

6.3.1 Faculty Empowerment Strategies

Sl. No.	Item
1	Policy decision regarding development of Self Appraisal Mechanism
2	Sample format of SAR for teaching and non-teaching employees
3	Cover page of second ISBN volume of the Institution
4	Documents related to Institutional workshops (For teaching and non-teaching)



KHANDRA COLLEGE

Govt. Aided UG College
Affiliated to Kazi Nazrul University
NAAC Accredited 2nd Cycle
Recognised by UGC under 2(f) & 12(B)

Abstract of IQAC meeting held on 21/02/2023

Members presents

Sd/- Dr. Abhisek Bhattacharya, Chairperson
Sd/-Dr. Ashish Kr. Chakraborty, Coordinator
Sd/- Dr. Sandip Tah, Teacher Member
Sd/-Prof. Sadiya Pravin, Teacher Member
Sd/-Prof. Dhiren Mandi, Teacher Member
Sd/-Prof. Amrita Sett, Teacher Member
Sd/-Prof. Tapas Ghosh, Teacher Member
Sd/-Prof. Shubhalaksmi Raychowdhury, Teacher Member
Sd/-Dr. Debarati Das, Teacher Member
Sd/-Smt. Rianka Banerjee, Alumni representative
Sd/-Shri Ranjit Mukherjee, Management representative

Agendum no.05

Discussed the issue related to the preparation of Self Appraisal Report for teachers on substantive post and non-teaching employees on permanent post

Resolution

The esteemed members of the IQAC do hereby endorsed the motion and further resolved that self-appraisal mechanism will be developed for the teachers on substantive post and non-teaching employees on permanent post

Further **resolved** that the IQAC will design separate formats for teachers and non-teaching employees and distribute the same among the employees.

Further **resolved** that the employees will submit the filled in Self Appraisal format to the Coordinator, IQAC by 20th June, 2023

Countersigned

Sd/-A.Bhattacharya
Teacher-in-Charge



PERFORMANCE APPRAISAL REPORT

SELF APPRAISAL

A GENERAL INFORMATION :

a) Name (in Block Letters)

b) Designation (with subject): Lecturer / Lecturer (Sr. Scale)

in.....

(in block letters)

c) Address : i) College / Office :

Phone No. :

ii) Residence :

Phone No. :

d) Area of specialisation :

e) Date of Birth :

f) Details of service :

i) College serving now : From.....To.....

Total.....Years

ii) College (s) served :

Name of the College	From	To	Total Period

iii) Total Service Rendered :

iv) Break in Service, if any

g) Date of joining the present College :

B ACADEMIC QUALIFICATIONS : (Copies of Diplomas to be attached)

Exams. Passed	Board	University	Subjects	Year	Division/Class
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S. P. or

Equivalent

H. S. or

Equivalent

Bachelor's

Degree

Master's

Degree

Research

Degree

Others

(Diploma/

Certificate etc.)

C RESEARCH EXPERIENCE AND TRAINING :

Research Stage

Title of the work/Thesis

University

i) M. Phil. or equivalent :

ii) Ph. D. / D. Litt. / D. Sc. :

iii) Post Doctoral :

iv) Publications :

(Give a list separately)

(Xerox copies of title page to be attached)

v) Any other relevant information / Research

Guidance with brief particular :

Contd.—2

7 2 3

D RESEARCH PROJECTS CARRIED OUT :

Title of the Project

Name of the funding agency

Duration

Remarks

E SEMINARS, CONFERENCES, SYMPOSIA, WORKSHOP ETC ATTENDED DURING LAST TEN YEARS :

Name

Sponsoring Agency

Place and Date

--

F. TEACHING EXPERIENCE : (In Colleges / University)

Course

Duration : Year / Month)

- i) P. U. / U. E. / H. S.
- ii) Degree (Pass)
- iii) Degree (Honours)
- iv) Post Graduate

G. TEACHING :

1. No. of days the College was open during the preceding one year less the number of days the teacher was on authorised leave or other approved duties (A)	Number of days the teacher attended the College (B)	
2. Number of classes allotted to the teacher during the preceding one year less the number of classes lost due to other approved duties or authorised leave (C)	Numbers of classes taken by teacher, (D)	
3. Number of assignments related to examination offered by the university during the preceding one year. (Assignments includes invigilation, examination of papers and such other matters (E)	Number of assignments performed, (F)	
4. Research experience and training.		
5. Seminars conference, symposia work shop etc. attended during the last 10 years.		

i) the number of days the teacher was on authorised leave —

ii) the number of classes which could not be taken by the teacher due to other approved duties and leave —

II INNOVATIONS AND CONTRIBUTIONS IN TEACHING
(For Teacher's Training / Art College)

(Use separate sheet)

- a) Design of curriculum.
- b) Teaching Methods.
- c) Laboratory Experiments.
- d) Evaluation Methods.
- e) Preparation of Resource Materials.
- f) Participation in local / state / National / International/Art Exhibitions/Games.
- g) Assignment of Art Work by Government or any other Agency.
- h) Any other.

1. PARTICIPATION IN CORPORATE LIFE

(Use separate sheet)

- a) Co-curricular activities
- b) Enrichment of Campus life.
(Hostel, Sports, Games, Cultural Activities)
- c) Student's Welfare and Discipline.
- d) Professional Organisation of Teachers.
(e.g. Indian Philosophical Association etc.)
- e) Editorship of Journals.
- f) Any other information.

Signature of the Teacher with Designation

Certified that all the entries made in this document are checked and verified properly and found to be correct

Principal / Teacher-in-charge

Principal / Teacher-in-charge of the College should submit a report regarding the performance of the teacher for the last three consecutive academic records.

PART—B
(For use of the Selection Committee)

Considered the papers of Shri / Smt.....
of the Department of.....
of.....College / Mahavidyalaya
placed before the Selection Committee in connection with his / her promotion to the post of Senior
Lecturer / Selection Grade Lecturer / Reader in the scale of Rs
with effect from.....

It is also recommended that the post held by Shri / Smt.....
.....be upgraded to the post of Senior Lecturer / Selection Grade
Lecturer / Reader and the same is created with effect from.....

Resolved further that all necessary particulars be sent to the Government for approval.

- i) Signature of the Subject Expert :
- ii) Signature of the member of the Governing Body
in the Selection Committee .
- iii) Signature of the Govt. nominee :
- iv) Signature of the Principal / Teacher-in-charge :
- v) Signature of the President of the G. B / Administrator :

PART--C
(For use of the Governing Body / Administrator)

The Governing Body in its meeting held on.....resolved that
the recommendation of the Selection Committee Shri / Smt.....
.....of the Department of.....
.....placed in / promoted to the post of Lecturer (Sr. Scale)
Lecturer (Selection Grade) / Reader in the scale of.....
with effect from.....

It is recommended that the post held by Shri / Smt.....
be upgraded to the post of Lecturer (Senior Scale) / Lecturer (Selection Grade) / Reader and the
same be created with effect from.....

Resolved further that all necessary particulars be sent to the Govt. approval.

Date

.....
President / Secretary
Governing Body



SELF-APPRAISAL REPORT (SAR)

For

Non-Teaching Employees

Khandra College, Khandra, Paschim Bardhaman

1. General Information:

- a) Name in full:
- b) Date of Birth:
- c) Residential Address:
- d) Contact No.:
- e) Email Id:
- f) Gender:
- g) Current Designation:
- h) Date of Joining:

2. Academic Qualification:

- a) MP/ Equivalent with Board and Year of Passing:
- b) HS/ Equivalent with Board and Year of Passing:
- c) UG with University and Year of Passing:
- d) PG with University and Year of Passing:
- e) Any other Qualification:

3. Co-curricular Activities:

Please state the name, the nature, level, and duration of the activity with year of Completion.

4. Training Programme attended in the current Academic Session:

Please state the name, the nature, level, and duration of the programme with year of Completion.

5. Nature of your job at the Institution:

Please state the nature of your work along with hours assigned for your duty.

6. Statement of Leave in the Current Academic Session:

a) CL:

b) EL:

c) ML:

d) Maternity Leave:

e) Child Care Leave:

f) Any other Leave:

7. Any area related to your job where you require specialized training

8. Your observation regarding the strength and weakness of the Institution in reference to your work experience

9. Your suggestions regarding improvement of the work ambience, if any.

Signature in Full with Date

**Received.
Co-ordinator, IQAC,
Khandra College**

Established in 1981 in the Schedule Caste Assembly Constituency of West Bengal, Khandra College, P.O. Khandra, 713363, Dist. Paschim Bardhaman, a co-educational institution, is a fast growing College imparting higher education to more than three thousand students. Hitherto the college has provided satisfactory infrastructure for academic discipline as well as cultural output, and its efforts to that direction have been recognised by NAAC, as the college now stands accredited for the second cycle. The teachers are privileged to claim the credit of the successful publication of an edited volume under the banner of the institution on last hundred years' Bengali society, literature and culture in the year 2015. Being inspired by the success of the previous volume, they are now intent upon launching another such volume which aims to delve into the socio-cultural and literary crossroads of post-Independence Bengal.

Over the past years, the University of Burdwan, Kazi Nazrul University, Asansol, Govt. of West Bengal and the University Grants Commission have extended their hands for promoting formal education, and now the college authority is looking forward to a new dimension. Publication of such volumes is also expected to motivate the faculty as well as every stakeholder of the institution to that direction.

MANAK
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E-mail : manak.publications@gmail.com
Website : <http://www.manakpublications.com>



PROSPECTS AND RETROSPECTS
Post-Independence Bengal on the Crossroads of
Society, Literature and Culture (1947-2020)

A.K. Chakraborty, S. Chowdhury
and others for Board of Editors,
Khandra College



PROSPECTS AND RETROSPECTS

Post-Independence Bengal on the Crossroads of
Society, Literature and Culture (1947-2020)



A.K. Chakraborty, S. Chowdhury
and others for Board of Editors,
Khandra College

The independence of 1947 modulated the socio-cultural activities of Bengal in general. For, the aftermath of the independence manifested itself in post partition riots, food crisis and swelling moral anarchy. However, these could not crush the potential of regeneration and during the 1960s and 70s the processes of growth were replenished in the form of economic reforms as well as social and cultural rejuvenation. While figures like Jibanananda Das, Satyajit Ray and Mother Teresa came forward to be the literary, cultural and spiritual guides of the Bengali society already burdened with the history of separation, the challenges in welfare economics found resolution in epoch making thoughts of economists like Amartya Sen. The rich heritage of Bengal also received a boost in spite of clamorous mechanization and militant political activism prevalent in the socio-political firmament of contemporary Bengal.

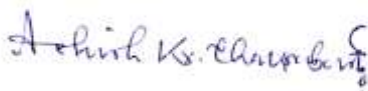
The present volume wishes to accommodate such widely variegated aspects of the Bengali society and culture after the independence of India till the recent decades. The Board of Editors, Khandra College feels honoured to acknowledge its debts to every contributor who has seriously rendered his or her thoughts into an article for the volume so that a comprehensive understanding of the post-Independence Bengali nuances becomes possible for a greater section of readers. We shall consider our labours rewarded if the volume comes to the attention of the general intelligentsia of the present times.

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

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

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

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

Achint K. Choudhury

Coordinator (IQAC)

Coordinator
Internal Quality Assurance Cell
KHANDRA COLLEGE



[Signature]

Principal

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

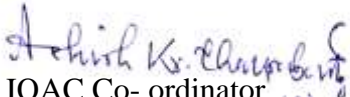
From,
The Principal
Khandra College,
P.O.: Khandra,
Dt.: Paschim Bardhaman
Pin: 713363

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



BASIC COMMUNICATION

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



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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



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

Sr.	Name & Designation
	TEACHING STAFF
1	Dr. Abhisek Bhattacharya Asst. Prof., Dept. of English, KC (KNU)
2	Prof. Amrita Sett Asst. Prof., Dept. of History, KC (KNU)
3	Dr. Ashish Kr. Chakraborty Assoc. Prof., Dept. of Pol. Sc., KC (KNU)
5	Prof. Dhiren Mandi Asst. Prof., Dept. of Sanskrit, KC (KNU)
7	Dr. Koustav Roy Asst. Prof., Dept. of Commerce, KC (KNU)
8	Prof. Paritosh Kr. Dhara Assoc. Prof., Dept. of Philosophy, KC (KNU)
9	Prof. Sadiya Pravin Asst. Prof., Dept. of Hindi, KC (KNU)
10	Dr. Sandip Tah Asst. Prof., Dept. of Geography, KC (KNU)
11	Prof. Sisirendu Dasgupta Assoc. Prof., Dept. of English, KC (KNU)
12	Dr. Sudipa Chowdhury Assoc. Prof., Dept. of Bengali, KC (KNU)
13	Dr. Sumita Mandal Asst. Prof., Dept. of Sanskrit, KC (KNU)
14	Prof. Shubhalaksmi Raychowdhury Asst. Prof., Dept. of Pol. Sc., KC (KNU)
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71	Mr. Swapan Ruidas Guard
72	Smt. Kajoli Ruidas

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

Achint K. Choudhury

Coordinator (IQAC)

Coordinator
Internal Quality Assurance Cell
KHANDRA COLLEGE



S. K. S.

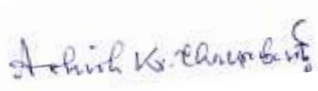
Principal

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



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



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

Sr.	Name & Designation
	TEACHING STAFF
1	Dr. Abhisek Bhattacharya Asst. Prof., Dept. of English, KC (KNU)
2	Prof. Amrita Sett Asst. Prof., Dept. of History, KC (KNU)
3	Dr. Ashish Kr. Chakraborty Assoc. Prof., Dept. of Pol. Sc., KC (KNU)
4	Dr. Debarati Das Asst. Prof., Dept. of Economics, KC (KNU)
5	Prof. Dhiren Mandi Asst. Prof., Dept. of Sanskrit, KC (KNU)
6	Dr. Koustav Roy Asst. Prof., Dept. of Commerce, KC (KNU)
7	Prof. Rajat Heembram Asst. Prof., Dept. of Bengali, KC (KNU)
8	Prof. Sadiya Pravin Asst. Prof., Dept. of Hindi, KC (KNU)
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71	Mr. Bidhan Mondal Casual staff
72	Mr. Anath Nandi Casual staff
73	Mrs. Samapti Khan Casual staff
74	Mr. Sevak Banerjee Casual staff

Achint K. Choudhury

Coordinator (IQAC)

Coordinator
Internal Quality Assurance Cell
KHANDRA COLLEGE



[Signature]

Principal

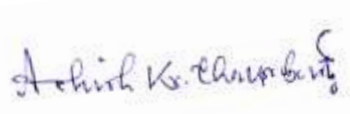
PRINCIPAL
KHANDRA COLLEGE
P.O.: Khandra, Paschim Bardhaman

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
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



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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.



Signature

Date

List of Participants

OFFICE SUIT

10/05/2023 – 16/05/2023

KHANDRA COLLEGE (K.N.U.)

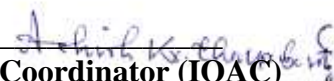
Khandra, Paschim Bardhaman

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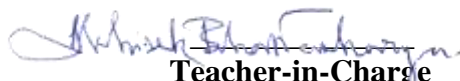
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56	Ms. Piyali Chakraborty SACT II, Dept. of Zoology, KC (KNU)
57	Mrs. Ranita Gupta SACT II, Dept. of Zoology, KC (KNU)
58	Mr. Kapileswar Nandi SACT II, Dept. of Commerce, KC (KNU)
59	Mr. Prabhat Dutta SACT II, Dept. of Commerce, KC (KNU)
60	Mr. Volanath Mondal SACT I, Dept. of Commerce, KC (KNU)
	NON-TEACHING STAFF
61	Mr. Ranjit Mukherjee Cashier
62	Mr. Biswanath Dhibar Clerk
63	Mr. Arpan Sarkar Clerk
64	Mr. Subinoy Dey Clerk
65	Mr. Gourgopal Mondal Electrician cum Caretaker
66	Mrs. Santana Dewasi Geography lab attendant

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


Coordinator (IQAC)
 Coordinator
 Internal Quality Assurance Cell
 KHANDRA COLLEGE




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