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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

[www.ggdckeshiary.ac.in](http://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



  
Officer-in-Charge  
Govt. Gen. Degree College  
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Dist- Paschim Medinipur : PIN-721135

Memo No.....

Date.....

From : The Principal  
Government General Degree College.Keshiary

To :

**ANNUAL REPORT ON PARTICIPATION OF TEACHERS IN FACULTY DEVELOPMENT PROGRAMME (FDPs)/MANAGEMENT DEVELOPMENT PROGRAMMES (MDPs) FOR THE SESSION 2018-2019**

During the Academic Session 2018-2019 two (2) faculty members have been participated in Orientation Programme and Refresher Course. 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 are as follows:

Sl. No.	Name of the teacher	Designation	Title of Orientation Programme/Refresher Course/Short Term Course/FDP	Dates (from-to) (DD-MM-YYYY)
1	Dr. Soumya Sundar Mati	Assistant Professor in Chemistry	Orientation Programme 125	04.02.2019 to 04.03.2019
2	Dr. Sutapa Ray	Assistant Professor in Chemistry	Online RC in Chemistry for Higher Education Faculty	01.11.2018 to 28.02.2019

*Sray*  
3/6/2019  
Convener, IQAC  
Govt. General Degree College  
Keshiary



*Chakrabarty*  
03/06/2019  
Officer-in-Charge  
Government General  
Degree College  
Keshiary

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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*A Five Day Professional Development Programme on:*

## **“Operation and Application of Microsoft Word: A Revisit”**

**For the office staff of:**

**Government General Degree College, Keshiary**

**Date: 11.06.2018 to 15.06.2018**

**(10:30 AM to 5:00 PM)**

**Organized by:**

**Government General Degree College, Keshiary**



**Venue:**

**Conference Room (First Floor)**

**Government General Degree College, Keshiary**

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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## “Operation and Application of Microsoft Word: A Revisit”

Course Content and Schedule of the  
*In House* retraining programme:

Date	Session 1 (10:30 AM to 12:30 PM)	Session 1 (01:00 PM to 05:00 PM)
11.06.2018	Introduction to the MS Word (Theory and Practical)	Font Options in MS Word (Theory and Practical)
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




**Instructors:**

Dr. Sudipta Chakraborty  
Dr. Susanta Kumar Maity  
Sk. Md Ismail Al Amin  
Dr. Nilay Kumar Maitra  
Dr. Manidip Shasmal

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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## NOTICE

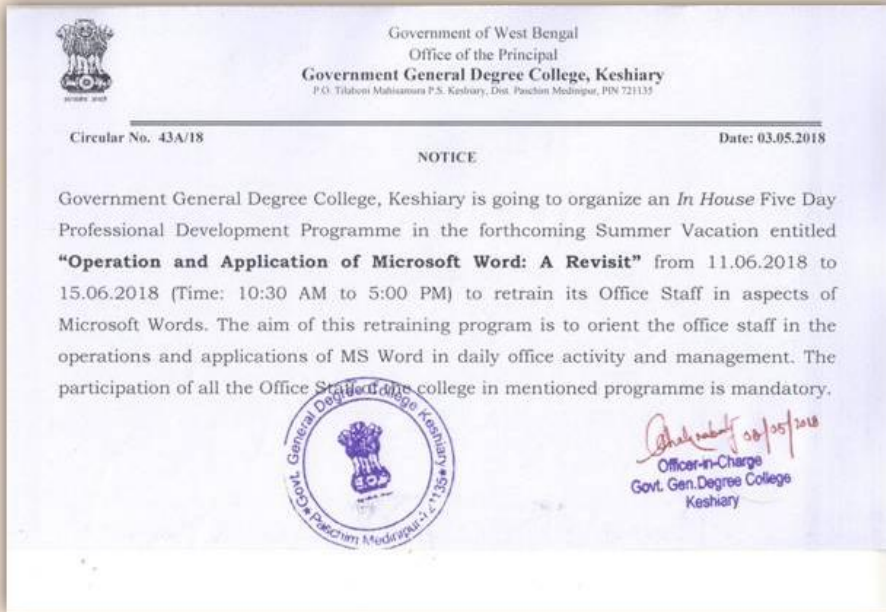



Figure 4: Notice of the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff from 11.06.2018 to 15.06.2018



  
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**RECORDS OF PARTICIPATION**

Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

Date: 11.06.2018

Records of participation (Day 1)  
"Operation and Application of Microsoft Word: A Revisit"  
A Five Day Professional Development Programme

Sl. No.	NAME OF THE PARTICIPANT	DESIGNATION	Attendance in Session 1 (10:30 AM to 12:30 PM)	Attendance in Session 2 (01:00 PM to 05:00 PM)
1.	UJJAL KUMAR CHOUDHURY	HEAD CLERK	Ujjal Kumar Choudhury 11.06.2018	Ujjal Kumar Choudhury 11.06.2018
2.	CHANDAN KUMAR MANDAL	LDC	Chandan Kumar Mandal 11.6.2018	Chandan Kumar Mandal 11.06.2018
3.	RANJAN GHOSH	Data Entry Operator	Ranjan Ghosh 11.6.2018	Ranjan Ghosh 11.06.2018
4.	NIBEDITA PARICHHA PATI	Data Entry Operator	Nibedita Parichha Pati 11.6.18	Nibedita Parichha Pati 11.6.18
5.	KHURSIDA KHATUN	Data Entry Operator	Khursida Khatun 11.06.2018	Khursida Khatun 11.06.2018
6.	JOYANTI RANI MAHAPATRA	Data Entry Operator	Joyanti Rani Mahapatra 11.06.2018	Joyanti Rani Mahapatra 11.06.2018

Signature of the Instructor:

SESSION 1 (10:30 AM to 12:30 PM) Sudipta Chakrabarty 11/06/2018	SESSION 2 (01:00 PM to 05:00 PM) Manish Chakrabarty 11/06/18
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Date: 12.06.2018

Records of participation (Day 2)  
"Operation and Application of Microsoft Word"  
A Five Day Professional Development Programme

Sl. No.	NAME OF THE PARTICIPANT	DESIGNATION	Attendance in Session 1 (10:30 AM to 12:30 PM)	Attendance in Session 2 (01:00 PM to 05:00 PM)
1.	UJJAL KUMAR CHOUDHURY	HEAD CLERK	Ujjal Kumar Choudhury 12.06.2018	Ujjal Kumar Choudhury 12.06.2018
2.	CHANDAN KUMAR MANDAL	LDC	Chandan Kumar Mandal 12.06.2018	Chandan Kumar Mandal 12.06.2018
3.	RANJAN GHOSH	Data Entry Operator	Ranjan Ghosh 12.06.2018	Ranjan Ghosh 12.06.2018
4.	NIBEDITA PARICHHA PATI	Data Entry Operator	Nibedita Parichha Pati 12.6.18	Nibedita Parichha Pati 12.6.18
5.	KHURSIDA KHATUN	Data Entry Operator	Khursida Khatun 12.6.18	Khursida Khatun 12.6.18
6.	JOYANTI RANI MAHAPATRA	Data Entry Operator	Joyanti Rani Mahapatra 12.06.2018	Joyanti Rani Mahapatra 12.06.2018

Signature of the Instructor:

SESSION 1 (10:30 AM to 12:30 PM) Sudipta Chakrabarty 12/06/2018	SESSION 2 (01:00 PM to 05:00 PM) Manish Chakrabarty 12/06/18
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Figure 5: Records of participation in the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff (Day 1 and Day 2)



*Sudipta Chakrabarty*  
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**RECORDS OF PARTICIPATION**

Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

Date: 13.06.2018

Records of participation (Day 3)  
"Operation and Application of Microsoft Word: A Revisit"  
A Five Day Professional Development Programme

Sl.No.	NAME OF THE PARTICIPANT	DESIGNATION	Attendance in Session 1 (10:30 AM to 12:30 PM)	Attendance in Session 2 (01:00 PM to 05:00 PM)
1.	UJJAL KUMAR CHOUDHURY	HEAD CLERK	Choudhury 13/06/2018	Choudhury 13/06/2018
2.	CHANDAN KUMAR MANDAL	LDC	Chandan Kumar Mandal 13.06.2018	Chandan Kumar Mandal 13.06.2018
3.	RANJAN GHOSH	Data Entry Operator	Ranjan Ghosh 13.06.2018	Ranjan Ghosh 13.06.2018
4.	NIBEDITA PARICHHA PATI	Data Entry Operator	Nibedita Parichha pati 13.6.18	Nibedita Parichha pati 13.6.18
5.	KHURSIDA KHATUN	Data Entry Operator	Khursida Khatun 13.6.18	Khursida Khatun 13.6.18
6.	JOYANTI RANI MAHAPATRA	Data Entry Operator	Joyanti Rani Mahapatra 13.06.2018	Joyanti Rani Mahapatra 13.06.2018

Signature of the Instructor:

SESSION 1 (10:30 AM to 12:30 PM) Susanta Kumar Ullahy. 13/06/2018	SESSION 2 (01:00 PM to 05:00 PM) Sk. Md. Sema. At Amin. 13.06.18
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Office of the Principal  
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P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

Date: 14.06.2018

Records of participation (Day 4)  
"Operation and Application of Microsoft Word"  
A Five Day Professional Development Programme

Sl.No.	NAME OF THE PARTICIPANT	DESIGNATION	Attendance in Session 1 (10:30 AM to 12:30 PM)	Attendance in Session 2 (01:00 PM to 05:00 PM)
1.	UJJAL KUMAR CHOUDHURY	HEAD CLERK	Choudhury 14.06.2018	Choudhury 14.06.18
2.	CHANDAN KUMAR MANDAL	LDC	Chandan Kumar Mandal 14.06.2018	Chandan Kumar Mandal 14.06.2018
3.	RANJAN GHOSH	Data Entry Operator	Ranjan Ghosh 14.06.2018	Ranjan Ghosh 14.06.2018
4.	NIBEDITA PARICHHA PATI	Data Entry Operator	Nibedita Parichha pati 14.6.18	Nibedita Parichha pati 14.6.18
5.	KHURSIDA KHATUN	Data Entry Operator	Khursida Khatun 14.6.18	Khursida Khatun 14.6.18
6.	JOYANTI RANI MAHAPATRA	Data Entry Operator	Joyanti Rani Mahapatra 14.06.2018	Joyanti Rani Mahapatra 14.06.2018

Signature of the Instructor:

SESSION 1 (10:30 AM to 12:30 PM) Nilay Kumar Maity. 14/06/2018	SESSION 2 (01:00 PM to 05:00 PM) Sk. Md. Sema. At Amin. 14.06.18
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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

Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

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

Date: 15.06.2018

Records of participation (Day 5)  
"Operation and Application of Microsoft Word: A Revisit"  
A Five Day Professional Development Programme

Sl. No.	NAME OF THE PARTICIPANT	DESIGNATION	Attendance in Session 1 (10:30 AM to 12:30 PM)	Attendance in Session 2 (01:00 PM to 05:00 PM)
1.	UJJAL KUMAR CHOUDHURY	HEAD CLERK	<i>Ujjal Kumar Choudhury</i> 15.06.2018	<i>Ujjal Kumar Choudhury</i> 15.06.2018
2.	CHANDAN KUMAR MANDAL	LDC	<i>Chandan Kumar Mandal</i> 15.06.2018	<i>Chandan Kumar Mandal</i> 15.06.2018
3.	RANJAN GHOSH	Data Entry Operator	<i>Ranjan Ghosh</i> 15.06.2018	<i>Ranjan Ghosh</i> 15.06.2018
4.	NIBEDITA PARICHHA PATI	Data Entry Operator	<i>Nibedita Parichha Pati</i> 15.6.18	<i>Nibedita Parichha Pati</i> 15.6.18
5.	KHURSIDA KHATUN	Data Entry Operator	<i>Khursida Khatun</i> 15.6.18	<i>Khursida Khatun</i> 15.6.18
6.	JOYANTI RANI MAHAPATRA	Data Entry Operator	<i>Joyanti Rani Mahapatra</i> 15.06.2018	<i>Joyanti Rani Mahapatra</i> 15.06.2018

Signature of the Instructor:

SESSION 1 (10:30 AM to 12:30 PM)	SESSION 2 (01:00 PM to 05:00 PM)
<i>Judipto Chakrabarty</i> 15/06/2018 <i>Maiti</i> 15/06/18	<i>Judipto Chakrabarty</i> 15/6/2018 <i>Maiti</i> 15/6/18

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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**COURSE OUTCOME REPORT**



Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

Date: 21.06.2018

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 Microsoft Word: A Revisit" from 11.06.2018 to 15.06.2018 (Time: 10:30 AM to 5:00 PM) to retrain its Office Staff in aspects of Microsoft Words. The aim of this retraining program is to orient the office staff in the operations and applications of MS Word 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 six 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:

Sl. No.	NAME OF THE PARTICIPANT	DESIGNATION	Secured Grade	Grade Scale
1.	UJJAL KUMAR CHOUDHURY	HEAD CLERK	B	<b>Grade scale:</b> 91-100%: <b>A+</b> ; 81-90%: <b>A</b> ; 71-80%: <b>B</b> ; 61-70%: <b>C</b> ; 51-60: <b>D</b> ; <50%: <b>E</b>
2.	CHANDAN KUMAR MANDAL	LDC	A	
3.	RANJAN GHOSH	Data Entry Operator	A	
4.	NIBEDITA PARICHHA PATI	Data Entry Operator	A	
5.	KHURSIDA KHATUN	Data Entry Operator	A	
6.	JOYANTI RANI MAHAPATRA	Data Entry Operator	A	

The feedback information from the mentioned participants delineates following observation:

- A. Course content: Very informative and effective
- B. Course delivery: Very lucid and understandable
- C. Remark: *Similar course on excel /spreadsheet operations would be helpful for office keeping*

Susanta Kumar Maity  
Teachers' Council Secretary  
Govt. General Degree  
College, Keshiary  
21.06.2018

Maity  
21/06/2018  
Coordinator  
IQAC CELL  
Govt. Gen. Degree College  
Keshiary

Chakrabarty  
21/06/2018  
Officer-in-Charge  
Govt. Gen. Degree College  
Keshiary

**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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Dist- Paschim Medinipur : PIN-721135

Memo No.....

Date.....

From : The Principal  
Government General Degree College.Keshiary

To :

### ANNUAL REPORT ON PARTICIPATION OF TEACHERS IN FACULTY DEVELOPMENT PROGRAMME (FDPs)/MANAGEMENT DEVELOPMENT PROGRAMMES (MDPs) FOR THE SESSION 2019-2020

During the Academic Session 2019-2020, nine (09) faculty members have been participated in Refresher Course. They have applied for the course through proper channel and successfully completed their course. After completion of the 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:

Sl. No.	Name of the teacher	Designation	Title of Orientation Programme/Refresher Course/Short Term Course/FDP	Dates (from-to) (DD-MM-YYYY)
1	Dr. Soumya Sundar Mati	Assistant Professor in Chemistry	RC in Application of Nano Sciences	25.06.2019 to 08.07.2019
2	Dr. Sudipta Chakraborty	Assistant Professor in Zoology	Interdisciplinary Refresher Course in Life Sciences	04.01.2020 to 17.01.2020
3	Dr. Nilay Kumar Maitra	Assistant Professor in Botany	Interdisciplinary Refresher Course in Life Sciences	04.01.2020 to 17.01.2020
4	Dr. Susanta Kumar Maity	Assistant Professor in Botany	RC in Emerging Areas of Life Science (IDC)	27.01.2020 to 08.02.2020
5	Ms. Monua Panja	Assistant Professor in Bengali	RC in Advanced Methods in teaching and Research	11.02.2020 to 24.02.2020
6	Mr. Inder Mukherjee	Assistant Professor in History	RC in Advanced Methods in teaching and Research	11.02.2020 to 24.02.2020
7	Ms. Shila Baske	Assistant Professor in Santali	RC in Advanced Methods in teaching and Research	11.02.2020 to 24.02.2020
8	Ms. Saranya Mukherjee	Assistant Professor in English	RC in Advanced Methods in teaching and Research	11.02.2020 to 24.02.2020
9	Mr. Sk. Md. Ismail Al Amin	Assistant Professor in Botany	RC in Advanced Methods in teaching and Research	11.02.2020 to 24.02.2020

Stay  
17/11/2021  
Kaitis  
17/11/2021  
Convener, IQAC  
Govt. General Degree College  
Keshiary



Chakraborty  
17/11/2021  
Officer-in-Charge  
Government General  
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Keshiary

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



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Memo No.....

Date.....

From : The Principal  
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:

Sl. 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 Professor in English	30 <sup>th</sup> Orientation Course (Online)	28.06.2020 to 17.08.2020

*S. Kay*  
17/11/2021  
*Kaibis*  
17/11/2021  
Convener, IQAC  
Govt. General Degree College  
Keshiary



*Shalabaty*  
17/11/2021  
Officer-in-Charge  
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Keshiary

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

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Dist- Paschim Medinipur : PIN-721135

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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 Principal  
Government General Degree College, Keshiary

To :

**ANNUAL REPORT ON PARTICIPATION OF TEACHERS IN FACULTY DEVELOPMENT PROGRAMME (FDPs)/MANAGEMENT DEVELOPMENT PROGRAMMES (MDPs) FOR THE SESSION 2021 -2022**

During the Academic Session 2021-2022, eleven (11) faculty members have been participated in Orientation Programme and Refresher Course. 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:

Sl. No.	Name of the teacher	Designation	Title of Orientation Programme/Refresher Course/Short Term Course/FDP	Dates (from-to) (DD-MM-YYYY)
1	Mr. Ashok Das	Assistant Professor in Bengali	FIP (Online)	07-09.2021 to 12.10.2021
2	Mr. Md. Ataur Rahaman	Assistant Professor in English	FIP (Online)	07-09.2021 to 12.10.2021
3	Mr. Debarshi Mondal	Assistant Professor in Zoology	FIP (Online)	07-09.2021 to 12.10.2021
4	Mr. Sayantan Das	Assistant Professor in Anthropology	RC in Computational Social Sciences	17.01.2022 to 30.01.2022
5	Dr. Manidip Shasmal	Assistant Professor in Zoology	2 <sup>nd</sup> FIP	28.01.2022 to 26.02.2022
6	Dr. Aritra Samajdar	Assistant Professor in Anthropology	FIP (Online)	08.02.2022 to 12.03.2022
7	Ms. Papiya Roy	Assistant Professor in Anthropology	FIP (Online)	08.02.2022 to 12.03.2022
8	Mr. Alauddin Seikh	Assistant Professor in History	FIP (Online)	08.02.2022 to 12.03.2022
9	Ms. Shaymoli Majhi	Assistant Professor in Santali	FIP10	24.02.2022 to 28.03.2022
10	Mr. Hillol Khatua	Assistant Professor in Chemistry	FIP10	24.02.2022 to 28.03.2022
11	Ms. Jayita Roy Tapadar	Assistant Professor in Anthropology	RC on Recent Advances on Antropology	12.03.2022 to 28.03.0222

*Say*  
7/7/2022  
*Naihs*  
07.07.2022  
Corvener, IQAC  
Govt. General Degree College  
Keshiary



*Shalabaty*  
04/07/2022  
Officer-in-Charge  
Government General  
Degree College  
Keshiary

**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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At.-Telipukur : P.o.- Tilaboni Mahisamura : P.s.- Keshiary

Dist- Paschim Medinipur : PIN-721135

Memo No.....

Date.....

From : The Principal  
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:

Sl. No.	Name of the teacher	Designation	Title of Orientation Programme/Refresher Course/Short Term Course/FDP	Dates (from-to) (DD-MM-YYYY)
1	Dr. Manidip Shasmal	Assistant Professor in Zoology	RC in Synthetic Biology	16.06.2022 to 29.06.2022
2	Dr. Aritra Samajdar	Assistant Professor in Anthropology	30 <sup>th</sup> Orientation Course (Online)	20.07.2022 to 02.08.2022
3	Mr. Asok Das	Assistant Professor in Bengali	30 <sup>th</sup> Orientation Course (Online)	20.07.2022 to 02.08.2022
4	Ms. Papiya Roy	Assistant Professor in Anthropology	30 <sup>th</sup> Orientation Course (Online)	20.07.2022 to 02.08.2022
5	Mr. Md. Ataur Rahaman	Assistant Professor in English	Online RC on Human Rights	20.07.2022 to 02.08.2022
6	Mr. Debarshi Mondal	Assistant Professor in Zoology	Online RC on Human Rights	20.07.2022 to 02.08.2022

9/8/2023  
Convener, IQAC  
Govt. General Degree College  
Keshiary



9/8/2023  
Officer-in-Charge  
Government General  
Degree College  
Keshiary

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



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# GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

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Dist- Paschim Medinipur : PIN-721135

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*A Five Day Professional Development Programme on:*

**“Operation and Application of MS Excel in  
Office Management”**

**For the office staff of:**

**Government General Degree College, Keshiary**

**Date: 08.05.2023 to 12.05.2023  
(10:30 AM to 5:00 PM)**

**Organized by:**

**Government General Degree College, Keshiary**



**Venue:**

**Conference Room (First Floor)  
Government General Degree College, Keshiary**

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)



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



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# GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

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## “Operation and Application of MS Excel in Office Management”

Course Content and Schedule of the  
*In House* retraining programme:

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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Govt. Gen. Degree College  
Keshiary





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Dist- Paschim Medinipur : PIN-721135

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## NOTICE

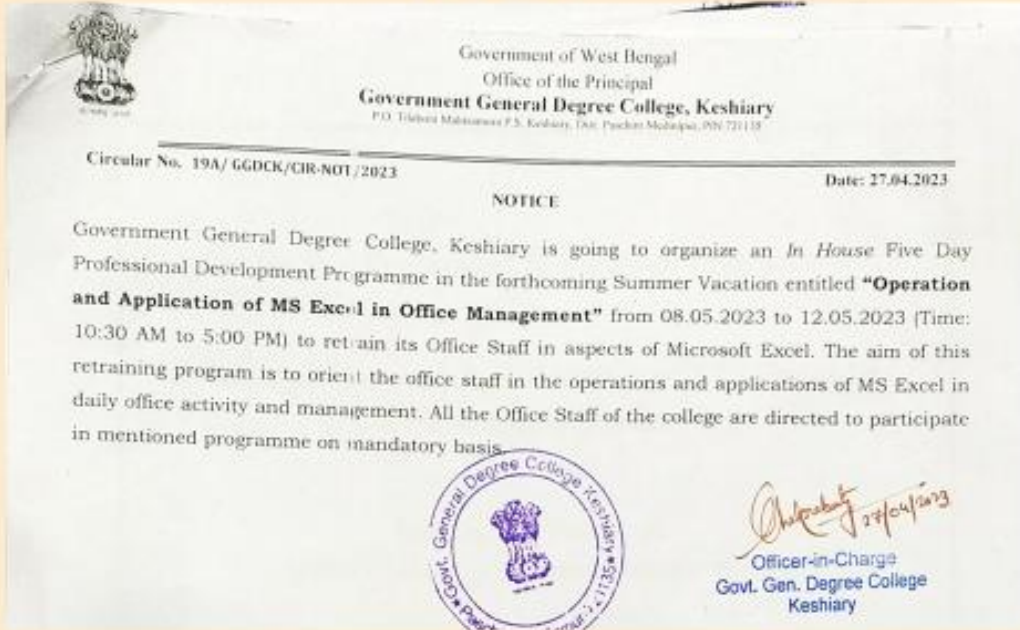


Figure 15: Notice of the Professional Development Programme organized by GGDC, Keshiary for its non-teaching staff from 08.05.2023 to 12.05.2023



*Chakrabarty*  
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Dist- Paschim Medinipur : PIN-721135

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**RECORDS OF PARTICIPATION**

Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

Signature: *Abhisaboty*  
Date: 08.05.2023

Records of participation (Day 1)  
"Operation and Application of MS Excel in Office Management"  
A Five Day Professional Development Programme

Sl. No.	NAME OF THE PARTICIPANT	DESIGNATION	Attendance in Session 1 (10:30 AM to 12:30 PM)	Attendance in Session 1 (01:00 PM to 05:00 PM)
1.	SUJAY NANDI	UDC	<i>Sujay Nandi</i> 08.05.23	<i>Sujay Nandi</i> 08.05.23
2.	JAYANTA SHAW	LDC	<i>Jayanta Shaw</i> 08.05.23	<i>Jayanta Shaw</i> 08.05.23
3.	SUMIT MONDAL	Cashier	<i>Sumit Mondal</i> 08.05.23	<i>Sumit Mondal</i> 08.05.23
4.	SUDIPTA DEY	PEON	<i>Sudipta Dey</i> 08.05.2023	<i>Sudipta Dey</i> 08.05.2023
5.	RANJAN GHOSH	Data Entry Operator	<i>Ranjan Ghosh</i> 08.05.2023	<i>Ranjan Ghosh</i> 08.05.2023
6.	NIBEDITA PARICHHA PATI	Data Entry Operator	<i>Nibedita Parichha Pati</i> 08.05.2023	<i>Nibedita Parichha Pati</i> 08.05.2023
7.	KHURSIDA KHATUN	Data Entry Operator	<i>Khursida-Khatun</i> 08.05.23	<i>Khursida-Khatun</i> 08.05.23

Signature of the Instructor:

SESSION 1 (10:30 AM to 12:30 PM)	SESSION 2 (01:00 PM to 05:00 PM)
<i>Him Khatun</i> 08.05.2023	<i>D. Mondal</i> 08.05.23

Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

Signature: *Abhisaboty*  
Date: 09.05.2023

Records of participation (Day 2)  
"Operation and Application of MS Excel in Office Management"  
A Five Day Professional Development Programme

Sl. No.	NAME OF THE PARTICIPANT	DESIGNATION	Attendance in Session 1 (10:30 AM to 12:30 PM)	Attendance in Session 1 (01:00 PM to 05:00 PM)
1.	SUJAY NANDI	UDC	<i>Sujay Nandi</i> 09.05.23	<i>Sujay Nandi</i> 09.05.23
2.	JAYANTA SHAW	LDC	<i>Jayanta Shaw</i> 09.05.23	<i>Jayanta Shaw</i> 09.05.23
3.	SUMIT MONDAL	Cashier	<i>Sumit Mondal</i> 09.05.23	<i>Sumit Mondal</i> 09.05.23
4.	SUDIPTA DEY	PEON	<i>Sudipta Dey</i> 09.05.2023	<i>Sudipta Dey</i> 09.05.2023
5.	RANJAN GHOSH	Data Entry Operator	<i>Ranjan Ghosh</i> 09.05.2023	<i>Ranjan Ghosh</i> 09.05.2023
6.	NIBEDITA PARICHHA PATI	Data Entry Operator	<i>Nibedita Parichha Pati</i> 09.05.2023	<i>Nibedita Parichha Pati</i> 09.05.2023
7.	KHURSIDA KHATUN	Data Entry Operator	<i>Khursida-Khatun</i> 09.05.23	<i>Khursida-Khatun</i> 09.05.23

Signature of the Instructor:

SESSION 1 (10:30 AM to 12:30 PM)	SESSION 2 (01:00 PM to 05:00 PM)
<i>Sujay</i> 9.5.2023	<i>Him Khatun</i> 09.05.2023

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)



Signature: *Abhisaboty*  
Officer-in-Charge  
Govt. Gen. Degree College  
Keshiary



স্বপ্নমেঘ জয়ন্তে

Government of West Bengal  
Office of the Principal

**GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY**

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Dist- Paschim Medinipur : PIN-721135

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**RECORDS OF PARTICIPATION**

Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

Officer-in-Charge  
Government General  
Degree College  
Keshiary

Records of participation (Day 2)  
"Operation and Application of MS Excel in Office Management"  
A Five Day Professional Development Programme

Sl.No.	NAME OF THE PARTICIPANT	DESIGNATION	Attendance in Session 1 (10:30 AM to 12:30 PM)	Attendance in Session 1 (01:00 PM to 05:00 PM)
1.	SUJAY NANDI	UDC	Sujay Nandi 10.05.23	Sujay Nandi 10.05.23
2.	JAYANTA SHAW	LDC	Jayanta Shaw 10.05.23	Jayanta Shaw 10.05.23
3.	SUMIT MONDAL	Cashier	Sumit Mondal 10.05.23	Sumit Mondal 10.05.23
4.	SUDIPTA DEY	PEON	Sudipta Dey 10.05.2023	Sudipta Dey 10.05.2023
5.	RANJAN GHOSH	Data Entry Operator	Ranjan Ghosh 10.05.2023	Ranjan Ghosh 10.05.2023
6.	NIBEDITA PARICHHA PATI	Data Entry Operator	Nibedita Parichha Pati 10.05.2023	Nibedita Parichha Pati 10.05.2023
7.	KHURSIDA KHATUN	Data Entry Operator	Khursida Khatun 10.05.23	Khursida Khatun 10.05.23

Signature of the Instructor:

SESSION 1 (10:30 AM to 12:30 PM)  
Mansip Sarimal 10/5/23

SESSION 2 (01:00 PM to 05:00 PM)  
D. Mondal 10/5/23

Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

Officer-in-Charge  
Government General  
Degree College  
Keshiary

Records of participation (Day 2)  
"Operation and Application of MS Excel in Office Management"  
A Five Day Professional Development Programme

Sl.No.	NAME OF THE PARTICIPANT	DESIGNATION	Attendance in Session 1 (10:30 AM to 12:30 PM)	Attendance in Session 1 (01:00 PM to 05:00 PM)
1.	SUJAY NANDI	UDC	Sujay Nandi 11.05.23	Sujay Nandi 11.05.23
2.	JAYANTA SHAW	LDC	Jayanta Shaw 11.05.23	Jayanta Shaw 11.05.23
3.	SUMIT MONDAL	Cashier	Sumit Mondal 11.05.23	Sumit Mondal 11.05.23
4.	SUDIPTA DEY	PEON	Sudipta Dey 11.05.2023	Sudipta Dey 11.05.2023
5.	RANJAN GHOSH	Data Entry Operator	Ranjan Ghosh 11.05.2023	Ranjan Ghosh 11.05.2023
6.	NIBEDITA PARICHHA PATI	Data Entry Operator	Nibedita Parichha Pati 11.05.2023	Nibedita Parichha Pati 11.05.2023
7.	KHURSIDA KHATUN	Data Entry Operator	Khursida Khatun 11.05.23	Khursida Khatun 11.05.23

Signature of the Instructor:

SESSION 1 (10:30 AM to 12:30 PM)  
Mansip Sarimal 11/5/23

SESSION 2 (01:00 PM to 05:00 PM)  
Sk. Md. Osman Al Amin 11.05.23

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)



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Keshiary



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# GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY

At.-Telipukur : P.O.- Tilaboni Mahisamura : P.S.- Keshiary

Dist- Paschim Medinipur : PIN-721135

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## RECORDS OF PARTICIPATION

Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

Officer-in-Charge  
Government General Degree College  
Keshiary

Date: 12.05.2023

Records of participation (Day 2)  
"Operation and Application of MS Excel in Office Management"  
A Five Day Professional Development Programme

Sl. No.	NAME OF THE PARTICIPANT	DESIGNATION	Attendance in Session 1 (10:30 AM to 12:30 PM)	Attendance in Session 2 (01:00 PM to 05:00 PM)
1.	SUJAY NANDI	UDC	Sujay Nandi 12.05.23	Sujay Nandi 12.05.23
2.	JAYANTA SHAW	LDC	Jayanta Shaw 12.05.23	Jayanta Shaw 12.05.23
3.	SUMIT MONDAL	Cashier	Sumit Mondal 12.05.23	Sumit Mondal 12.05.23
4.	SUDIPTA DEY	PEON	Sudipta Dey 12.05.2023	Sudipta Dey 12.05.2023
5.	RANJAN GHOSH	Data Entry Operator	Ranjan Ghosh 12.05.2023	Ranjan Ghosh 12.05.2023
6.	NIBEDITA PARICHHA PATI	Data Entry Operator	Nibedita Parichhapaty 12.05.2023	Nibedita Parichhapaty 12.05.2023
7.	KHURSIDA KHATUN	Data Entry Operator	Khursida Khatun 12.05.23	Khursida Khatun 12.05.23

Signature of the Instructor:

SESSION 1 (10:30 AM to 12:30 PM)	SESSION 2 (01:00 PM to 05:00 PM)
Sujay 12/5/2023 Sumit 12/5/23 Sudipta 12/5/23	Sujay 12/5/2023 Sumit 12/5/23

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)



Officer-in-Charge  
Govt. Gen. Degree College  
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**GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY**

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Dist- Paschim Medinipur : PIN-721135

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**COURSE OUTCOME REPORT**

Government of West Bengal  
Office of the Principal  
Government General Degree College, Keshiary  
P.O. Tilaboni Mahisamura P.S. Keshiary, Dist. Paschim Medinipur, PIN 721135

Date: 19.05.2023

**REPORT ON THE COURSE OUTCOME**

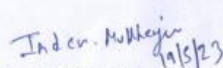
Government General Degree College, Keshiary had organized an *In House* Five Day Professional Development Programme in the forthcoming Summer Vacation entitled "Operation and Application of MS Excel in Office Management" from 08.05.2023 to 12.05.2023 (Time: 10:30 AM to 5:00 PM) to retrain its Office 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.

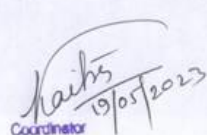
The course was attended and completed by seven participants from the Office of the College and all of them performed satisfactorily in the course evaluation examination securing fairly high grades as tabulated below:

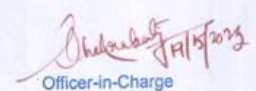
Sl. No.	NAME OF THE PARTICIPANT	DESIGNATION	Secured Grade	Grade Scale
1.	SUJAY NANDI	UDC	C	<b>Grade scale:</b> 91-100%: <b>A+</b> ; 81-90%: <b>A</b> ; 71-80%: <b>B</b> ; 61-70%: <b>C</b> ; 51-60: <b>D</b> ; <50%: <b>E</b>
2.	JAYANTA SHAW	LDC	A	
3.	SUMIT MONDAL	Cashier	A	
4.	SUDIPTA DEY	PEON	A	
5.	RANJAN GHOSH	Data Entry Operator	A	
6.	NIBEDITA PARICHHA PATI	Data Entry Operator	A	
7.	KHURSIDA KHATUN	Data Entry Operator	A	

The feedback information from the mentioned participants delineates following observation:

- Course content: Thorough and effective
- Course delivery: Very lucid and understandable
- Remark: *Similar course on Power Point functions and HRMS operations would be helpful for office keeping*

  
 Teachers' Council Secretary  
 Govt. General Degree College, Keshiary

  
 Coordinator  
 IQAC CELL  
 Govt. Gen. Degree College  
 Keshiary

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





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





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





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Office of the Principal  
**GOVERNMENT GENERAL DEGREE COLLEGE, KESHIARY**  
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Dist- Paschim Medinipur : PIN-721135  
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**SAMPLE 2**

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

**University of Calcutta**

**UGC SPONSORED INTERDISCIPLINARY REFRESHER COURSE**  
IN LIFE SCIENCES

*This is to Certify that*

**DR. NILAY KUMAR MAITRA**  
(Name of the Participant)


**ASSISTANT PROFESSOR**  
(Designation)


**GOVERNMENT GENERAL DEGREE COLLEGE AT KESHIARY**  
(College / University)


**PASCHIM MIDNAPORE**  
(Place)

**VIDYASAGAR UNIVERSITY**  
(Affiliated to University)

*Participated in the "Interdisciplinary Refresher Course in Life Sciences" from 14th-17th January, 2020 and obtained Grade...A....*

  
DIRECTOR

  
COURSE COORDINATOR(S)

  
REGISTRAR/  
VICE CHANCELLOR

GOVT. OF WEST BENGAL  
EDUCATION DIRECTORATE  
**BIKASH BHAVAN, SALT LAKE, KOLKATA-700091**

Memo No. OM-80A-2020 Dated at Kolkata the \_\_\_\_\_ 2022

The following Assistant Professor, Department of Botany, Govt. General Degree College, Keshiary, Paschim Medinipur is hereby permitted to attend/participate in the Refresher Course as sponsored by the UGC for the following period as noted below against each incumbent.

Sl. No.	Name with Designation	Where attached	Period	
			From	To
	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

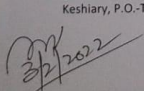
As such, the period of his absence from his normal duties in the College for the above noted period from attending the said Course from 04.01.2020 to 17.01.2020 may be treated as on duty. The Accountant General, West Bengal and the Pay & Accounts Officer /Treasury Officer, Kharagpur, Distt.-Paschim Medinipur are being informed.

Sd/- Professor Jayasri Ray Chaudhuri  
Director of Public Instruction,  
West Bengal

Memo No. 515/1(4)-A Dated at Kolkata the 12/04 2022

Copy forwarded for information and necessary action to :

- The Principal Accountant General (A & E), West Bengal, Treasury Buildings, Kolkata-700001.
- The Pay & Accounts Officer, Kolkata Pay & Accounts Office, 81/2/2, Phears Lane, Kolkata-700 012.
- The Treasury Officer, Kharagpur, Distt.-Paschim Medinipur
- The Principal/ Officer-in-Charge, Govt. General Degree College, Keshiary, P.O.-Tilaboni Mahisamura, Distt.- Paschim Medinipur, Pin-721135
- Sri Nilay Kumar Maitra, Assistant Professor, Department of Botany, Govt. General Degree College, Keshiary, P.O.-Tilaboni Mahisamura, Distt.- Paschim Medinipur, Pin-721135


  
For Director of Public Instruction,  
West Bengal

**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