St. Claret College, Bangalore.	16-21 Aug 2021	1 day
				FDP: Role Of Teachers In Enhancing Academic And Institutional Excellence	IQAC, Kristu Jayanti College, Bangalore.	12-13 Jun 2018	2 days
				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1

				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
7.	Prof. Rajat Hembram	Assistant Professor	Bengali	Faculty Induction Programme	UGC - HRDC, Aligarh Muslim University	22/08/2022-24/09/2022	4
				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
8.	Prof. Sadiya Pravin	Assistant Professor	Hindi	Faculty Induction Programme	UGC - HRDC, University Of Mumbai	27/11/2021-29/12/2021	4
				Refresher Course In Research Methodology (Id)	UGC -HRDC, University Of Lucknow	16/08/2022-30/08/2022	2

				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
9.	Dr. Sandip Tah	Assistant Professor	Geography	FDP on Advanced Tools In Research	Mata Gujri College, Fategarh Sahib	18/01/2021- 25/01/2021	1
				Refresher Course In Gender Sensitization	UGC-HRDC, Osmania University, Hyderabad	27/7/2020- 08/08/2020	2
				STC On Research Methodology In Arts And Social Sciences	UGC-HRDC, Osmania University, Hyderabad	29/6/2020- 04/7/2020	1
				STC On Renewable Energy	UGC-HRDC, Osmania University, Hyderabad	18/6/2020- 20/6/2020	3 days
				UGC-Stride Online Lecture Series	Shivaji University, Kolhapur	01/2/2021- 03/2/2021	3 days
				Online Workshop On Innovative Research Trends In Contemporary Geography	East Calcutta Girls College, Kolkata	06/7/2020- 12/7/2020	1
				Refresher Course In Teacher Education	UGC-HRDC, Amu, Aligarh	21/8/2021- 04/9/2021	2

				Refresher Course On Geography And Development Studies	UGC-HRDC, Dr Harisingh Gour University, Sagar, MP	09/11/2022- 22/11/2022	2
				FDP on Capacity Building For Teachers On 21st Century Managerial Skills	Cambridge Institute Of Technology, Ranchi, Jharkhand	07/3/2022- 12/03/2022	1
				Online Training Programme On Disaster Management In Mountain Areas With Special Reference To Kashmir Himalaya	National Institute Of Disaster Management, Govt. Of India, New Delhi	11/11/2020- 13/11/2020	3 days
				National Workshop On Research Methodology	Gssdgs Khalsa College, Patiala	22/02/2021- 27/02/2021	6 days
				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1

10.	Prof. Shubhalaksmi Raychowdhury	Assistant Professor	Political Science	Faculty Induction Programme	UGC HRDC, Aligarh Muslim University	8/02/2022-12/03/2022	4
				Faculty Development Programme	Teaching Learning Centre, Ramanujan College, University Of Delhi	1/07/2023-7/07/2023	1
				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
11.	Dr. Sumita Mandal	Associate Professor	Sanskrit	UGC-Sponsored Inter/Multi-Disciplinary Refresher Course In “Research Methodology” (2020 – 2021) [Online Courses]	UGC HRDC Ranchi University	02-09-2020 To 15-09-2020	2
				UGC-Sponsored Short Term Course On Research Methodology In Social Sciences & Humanities (Online)	UGC HRDC Doctor Harisingh Gour Vishwavidyalaya, Sagar, Madhya Pradesh	21-10-2020 To 27-10-2020	1



				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
12.	Prof. Tapas Ghosh	Assistant Professor	Philosophy	Faculty Induction Programme	UGC-HRDC, Ranchi University	03/12/2021- 30/12/2021	4
				Refresher Course In Philosophy	UGC-HRDC, Jawaharlal Nehru University	09/01/2023- 21/01/2023	2
				Workshop	West Bengal State University	18/03/2021- 25/03/2021	1
				Workshop	Yogoda Satsanga Palpara Mahavidyalaya	23/08/2021- 29/08/2021	1
				Induction/ Orientation Programme	Ramanujan College (University Of Delhi)	01/09/2020- 30/09/2020	4
				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication	Khandra College, KNU	02/01/2020 - 08/01/2020	1

				Training Programme			
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
13	Dr. Tushnim Gangopadhyay	Assistant Professor	English	Third Online One Month Faculty Induction Programme	UGC-HRDC, Jamia Milia Islamia, New Delhi	28/12/2020 - 02/02/2021	5
				Refresher Course In English	UGC-HRDC, University Of Mumbai, Maharashtra	18/10/2021 - 30/10/2021	2
				Inter/Multi-Disciplinary Refresher Course	UGC-HRDC, Ranchi University, Jharkhand	10/08/2023 - 23/08/2023	2
				6 Days Training Programme Of Indian Knowledge System (IKS) In Collaboration With IKS Division Of Ministry Of Education, New Delhi	UGC-HRDC, Banaras Hindu University, Varanasi	20/10/2023 - 02/11/2023	1
				The 6 Principles For The Exemplary Teaching Of English Learners: TESOL Modules 1-6	TESOL International Association, U.S. Department Of State	06/09/2023 - 05/12/2023	12
14.	Dr. Uday Sardar	Assistant Professor	Bengali	Faculty Induction Programme	UGC -HRDC, Aligarh Muslim University	06/02/2023 - 14/03/2023	5
				Refresher Course In Bengali	UGC -HRDC, University Of North Bengal	24/08/2023 - 07/09/2023	2

				Practical Training in Office Suit	Khandra College, KNU	10/05/2023 – 16/05/2023	1
				Yoga and Mental Health Training Programme	Khandra College, KNU	15/12/2021 - 21/12/2021	1
				Basic Communication Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1
				Computer Basics Training Programme	Khandra College, KNU	02/01/2020 - 08/01/2020	1

# UNIVERSITY GRANTS COMMISSION

HUMAN RESOURCE DEVELOPMENT CENTRE



समानो मन्तः समितिः समानी

UNIVERSITY OF NORTH BENGAL

(ACCREDITED BY NAAC WITH GRADE A)

RAJA RAMMOHUNPUR, DARJEELING


**UGC SPONSORED REFRESHER COURSE**


*Certificate of Participation*


***This is to certify that***

*Dr. Abhisek Bhattacharya, Assistant Professor of English, Khandra College, Paschim Bardhaman, West Bengal, participated in the Refresher Course on English from February 12, 2021 to February 25, 2021 and obtained Grade A+*

DATE: 25.02.2021  
NBU, DARJEELING

  
COURSE COORDINATORS  
(PROF. SUMIT RAY & DR. ZINIA MITRA)

  
PROFESSOR -DIRECTOR  
(DR. ANJAN CHAKRABARTI)

  
VICE-CHANCELLOR  
(DR. SUBIRES BHATTACHARYYA)

The grades are defined as follows:

A+: 85% and above; A: 70% to less than or equal to 84%; B: 60% to less than or equal to 69%; C: 50% to less than or equal to 59%; F: Below 49%.

Those teacher participants who get F grades are required to repeat the programme after a gap of one year without financial commitment to UGC-HRDC.

**University Grants Commission**  
**HUMAN RESOURCE DEVELOPMENT CENTRE**  
**Kumaun University, Nainital, Uttarakhand, India**

**UGC - Sponsored Refresher Course**  
*Online Mode*

This is to certify that

Mrs. Amrita Sett Assistant Professor  
(Name of the participant) (Designation)  
Khandra College Khandra, West Bengal  
(College /University) (Place)

Affiliated to Kazi Nazrul University

participated in the Refresher Course in the Subject History

from 15/09/2022 to 29/09/2022 and obtained Grade "A+"

  
Director

  
Coordinator

  
Registrar/Vice-Chancellor



Teaching Learning Centre, Ramanujan College  
University of Delhi

under the aegis of  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
PANDIT MADAN MOHAN MALAVIYA NATIONAL MISSION ON TEACHERS AND TEACHING



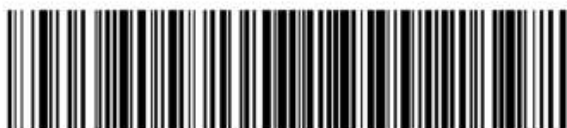
*This is to certify that*

**Mrs. Amrita Sett, Assistant Professor**

*of*

**Department of History, Khandra College, West Bengal**

successfully completed a 2-Week Faculty Development Programme on  
"RESEARCH METHODOLOGY"  
from October 01- October 15, 2020 and obtained a  
grade **A+**



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**Dr. S.P. AGGARWAL**  
Director, TLC  
Principal, Ramanujan College

**Mr. Sahil Pathak**  
Convenor  
Ramanujan College





**UNIVERSITY GRANTS COMMISSION**  
Human Resource Development Centre (HRDC)  
**UNIVERSITY OF CALCUTTA**



**UGC-SPONSORED FACULTY INDUCTION PROGRAMME**

*This is to certify that*  
**Mrs. Amrita Sett**  
*Assistant Professor*  
*Khandra College*  
*Paschim Bardhaman*  
*affiliated to Kazi Nazrul University*  
*participated in the Faculty Induction Programme (FIP)-5*  
*from 16<sup>th</sup> November to 17<sup>th</sup> December 2021*  
*and obtained Grade 'A'*

Director

Coordinator

Registrar / Vice Chancellor

Note: The grades should be as follows: A+: 85 percent and above | A: 70 percent to less than or equal to 84 percent | B: 60 percent to less than or equal to 69 percent  
C: 50 percent to less than or equal to 59 percent | F: Below 49 percent



Teaching Learning Centre, Ramanujan College  
University of Delhi  
in collaboration with  
DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS SCIENCES  
under the aegis of  
MINISTRY OF EDUCATION  
PANDIT MADAN MOHAN MALAVIYA NATIONAL MISSION ON TEACHERS AND TEACHING



This is to certify that  
**AMRITA SETT**  
of  
Khandra College  
has successfully completed online two-week workshop on  
“REVITALIZING LIFESTYLE THROUGH YOGA PRACTICE”  
from 04 – 18 October, 2021



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Prof. S. P. Aggarwal  
(Principal & Director)  
TLC, Ramanujan College

Dr. Shikha Sharma  
(Convenor)  
Ramanujan College

Dr. Anupam Kumar  
(Convenor)  
Ramanujan College





Teaching Learning Centre, Ramanujan College  
University of Delhi  
under the aegis of  
MINISTRY OF EDUCATION  
PANDIT MADAN MOHAN MALAVIYA NATIONAL MISSION ON TEACHERS AND TEACHING



This is to certify that

**AMRITA SETT**

of

DEPARTMENT OF HISTORY, KHANDRA COLLEGE, WEST BENGAL  
has successfully completed Online one week Faculty Development Programme on  
**"E-Content Development: Concepts and Tools"**  
from 06 – 12 November, 2021 and obtained  
Grade A+.



Blockchain Hash: [0x66340ec7514eaf8bf0cab25b0c5427e76265c7c67fa9704c98b007f9fe50926a](https://www.blockchain.com/transaction/0x66340ec7514eaf8bf0cab25b0c5427e76265c7c67fa9704c98b007f9fe50926a)

Prof. S. P. Aggarwal  
(Principal & Director)  
TLC, Ramanujan College

Ms. Shipra Yadav  
(Convenor)  
Ramanujan College



Teaching Learning Centre, Ramanujan College  
University of Delhi

in collaboration with  
INTERNAL QUALITY ASSURANCE CELL,  
SHAHEED BHAGAT SINGH COLLEGE (E) UNIVERSITY OF DELHI  
under the aegis of  
MINISTRY OF EDUCATION  
PANDIT MADAN MOHAN MALAVIYA NATIONAL MISSION ON TEACHERS AND TEACHING



This is to certify that

**AMRITA SETT**

of

**KHANDRA COLLEGE, WEST BENGAL**

has successfully completed online one week Faculty Development Programme on

**"Academic Research Writing"**

from 31 December, 2021 – 06 January, 2022

and obtained Grade B+.



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Prof. S. P. Aggarwal  
(Principal & Director)  
TLC, Ramanujan College

Prof. Sudhir Kumar Sinha  
(Principal)  
S. B. Singh College (E)

Dr. Amrita Kaur  
(Course Coordinator)  
S. B. Singh College (E)

Mr. Saurabh Dubey  
(Convenor)  
S. B. Singh College (E)



UGC-HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)  
GUJARAT UNIVERSITY, AHMEDABAD-380009



# CERTIFICATE

## OF PARTICIPATION

This is to certify that Amrita Sett

has participated in the UGC Sponsored “Online Workshop on NEP - 2020:  
Equity and Inclusion” organized by UGC – Human Resource Development Centre,  
GUJARAT UNIVERSITY, Ahmedabad.

11th May, 2022

Date

HRDC/2223/WSNEI/03



Prof (Dr) Jagdish Joshi  
Professor-Director

UGC-Human Resource Development Centre  
Gujarat University Ahmedabad





UGC-HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)  
GUJARAT UNIVERSITY, AHMEDABAD-380009



# CERTIFICATE

## OF PARTICIPATION

This is to certify that Amrita Sett

has participated in the UGC Sponsored **“Online Workshop on NEP - 2020: Multidisciplinary & Holistic Education”** organized by UGC – Human Resource Development Centre, GUJARAT UNIVERSITY, Ahmedabad.

21st April, 2022

Date

HRDC/2223/WSNMHE/05



Prof (Dr) Jagdish Joshi  
Professor-Director

UGC-Human Resource Development Centre  
Gujarat University Ahmedabad





UGC- HUMAN RESOURCE DEVELOPMENT CENTRE  
MADURAI KAMARAJ UNIVERSITY  
(Re-accredited by NAAC with "A++" Grade in the 4<sup>th</sup> Cycle)  
MADURAI-625021



*CERTIFICATE OF PARTICIPATION*

This is to certify that **AMRITA SETT**, Assistant Professor,  
DEPARTMENT OF HISTORY, KHANDRA COLLEGE,  
PASCHIM BARDHAMAN, WEST BENGAL-713363 has  
participated in the UGC Sponsored Webinar on "**Yoga for  
Wellness**" on 04<sup>th</sup> September 2021.

*K. Ravichandran*  
Dr.K.Ravichandran  
Director i/c

E-Certificate No. : ugchrdc\_webinar\_yw\_233





UNIVERSITY GRANTS COMMISSION  
HUMAN RESOURCE DEVELOPMENT CENTRE



**BHARATHIDASAN UNIVERSITY**

Accredited with 'A+' Grade by NAAC in the Third Cycle

TIRUCHIRAPPALLI - 620 023, TAMIL NADU

**UGC-Sponsored Webinar**

**on**

**PROFESSIONAL ETHICS FOR TEACHERS**

## Certificate of Participation

*This is to certify that*

**AMRITA SETT**

Assistant Professor  
Department of History  
Khandra College  
Paschim Bardhaman, West Bengal

*participated in the  
UGC-Sponsored Webinar*

**on**

**PROFESSIONAL ETHICS FOR TEACHERS**

**on 16.08.2021.**



**Dr. S. SENTHILNATHAN**  
Director (FAC)



UNIVERSITY GRANTS COMMISSION  
HUMAN RESOURCE DEVELOPMENT CENTRE



**BHARATHIDASAN UNIVERSITY**

Accredited with 'A+' Grade by NAAC in the Third Cycle

TIRUCHIRAPPALLI - 620 023, TAMIL NADU

**UGC-Sponsored Webinar**

**on**

**RESEARCH AND PUBLICATION ETHICS**

## *Certificate of Participation*

*This is to certify that*

**AMRITA SETT**

Assistant Professor  
Department of History  
Khandra College

Khandra, Paschim Bardhaman, West Bengal

*participated in the*

***UGC-Sponsored Webinar***

***on***

***RESEARCH AND PUBLICATION ETHICS***

***on 28.08.2021.***



**Dr. S. SENTHILNATHAN**  
Director (FAC)









UNIVERSITY GRANTS COMMISSION  
HUMAN RESOURCE DEVELOPMENT CENTRE  
**GOA UNIVERSITY**



**UGC – SPONSORED REFRESHER COURSE IN  
ECONOMICS (ONLINE)**

This is to certify that Dr. Debarati Das, Assistant Professor from Khandra College, West Burdwan affiliated to Kazi Nazrul University, West Bengal participated in the Refresher Course in Economics (Online) held from 01-11-2022 to 14-11-2022 and has obtained 'A' grade.

**Director  
UGC-HRDC**

**Course Coordinator**

**Vice-Chancellor  
Goa University**

Date: 14.11.2022

Certificate Number: 20210921219



## International Workshop on Advance Statistical Data Analysis Using SPSS



Organized by

# Science Tech Institute, Lucknow

(RUN by: Manraj Kuwar Singh Educational Society)

(Registered by : Govt. of UP & Ordinance No. 21 of 1860 Reg. No. LUC/03140/UP, India)

(Registered by : Govt. Of India, NITI Aayog, Reg. No.UP/2019/0248444 )

Sept 21-27, 2021

### *Certificate for Appreciation*

This is to Certify that **Dr. Debarati Das**, Assistant Professor, Economics, Khandra College has successfully completed **International Workshop on Advance Statistical Data Analysis Using SPSS**, organised by Science Tech Institute, Lucknow, UP India during Sept 21-27, 2021. His/her attendance was 75-100 percent in live class

**Prof. R. K. Shukla**  
Workshop Convenor  
University of Lucknow  
Lucknow, UP, India

**Dr. Abdul Quayoum**  
Principal,  
AIDC, Lucknow  
UP, India

**Dr. Dilshad Ahmad Ansari**  
Co- Convenor  
AIDC, Lucknow  
UP, India

**Mrs. Shweta Singh**  
Chairman  
MKSES, Lucknow  
UP, India



UNIVERSITY GRANTS COMMISSION  
Human Resource Development Centre (HRDC)

Certificate Number: RCSAN/21-22/C-13

Jadavpur University  
Kolkata



UGC-Sponsored Refresher Course

This is to certify that

Dhiren Mandi.....Assistant Professor I.....  
(Name of the Participant) (Designation)  
Khandra College.....Paschim Bardhaman.....affiliated to Kazi Nazrul.....  
(College/ University) (Place)

University, has participated in the Refresher Course entitled "Sanskritic Literature: An Ocean of Eternal Wisdom"

(Subject: Sanskrit) from 1st February 2022 to 15th February 2022 and obtained Grade A.....

  
Director

Shri K. Mahata Shikhi Bora  
Course Coordinator(s)

  
Vice-Chancellor / Registrar

Date: 15th February 2022

UNIVERSITY GRANTS COMMISSION  
Human Resource Development Centre (HRDC)  
Jadavpur University  
Kolkata



UGC Sponsored Faculty Induction Programme (Guru Dakshta)

This is to certify that

**Dhiren Mandi**

(Name of the Participant)

**Assistant Professor I**

(Designation)

**Khandra College Khandra,**

(College / University)

**Paschim Bardhaman** affiliated to


(Place)

**Kazi Nazrul**

University, has participated in 3<sup>rd</sup> Faculty Induction Programme from 22<sup>nd</sup> February 2021 to 27<sup>th</sup> March 2021 and obtained

Grade **A**

  
Director

  
Coordinator (s)

  
Vice-Chancellor / Registrar

Date: 27<sup>th</sup> March 2021





## Certificate of Completion



Ministry of  
Education

Pandit Madan Mohan Malaviya National  
Mission on Teachers and Teaching

This is to certify that  
**DR. KOUSTAV ROY,**  
**Assistant Professor, Khandra College**

has completed the online two week **Interdisciplinary Refresher Course on Curriculum and Pedagogy**  
organized by Teaching Learning Centre, Tezpur University during **07-20 June 2023.**

**Grade obtained: A+**

*This program is to be considered for fulfillment of the requirements as laid down in Career Advancement Scheme [Clause 18.0 (ix)] of UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018.*

  
(Prof. Subhrangshu Sekhar Sarkar)  
Director  
Teaching Learning Centre

  
(Dr. Biren Das)  
Registrar  
Tezpur University

Certificate Reference No:  
**TLC/TU/IDRC/2023/241**

Teaching Learning Centre, Tezpur University is a Centre of Excellence in Curriculum and Pedagogy established in 2016  
under PMMMNMTT Scheme, Ministry of Education, Government of India



E-Certificate No.

S. No./21-22/FIP-III-74



# University Grants Commission

Human Resource Development Centre (HRDC)

Aligarh Muslim University, Aligarh

## UGC Sponsored Online Faculty Induction Programme

### THIS IS TO CERTIFY THAT

Mr./Ms./Mrs./Dr. **KOUSTAV ROY**, Assistant Professor, Department of Commerce, Khandra College, Khandra, Paschim Bardhaman (WB) (Kazi Nazrul University, Asansol) participated in the On-Line **Faculty Induction Programme** from **13 November 2021** to **17 December 2021** organized by UGC Human Resource Development Centre, Aligarh Muslim University, Aligarh and obtained Grade- 'A'.

*Faiza A blasi*

Course Coordinator / Director

*Shisir*

Registrar





# INDIAN ACADEMIC RESEARCHERS ASSOCIATION

TIRUCHIRAPPALLI, TAMIL NADU, INDIA - 620021

IN ASSOCIATION WITH INDIAN ACCOUNTING ASSOCIATION (TIRUCHIRAPPALLI BRANCH)

## *Certificate of Course Completion*

This certificate is to Koustav Roy of

Khandra College.Khandra.Paschim Burdhaman.West Bengal.India.

participated and successfully completed with the grade **A** in the ONE WEEK  
ONLINE COURSE ON **RESEARCH METHODOLOGY FOR SOCIAL SCIENCE** held on  
6<sup>th</sup> to 12<sup>th</sup> April 2020.

Course Director  
(Dr. Pranam Dhar)

Course Coordinator  
(Dr. C. Paramasivan)



Ministry of Human Resource  
Development



Ministry of Human Resource Development  
Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching  
*Teaching Learning Centre*  
*Ramanujan College*  
(University of Delhi)  
and

*Indian Accounting Association, NCR Chapter*

14 Days National Faculty Development Programme  
On

Data Analysis for Research in Social Sciences  
(17th - 30th June, 2020)

### *Certificate*

This is to certify that **Koustav Roy**  
of **Khandra College** has participated and successfully completed  
14 Days National Faculty Development Programme



(Dr. S.P. Aggarwal)  
Principal,  
Director TLC  
Ramanujan College, DU

(Dr. J. L. Gupta)  
Secretary, IAA, NCR Chapter  
Member, Executive Council,  
University of Delhi





Teaching Learning Centre, Ramanujan College  
University of Delhi

under the aegis of  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
PANDIT MADAN MOHAN MALAVIYA NATIONAL MISSION ON TEACHERS AND TEACHING



*This is to certify that*

**KOUSTAV ROY**

*of*

**KHANDRA COLLEGE**

successfully completed a 4-Week Induction/Orientation Programme for  
"Faculty in Universities/Colleges/Institutes of Higher Education"  
*from June 04 - July 01, 2020* and obtained  
grade **A**



[Blockchain Hash: 0xdf7852225964b388fab11ed52774e8133353ae33b397603acf4ab429d8451bc8](#)

**Dr. S.P. AGGARWAL**  
Director, TLC  
Principal, Ramanujan College

**Dr.K.Latha**  
Programme Director  
Ramanujan College



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE**  
**UNIVERSITY OF HYDERABAD**  
**HYDERABAD-500 046**



**CERTIFICATE OF PARTICIPATION**

This is to certify that **Mr. KOUSTAV ROY, Assistant professor** in **Department of Commerce,**  
**Khandra College P.O : Khandra P.S : Andal Pin - 713363 (District : Paschim Bardhaman**  
**(Burdwan)) West Bengal, India** has successfully completed **THREE DAY ONLINE WORKSHOP ON**  
***“Online Course Design, Development and Delivery”*** organized by Human Resource Development  
Centre , University of Hyderabad during **May, 7-9, 2020.**

Certificate Id: **8-18-4-3-2020-431**

  
**Prof. Y. Narasimhulu**  
**Co-ordinator & Director**

INTERNATIONAL WEBINAR ON  
NATIONAL EDUCATION POLICY-2020



**Kalinga Institute of Industrial Technology (KIIT)**  
Deemed to be University U/s 3 of UGC Act, 1956  
Bhubaneswar-751024, Odisha

**Certificate of Participation**

This is to Certify that Mr. Koustav Roy of Khandra College  
has participated in the International Webinar on **"NATIONAL  
EDUCATION POLICY 2020"** during 28th – 30th August, 2020,  
organized by KIIT Deemed to be University.

  
Prof. Jayanta K. Parida  
Director, KSCE  
Organizing Secretary

  
Prof. Sasmita Samanta  
Pro-Vice Chancellor  
Organizing Chair

  
Prof. Hrushikesh Mohanty  
Vice-Chancellor  
Patron





# UGC-HUMAN RESOURCE DEVELOPMENT CENTRE UNIVERSITY OF HYDERABAD

Hyderabad - 500 046



## CERTIFICATE OF PARTICIPATION

This is to certify that **Mr. Koustav Roy**, Assistant Professor in **Commerce**, Khandra College, Paschim Bardhaman, West Bengal has successfully completed two weeks online **Refresher Course on Management and Commerce** organized by the Human Resource Development Centre, University of Hyderabad from 14<sup>th</sup> to 26<sup>th</sup> September, 2020 and obtained grade 'A'.

Dr. Irala L. Reddy  
Course Coordinator

Prof. Y. Narasimhulu  
Director

Certificate ID: HRDCRCMC100

**Grade 'A+'**  
85% and above

**Grade 'A'**  
84% to 70%

**Grade 'B'**  
69% to 60%

**Grade 'C'**  
59% to 50%

**Grade 'F'**  
less than 49%



**INDIAN ACCOUNTING ASSOCIATION (IAA)**  
**BHUBANESWAR BRANCH, ODISHA**

Two-Day Workshop  
on  
**TIME SERIES & PANEL DATA ANALYSIS**  
18<sup>th</sup> & 19<sup>th</sup> August 2020

**Certificate of Participation**

*This is to certify that Mr. Koustav Roy of Dept. of Commerce,  
Khandra college has successfully completed Two-day Workshop  
on “Time Series and Panel Data Analysis” on 18<sup>th</sup> & 19<sup>th</sup> August  
2020 organized by Indian Accounting Association, Bhubaneswar  
Branch, Odisha.*

**Prof. R K Bal**  
**President,**  
**IAA, Bhubaneswar Branch**

**Dr. R K Swain**  
**Secretary,**  
**IAA, Bhubaneswar Branch**

No: ATAL/2021/1621910642



## ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Nelson Mandela Marg, Vasant Kunj, New Delhi – 110 070

### AICTE Training and Learning (ATAL) Academy

## *Certificate*

This is certified that **KOUSTAV ROY**, Assistant Professor of **Khandra college** participated & completed successfully AICTE Training And Learning (ATAL) Academy **Online Elementary** FDP on "**Emerging Financial Management and Accounting Techniques**" from **21/09/2021** to **25/09/2021** at **The University of Burdwan**.

Advisor-I, ATAL Academy  
Mamta Rani Agarwal



Coordinator





# UGC-HUMAN RESOURCE DEVELOPMENT CENTRE UNIVERSITY OF HYDERABAD

Hyderabad - 500 046



## CERTIFICATE OF PARTICIPATION

This is to certify that Dr. Koustav Roy, Assistant Professor in Commerce, Khandra College, Khandra, Pashchim Bardhaman, WB has successfully completed two weeks online **Refresher Course on Research Methodology for faculty of Social Sciences** organized by the Human Resource Development Centre, University of Hyderabad from 9<sup>th</sup> to 21<sup>st</sup> May, 2022 and obtained grade 'A'.

Pr  ar  
Course Coordinator

Certificate ID: HRDCRCRM16

  
Director

**Grade 'A+'**  
85% and above

**Grade 'A'**  
84% to 70%

**Grade 'B'**  
69% to 60%

**Grade 'C'**  
59% to 50%

**Grade 'F'**  
less than 49%

## Two-day International e-Conference

on

**'Changing Landscapes in Business, Finance and Economy: A Global Perspective'**

*Organised by*

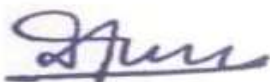
**Department of Commerce in Collaboration with IQAC**

**Sidho-Kanho-Birsha University, Purulia, West Bengal, India**

**Date: November 28-29, 2020**

### Certificate of Participation

This is to certify that **Mr. Mr. Koustav Roy** of **Khandra college, Khandra, WB, India** has participated in the 'Two-day International e-Conference on CLBFEGP' organised by Department of Commerce in collaboration with IQAC, SKBU, Purulia, West Bengal, India during November 28-29, 2020.



**Prof. Dipak Kumar Kar**  
Hon'ble Vice-Chancellor



**Prof. Dhananjoy Rakshit**  
Chairman & Director, IQAC



**Prof. Pradipta Banerjee**  
Convenor





ONE DAY NATIONAL LEVEL E-WORKSHOP  
AWARENESS PROGRAMME ON  
NATIONAL DIGITAL LIBRARY OF INDIA



Organized by

Department of Library and IQAC of Vijaygarh Jyotish Ray College, Kolkata

In Collaboration with

National Digital Library of India, IIT Kharagpur

CERTIFICATE OF PARTICIPATION

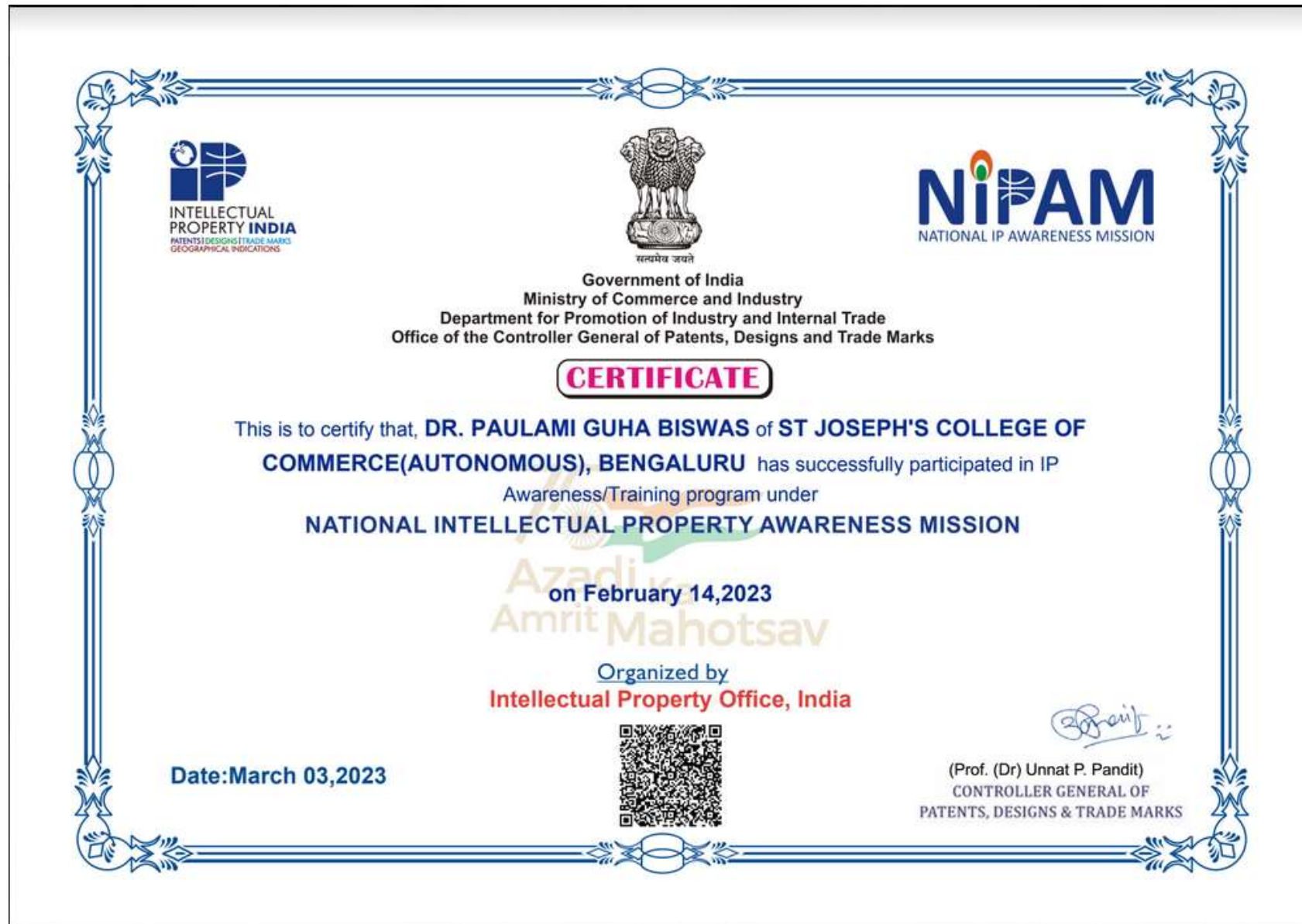
This is to certify that *Houstav Roy, Assistant professor* of *Khandra college* had  
Participated in One Day National Level e-Workshop on "Awareness Programme on National  
Digital Library of India" of 2 hrs. duration on 24<sup>th</sup> of July, 2020 at 4.00 PM.

Convener  
Librarian, VJRC, Kolkata

Coordinators of IQAC  
VJRC, Kolkata

Principal  
VJRC, Kolkata

Chief Operating Officer  
NDLI, IIT, Kharagpur







## SRI KRISHNA ARTS & SCIENCE COLLEGE

(An Autonomous College, Affiliated to Bharathiar University)  
Kuniamuthur, Coimbatore - 641008



### *Certificate of Appreciation*

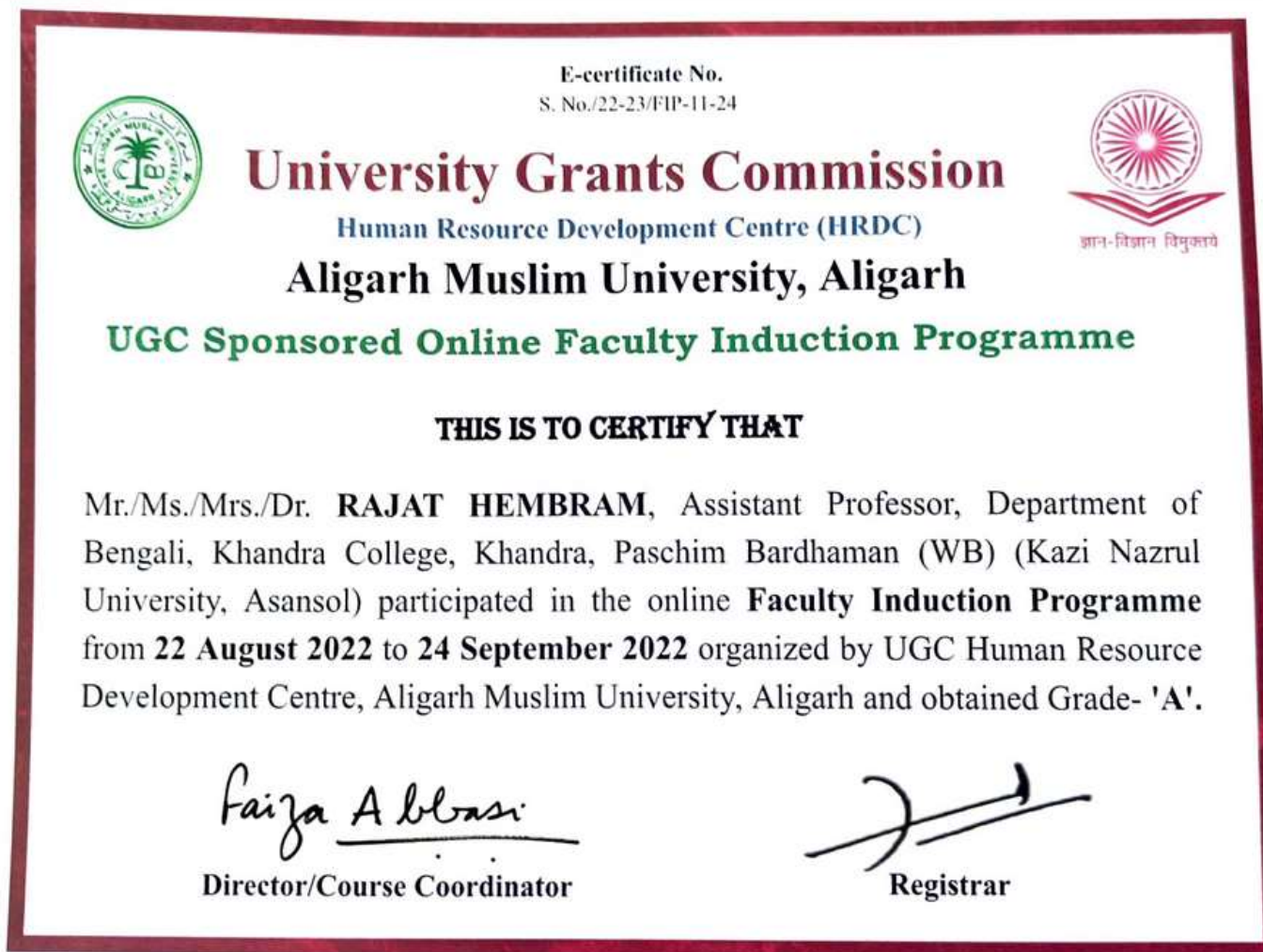
This Certificate is proudly presented to Dr. Paulami Guha Biswas, Assistant Professor, AIESR, Amity University for successfully completing the **One Day National Web Workshop** on *From Rupture to Repair: Proposal of a Model for the Study of Trauma Literature* on 19/05/2020 hosted by the **Department of English, Sri Krishna Arts and Science College**, Coimbatore, Tamil Nadu.

Dr. S. HENRY KISHORE  
HOD, English

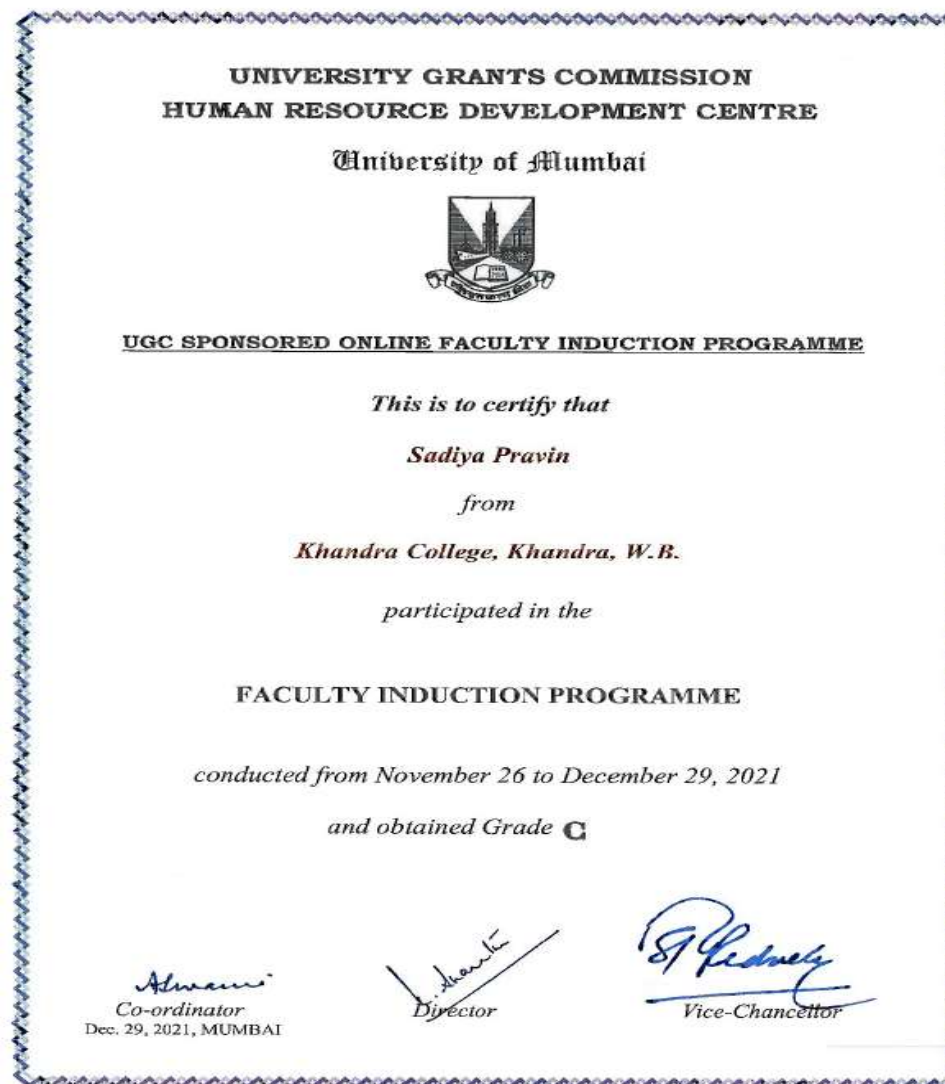


Certificate ID:  
OLYDEW-GE000367

Dr. P. BABY SHAKILA  
Principal



8. Dr. Sadiya Pravin





CERTIFICATE  
OF PARTICIPATION

# University Grants Commission Human Resource Development Centre (HRDC)



UNIVERSITY OF LUCKNOW

UGC Sponsored Refresher Course

This is to certify that Dr./Mr./Ms. Sadiya Pravin Asst. Prof.  
(Name of Participant) (Designation)

Deptt. of Hindi, Khandwa College, Paschim Bardwan (WB)  
(College/University) (Place)

affiliated to Kazi Nazrul University  
University

participated in the Refresher Course in the Subject Research Methodology (WB)

from Aug 16, 2022 to Aug 30, 2022 and obtained grade A

Kamal

Sadiya Pravin

J.K. Kumar

[Signature]

Director

Coordinator

Registrar/Secretary





# MATA GUJRI COLLEGE FATEGARH SAHIB

AN AUTONOMOUS COLLEGE

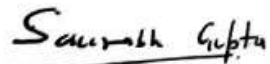
RE-ACCREDITED WITH 'A' GRADE BY NAAC  
COVERED UNDER "STAR COLLEGE SCHEME" OF DBT, MINISTRY OF SCIENCE & TECHNOLOGY, GOI


## ONE WEEK FACULTY DEVELOPMENT PROGRAMME on ADVANCE TOOLS IN RESEARCH

### **CERTIFICATE OF PARTICIPATION**

This is to certify that Mr/Ms..... Dr. Sandip Tah  
..... Khandra College ..... participated  
in Faculty Development Programme on 'Advance tools in Research' from 18/1/21 to  
25/1/21 organized by office of Dean Research in association with IQAC, **Mata Gujri  
College, Fatehgarh Sahib.**

  
PROF. ANUPREET SINGH TIWANA  
(IQAC COORDINATOR)

  
DR. SAURABH GUPTA  
(DEAN RESEARCH)

  
DR. KASHMIR SINGH  
(DIRECTOR - PRINCIPAL)



**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE  
(ACADEMIC STAFF COLLEGE)  
OSMANIA UNIVERSITY (NAAC WITH A+)  
HYDERABAD TELANGANA**



### *E - Certificate of Participation*

**This is to certify that Dr. Sandip Tah, Assistant Professor, Geography, Khandra College, Paschim Bardhaman, has participated in the Refresher Course in Gender Sensitization organized from 27.7.2020 TO 8.8.2020 and obtained "A" Grade**

**PROF B SRINAGESH  
DIRECTOR**



**REGISTRAR /  
VICE CHANCELLOR**



## UGC-HRDC & RUSA OSMANIA UNIVERSITY, HYDERABAD

Opp. Law College, Osmania University, Hyderabad-500 007, Telangana

Phone No: 040-27098102, 27682346, Website: <https://www.osmania.ac.in/hrdc/> E-Mail: [hrdcou@gmail.com](mailto:hrdcou@gmail.com)



### *E - Certificate of Participation*

**This is to certify that DR. SANDIP TAH, ASSISTANT PROFESSOR , GEOGRAPHY, KHANDRA COLLEGE, PASCHIM BARDHAMAN, WEST BENGAL, has participated in the UGC-HRDC-RUSA Sponsored FIP Online Short Term Course on Research Methodology in Arts and Social Sciences organized from 29.06.2020 to 04.07.2020.**

  
**PROF B SRINAGESH  
DIRECTOR**



  
**REGISTRAR/  
VICECHANCELLOR**





SRCRE101



UGC-HUMAN RESOURCES DEVELOPMENT CENTRE  
(ACADEMIC STAFF COLLEGE)  
OSMANIA UNIVERSITY (NAAC WITH A+)  
HYDERABAD, TELANGANA.



### *E - Certificate of Participation*

This is to certify that DR. SANDIP TAH, ASSISTANT PROFESSOR IN GEOGRAPHY, GEOGRAPHY, KHANDRA COLLEGE, P.O.- KHANDRA, PASCHIM BARDHAMAN, WEST BENGAL, has participated in the **Online Short Term Course on Renewable Energy** organized from **18.6.2020 to 20.6.2020**.

PROF B SRINAGESH  
DIRECTOR



REGISTRAR/  
VICECHANCELLOR





**SHIVAJI UNIVERSITY, KOLHAPUR**

**DEPARTMENT OF GEOGRAPHY**

**UGC-STRIDE Online Lecture Series**



SCHEME FOR TEACHING CONCEPT-BASED RESEARCH  
FOR IMPROVING DEVELOPMENTAL ACCOUNTING



## *Certificate of Participation*

This is to certify that Prof./Dr./Shri./Smt. **Sandip Tah** of **Khandra College** has participated/attended in the UGC-STRIDE Online Lecture Series organized by the Department of Geography, Shivaji, University, Kolhapur during February 1 - 3, 2021.

*Date: 3<sup>rd</sup> February, 2021*

*Place: Kolhapur*

(Dr. S. Dandapath)  
Co-ordinator

(Dr. S.D. Shinde)  
Professor & Head

*Marine Biodiversity  
Deep Sea Ecosystem  
Population Dynamics & Genetic  
Global Air Pollution and COVID-19  
Regeneration*

*UGC-STRIDE Online Lecture Series*





## Certificate of Participation

This is to certify that Prof. <sup>✓</sup>Dr. / Mr. / Mrs. / Miss... Sandip Tah  
.....  
Assistant Professor of ... Khandra College, Paschim Bardhaman ..... has  
participated in the webinar series organized by Department of Geography, East  
Calcutta Girls' College, in collaboration with Internal Quality Assurance Cell  
(IQAC) East Calcutta Girls' College, on the theme of "Innovative Research  
Trends in Contemporary Geography" on 6<sup>th</sup> to 12<sup>th</sup> July, 2020. Thank you  
for the active participation.

*Basab Chaudhuri*

Prof. Basab Chaudhuri  
Honourable Vice  
Chancellor  
West Bengal State  
University

*Sukla Hazra*

Dr. Sukla Hazra  
Chief Patron &  
Principal  
East Calcutta Girls'  
College

*Panchali Majumdar*

Dr. Panchali Majumdar  
HOD, Dept. of  
Geography & IQAC  
Coordinator, East  
Calcutta Girls' College

*Smt. Subhasree Singha Roy*

Smt. Subhasree Singha  
Roy,  
Joint Convener, Webinar  
Series, Dept. of  
Geography, East Calcutta  
Girls' College

*Dr. Debajit Bhattacharyya*

Dr. Debajit Bhattacharyya  
Joint Convener, Webinar  
Series, Dept. of  
Geography, East Calcutta  
Girls' College

*Mr. Kajalshi Dasgupta*

Mr. Kajalshi Dasgupta  
Joint Convener, Webinar  
Series, Dept. of  
Geography, East Calcutta  
Girls' College



E-Certificate No.  
S. No./21-22/SRC-TE-II-57



**University Grants Commission**  
**Human Resource Development Centre (HRDC)**  
**Aligarh Muslim University, Aligarh**  
**UGC Sponsored Online Refresher Course**

**This is to certify that**

**Mr./Ms./Dr. SANDIP TAH**, Assistant Professor, Department of Geography, Khandra College, Khandra, Paschim Bardhaman (WB) (Kazi Nazrul University, Asansol) participated in the On-Line **Subject Refresher Course in Teacher Education (open to all)** from **21 August 2021** to **04 September 2021** organized by UGC Human Resource Development Centre, Aligarh Muslim University, Aligarh and obtained Grade-'A'.

**Course Coordinator**

**Director**

**Registrar**





**UNIVERSITY GRANTS COMMISSION**  
**HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)**  
Doctor Harisingh Gour Vishwavidyalaya, (A Central University)  
Sagar - 470 003 (MP) India



ज्ञान-विज्ञान विमुक्तये

*Certificate*

**UGC-SPONSORED REFRESHER COURSE ON  
GEOGRAPHY AND DEVELOPMENT STUDIES**

*This is to certify that Dr. Sandip Tah (Assistant Professor in Geography, Khandra College, Durgapur Sub Division affiliated to Kazi Nazrul University, Asansol, West Bengal) successfully participated in the Refresher Course on 'Geography and Development Studies' held during the period 09<sup>th</sup> November to 22<sup>nd</sup> November, 2022 in online mode and obtained Grade A+.*

Director

Course Coordinator

Vice Chancellor





GENERAL SHIVDEV SINGH DIWAN GURBACHAN SINGH  
**KHALSA COLLEGE, PATIALA**

(UNDER THE MANAGEMENT OF SGPC AND AFFILIATED BY PUNJABI UNIVERSITY PATIALA)  
NAAC ACCREDITED 'A' GRADE & COLLEGE WITH 'POTENTIAL FOR EXCELLENCE' STATUS BY UGC,  
STAR COLLEGE SCHEME OF DBT, GOVT. OF INDIA  
"AN AUTONOMOUS COLLEGE"



*Research and IPR Cell*

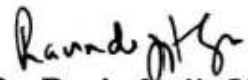
**CERTIFICATE OF PARTICIPATION**

*THIS CERTIFICATE IS PROUDLY PRESENTED TO*

**Dr. Sandip Tah**

*One Week National Workshop on "Research Methodology" from 22-27 February, 2021 by  
Research and IPR Cell, GSSDGS Khalsa College Patiala.*

  
Dr. Komaldeep Randhawa  
Organizing Secretary

  
Dr. Ravinderjit Singh  
Dean Research

  
Dr. Dharminder Singh Ubha  
Principal

# **CAMBRIDGE INSTITUTE OF TECHNOLOGY**

**CAMBRIDGE VILLAGE, TATISILWAI, RANCHI, JHARKHAND**

(Run and Managed by Cambridge Trust of India)

(Approved by AICTE New Delhi & Affiliated to Jharkhand University of Technology, Ranchi)



**DEPARTMENT OF MASTER OF BUSINESS ADMINISTRATION**

*Certificate of Participation*

*This is to certify that Dr. Sandip Tah, Assistant Professor of Khandra College, West Bengal has participated in the one-week Online Faculty Development Program on "Capacity Building for teachers on 21<sup>st</sup>-century managerial skills" organized by the Department of MBA, Cambridge Institute of Technology, Ranchi, Jharkhand from 7<sup>th</sup> March to 12<sup>th</sup> March 2022.*

**Dr. Shalini Singh**  
Coordinator - FDP

**Prof. (Dr.) A. Bhattacharyya**  
Dean Faculty, CIT(R)

**Dr. N. Hari Babu**  
Principal, CIT(R)

S No. 29



**nidm**  
Resilient India - Disaster Free India

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT**  
(Ministry of Home Affairs, Govt. of India)  
New Delhi

**CERTIFICATE OF PARTICIPATION**

This is to certify that

Dr. Sandip Tah

has participated in the Online Training Programme on

*"Disaster Management in Mountain Areas with special reference to Kashmir Himalaya"*

Jointly organized by National Institute of Disaster Management, Ministry of Home Affairs, Govt. of India and Department of Geography and Disaster Management, University of Kashmir, Srinagar during 11th to 13th November 2020.

Prof. Shamim Ahmad Shah  
H.O.D Dept. of Geography & Disaster  
Management, University of Kashmir

Dr. Amir Ali Khan  
Faculty,  
NIDM

Maj. Gen. Manoj Kumar Bindal  
Executive Director,  
NIDM





E-Certificate No.  
S. No./21-22/FIP-IV-195



**University Grants Commission**  
**Human Resource Development Centre (HRDC)**  
**Aligarh Muslim University, Aligarh**  
**UGC Sponsored Online Faculty Induction Programme**

**This is to certify that**

Mr./Ms./Mrs./Dr. **SHUBHALAKSMI RAYCHOWDHURY**, Assistant Professor, Department of Political Science, Khandra College, Khandra, Paschim Bardhaman (WB) (Kazi Nazrul University, West Burdwan) participated in the On-Line **Faculty Induction Programme** from **08 February 2022** to **12 March 2022** organized by UGC Human Resource Development Centre, Aligarh Muslim University, Aligarh and obtained Grade- 'A'.

*Faiza A blasi*  
Course Coordinator / Director

*Shubhalaksmi Raychowdhury*  
Registrar





Teaching Learning Centre,  
Ramanujan College University of Delhi

(Accredited Grade 'A++' by NAAC)

In collaboration with

Harmal Panchakroshi Shikshan Mandal's Ganpat Parsekar College

Education Vidya Sankul, Bhom Plateau, Harmal-Goa

under the aegis of

MINISTRY OF EDUCATION

PANDIT MADAN MOHAN MALAVIYA NATIONAL MISSION ON TEACHERS AND TEACHING



This is to certify that

**Ms. Shubhalaksmi Raychowdhury**

of

Department of Political Science, Khandra College, Paschim Bardhaman, West Bengal

has successfully completed online one-week Faculty Development Programme on

**"BLENDED LEARNING: Concepts and Tools"**

from 01 - 07 July, 2023 and obtained

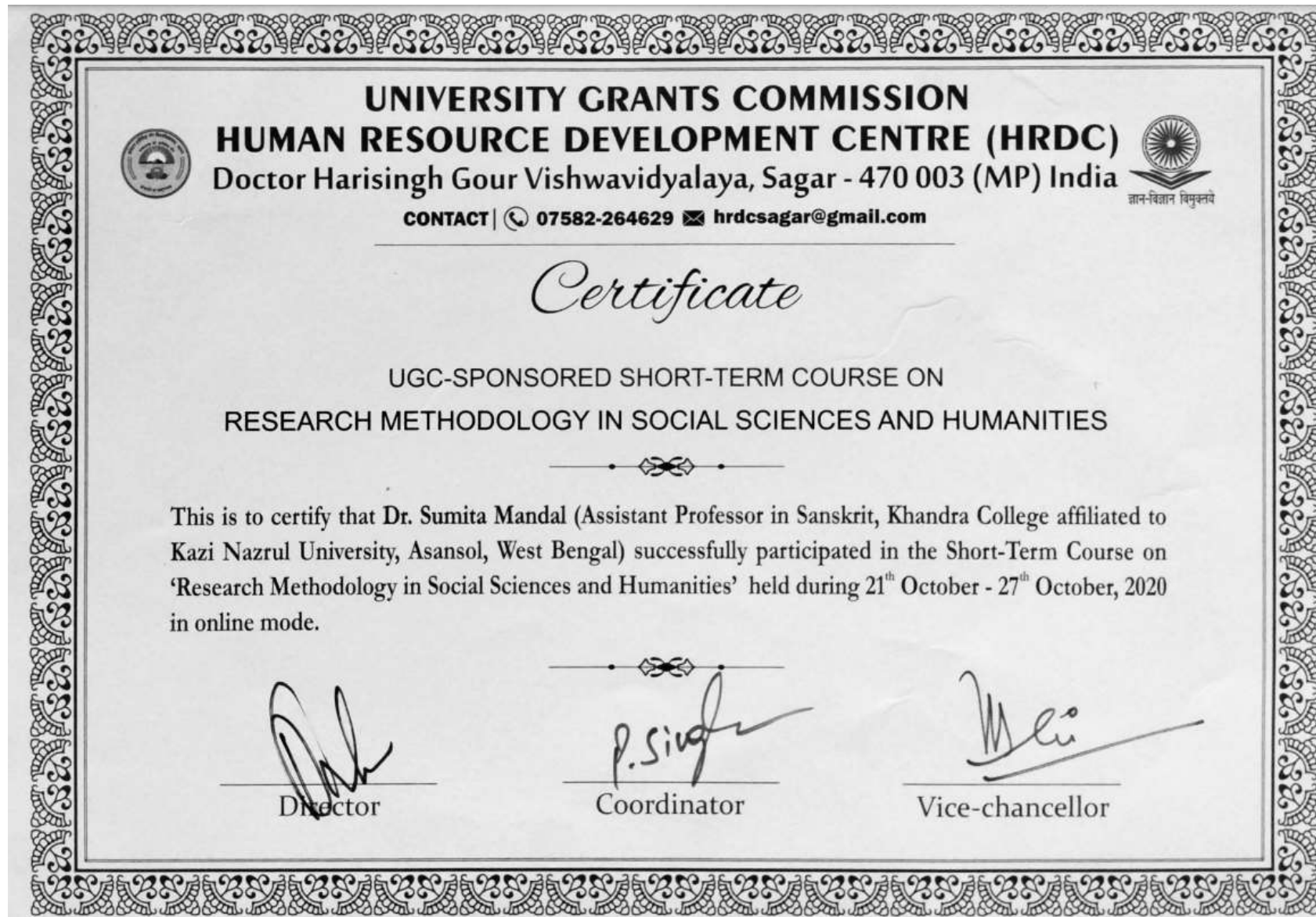
Grade A.



Blockchain Hash: [0x562ca4288360b96140766f16b95e2bc46b0c15388c11016888796ec5869c85](https://www.blockchain.com/eth/tx/0x562ca4288360b96140766f16b95e2bc46b0c15388c11016888796ec5869c85)

Prof. S. P. Aggarwal  
(Principal & Director)  
TLC, Ramanujan College

Mr. Udeshe Natekar  
(Principal)  
Ganpat Parsekar College of Education



**UNIVERSITY GRANTS COMMISSION  
HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)**



**RANCHI UNIVERSITY, RANCHI**  
(2020-2021 ONLINE COURSES)



**UGC-SPONSORED  
INTER/MULTI-DISCIPLINARY REFRESHER COURSE IN  
'RESEARCH METHODOLOGY'**

*This is to certify that*  
**Dr. SUMITA MANDAL**

Assistant Professor, Dept. of Sanskrit  
Khandra College, Khandra, Paschim Bardhaman  
Kazi Nazrul University, Asansol, West Bengal

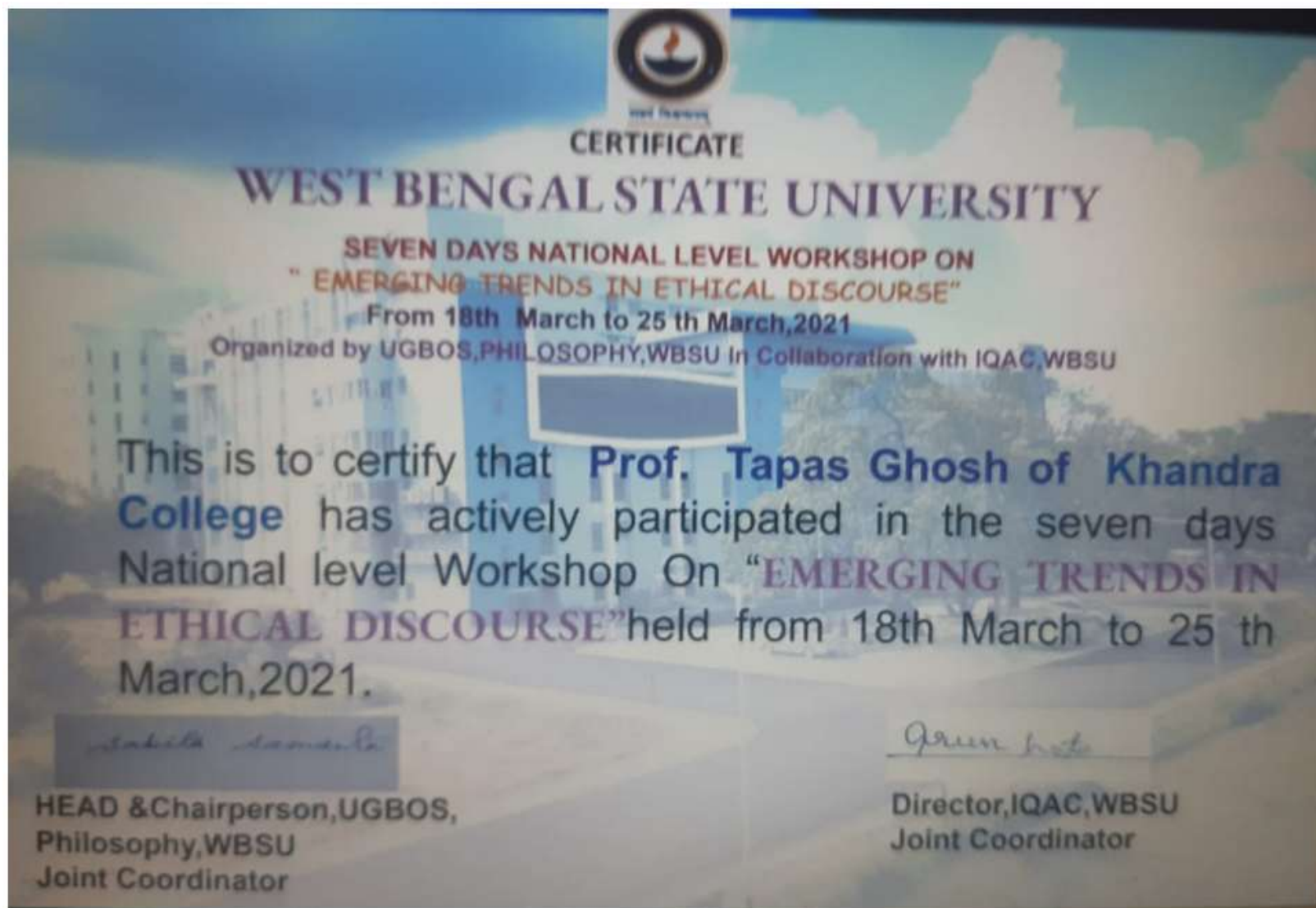
*Participated in the Inter/Multi-disciplinary Refresher Course in 'Research Methodology'*  
*from 02/09/2020 to 15/09/2020*  
and obtained Grade -A

*Jyoti Kumar*  
(DIRECTOR)

*Shingh*  
(COURSE CO-ORDINATOR)

*Kamini Kumar*  
(VICE-CHANCELLOR)

12. Prof. Tapas Ghosh







Teaching Learning Centre, Ramanujan College  
University of Delhi

under the aegis of  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
PANDIT MADAN MOHAN MALAVIYA NATIONAL MISSION ON TEACHERS AND TEACHING



*This is to certify that*

**Mr. Tapas Ghosh, Assistant Professor.**

*of*

**Department of Philosophy, Khandra College, Khandra, Affiliated to Kazi  
Nazrul University, Paschim Bardhaman, West Bengal.**

successfully completed a 4-Week Induction/Orientation Programme for  
"Faculty in Universities/Colleges/Institutes of Higher Education"  
from September 01- September 30, 2020 and obtained a  
grade A+



Blockchain Hash: [0x18e9ab5492f89835dce638c9626990b5ae842e3e08b8952b3ab83ef598c9e7e6](#)

**Dr. S.P. AGGARWAL**  
Director, TLC  
Principal, Ramanujan College

**Dr. K. Latha**  
Programme Director  
Ramanujan College



## NATIONAL LEVEL SEVEN DAYS ONLINE WORKSHOP

### *Reading of The Indian Philosophical Text : Bhāṣāpariccheda*

(Date : 23<sup>rd</sup> August 2021 to 29<sup>th</sup> August 2021)

**Organized by : Department of Philosophy**

In collaboration with Internal Quality Assurance Cell (IQAC)

**YOGODA SATSANGA PALPARA MAHAVIDYALAYA**

NAAC Accredited – 'B' and Affiliated to Vidyasagar University

Palpara, Purba Medinipur, West Bengal, Pin – 721458

#### *Certificate of Participation*

This is to certify that **Prof. Tapas Ghosh**, Assistant Professor of **Khandra College** has actively participated in the National Level Seven Days Online Workshop on "Reading of The Indian Philosophical Text : Bhāṣāpariccheda" during 23.08.2021 to 29.08.2021 Organized by the Department of Philosophy in collaboration with IQAC, Yogoda Satsanga Palpara Mahavidyalaya Palpara, Purba Medinipur, Pin – 721458, West Bengal, India

Prof. (Dr.) Pradipta K. Mishra

Principal

Y. S. Palpara Mahavidyalaya

Dr. Aniruddha Sinha

IQAC Coordinator

Y. S. Palpara Mahavidyalaya

Prof. Soumen Roy

Convener & Assistant Professor

Department of Philosophy

Dr. Mrinal Kanti Das

Coordinator & H.O.D

Department of Philosophy



HRDC9870252022



UNIVERSITY GRANTS COMMISSION  
HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)  
**JAWAHARLAL NEHRU UNIVERSITY**



UGC - SPONSORED REFRESHER COURSE (ONLINE)

*This is to certify that*

*Mr. Tapas Ghosh, Assistant Professor*

*Department of Philosophy, Khandra College Affiliated to Kazi Nazrul University, West Bengal*

has successfully completed the Refresher Course in Philosophy  
held from 9<sup>th</sup> January, 2023 to 21<sup>st</sup> January, 2023 and obtained Grade.....*A only*

**Prof. Bhagat Oinam & Dr. Smita Sirker**  
Course Coordinators

**Prof. Ram Nath Jha**  
Director

**Prof. Santishree Dhulipudi Pandit**  
Vice Chancellor

Place : New Delhi

Date : 21/01/2023





**UNIVERSITY GRANTS COMMISSION**  
**HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)**  
**RANCHI UNIVERSITY, RANCHI**  
(2021-2022 ONLINE COURSES)



**UGC-SPONSORED**  
**GURU-DAKSHTA**  
**7<sup>th</sup> FACULTY INDUCTION PROGRAMME (FIP)**

*This is to certify that*

**Mr. TAPAS GHOSH**

Assistant Professor, Department of Philosophy  
Khandra College, Khandra, Paschim Bardhaman  
Kazi Nazrul University, Asansol, West Bengal

*Participated in the '7<sup>th</sup> Faculty Induction Programme (FIP) of 170 hours'*  
*from 03/12/2021 to 30/12/2021*

and obtained Grade -A

  
(DIRECTOR)

  
(COURSE CO-ORDINATOR)

  
(VICE-CHANCELLOR)





**UNIVERSITY GRANTS COMMISSION  
HUMAN RESOURCE DEVELOPMENT CENTRE**

**University of Mumbai**



**UGC SPONSORED ONLINE REFRESHER COURSE**

*This is to certify that*

*Tushnim Gangopadhyay*

*from*

*Nand Lal Singh College, Jaitpur-Daudpur*

*participated in the*

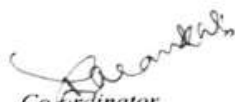
**REFRESHER COURSE**

*in*

**ENGLISH**

*conducted from October 18 to October 30, 2021*

*and obtained Grade **A***

  
Co-ordinator

Oct. 30, 2021, MUMBAI

  
Director

  
Vice-Chancellor



**UNIVERSITY GRANTS COMMISSION**  
**HUMAN RESOURCE DEVELOPMENT CENTRE (HRDC)**  
**RANCHI UNIVERSITY, RANCHI**  
**(2023-2024 ONLINE COURSES)**



**UGC-SPONSORED**  
**INTER/MULTI-DISCIPLINARY REFRESHER COURSE IN**  
**HUMANITIES**

*This is to certify that*

**Dr. TUSHNIM GANGOPADHYAY**

Assistant Professor, Department of English  
Nand Lal Singh College, Jaitpur-Daudpur  
Jai Prakash University, Chapra

*Participated in the Inter/Multi-disciplinary Refresher Course in  
Humanities*

*from 10/08/2023 to 23/08/2023*

*and obtained Grade - A*

  
(DIRECTOR)

  
(COURSE CO-ORDINATOR)

  
(VICE-CHANCELLOR)



फोन Phone : (0542) 2369460

फैक्स Fax: (0542) 2369460

ईमेल E-mail: ac\_staff@rediffmail.com

**यू.जी.सी.-ह्यूमन रिसोर्स डेवलपमेन्ट सेंटर**  
**UGC-HUMAN RESOURCE DEVELOPMENT CENTRE**

**काशी हिन्दू विश्वविद्यालय**  
**BANARAS HINDU UNIVERSITY**

वाराणसी-221005  
VARANASI-221005

Ref. No.UGC-HRDC/AVS/2023-24/Email/WhatsApp

Dated: 02.09.2023

**PROF. ANAND VARDHAN SHARMA**  
PROFESSOR - DIRECTOR

**TO WHOM IT MAY CONCERN**

This is to certify that Dr. Tushnim Gangopadhyay, Assistant Professor, Nand Lal Singh College, Jaitpur-Daudpur Jai Prakash Vishwavidyalaya, Chapra has attended the "6 days Training Programme of Indian Knowledge System (IKS) in collaboration with IKS Division of Ministry of Education, New Delhi" organized in offline mode by the UGC-Human Resource Development Centre, Banaras Hindu University, Varanasi during August 28 to Sept. 02, 2023. He/She joined the course on 28th August 2023 and is being relieved on 2nd September 2023

**DIRECTOR**



# TESOL International Association



hereby certifies that

**TUSHNIM GANGOPADHYAY**

has completed the

**The 6 Principles for the Exemplary  
Teaching of English Learners: TESOL ME  
Modules 1-6**



Shelley Taylor  
TESOL President 2023-2024



Amber Crowell Kelleher  
TESOL Executive Director

Sponsored by the U. S. Department of State

in partnership with Regional English Language Offices Globally



**E-certificate No.**

FIP-06 Feb-14 March/2023/S. No-151



# **University Grants Commission**

**Human Resource Development Centre (HRDC)**

**Aligarh Muslim University, Aligarh**

**UGC Sponsored online Faculty Induction Programme**

**THIS IS TO CERTIFY THAT**

Mr./Ms./Mrs./Dr. **UDAY SARDAR**, Assistant Professor, Department of Bengali, Khandra College, Khandra, Paschim Bardhaman (WB)(Kazi Nazrul University, Paschim Bardhaman) participated in the Online **Faculty Induction Programme** from **06 February to 14 March 2023** organized by the UGC Human Resource Development Centre, Aligarh Muslim University, Aligarh and obtained Grade- 'A '.

*Faiza A blasi*

**Director/Course Coordinator**

*[Signature]*

**Registrar**

# UNIVERSITY GRANTS COMMISSION

## HUMAN RESOURCE DEVELOPMENT CENTRE



সম্মানী গণ্য: সমিতি: সম্মানী  
**UNIVERSITY OF NORTH BENGAL**  
(ACCREDITED BY NAAC WITH GRADE B++)  
RAJA RAMMOHUNPUR, DARJEELING

**UGC SPONSORED REFRESHER COURSE**

*Certificate of Participation*

*This is to certify that*

**Dr Uday Sardar, Assistant Professor of Bengali, Khandra College, P.O- Khandra, P.S.-Andal, District - Paschim Bardhaman, State- West Bengal, Pin Code - 713363, participated in the Refresher Course on Bengali from August 24, 2023 to September 07, 2023 and obtained Grade A+.**

Date : 07/09/2023

Place : NBU

COURSE COORDINATOR  
(PROF. UTPAL MANDAL)

PROFESSOR - DIRECTOR  
(PROF. ANJAN CHAKRABARTI)

VICE-CHANCELLOR  
(PROF. RATHIN BANDYOPADHYAY)



# **KHANDRA COLLEGE**

(Affiliated to Kazi Nazrul University)

[Assessed and Accredited by NAAC]

P.O. Khandra, 713 363, Dt. Paschim Bardhaman

Fax and Tel no. (0341) 2665245

## **Abstract of the Meeting of the IQAC, Khandra College, dt. 22/08/2018**

### **Members Present:-**

a) Sd/ Prof. S.K. Hazra	Principal
b) Sd/ Dr. A.K. Chakraborty	Co-ordinator
c) Sd/ Dr. A. Bhattacharya	Member
d) Sd/ Dr. S. Tah	Member
e) Sd/ Ms. R. Banerjee	Member
f) Sd/ Mr. R. Mukherjee	Member

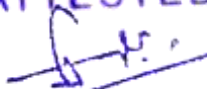
**The Principal, Prof. S.K. Hazra is in the chair and the following are discussed and resolved in the presence of the esteemed members**

#####

1. The IQAC discussed the necessity for short training programmes for teaching and non-teaching staff under the aegis of the institution, regarding various technical and otherwise professional aspects within the workspace.
2. It is resolved that the college will organize at least one (1) week-long faculty (teaching and non-teaching) training programme per academic session, focusing on pertinent topics relevant within the college work environment, between the sessions 2018-19 and 2022-23.
3. It is further resolved that Prof. S.K. Hazra, Principal, Khandra College, be requested to make the necessary arrangements for the abovementioned.

#####

**Countersigned**  
**S/d Prof. S.K. Hazra, Principal**  
**Khandra College**

**ATTESTED**  
  
**PRINCIPAL**  
**KHANDRA COLLEGE**  
P.O., Khandra, Paschim Bardhaman

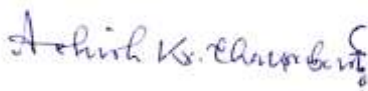


From,  
The Principal  
Khandra College,  
P.O.: Khandra,  
Dt.: Paschim Bardhaman  
Pin: 713363


**Seven (7) Day Training Programme on “Computer Basics” to be Organized  
by the College dt. 01/12/2018**

All college staff – Teaching (Permanent & Guest Faculty) and Non-Teaching – are hereby informed that the college has resolved to organize a seven (7) day training course on “Computer Basics” from 16/12/2018 to 22/12/2018.

Members of the staff and faculty are requested to register their names with Smt. Piu Bandopadhyay, Guest Lecturer in Journalism and Mass Communication, within 10/12/2018 and ensure their participation in the programme.

  
IQAC Co-ordinator  
Coordinator  
Internal Quality Assurance Cell  
KHANDRA COLLEGE



  
Principal  
PRINCIPAL  
KHANDRA COLLEGE  
P.O.: Khandra, Paschim Bardhaman



# COMPUTER BASICS

16/12/18 – 22/12/18

A TRAINING COURSE

ORGANIZED BY

KHANDRA COLLEGE (K.N.U.),

KHANDRA,

PASCHIM BARDHAMAN.

<https://khandracollege.ac.in/>

## ABOUT THE COLLEGE



Khandra College, a co-educational institution imparting higher education, is located at Khandra, Dist. Paschim Bardhaman, West Bengal (Lat-23° 06' 33'' N & Long-87° 22' 0'' E). The college was established in 1981 under the leadership of the late Amalendu Bakshi, a local Philanthrope, to cater higher education among the boys and girls of the surrounding area. The primary motto of the college was to set up a minimum infrastructure for imparting higher education to young students who were mostly first-generation learners coming from economically backward strata of the society. The effort was soon acknowledged by the Government of West Bengal, and in the year of its inception, the University of Burdwan accorded affiliation to the college as a co-educational institution for higher studies.

The Academic activities of the College were inaugurated in 1981 with only B.A. General Course of studies in Bengali, English, History, Philosophy, Sanskrit, Political science and Economics with few students. In 1985, the B.Com General Course was introduced, and from 1996 onwards Honours Courses of studies in the aforementioned disciplines were made accessible to the students.

The College, which was born an unknown sapling upon the mining crags of Ukhra and Andal, far away from the glitter of the metropolis, may now boast of holding fourteen Major Courses of studies in its branches by the side of twenty

Minor courses of studies to enrich its foliage. This has become possible as a consequence of the combined efforts rendered by the Teachers, the Students, the local people and each and every staff member of the institutional family.

Khandra College received its Assessment and Accreditation by NAAC for the First Cycle in the year 2007. Our efforts were once more acknowledged when we received accreditation from NAAC for the second cycle in 2018. Now we are looking forward to a newer dimension in our attempts to embrace the NEP 2020 guidelines in imparting Higher Education to our students through various academic, administrative and co-curricular activities.



# ABOUT THE TRAINING COURSE



Basic computer education is essential for teachers and college staff in today's digital age. As technology continues to play an increasingly significant role in education, equipping educators and staff with basic computer skills is crucial for enhancing teaching effectiveness, administrative efficiency, and overall productivity. Computers are valuable tools for creating engaging instructional materials, delivering online lessons, and facilitating interactive learning experiences.

The internet offers a wealth of educational resources, including digital libraries, research databases, and educational websites. It also enables seamless communication and collaboration among teachers, students, parents, and colleagues. Computer literacy equips educators and staff with the skills to use email, messaging apps, and video conferencing tools effectively for communicating with stakeholders, collaborating on projects, and providing timely feedback.

In the post-pandemic era, colleges and universities rely on various computer-based systems for administrative tasks such as student registration, grading, attendance tracking, and financial management. Proficiency in basic

computer skills enables college staff to navigate these systems efficiently, streamline administrative processes, and ensure the smooth operation of academic institutions. Computer literacy also opens up opportunities for ongoing professional development and learning. Educators and staff can access online courses, webinars, and educational resources to enhance their teaching skills, stay abreast of emerging technologies, and adapt to evolving educational trends.

In an increasingly digital world, teachers need to educate students about responsible digital citizenship and online safety. Teachers with basic computer education can guide students in navigating the internet safely, critically evaluating online information, and practicing ethical behaviour in digital environments. Basic computer skills are also becoming increasingly important for career advancement in the education sector. Educators and staff who are proficient in using educational technology and computer-based tools may have a competitive edge in their careers, whether it's securing leadership positions, pursuing advanced degrees, or exploring new opportunities in educational technology roles.

## COURSE OBJECTIVES

- Use of computers in education
- ITC in college administration
- Communication and collaboration
- Safe and responsible digital citizenship
- Technology and career advancement

## COURSE DURATION

21 hours over the course of 7 days. Classes will be held beyond college hours.

## COURSE INTAKE

100 participants (Teaching and non-teaching staff only).

## RESOURCE PERSONS

Smt. Piu Bandopadhyay, Guest Lecturer in Journalism and Mass Communication, Khandra College, KNU.



# KHANDRA COLLEGE

## CERTIFICATE OF COMPLETION

This is to certify that

Participated in the

***Computer Basics*** Training Programme

From 16/12/2018 to 22/12/18.

DATE



SIGNATURE

## **List of Participants**

### **COMPUTER BASICS**

**16/12/18 – 22/12/18**

**KHANDRA COLLEGE (K.N.U.)**

**Khandra, Paschim Bardhaman**

<b>Sr.</b>	<b>Name &amp; Designation</b>
	<b>TEACHING STAFF</b>
<b>1</b>	<b>Prof. Paritosh Kr. Dhara</b> Assoc. Prof. Dept. of Philosophy, KC (KNU)
<b>2</b>	<b>Prof. Sisirendu Dasgupta</b> Assoc. Prof., Dept. of English, KC (KNU)
<b>3</b>	<b>Dr. Ashish Kr. Chakraborty</b> Assoc. Prof., Dept. of Pol. Sc., KC (KNU)
<b>4</b>	<b>Dr. Abhisek Bhattacharya</b> Asst. Prof., Dept. of English, KC (KNU)
<b>5</b>	<b>Dr. Sudipa Chowdhury</b> Assoc. Prof., Dept. of Bengali, KC (KNU)
<b>6</b>	<b>Dr. Sandip Tah</b> Asst. Prof., Dept. of Geography, KC (KNU)
<b>7</b>	<b>Dr. Abhijit Kr. Ghosh</b> Asst. Prof., Dept. of Bengali, KC (KNU)
<b>8</b>	<b>Prof. Tapan Kr. Das</b> Asst. Prof., Dept. of History, KC (KNU)
<b>9</b>	<b>Prof. Sadiya Pravin</b> Asst. Prof., Dept. of Hindi, KC (KNU)
<b>10</b>	<b>Prof. Dhiren Mandi</b> Asst. Prof., Dept. of Sanskrit, KC (KNU)
<b>11</b>	<b>Mr. Biswajit Ghosh</b> Part-Time Faculty, Dept. of Geography, KC (KNU)
<b>12</b>	<b>Mr. Santanu Jarimuni</b> Part-Time Faculty, Dept. of Geography, KC (KNU)
<b>13</b>	<b>Mrs. Munmun Nanda</b> Part-Time Faculty, Dept. of Economics, KC (KNU)
<b>14</b>	<b>Mr. Tarak Nath Nayak</b> Part-Time Faculty, Dept. of Sanskrit, KC (KNU)
<b>15</b>	<b>Ms. Mitali Sen</b> Part-Time Faculty, Dept. of Sanskrit, KC (KNU)
<b>16</b>	<b>Mr. Animesh Mondal</b> Part-Time Faculty, Dept. of Sanskrit, KC (KNU)
<b>17</b>	<b>Ms. Chameli Sharma</b> Part-Time Faculty, Dept. of Philosophy, KC (KNU)
<b>18</b>	<b>Ms. Madhumita Mondal</b> Part-Time Faculty, Dept. of Philosophy, KC (KNU)
<b>19</b>	<b>Mrs. Lalima Chakrabarty Banerjee</b>

	Part-Time Faculty, Dept. of Music, KC (KNU)
20	<b>Mrs. Piu Banerjee</b> Part-Time Faculty, Dept. of Multimedia & Mass. Comm., KC (KNU)
21	<b>Mrs. Geeta Halder</b> Part-Time Faculty, Dept. of Bengali, KC (KNU)
22	<b>Mr. Gopinath Banerjee</b> Part-Time Faculty, Dept. of English, KC (KNU)
23	<b>Mrs. Sudipta Choudhury</b> Part-Time Faculty, Dept. of English, KC (KNU)
24	<b>Mrs. Rianka Banerjee</b> Guest Lecturer, Dept. of English, KC (KNU)
25	<b>Dr. Anju Singh</b> Part-Time Faculty, Dept. of Hindi, KC (KNU)
26	<b>Mr. Arun Kr. Shah</b> Part-Time Faculty, Dept. of Hindi, KC (KNU)
27	<b>Mr. Aman Vishwakarma</b> Part-Time Faculty, Dept. of Hindi, KC (KNU)
28	<b>Ms. Priti Singh</b> Part-Time Faculty, Dept. of Hindi, KC (KNU)
29	<b>Mr. Kajal Kanti Bandopadhyay</b> Part-Time Faculty, Dept. of History, KC (KNU)
30	<b>Mrs. Rakhi Dhar</b> Part-Time Faculty, Dept. of History, KC (KNU)
31	<b>Mrs. Kalyani Garai</b> Part-Time Faculty, Dept. of History, KC (KNU)
32	<b>Ms. Priti Verma</b> Part-Time Faculty, Dept. of Pol. Sc., KC (KNU)
33	<b>Mr. Arup Dutta</b> Part-Time Faculty, Dept. of Pol. Sc., KC (KNU)
34	<b>Mrs. Ananya Sengupta (Dasgupta)</b> Part-Time Faculty, Dept. of Education, KC (KNU)
35	<b>Ms. Shulakshmana Chattaraj</b> Part-Time Faculty, Dept. of Sociology, KC (KNU)
36	<b>Mrs. Binita Nandi</b> Part-Time Faculty, Dept. of Chemistry, KC (KNU)
37	<b>Mrs. Pritisha Roy</b> Part-Time Faculty, Dept. of Chemistry, KC (KNU)
38	<b>Mr. Prasanta Panda</b> Part-Time Faculty, Dept. of Mathematics, KC (KNU)
39	<b>Mrs. Uttama Dey</b> Part-Time Faculty, Dept. of Botany, KC (KNU)
40	<b>Mrs. Gopali Shampa Roy</b> Part-Time Faculty, Dept. of Botany, KC (KNU)
41	<b>Ms. Piyali Chakraborty</b> Part-Time Faculty, Dept. of Zoology, KC (KNU)
42	<b>Mrs. Ranita Gupta</b> Part-Time Faculty, Dept. of Zoology, KC (KNU)
43	<b>Mr. Kapileswar Nandi</b>

	Part-Time Faculty, Dept. of Commerce, KC (KNU)
44	<b>Mr. Prabhat Dutta</b> Part-Time Faculty, Dept. of Commerce, KC (KNU)
45	<b>Mr. Volanath Mondal</b> Part-Time Faculty, Dept. of Commerce, KC (KNU)
	<b>NON-TEACHING STAFF</b>
46	<b>Mr. Ranjit Mukherjee</b> Cashier
47	<b>Mr. Biswanath Dhibar</b> Clerk
48	<b>Mr. Arpan Sarkar</b> Clerk
49	<b>Mr. Subinoy Dey</b> Clerk
50	<b>Mr. Gourgopal Mondal</b> Electrician cum Caretaker
51	<b>Mrs. Santana Dewasi</b> Geography lab attendant
52	<b>Mr. Swapan Ruidas</b> Guard
53	<b>Smt. Kajoli Ruidas</b> Sweeper
54	<b>Mr. Sisir Sen</b> Part time gymnasium attendant
55	<b>Mr. Kartik Ruidas</b> Karmabandhu
56	<b>Mr. Bhakti Pada Ruidas</b> Casual staff
57	<b>Mr. Bidhan Mondal</b> Casual staff
58	<b>Mr. Anath Nandi</b> Casual staff
59	<b>Mrs. Samapti Khan</b> Casual staff
60	<b>Mr. Sevak Banerjee</b> Casual staff

*Achint K. Choudhury*

**Coordinator (IQAC)**

Coordinator  
Internal Quality Assurance Cell  
KHANDRA COLLEGE



*[Signature]*

**Principal**

PRINCIPAL  
KHANDRA COLLEGE  
P.O.: Khandra, Paschim Bardhaman

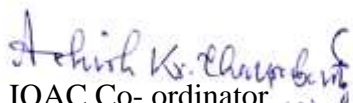


From,  
The Principal  
Khandra College,  
P.O.: Khandra,  
Dt.: Paschim Bardhaman  
Pin: 713363


**Seven (7) Day Training Programme on “Basic Communication” to be  
Organized by the College dt. 10/12/2019**

All college staff – Teaching (Permanent & Guest Faculty) and Non-Teaching – are hereby informed that the college has resolved to organize a seven (7) day training course on “Basic Communication” from 02/01/2020 to 08/01/2020.

Members of the staff and faculty are requested to register their names with Prof. Sisirendu Dasgupta, Assoc. Prof in English, or Dr. Sudipa Chowdhury, Assoc. Prof in Bengali, within 22/12/2019 and ensure their participation in the programme.

  
IQAC Co-ordinator  
Coordinator  
Internal Quality Assurance Cell  
KHANDRA COLLEGE



  
Principal  
PRINCIPAL  
KHANDRA COLLEGE  
P.O.: Khandra, Paschim Bardhaman



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# BASIC COMMUNICATION

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A TRAINING COURSE



**02/01/2020 – 08/01/2020**



ORGANIZED BY

**KHANDRA COLLEGE (K.N.U.),  
KHANDRA,  
PASCHIM BARDHAMAN.**

<https://khandracollege.ac.in/>

## ABOUT THE COLLEGE



Khandra College, a co-educational institution imparting higher education, is located at Khandra, Dist. Paschim Bardhaman, West Bengal (Lat-23° 06' 33'' N & Long-87° 22' 0'' E). The college was established in 1981 under the leadership of the late Amalendu Bakshi, a local Philanthrope, to cater higher education among the boys and girls of the surrounding area. The primary motto of the college was to set up a minimum infrastructure for imparting higher education to young students who were mostly first-generation learners coming from economically backward strata of the society. The effort was soon acknowledged by the Government of West Bengal, and in the year of its inception, the University of Burdwan accorded affiliation to the college as a co-educational institution for higher studies.

The Academic activities of the College were inaugurated in 1981 with only B.A. General Course of studies in Bengali, English, History, Philosophy, Sanskrit, Political science and Economics with few students. In 1985, the B.Com General Course was introduced, and from 1996 onwards Honours Courses of studies in the aforementioned disciplines were made accessible to the students.

The College, which was born an unknown sapling upon the mining crags of Ukhra and Andal, far away from the glitter of the metropolis, may now boast of holding fourteen Major Courses of studies in its branches by the side of twenty Minor courses of studies to enrich its foliage. This has become possible as a

consequence of the combined efforts rendered by the Teachers, the Students, the local people and each and every staff member of the institutional family.

Khandra College received its Assessment and Accreditation by NAAC for the First Cycle in the year 2007. Our efforts were once more acknowledged when we received accreditation from NAAC for the second cycle in 2018. Now we are looking forward to a newer dimension in our attempts to embrace the NEP 2020 guidelines in imparting Higher Education to our students through various academic, administrative and co-curricular activities.



# ABOUT THE TRAINING COURSE



Basic communication skills are just as vital in an academic setting as they are in any other environment, if not more so. Whether it's in classrooms, lecture halls, research groups, or academic conferences, effective communication skills play a crucial role in facilitating learning, exchanging ideas, and advancing knowledge. In classrooms and lecture halls, students rely on instructors to convey complex concepts and information effectively. Strong communication skills enable educators to explain ideas clearly, engage students in discussions, and ensure that learning objectives are met.

Academia thrives on collaboration and the exchange of ideas. Whether it is working on group projects, conducting research, or presenting findings, effective communication skills are essential. Researchers must communicate their ideas, methodologies, and results clearly to peers and collaborators, fostering collaboration and advancing knowledge collectively. Similarly, academic writing is a fundamental aspect of scholarly communication. Writing research papers, essays, or theses, publishing research findings in journals or presenting them at conferences, as well as conducting peer reviews are integral to the academic process.

Academia involves networking with peers, mentors, and professionals in the field. Whether it's attending conferences, seminars, or academic events, effective communication skills are essential for building relationships, sharing ideas, and advancing one's career in academia. In essence, basic communication skills are indispensable in an academic space for fostering learning, collaboration, scholarly discourse, and career advancement. By honing these skills, college or university staff can enhance their academic performance, contribute meaningfully to their field, and excel in their academic pursuits.

## COURSE OBJECTIVES

- Communication fundamentals
- Research and academic language and jargon
- Telecommunication and technology aided communication
- Peer review and feedback
- Publishing and style-sheets (MLA, APA, etc.)
- Public speaking and addressing masses
- Des-escalation and mediation methods

## COURSE DURATION

21 hours over the course of 7 days. Classes will be held beyond college hours.

## COURSE INTAKE

100 participants (Teaching and non-teaching staff only).

## RESOURCE PERSONS

- Prof. Sisirendu Dasgupta, Associate Professor in English,  
Khandra College, KNU.
- Dr. Sudipa Chowdhury, Associate Professor in Bengali,  
Khandra College, KNU.



# KHANDRA COLLEGE

## CERTIFICATE OF COMPLETION

This is to certify that

Participated in the

***Basic Communication*** Training Programme

From 02/01/2020 to 08/01/2020.

DATE



SIGNATURE

## **List of Participants**

**BASIC COMMUNICATION**

**02/01/2020 – 08/01/2020**

**KHANDRA COLLEGE (K.N.U.)**

**Khandra, Paschim Bardhaman**

<b>Sr.</b>	<b>Name &amp; Designation</b>
	<b>TEACHING STAFF</b>
<b>1</b>	<b>Dr. Abhisek Bhattacharya</b> Asst. Prof., Dept. of English, KC (KNU)
<b>2</b>	<b>Prof. Amrita Sett</b> Asst. Prof., Dept. of History, KC (KNU)
<b>3</b>	<b>Dr. Ashish Kr. Chakraborty</b> Assoc. Prof., Dept. of Pol. Sc., KC (KNU)
<b>5</b>	<b>Prof. Dhiren Mandi</b> Asst. Prof., Dept. of Sanskrit, KC (KNU)
<b>7</b>	<b>Dr. Koustav Roy</b> Asst. Prof., Dept. of Commerce, KC (KNU)
<b>8</b>	<b>Prof. Paritosh Kr. Dhara</b> Assoc. Prof., Dept. of Philosophy, KC (KNU)
<b>9</b>	<b>Prof. Sadiya Pravin</b> Asst. Prof., Dept. of Hindi, KC (KNU)
<b>10</b>	<b>Dr. Sandip Tah</b> Asst. Prof., Dept. of Geography, KC (KNU)
<b>11</b>	<b>Prof. Sisirendu Dasgupta</b> Assoc. Prof., Dept. of English, KC (KNU)
<b>12</b>	<b>Dr. Sudipa Chowdhury</b> Assoc. Prof., Dept. of Bengali, KC (KNU)
<b>13</b>	<b>Dr. Sumita Mandal</b> Asst. Prof., Dept. of Sanskrit, KC (KNU)
<b>14</b>	<b>Prof. Shubhalaksmi Raychowdhury</b> Asst. Prof., Dept. of Pol. Sc., KC (KNU)
<b>15</b>	<b>Prof. Tapas Ghosh</b> Asst. Prof., Department of Philosophy, KC (KNU)
<b>16</b>	<b>Mr. Biswajit Ghosh</b> SACT II, Dept. of Geography, KC (KNU)
<b>17</b>	<b>Ms. Chumki Mondal</b> SACT I, Dept. of Geography, KC (KNU)
<b>18</b>	<b>Mr. Santanu Jarimuni</b> SACT II, Dept. of Geography, KC (KNU)
<b>19</b>	<b>Mrs. Munmun Nanda</b> SACT II, Dept. of Economics, KC (KNU)
<b>20</b>	<b>Mr. Tarak Nath Nayak</b> SACT I, Dept. of Sanskrit, KC (KNU)

21	<b>Ms. Mitali Sen</b> SACT I, Dept. of Sanskrit, KC (KNU)
22	<b>Mr. Animesh Mondal</b> SACT II, Dept. of Sanskrit, KC (KNU)
23	<b>Ms. Kripasindhu Ruj</b> SACT II, Dept. of Sanskrit, KC (KNU)
24	<b>Mrs. Tanushree Mondal</b> SACT II, Dept. of Philosophy, KC (KNU)
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33	<b>Mr. Joydeb Kumbhakar</b> SACT II, Dept. of Bengali, KC (KNU)
34	<b>Mr. Gopinath Banerjee</b> SACT II, Dept. of English, KC (KNU)
35	<b>Mrs. Sudipta Choudhury</b> SACT II, Dept. of English, KC (KNU)
36	<b>Mrs. Rianka Banerjee</b> SACT I, Dept. of English, KC (KNU)
37	<b>Dr. Anju Singh</b> SACT I, Dept. of Hindi, KC (KNU)
38	<b>Mr. Arun Kr. Shah</b> SACT I, Dept. of Hindi, KC (KNU)
39	<b>Mr. Aman Vishwakarma</b> SACT I, Dept. of Hindi, KC (KNU)
40	<b>Ms. Priti Singh</b> SACT I, Dept. of Hindi, KC (KNU)
41	<b>Mr. Kajal Kanti Bandopadhyay</b> SACT II, Dept. of History, KC (KNU)
42	<b>Mrs. Rakhi Dhar</b> SACT II, Dept. of History, KC (KNU)
43	<b>Mrs. Kalyani Garai</b> SACT I, Dept. of History, KC (KNU)
48	<b>Mr. Sudip Kr. Sadhu</b> SACT II, Dept. of History, KC (KNU)
49	<b>Ms. Priti Verma</b>

	SACT I, Dept. of Pol. Sc., KC (KNU)
50	<b>Mr. Arup Dutta</b> SACT II, Dept. of Pol. Sc., KC (KNU)
51	<b>Mrs. Ananya Sengupta (Dasgupta)</b> SACT II, Dept. of Education, KC (KNU)
52	<b>Ms. Shulakshmana Chattaraj</b> SACT II, Dept. of Sociology, KC (KNU)
53	<b>Md. Julfikar</b> SACT II, Dept. of Phys. Ed., KC (KNU)
54	<b>Mr. Shubhadeep Panda</b> SACT II, Dept. of Physics, KC (KNU)
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63	<b>Mr. Prabhat Dutta</b> SACT II, Dept. of Commerce, KC (KNU)
64	<b>Mr. Volanath Mondal</b> SACT I, Dept. of Commerce, KC (KNU)
	<b>NON-TEACHING STAFF</b>
65	<b>Mr. Ranjit Mukherjee</b> Cashier
66	<b>Mr. Biswanath Dhibar</b> Clerk
67	<b>Mr. Arpan Sarkar</b> Clerk
68	<b>Mr. Subinoy Dey</b> Clerk
69	<b>Mr. Gourgopal Mondal</b> Electrician cum Caretaker
70	<b>Mrs. Santana Dewasi</b> Geography lab attendant
71	<b>Mr. Swapan Ruidas</b> Guard
72	<b>Smt. Kajoli Ruidas</b>

	Sweeper
73	<b>Mr. Sisir Sen</b> Part time gymnasium attendant
74	<b>Mr. Kartik Ruidas</b> Karmabandhu
75	<b>Mr. Bhakti Pada Ruidas</b> Casual staff
76	<b>Mr. Bidhan Mondal</b> Casual staff
77	<b>Mr. Anath Nandi</b> Casual staff
79	<b>Mrs. Samapti Khan</b> Casual staff
80	<b>Mr. Sevak Banerjee</b> Casual staff

*Achint K. Choudhury*

**Coordinator (IQAC)**

Coordinator  
Internal Quality Assurance Cell  
KHANDRA COLLEGE



*S. K. S.*

**Principal**

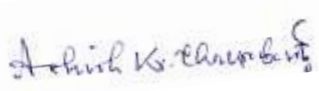
PRINCIPAL  
KHANDRA COLLEGE  
P.O.: Khandra, Paschim Bardhaman



**Seven (7) Day Training Programme on “Yoga and Mental Health” to be  
Organized by the College dt.30/11/2021**

All college staff – Teaching (Permanent & Guest Faculty) and Non-Teaching – are hereby informed that the college has resolved to organize a seven (7) day training course on “Yoga and Mental Health” from 15/12/2021 to 21/12/2021.

Members of the staff and faculty are requested to register their names with Md. Julfikar, SACT in Physical Education or Mr. Sevak Banerjee, Gymnasium Trainer, within 05/12/2021 and ensure their participation in the programme.

  
IQAC Co-ordinator  
Coordinator  
Internal Quality Assurance Cell  
KHANDRA COLLEGE



  
Principal  
PRINCIPAL  
KHANDRA COLLEGE  
P.O.: Khandra, Paschim Bardhaman



# YOGA AND MENTAL HEALTH

A TRAINING COURSE  
15/12/2021 – 21/12/2021

**ORGANIZED BY**  
KHANDRA COLLEGE (K.N.U.),  
KHANDRA,  
PASCHIM BARDHAMAN.

Visit KC at  
<https://khandracollege.ac.in/>

## ABOUT THE COLLEGE



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Minor courses of studies to enrich its foliage. This has become possible as a consequence of the combined efforts rendered by the Teachers, the Students, the local people and each and every staff member of the institutional family.

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## ABOUT THE TRAINING COURSE



Yoga has garnered widespread recognition not only for its physical benefits but also for its profound impact on mental health and overall well-being. Rooted in ancient Indian traditions, yoga encompasses a combination of physical postures, breathing exercises, meditation, and mindfulness practices.

One of the primary benefits of yoga for mental health is its ability to alleviate stress. Through focused breathing and mindful movement, yoga promotes relaxation and helps us release tension accumulated in the body. Regular practice of yoga has been shown to lower levels of cortisol, the stress hormone, leading to a calmer and more balanced state of mind. Yoga can also be an effective complementary therapy for managing anxiety and depression. The mindful awareness cultivated in yoga practice helps us become more attuned to their thoughts and emotions, empowering us respond to challenges with greater resilience. The physical activity and relaxation techniques incorporated in yoga can help alleviate symptoms of anxiety and depression, promoting a sense of well-being.



Yoga encourages us to cultivate present-moment awareness and non-judgmental acceptance of our experiences. By practicing mindfulness and observing their thoughts without attachment, we may develop greater emotional resilience and the ability to regulate our moods more effectively. This can be particularly beneficial for those struggling with mood disorders or difficulty managing intense emotions. By fostering a deeper awareness of the mind-body connection, yoga promotes holistic well-being and a sense of inner harmony.

Sleep disturbances are common among students, teachers, and in fact, every working person who leads a hectic and stressful life – thus experiencing mental health challenges. Yoga has been shown to improve sleep quality by reducing insomnia symptoms and promoting relaxation. By incorporating yoga into their routine, we can experience reduced stress, improved mood, better emotional regulation, and enhanced overall well-being.

## COURSE OBJECTIVES

- Basics of Yoga
- Exploring the influence of Yoga on mental health
- Asanas and Pranayamas
- Developing a healthy personal routine
- Yogic philosophy and psychology

## COURSE DURATION

21 hours over the course of 7 days. Classes will be held beyond college hours.

## COURSE INTAKE

100 participants (Teaching and non-teaching staff only).

## RESOURCE PERSONS





# KHANDRA COLLEGE



## CERTIFICATE OF COMPLETION

This is to certify that

Participated in the

***Yoga and Mental Health*** Training Programme

From 15/12/2021 to 21/12/2021.

---

*Date*

---

*Signature*

## **List of Participants**

**YOGA AND MENTAL HEALTH**

**15/12/2021 – 21/12/2021**

**KHANDRA COLLEGE (K.N.U.)**

**Khandra, Paschim Bardhaman**

<b>Sr.</b>	<b>Name &amp; Designation</b>
	<b>TEACHING STAFF</b>
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<b>3</b>	<b>Dr. Ashish Kr. Chakraborty</b> Assoc. Prof., Dept. of Pol. Sc., KC (KNU)
<b>4</b>	<b>Dr. Debarati Das</b> Asst. Prof., Dept. of Economics, KC (KNU)
<b>5</b>	<b>Prof. Dhiren Mandi</b> Asst. Prof., Dept. of Sanskrit, KC (KNU)
<b>6</b>	<b>Dr. Koustav Roy</b> Asst. Prof., Dept. of Commerce, KC (KNU)
<b>7</b>	<b>Prof. Rajat Heembram</b> Asst. Prof., Dept. of Bengali, KC (KNU)
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<b>13</b>	<b>Prof. Tapash Ghosh</b> Asst. Prof., Department of Philosophy, KC (KNU)
<b>14</b>	<b>Dr. Uday Sardar</b> Asst. Prof., Dept. of Bengali, KC (KNU)
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36	<b>Dr. Anju Singh</b> SACT I, Dept. of Hindi, KC (KNU)
37	<b>Mr. Arun Kr. Shah</b> SACT I, Dept. of Hindi, KC (KNU)
38	<b>Mr. Aman Vishwakarma</b> SACT I, Dept. of Hindi, KC (KNU)
39	<b>Ms. Priti Singh</b> SACT I, Dept. of Hindi, KC (KNU)
40	<b>Mr. Kajal Kanti Bandopadhyay</b> SACT II, Dept. of History, KC (KNU)
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43	<b>Mr. Sudip Kr. Sadhu</b>

	SACT II, Dept. of History, KC (KNU)
44	<b>Ms. Priti Verma</b> SACT I, Dept. of Pol. Sc., KC (KNU)
45	<b>Mr. Arup Dutta</b> SACT II, Dept. of Pol. Sc., KC (KNU)
46	<b>Mrs. Ananya Sengupta (Dasgupta)</b> SACT II, Dept. of Education, KC (KNU)
47	<b>Ms. Shulakshmana Chattaraj</b> SACT II, Dept. of Sociology, KC (KNU)
48	<b>Md. Julfikar</b> SACT II, Dept. of Phys. Ed., KC (KNU)
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	<b>NON-TEACHING STAFF</b>
60	<b>Mr. Ranjit Mukherjee</b> Cashier
61	<b>Mr. Biswanath Dhibar</b> Clerk
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64	<b>Mr. Gourgopal Mondal</b> Electrician cum Caretaker
65	<b>Mrs. Santana Dewasi</b> Geography lab attendant
66	<b>Mr. Swapan Ruidas</b>

	Guard
67	<b>Smt. Kajoli Ruidas</b> Sweeper
68	<b>Mr. Sisir Sen</b> Part time gymnasium attendant
69	<b>Mr. Kartik Ruidas</b> Karmabandhu
70	<b>Mr. Bhakti Pada Ruidas</b> Casual staff
71	<b>Mr. Bidhan Mondal</b> Casual staff
72	<b>Mr. Anath Nandi</b> Casual staff
73	<b>Mrs. Samapti Khan</b> Casual staff
74	<b>Mr. Sevak Banerjee</b> Casual staff

*Achint K. Choudhury*

**Coordinator (IQAC)**

Coordinator  
Internal Quality Assurance Cell  
KHANDRA COLLEGE



*[Signature]*

**Principal**

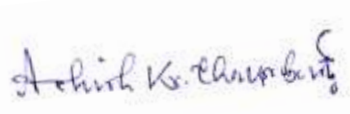
PRINCIPAL  
KHANDRA COLLEGE  
P.O.: Khandra, Paschim Bardhaman

From,  
Teacher-in-Charge  
Khandra College,  
P.O.: Khandra,  
Dt.: Paschim Bardhaman  
Pin: 713363

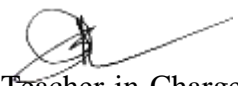
**Seven (7) Day Training Programme on “Practical Training in Office Suit”**  
**to be Organized by the College dt. 20/04/2023**

All college staff – Teaching (Permanent & Guest Faculty) and Non-Teaching – are hereby informed that the college has resolved to organize a seven (7) day training course on “Practical Training in Office Suit” from 10/05/2023 to 16/05/2023.

Members of the staff and faculty are requested to register their names with Dr Kaustav Roy, Assistant Professor in Commerce or Dr. Debarati Das, Assistant Professor in economics, within 30/04/2023 and ensure their participation in the programme.

  
IQAC Co-ordinator  
Coordinator  
Internal Quality Assurance Cell  
KHANDRA COLLEGE



  
Teacher-in-Charge  
Teacher-in-Charge  
KHANDRA COLLEGE  
Khandra, Paschim Bardhaman

# PRACTICAL TRAINING IN OFFICE SUIT

## FOR TEACHING AND NON-TEACHING STAFF

10/05/2023 – 16/05/2023



ORGANIZED BY  
KHANDRA COLLEGE (K.N.U.),  
KHANDRA,  
PASCHIM BARDHAMAN.

<https://khandracollege.ac.in/>



## ABOUT THE COLLEGE



Khandra College, a co-educational institution imparting higher education, is located at Khandra, Dist. Paschim Bardhaman, West Bengal (Lat-23° 06' 33'' N & Long-87° 22' 0'' E). The college was established in 1981 under the leadership of the late Amalendu Bakshi, a local Philanthrope, to cater higher education among the boys and girls of the surrounding area. The primary motto of the college was to set up a minimum infrastructure for imparting higher education to young students who were mostly first-generation learners coming from economically backward strata of the society. The effort was soon acknowledged by the Government of West Bengal, and in the year of its inception, the University of Burdwan accorded affiliation to the college as a co-educational institution for higher studies.

The Academic activities of the College were inaugurated in 1981 with only B.A. General Course of studies in Bengali, English, History, Philosophy, Sanskrit, Political science and Economics with few students. In 1985, the B.Com General Course was introduced, and from 1996 onwards Honours Courses of studies in the aforementioned disciplines were made accessible to the students.

The College, which was born an unknown sapling upon the mining crags of Ukhra and Andal, far away from the glitter of the metropolis, may now boast of holding fourteen Major Courses of studies in its branches by the side of twenty

Minor courses of studies to enrich its foliage. This has become possible as a consequence of the combined efforts rendered by the Teachers, the Students, the local people and each and every staff member of the institutional family.

Khandra College received its Assessment and Accreditation by NAAC for the First Cycle in the year 2007. Our efforts were once more acknowledged when we received accreditation from NAAC for the second cycle in 2018. Now we are looking forward to a newer dimension in our attempts to embrace the NEP 2020 guidelines in imparting Higher Education to our students through various academic, administrative and co-curricular activities.

## ABOUT THE TRAINING COURSE



Office suite software, such as Microsoft Office or Google Workspace, plays a pivotal role in the functioning of academic institutions, benefiting both teaching and non-teaching staff in various ways.

For teaching staff, office suite software provides essential tools for creating, organizing, and delivering instructional materials. Applications like Microsoft Word enable educators to prepare lecture notes, syllabi, and study guides with ease, while PowerPoint facilitates the creation of engaging presentations for classroom lectures or online seminars. Spreadsheet software like Microsoft Excel proves invaluable for managing grades, analyzing data, and conducting research. Office suite software fosters collaboration among teaching staff, allowing for the seamless sharing and editing of documents and resources. With cloud-based platforms like Google Docs or Microsoft OneDrive, educators can collaborate in real-time on lesson plans, curriculum development, and research projects, regardless of geographical location. This promotes teamwork, enhances productivity, and facilitates the exchange of ideas and best practices among faculty members.

For non-teaching staff, office suite software streamlines administrative tasks and facilitates communication within academic institutions. Word processing

software simplifies tasks such as drafting emails, creating reports, and maintaining documentation, improving workflow efficiency and organizational effectiveness. Office suite software supports institutional operations, including budgeting, procurement, and record-keeping. Spreadsheet software like Microsoft Excel proves invaluable for financial planning, tracking expenditures, and generating reports for budget analysis. Presentation software facilitates communication with stakeholders during meetings or conferences, while database management tools help maintain student records, faculty profiles, and institutional data securely.

From enhancing teaching and learning experiences to streamlining administrative tasks and supporting institutional operations, these versatile tools empower both teaching and non-teaching staff to fulfill their roles effectively, collaborate efficiently, and contribute to the overall success and advancement of the academic institution.

## COURSE OBJECTIVES

- Microsoft Office Skills in Excel, Word, PowerPoint, Outlook, Teams and Access.
- Advanced MS Excel skills.
- Advanced MS Powerpoint designing and presentations.
- Office tools including using columns, indents, footers, borders and watermarks.
- Printing in various formats.
- Using Office in tandem with Access.

## COURSE DURATION

21 hours over the course of 7 days. Classes will be held beyond college hours.

## COURSE INTAKE

100 participants (Teaching and non-teaching staff only).



## RESOURCE PERSONS

- Dr Kaustav Roy, Assistant Professor in Commerce, Khandra College, KNU.
- Dr. Debarati Das, Assistant Professor in Economics, Khandra College, KNU.

# KHANDRA COLLEGE

## CERTIFICATE OF COMPLETION

This is to certify that

Participated in the programme

***Practical Training in Office Suit***

From 10/05/2023 to 16/05/2023.



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Signature

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Date

## List of Participants

OFFICE SUIT

10/05/2023 – 16/05/2023

KHANDRA COLLEGE (K.N.U.)

Khandra, Paschim Bardhaman

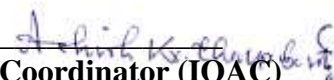
Sr.	Name & Designation
	TEACHING STAFF
1	<b>Dr. Abhisek Bhattacharya</b> Assoc. Prof., Dept. of English, KC (KNU)
2	<b>Prof. Amrita Seth</b> Asst. Prof., Dept. of History, KC (KNU)
3	<b>Dr. Ashish Kr. Chakraborty</b> Assoc. Prof., Dept. of Pol. Sc., KC (KNU)
4	<b>Dr. Debarati Das</b> Asst. Prof., Dept. of Economics, KC (KNU)
5	<b>Prof. Dhiren Mandi</b> Asst. Prof., Dept. of Sanskrit, KC (KNU)
6	<b>Dr. Hillal Sekh</b> Asst. Prof., Dept. of Philosophy, KC (KNU)
7	<b>Dr. Koustav Roy</b> Asst. Prof., Dept. of Commerce, KC (KNU)
8	<b>Prof. Rajat Heembram</b> Asst. Prof., Dept. of Bengali, KC (KNU)
9	<b>Prof. Sadiya Pravin</b> Asst. Prof., Dept. of Hindi, KC (KNU)
10	<b>Dr. Sandip Tah</b> Asst. Prof., Dept. of Geography, KC (KNU)
11	<b>Dr. Sudipa Chowdhury</b> Assoc. Prof., Dept. of Bengali, KC (KNU)
12	<b>Dr. Sumita Mandal</b> Assoc. Prof., Dept. of Sanskrit, KC (KNU)
13	<b>Prof. Shubhalakshmi Raychowdhury</b> Asst. Prof., Dept. of Pol. Sc., KC (KNU)
14	<b>Prof. Tapash Ghosh</b> Asst. Prof., Department of Philosophy, KC (KNU)
15	<b>Dr. Uday Sardar</b> Asst. Prof., Dept. of Bengali, KC (KNU)
16	<b>Mr. Biswajit Ghosh</b> SACT II, Dept. of Geography, KC (KNU)
17	<b>Ms. Chumki Mondal</b> SACT I, Dept. of Geography, KC (KNU)
18	<b>Mr. Santanu Jarimuni</b> SACT II, Dept. of Geography, KC (KNU)

19	<b>Mrs. Munmun Nanda</b> SACT II, Dept. of Economics, KC (KNU)
20	<b>Mr. Tarak Nath Nayak</b> SACT I, Dept. of Sanskrit, KC (KNU)
21	<b>Ms. Mitali Sen</b> SACT I, Dept. of Sanskrit, KC (KNU)
22	<b>Mr. Animesh Mondal</b> SACT II, Dept. of Sanskrit, KC (KNU)
23	<b>Ms. Kripasindhu Ruj</b> SACT II, Dept. of Sanskrit, KC (KNU)
24	<b>Mrs. Tanushree Mondal</b> SACT II, Dept. of Philosophy, KC (KNU)
25	<b>Ms. Chameli Sharma</b> SACT II, Dept. of Philosophy, KC (KNU)
26	<b>Ms. Madhumita Mondal</b> SACT II, Dept. of Philosophy, KC (KNU)
27	<b>Mr. Sumit Mahato</b> SACT I, Dept. of Philosophy, KC (KNU)
28	<b>Mrs. Lalima Chakrabarty Banerjee</b> SACT II, Dept. of Music, KC (KNU)
29	<b>Mrs. Piu Banerjee</b> SACT II, Dept. of Multimedia & Mass. Comm., KC (KNU)
30	<b>Mrs. Geeta Halder</b> SACT II, Dept. of Bengali, KC (KNU)
31	<b>Mr. Indrajit Ghosh</b> SACT II, Dept. of Bengali, KC (KNU)
32	<b>Mr. Soumitra Singha Mahapatra</b> SACT II, Dept. of Bengali, KC (KNU)
33	<b>Mr. Joydeb Kumbhakar</b> SACT II, Dept. of Bengali, KC (KNU)
34	<b>Mr. Gopinath Banerjee</b> SACT II, Dept. of English, KC (KNU)
35	<b>Mrs. Sudipta Choudhury</b> SACT II, Dept. of English, KC (KNU)
36	<b>Mrs. Rianka Banerjee</b> SACT I, Dept. of English, KC (KNU)
37	<b>Dr. Anju Singh</b> SACT I, Dept. of Hindi, KC (KNU)
38	<b>Mr. Arun Kr. Shah</b> SACT I, Dept. of Hindi, KC (KNU)
39	<b>Mr. Aman Vishwakarma</b> SACT I, Dept. of Hindi, KC (KNU)
40	<b>Ms. Priti Singh</b> SACT I, Dept. of Hindi, KC (KNU)
41	<b>Mr. Kajal Kanti Bandopadhyay</b> SACT II, Dept. of History, KC (KNU)
42	<b>Mrs. Rakhi Dhar</b> SACT II, Dept. of History, KC (KNU)
43	<b>Mrs. Kalyani Garai</b>

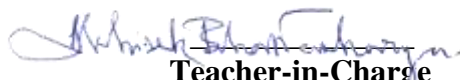
	SACT I, Dept. of History, KC (KNU)
44	<b>Mr. Sudip Kr. Sadhu</b> SACT II, Dept. of History, KC (KNU)
45	<b>Ms. Priti Verma</b> SACT I, Dept. of Pol. Sc., KC (KNU)
46	<b>Mr. Arup Dutta</b> SACT II, Dept. of Pol. Sc., KC (KNU)
47	<b>Mrs. Ananya Sengupta (Dasgupta)</b> SACT II, Dept. of Education, KC (KNU)
48	<b>Ms. Shulakshmana Chattaraj</b> SACT II, Dept. of Sociology, KC (KNU)
49	<b>Md. Julfikar</b> SACT II, Dept. of Phys. Ed., KC (KNU)
50	<b>Mr. Shubhadeep Panda</b> SACT II, Dept. of Physics, KC (KNU)
51	<b>Mrs. Binita Nandi</b> SACT II, Dept. of Chemistry, KC (KNU)
52	<b>Mrs. Pritisha Roy</b> SACT II, Dept. of Chemistry, KC (KNU)
53	<b>Mr. Prasanta Panda</b> SACT II, Dept. of Mathematics, KC (KNU)
54	<b>Mrs. Uttama Dey</b> SACT II, Dept. of Botany, KC (KNU)
55	<b>Mrs. Gopali Shampa Roy</b> SACT II, Dept. of Botany, KC (KNU)
56	<b>Ms. Piyali Chakraborty</b> SACT II, Dept. of Zoology, KC (KNU)
57	<b>Mrs. Ranita Gupta</b> SACT II, Dept. of Zoology, KC (KNU)
58	<b>Mr. Kapileswar Nandi</b> SACT II, Dept. of Commerce, KC (KNU)
59	<b>Mr. Prabhat Dutta</b> SACT II, Dept. of Commerce, KC (KNU)
60	<b>Mr. Volanath Mondal</b> SACT I, Dept. of Commerce, KC (KNU)
	<b>NON-TEACHING STAFF</b>
61	<b>Mr. Ranjit Mukherjee</b> Cashier
62	<b>Mr. Biswanath Dhibar</b> Clerk
63	<b>Mr. Arpan Sarkar</b> Clerk
64	<b>Mr. Subinoy Dey</b> Clerk
65	<b>Mr. Gourgopal Mondal</b> Electrician cum Caretaker
66	<b>Mrs. Santana Dewasi</b> Geography lab attendant



67	<b>Mr. Swapan Ruidas</b> Guard
68	<b>Smt. Kajoli Ruidas</b> Sweeper
69	<b>Mr. Sisir Sen</b> Part time gymnasium attendant
70	<b>Mr. Kartik Ruidas</b> Karmabandhu
71	<b>Mr. Bhakti Pada Ruidas</b> Casual staff
72	<b>Mr. Bidhan Mondal</b> Casual staff
73	<b>Mr. Anath Nandi</b> Casual staff
74	<b>Mrs. Samapti Khan</b> Casual staff
75	<b>Mr. Sevak Banerjee</b> Casual staff
76	<b>Mr. Rahul Banerjee</b> Casual staff
77	<b>Mr. Parijit Roy</b> Casual staff
78	<b>Mr. Ananda Sharma</b> Casual staff
79	<b>Mr. Gopal Mondal</b> Casual staff
80	<b>Mr. Chotton Ruj</b> Casual staff
81	<b>Mr. Ashrujit Mitra</b> NWNP staff
82	<b>Mr. Arun Banerjee</b> NWNP staff
83	<b>Mr. Dolon Karmakar</b> NWNP staff
84	<b>Mr. Biswajit Mondal</b> NWNP staff
85	<b>Mr. Subhajit Ghosh</b> NWNP staff

  
**Coordinator (IQAC)**  
 Coordinator  
 Internal Quality Assurance Cell  
 KHANDRA COLLEGE



  
**Teacher-in-Charge**  
 PRINCIPAL  
 KHANDRA COLLEGE  
 P.O.: Khandra, Paschim Bardhaman