

Government of West Bengal Office of the Principal GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135 www.ggdckeshiary.ac.in

**Criterion 6: Governance, Leadership and Management** 

6.3.3 Refresher Course/Faculty Orientation or Other Programmes as per UGC/AICTE stipulated periods, as participated by Teachers' and Non-Teaching Staffs year-wise.

**Documents** 

#### **ANNUAL REPORT**

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Officer-in-Charge Govt. Gen. Degree College Keshiary



# GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

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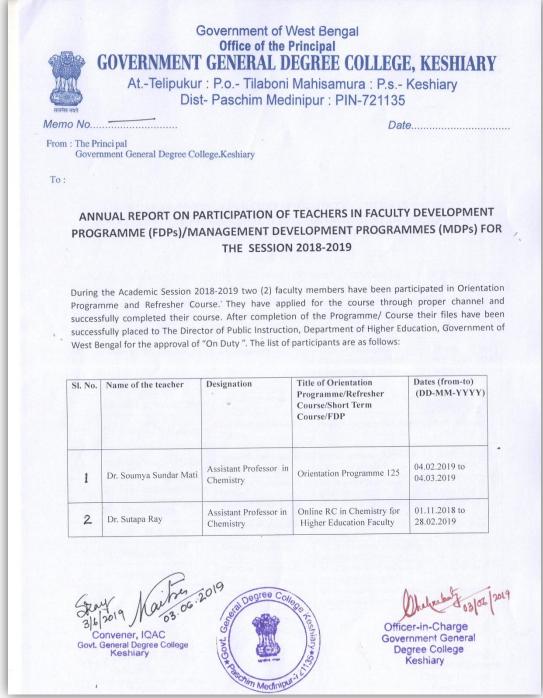


Figure 1: Annual report for the Academic Session 2018-2019 on participation of two teachers from Department of Chemistry in OP and RC.



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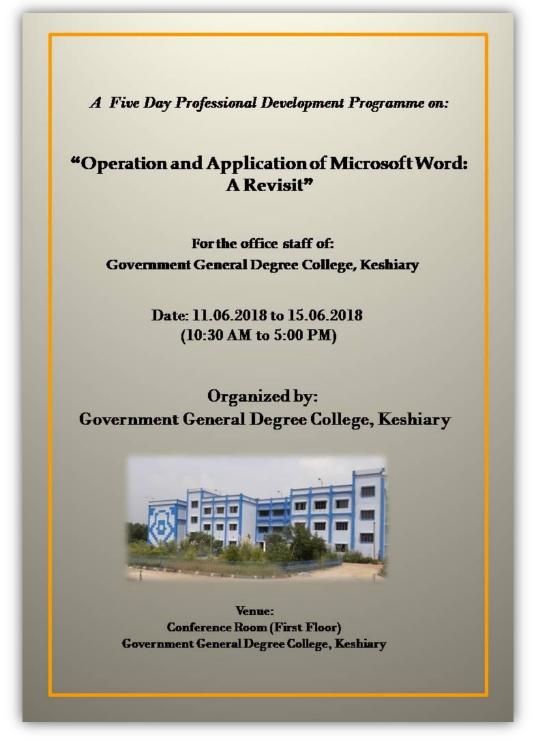


Figure 2: Brochure of the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff from 11.06.2018 to 15.06.2018 (Front side)



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12.06.2018	Drafting and paragraph formatting in MS Word (Theory and Practical)	Text and heading style in MS Words (Theory and Practical)
13.06.2018	Editing and layout designing in MS Words (Theory and Practical)	Proof checking and office applications (Theory and Practical)
14.06.2018	MS Words in data management (Theory and Practical)	MS Words (Practice session)
15.06.2018	Examination (Theory and Practical)	Declaration of result and certificate
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Figure 3: Brochure of the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff from 11.06.2018 to 15.06.2018 (Back cover)



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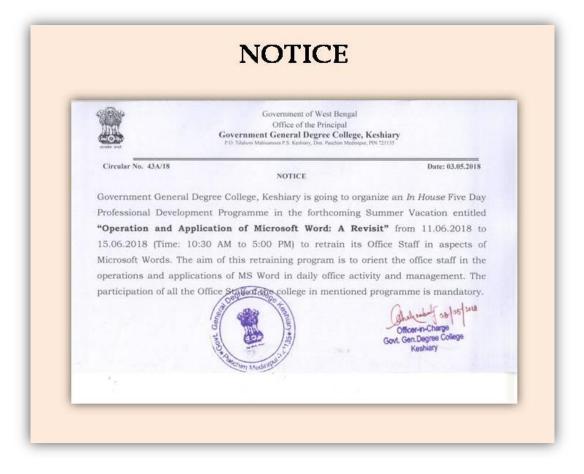


Figure 4: Notice of the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff from 11.06.2018 to 15.06.2018



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#### Government of West Bengal Office of the Principal GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

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Figure 5: Records of participation in the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff (Day 1and Day 2)



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#### **RECORDS OF PARTICIPATION**

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6.	JOYANTI RANI MAHAPATRA	Data Entry Operator	Jayanti Rasi Mahapabu 1302 hors	Joyanti Rani Mahupat
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Figure 6: Records of participation in the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff (Day 3 and Day 4)



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## **RECORDS OF PARTICIPATION**

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6.	JOYANTI RANI MAHAPATRA	Data Entry Operator	Joyanti Rawi Mahapalne	Toyanki Rani Hahapata
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Figure 7: Records of participation in the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff (Day 5)



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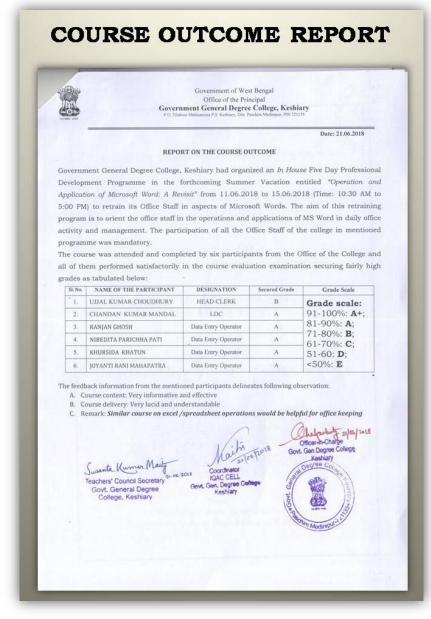


Figure 8: Course outcome report for the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff between 11.06.2018 and 15.06.2018



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Figure 9: Annual report on participation of nine teachers from different Departments in RC in the Academic Session 2019-2020



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At.-Telipukur : P.o.- Tilaboni Mahisamura : P.s.- Keshiary Dist- Paschim Medinipur : PIN-721135

Memo No.....

Date.....

From : The Princi pal Government General Degree College,Keshiary

To:

#### ANNUAL REPORT ON PARTICIPATION OF TEACHERS IN FACULTY DEVELOPMENT PROGRAMME (FDPs)/MANAGEMENT DEVELOPMENT PROGRAMMES (MDPs) FOR THE SESSION 2020-2021

During the Academic Session 2020-2021, seven (07) faculty members from different subjects have been participated in Online Orientation Programme. They have applied for the course through proper channel and successfully completed their course. After completion of the Programme their files have been successfully placed to The Director of Public Instruction, Department of Higher Education, Government of West Bengal. The list of participants is as follows:

SI. No.	Name of the teacher	Designation	Title of Orientation Programme/Refresher Course/Short Term Course/FDP	Dates (from-to) (DD-MM-YYYY)
1	Ms. Jayita Roy Tapadar	Assistant Professor in Anthropology	30 <sup>th</sup> Orientation Course (Online)	28.06.2020 to 17.08.2020
2	Mr. Sayantan Das	Assistant Professor in Anthropology	30 <sup>th</sup> Orientation Course (Online)	28.06.2020 to 17.08.2020
3	Dr. Monua Panja	Assistant Professor in Bengali	30 <sup>th</sup> Orientation Course (Online)	28.06.2020 to 17.08.2020
4	Ms. Shila Baske	Assistant Professor in Santali	30 <sup>th</sup> Orientation Course (Online)	28.06.2020 to 17.08.2020
5	Mr. Sk. Md. Ismail Al Amin	Assistant Professor in Botany	30 <sup>th</sup> Orientation Course (Online)	28.06.2020 to 17.08.2020
6	Mr. Inder Mukherjee	Assistant Professor in History	30 <sup>th</sup> Orientation Course (Online)	28.06.2020 to 17.08.2020
7	Mr. Saranya Mukherjee	Assistant Proféssor in English	30 <sup>th</sup> Orientation Course (Online)	28.06.2020 to 17.08.2020



Figure 10: Annual report for Academic Session 2020-2021 on participation of seven teachers from different Departments in online Orientation Course



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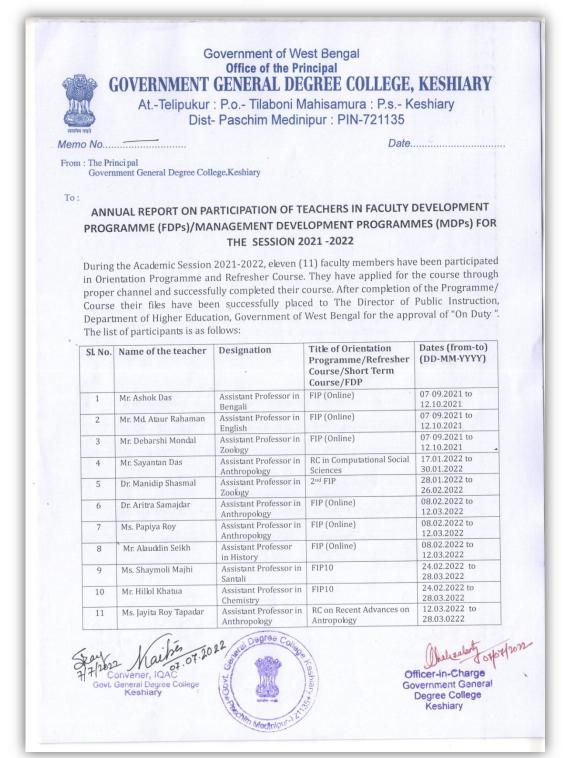


Figure 11: Annual report for Academic Session 2021-2022 on participation of eleven teachers from different Departments in Faculty Induction Programme



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Government of West Bengal **Office of the Principal GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY** At.-Telipukur : P.o.- Tilaboni Mahisamura : P.s.- Keshiary Dist- Paschim Medinipur : PIN-721135 Memo No.... Date..... From : The Princi pal Government General Degree College, Keshiary To: ANNUAL REPORT ON PARTICIPATION OF TEACHERS IN FACULTY DEVELOPMENT PROGRAMME (FDPs)/MANAGEMENT DEVELOPMENT PROGRAMMES (MDPs) FOR **THE SESSION 2022-2023** During the Academic Session 2022-2023, six (6) faculty members have been participated in Orientation Programme and Refresher Course as required. They have applied for the course through proper channel and successfully completed their course. After completion of the Programme/ Course their files have been successfully placed to The Director of Public Instruction, Department of Higher Education, Government of West Bengal for the approval of "On Duty". The list of participants is as follows: SI. No. Name of the teacher Designation Title of Orientation Dates (from-to) Programme/Refresher (DD-MM-YYYY) Course/Short Term Course/FDP 1 Dr. Manidip Shasmal Assistant Professor RC in Synthetic Biology 16.06.2022 to in Zoology 29.06.2022 2 Dr. Aritra Samajdar Assistant Professor 30<sup>th</sup> Orientation Course 20.07.2022 to in Anthropology (Online) 02.08.2022 30<sup>th</sup> Orientation Course 3 Mr. Asok Das Assistant Professor 20.07.2022 to in Bengali (Online) 02.08.2022 4 30<sup>th</sup> Orientation Course Ms. Papiya Roy Assistant Professor 20.07.2022 to in Anthropology (Online) 02.08.2022 5 Mr. Md. Ataur Rahaman Assistant Professor Online RC on Human 20.07.2022 to in English Rights 02.08.2022 6 Mr. Debarshi Mondal Assistant Professor Online RC on Human 20.07.2022 to in Zoology Rights 02.08.2022



Figure 12: Annual report for Academic Session 2022-2023 on participation of six teachers from different Departments in Refreshers Course



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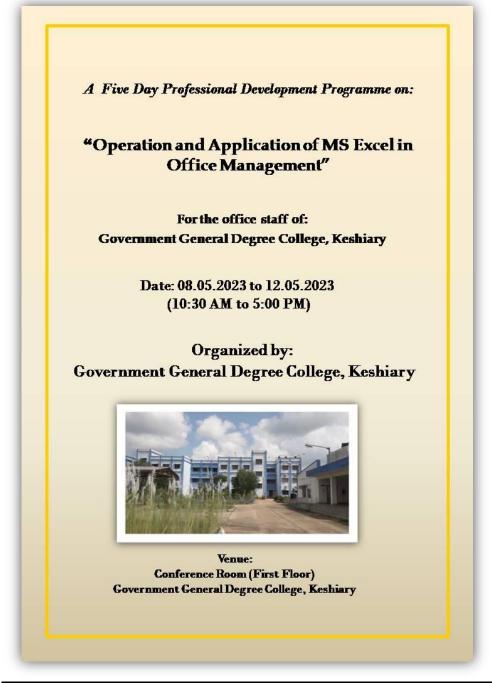


Figure 13: Brochure of the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff from 08.05.2023 and 12.05.2023 (Front cover)



Officer-in-Charge Govt. Gen. Degree College Keshiary



Government of West Bengal Office of the Principal GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

t.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary Dist- Paschim Medinipur : PIN-721135 www.ggdckeshiary.ac.in

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	Course Content and Sche In House retraining pro	dule of the
Date	Session 1 (10:30 AM to 12:30 PM)	Session 1 (01:00 PM to 05:00 PM)
08.05.2023	Introduction to the MS Excel (Theory and Practical)	Cell referencing in MS Excel (Theory and Practical)
09.05.2023	Cell referencing in MS Excel (Theory and Practical)	Tables and borders in MS Excel (Theory and Practical)
10.05.2023	Basic functions and formula in MS Excel (Theory and Practical)	Sorting of data in MS Excel (Theory and Practical)
11.05.2023	MS Excel in data management (Theory and Practical)	MS Excel (Practice session)
12.05.2023	Examination (Theory and Practical)	Declaration of result and certificate
		Instructors: Dr. Sutapa Ray Dr. Manidip Shasmal Hillol Khatua Debarshi Mondal Sk. Md Ismail Al Amin

Figure 14: Brochure of the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff from 08.05.2023 and 12.05.2023 (Back cover)



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Figure 15: Notice of the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff from 08.05.2023 to 12.05.2023



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Figure 16: Records of participation in the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff on 08.05.2023 and 09.5.2023 (Day 1 & 2)



Officer-in-Charge Govt. Gen. Degree College Keshiary



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Figure 17: Records of participation in the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff on 10.05.2023 and 11.5.2023 (Day 3 & 4)



Officer-in-Charge Govt. Gen. Degree College Keshiary



## **GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY**

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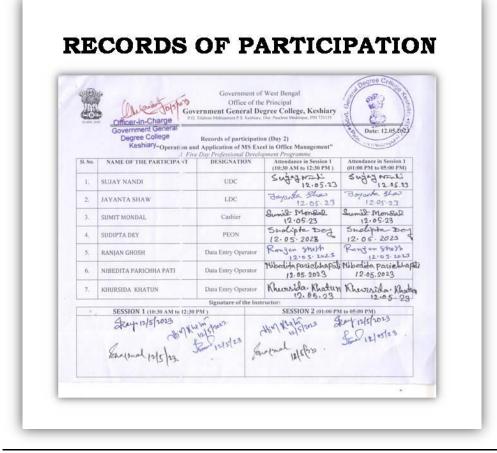


Figure 18: Records of participation in the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff on 12.05.2023 (Day 5)



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## **GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY**

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#### **COURSE OUTCOME REPORT**

Government of West Bengal Office of the Principal Government General Degree College, Keshiary Date: 19.05.2023 REPORT ON THE COURSE OUTCOME Government General Degree College, Keshiary had organized an In House Five Day Professional Development Programme in the forthcoming Summer Vacation entitled "Operation and Application of MS Excel in Office Management" from 08.05.2023 to 12.05.2023 (Time: 10:30 AM to 5:00 PM) to retrain its Office Staff in aspects of Microsoft Excel. The aim of this retraining program is to orient the office staff in the operations and applications of Microsoft Excel in daily office activity and management. The participation of all the Office Staff of the college in mentioned programme was mandatory. The course was attended and completed by seven participants from the Office of the College and all of them performed satisfactorily in the course evaluation examination securing fairly high grades as tabulated below: DESIGNATION SL No. NAME OF THE PARTICIPANT Secured Grade Grade Scale SUJAY NANDI UDC 1. C Grade scale: 2. JAYANTA SHAW LDC A 91-100%: A+; SUMIT MONDAL Cashier 3. A 81-90%: A; 4. SUDIPTA DEY PEON A 71-80%: B; 61-70%: C; 5 Data Entry Operator RANIAN GHOSH A 51-60: D: 6. NIBEDITA PARICHHA PATI Data Entry Operator A <50%: E KHURSIDA KHATUN 7. Data Entry Operator A The feedback information from the mentioned participants delineates following observation: A. Course content: Thorough and effective B. Course delivery: Very lucid and understandable Remark: Similar course on Power Point functions and HRMS operations would be helpful for office C. keepina Inder.M Teachers' Council Secretary CCEU Govt. Gen. Degree College Keshiary Govt. General Degree College, Keshiar

Figure 19: Course outcome report for the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff between 08.05.2023 and 12.05.2023

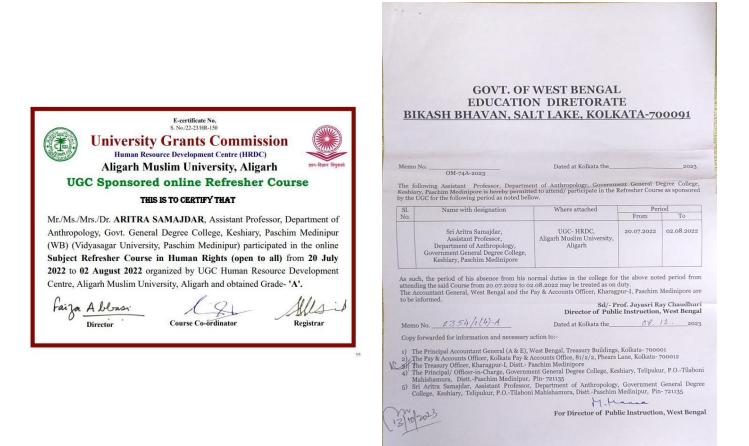


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#### SAMPLE 1



#### COURSE COMPLETION CERTIFICATE

ON DUTY SANCTION LETTER FROM EDUCATION DIRECTORATRE

Figure 20 : Sample showing the sanctioning of 'on duty' to teachers for the period of the coursework.



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#### SAMPLE 2

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UGC SPONSORED INTERDISCIPI IN LIFE SC			The following Assistant Professo Medinipur is hereby permitted to a the following period as noted below	ttend/participate in the Refresh	. General Degree C her Course as spon	ollege, Keshiary, sored by the
This is to Ce	miles that	SI. No.	Name with Designation	Where attached	Peri	od To
DR. NILAY KUMAR MAITRA	ASSISTANT PROFESSOR	140.	Sri Nilay Kumar Maitra, Assistant Professor, Department of Botany, Govt. General Degree College, Keshiary, Paschim Medinipur	UGC-HRDC, University of Calcutta	04.01.2020	17.01.2020
GOVERNMENT GENERAL DEGREE COLLEGE AT KESHIARY	PASCHIM MIDNAPORE		tending the said Course from 04.01. The Accountant General, West Bei aschim Medinipur are being inform	ngal and the Pay & Accounts O	mcer / Treasury O	meer, Knaragpur,
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#### COURSE COMPLETION CERTIFICATE

ON DUTY SANCTION LETTER FROM EDUCATION DIRECTORATE

Figure 21: Sample showing the sanctioning of 'on duty' to teachers for the period of the coursework.



Officer-in-Charge Govt. Gen. Degree College Keshiary