



# **MUGBERIA GANGADHAR MAHAVIDYALAYA**

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

E-mail : mugberia\_college@rediffmail.com // [www.mugberiangadharmahavidyalaya.ac.in](http://www.mugberiangadharmahavidyalaya.ac.in)

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**Report of Five days Training Programme on  
Accounting & Admission Software for Non-  
Teaching Employees held on and from 05.07.2022 to  
09.07.2022**

**Organized by**

**IQAC, Mugberia Gangadhar Mahavidyalaya,  
Bhupatinagar, Purba Medinipur, West Bengal**

**In collaboration with**

**Infotech Lab, Salt Lake City, Kolkata-700064**

**Venue: Office, Mugberia Gangadhar Mahavidyalaya**



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## Five days Training Programme on Accounting & Admission Software for Non-Teaching Employees



Organized by

**IQAC**

**Mugberia Gangadhar Mahavidyalaya**

**In collaboration with**

**InfoTech Lab, Kolkata**

Inaugurated By:

**Dr. Swapan Kumar Misra, Principal,  
Mugberia Gangadhar Mahavidyalaya**

**Training Partner:**

**Siddhartaha Dutta & Kingshuk Ray**

**InfoTech Lab, Kolkata**

**Date: 05.07.2022 to 09.07.2022**

**Venue: College Office**



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## Program Schedule of the 5 Day Training

DATE	TOPIC
05.07.2022	Inauguration and Online Admission Process for U.G. CBCS Courses (Pre Phase)
06.07.2022	Admission (Mid Phase and Post Phase)
07.07.2022	About Accounting Software
08.07.2022	Ledger Entry for students admission
09.07.2022	Ledger Entry for other financial transactions

*All the Non-Teaching Employees are requested to attend the scheduled training program without fail*



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In the initiation of IQAC of the college, a 5-day Training Programme on Accounting & Admission Software for Non-Teaching Employees of the college on and from 05.07.2022 to 09.07.2022 in collaboration with Infotech Lab, Salt Lake City, Kolkata-700064 to train the employees about the ease of uses and merits of those software for official data preservation and accumulation. Dr Swapan Kumar Misra, Principal of the college inaugurated the program and IQAC coordinator Dr Prasenjit Ghosh briefly summarizes the program. Mr. Siddhartha Dutta and Kingshuk Ray from Info Tech Lab provided the training to our employees. About 23 non-teaching employees of our college attended the said training for the five days and were provided certificate of participation. These are attached below.

Sl. No	Name of the NTS employee present
1	Sri Sougata Bera
2	Sri Debasis Pal
3	Mmt. Subha Sahoo (Jana)
4	Sri Purnendu Mondal
5	Baidyanath Saren
6	Sri Amitava Khatua
7	Sri Bachhu Kumar Nayak
8	Shri Sujit Ghorai
9	Shri Saktipada Rout
10	Shri Sandip Jana
11	Shri Soumyadev Sarangi
12	Smi Arpita Rani Khatua(Maity)
13	Shri Soumen Mondal
14	Shri Manik Das
15	Smt. Aparna Nanda
16	Prabal Kanti Das
17	Shri Soumen De
18	Smt. Barnali Samanta
19	Shri Shrutinath Jana
20	Smt Sabita Jana
21	Gobinda Pradhan
22	Subrata Giri
23	Mmt. Sima Rani Ghorai

  
Dr. Swapan Kumar Misra  
Principal

Mugberia Gangadhar Mahavidyalaya

Principal  
Mugberia Gangadhar Mahavidyalaya





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**In collaboration with InfoTech Lab, Kolkata**

**Certificate**

This is to certify that Shri/Smt/Ms ..... *Saugata Bera* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

**Date: 12<sup>th</sup> July 2022**

*P. Ghosh*  
Dr. Prasenjit Ghosh

IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

*Swapan Kumar Misra*  
Dr. Swapan Kumar Misra

Principal

Mugberia Gangadhar Mahavidyalaya

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**Certificate**

This is to certify that Shri/Smt/Ms ..... *Debasis Pal* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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*P. Ghosh*  
Dr. Prasenjit Ghosh

IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

*Swapan Kumar Misra*  
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Principal

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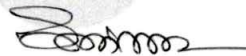
**Certificate**

This is to certify that ~~Shri/Smt/MS~~ ..... *Subha Saheo (Jana)* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

  
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Principal

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**Certificate**

This is to certify that Shri/Smt/Ms ..... *Purnendu Sr. Mandal* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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IQAC Coordinator

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**Certificate**

This is to certify that Shri/Smt/Ms ..... *Baidyanath Saren* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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Dr. Praserjit Ghosh

IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

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**Certificate**

This is to certify that Shri/Smt/Ms ..... *Amitava Khatri* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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Dr. Prasenjit Ghosh  
IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

*Swapan Kumar Misra*  
Dr. Swapan Kumar Misra  
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**Certificate**

This is to certify that Shri/Smt/MS ..... *Bachhu Kumar Nayak* .....  
has successfully participated and completed 15 hours duration in five days "Skill based Training Programme for Non-Teaching Employees" from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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Dr. Prasenjit Ghosh  
IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

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**Certificate**

This is to certify that Shri/Smt/Ms ..... *Sujit Ghoreai* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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Dr. Prasenjit Ghosh

IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

*Swapan Kumar Misra*  
Dr. Swapan Kumar Misra

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**Certificate**

**This is to certify that Shri/Smt/Ms ..... *Saktipada Rout* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.**

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**Certificate**

**This is to certify that Shri/Smt/Ms ..... Sandip Jana .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.**

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**Mugberia Gangadhar Mahavidyalaya**

  
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**Certificate**

**This is to certify that Shri/Smt/MS ..... *Saunmyadev Sarangi* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.**

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Dr. Prasenjit Ghosh  
IQAC Coordinator

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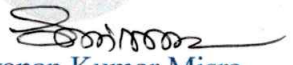
**Certificate**

This is to certify that Shri/Smt/Ms Arepita Rani Khatua (Maity).....  
has successfully participated and completed 15 hours duration in five days "Skill based Training Programme for Non-Teaching Employees" from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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**Certificate**

**This is to certify that Shri/Smt/Ms ..... *Manik Das* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.**

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Dr. Prasenjit Ghosh  
IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

*Swapan Kumar Misra*  
Dr. Swapan Kumar Misra  
Principal

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**Certificate**

This is to certify that ~~Shri/Smt/Ms~~ *Aparna Nanda* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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**Certificate**

This is to certify that Shri/Smt/Ms ..... *Prabal Kanti Das* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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IQAC Coordinator

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Dr. Swapan Kumar Misra  
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**Certificate**

This is to certify that ~~Shri/Smt/Ms~~ ..... *Barnali Samanta* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

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IQAC Coordinator

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**This is to certify that Shri/Smt/Ms .....*Shreutinath Jana*.....**  
**has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.**

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**Certificate**

**This is to certify that Shri/Smt/Ms ..... *Sabita Jana* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.**

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Dr. Prasenjit Ghosh  
IQAC Coordinator

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*Dr. Swapan Kumar Misra*  
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Principal

Mugberia Gangadhar Mahavidyalaya  
Principal  
Mugberia Gangadhar Mahavidyalaya





**Five days Training Programme on Accounting & Admission Software for Non-Teaching Employees**

**On and from 05.07.2022 to 09.07.2022**



**Organized by**

**IQAC, MUGBERIA GANGADHAR MAHAVIDYALAYA**

**Bhupatinagar :: Purba Medinipur :: West Bengal ::721425**

**In collaboration with InfoTech Lab, Kolkata**

**Certificate**

This is to certify that Shri/Smt/Ms ..... *Gobinda Pradhan* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

**Date: 12<sup>th</sup> July 2022**

*P. Praserjit Ghosh*  
Dr. Praserjit Ghosh  
IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

*Swapan Kumar Misra*  
Dr. Swapan Kumar Misra  
Principal

Mugberia Gangadhar Mahavidyalaya  
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**Certificate**

This is to certify that Shri/Smt/Ms ..... *Subrata Girci* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

**Date: 12<sup>th</sup> July 2022**

*Dr. Prasenjit Ghosh*  
Dr. Prasenjit Ghosh  
IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

*Dr. Swapan Kumar Misra*  
Dr. Swapan Kumar Misra  
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**Certificate**

This is to certify that Shri/Smt/Ms ..... *Sima Rani Ghorai* .....  
has successfully participated and completed 15 hours duration in five days “Skill based Training Programme for Non-Teaching Employees” from 20.12.2023 to 26.12.2023 organized by the IQAC, Mugberia Gangadhar Mahavidyalaya in collaboration with InfoTech Lab, Kolkata.

**Date: 12<sup>th</sup> July 2022**

*D. Prasenjit Ghosh*  
Dr. Prasenjit Ghosh  
IQAC Coordinator

Mugberia Gangadhar Mahavidyalaya

*Dr. Swapan Kumar Misra*  
Dr. Swapan Kumar Misra  
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**Principal**  
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