

Report on “Administrative Training Programme & Capacity Building Workshop” Organised by IQAC, Muralidhar Girls’ College, in collaboration with Bijoy Krishna Girls’ College, Maheshtala College, New Alipore College, P.N.Das College & Raidighi College



MURALIDHAR GIRLS' COLLEGE
organises
AN
ADMINISTRATIVE TRAINING PROGRAMME
& CAPACITY BUILDING WORKSHOP
PHASE-III
TOPIC: SERVICE BOOK & E-PENSION
Date: 13.05.2023
Time: 2 p.m. onwards
Venue: MGC Auditorium
Registration Fees: Rs. 250/-
(For Registration Click on the following link: <https://forms.gle/2CeS2EEEN6z3mqS6CA>)

The “Administrative Training Programme & Capacity Building Workshop” was organised by IQAC Muralidhar Girls’ College in collaboration with Bijoy Krishna Girls’ College, Maheshtala College, New Alipore College, P. N. Das College & Raidighi College on different modules related to skill development of the Non-Teaching Staff of the 6 collaborating colleges as per the following schedule:

SI No.	Date	College	Module
1	29.04.2023	Bijoy Krishna Girls’ College	TALLY
2	06.05.2023	P. N. Das College	RECORD KEEPING, STOCK & ASSETS
3	13.05.2023	Muralidhar Girls’ College	SERVICE BOOK & E-PENSION
4	20.05.2023	Maheshtala College	HRMS
5	26.05.2023	New Alipore College	INTERFACE WITH STUDENTS
6	27.05.2023	Raidighi College	E-TENDER

As per the above mentioned schedule, a special talk on ‘Service Book and E-Pension’ was organised on 13.05.2023 from 2 p.m. onwards at **Muralidhar Girls’ College Auditorium**. The eminent speakers of the workshop were Dr. Prabodh Kumar Misra, Associate Professor,

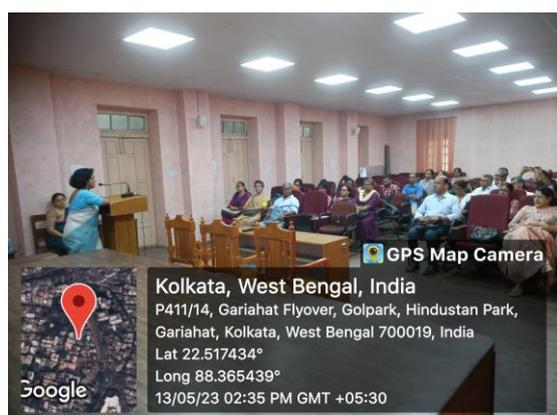
Department of Commerce, Khidderpore College and Mr. Mukul Ghosh, Ex-employee of Department of Higher Education, Bikash Bhavan.

Total 28 participants (22 from different collaborating colleges along with 6 from MGC) have attended the third phase of the workshop at Muralidhar Girls' College. The attendance sheet of the participants has been enclosed herewith (**Annexure-1**).

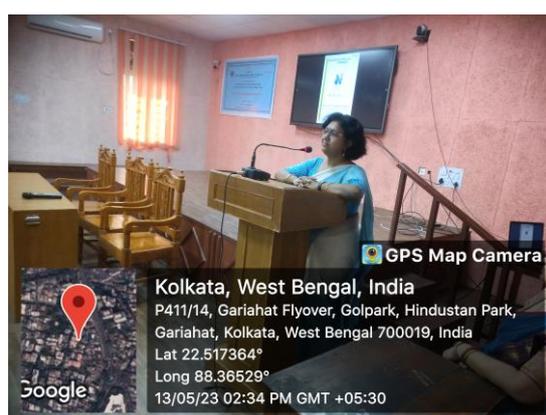
Non-Teaching Staff of Muralidhar Girls' College have also attended lectures of the six day workshop that were held in other collaborating colleges as per the following schedule:

SI No.	Date	College	Module	Name of the Participants from MGC
1	29.04.2023	Bijoy Krishna Girls' College	TALLY	Amal Adhikary, Mahua Bose, Rohan Kar
2	06.05.2023	P. N. Das College	RECORD KEEPING, STOCK & ASSETS	Manab Naskar, Sushmita Pati
3	13.05.2023	Muralidhar Girls' College	SERVICE BOOK & E-PENSION	Amal Adhikari, Anjana Chatterjee, Amita Dutta, Manab Naskar, Mohua Bose, Rohan Kar
4	20.05.2023	Maheshtala College	HRMS	Mahua Bose, Sushmita Pati
5	26.05.2023	New Alipore College	INTERFACE WITH STUDENTS	Aruna Halder, Prathama Sengupta
6	27.05.2023	Raidighi College	E-TENDER	Rohan Kar, Moloy Mazumder

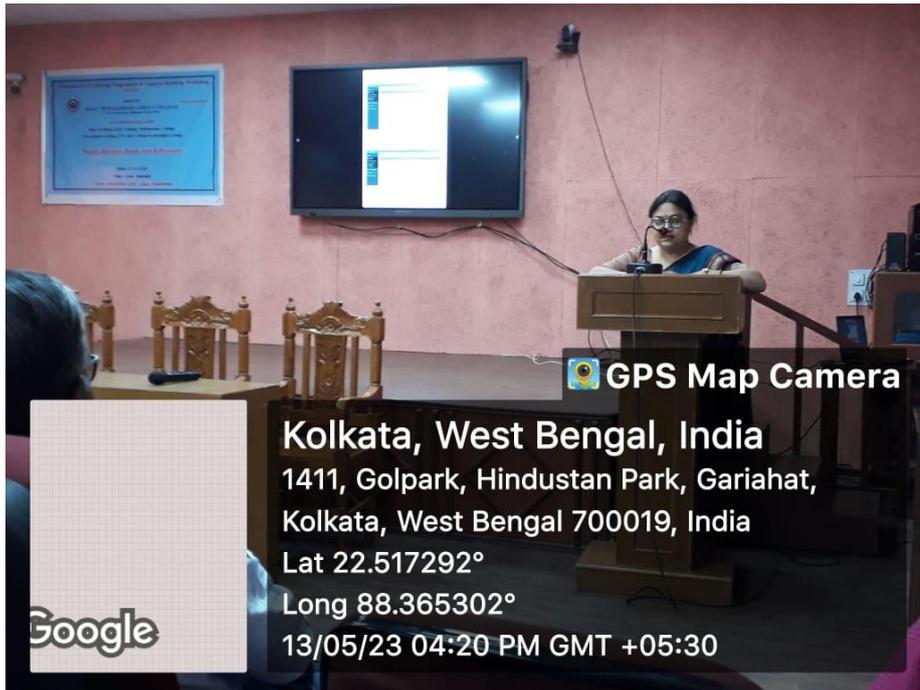
Photographic Record of the Workshop



Third Phase of the Workshop on 'Administrative Training Programme & Capacity Building Workshop' on 13.05.2023 at Muralidhar Girls' College Auditorium.



Dr. Rumpa Das, Principal of Maheshtala College (one of the collaborating colleges) addressing the Participants on 13.05.2023 at Muralidhar Girls' College Auditorium.



Dr. Suvasree Dutta (Dasgupta), IQAC Co-ordinator of Muralidhar Girls' College is delivering Vote of Thanks in the 'Administrative Training Programme & Capacity Building Workshop' on 13.05.2023 at Muralidhar Girls' College Auditorium.

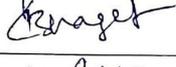
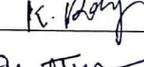


Certificate Distribution to the participants by Dr. Kinjalkini Biswas, Principal of Muralidhar Girls' College

**ADMINISTRATIVE TRAINING PROGRAMME & CAPACITY BUILDING WORKSHOP
(PHASE-III)**

Organised by
IQAC, Muralidhar Girls' College
In collaboration with
Bijoy Krishna Girls' College, Maheshtala College, New Alipore College, P.N.Das College & Raidighi College

Date: 13.05.2023
Time: 2 p.m. onwards
Venue: Muralidhar Girls' College Auditorium

Email address	Name of the Teaching/Non-Teaching Staff	Name of the College	Rs. 250/- Paid
1 hasiburmollavb@gmail.com	HASIBUR RAHAMAN MOLLA	Sivanath Sastri College	
2 abhijit031918@gmail.com	ABHIJIT CHOWDHURY	SIVANATH SASTRI COLLEGE	
3 impramodbhagat@gmail.com	PRAMOD KUMAR BHAGAT	BIJOY KRISHNA GIRLLS COLLEGE HOWRAH	
4 kaushiknilroy@gmail.com	Kaushik Roy	Bijoy Krishna Girls' College, Howrah	
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13	anirbanb333@gmail.com	ANIRBAN BISWAS	NEW ALIPORE COLLEGE	Anirban Biswas 13.5.23
14	lipibanerjee09@gmail.com	LIPI BANERJEE	New Alipore College	Lipi Banerjee 13.5.23
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