

# Kandra Radha Kanta Kundu Mahavidyalaya

Affiliated to the University of Burdwan  
Accredited with "B" Grade by NAAC in 2016



P.O- Kandra, P.S- Ketugram, Dist.- Burdwan, Phone No.+ Fax No. (03453)273372, West Bengal, PIN- 713129

Website: [www.kandrarkmahavidyalaya.org](http://www.kandrarkmahavidyalaya.org)

Email: [mrinalkantee@gmail.com](mailto:mrinalkantee@gmail.com)

Date: 27.05.2023

## Faculty Exchange Program (Under MOU)

Organized by  
Dept. of English

Name of the Invited

Faculty INDRANI RAY (ASSISTANT PROFESSOR) of KATWA COLLEGE

Attendance Sheet

No.	NAME	SEM
1.	Payel Adhikari	6
2.	Piyali Hazra	6
3.	Nivedita Gosai	6
4.	Monomoy Sarkar	2
5.	Tauhidia Nazrin	2
6.	Sorajit Das	2
7.	Rudradev Roy	2
8.	Seikh Sahel Islam	2
9.	Mosammot Jannatul Ferdosi Khatun	2
10.	Sayani Rano	2
11.	Mosumi Karmanakar	2
12.	Sudeshna Granai	2
13.	Swapna Pal	2
14.	Navidul Islam	2
15.	Tanuja Khadun	2
16.	Swarnali Roy	2
17.	Rinky Mirdya	4th
18.	Shrabanti Hazra	4th
19.	Tandra Ghosh	4th



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Email: [mrinalkantee@gmail.com](mailto:mrinalkantee@gmail.com)

Date: 27.05.23

## TO WHOM IT MAY CONCERN

Ms. Indrani Ray, Assistant Professor in English, Katwa College, has delivered a lecture at our institute on 27<sup>th</sup> May, 2023. Her lecture is as part of the Faculty Exchange Programme organized by the Dept. of English of our institute.

Dr. Mrinal Kanti Chattopadhyay

27/05/23

Principal

Principal  
Kandra Radha Kanta Kundu Mahavidyalaya  
P.O.-Kandra, Dist.-Purba Bardhaman  
Pin-713129



# Kandra Radha Kanta Kundu Mahavidyalaya

Affiliated to the University of Burdwan  
Arts, Science with Hons & M.A in Bengali (Regular)  
&  
Accredited with "B" Grade by NAAC In 2016



P.O- Kandra, P.S- Ketugram, Dist.- Burdwan, Phone No.+ Fax No. (03453)273372, West Bengal,  
PIN- 713129

Website: [www.kandrarkkmahavidyalaya.org](http://www.kandrarkkmahavidyalaya.org)

Email: [mrinalkantee@gmail.com](mailto:mrinalkantee@gmail.com)

Date: 17.05.2023

To  
The Principal,  
Katwa College, Katwa

**Subject – Invitation for Special Classes under MOU and Faculty Exchange Program**

Respected Sir,

As per the MOU signed with your college, we cordially invite you to appoint faculty members of your college to take special classes at our institution on 27/05/2023. We will be obliged if you kindly accept our invitation and send us the details of the faculty members of the concerned department for the said faculty exchange program.

Thank you in anticipation.

With regards,



Dr. Mrinal Kanti Chattopadhyay  
Principal

17/05/2023.

Principal  
Kandra Radha Kanta Kundu Mahavidyalaya  
P.O.-Kandra, Dist.-Purba Bardhaman  
Pin-713129



# Kandra Radha Kanta Kundu Mahavidyalaya

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Arts, Science with Hons & M.A In Bengali (Regular)

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Email: [mrinalkantee@gmail.com](mailto:mrinalkantee@gmail.com)

Ref.

Date: 10.05.2023

To  
The Principal,  
Katwa College,  
Katwa, Purba Bardhaman

*Subject – Invitation for Special Classes under MOU and Faculty Exchange Program*

Respected Sir,

With respect to the MOU signed with your college w.e.f. 02/04/2023, we cordially invite you to appoint a number faculty members of English, History, Bengali and Botany of your college to take special classes at our institution. We will be obliged if you kindly accept our invitation and send us the details of the faculty members of the concerned departments for the said faculty exchange program as early as possible. I also take this opportunity to request you to send us a formal invitation seeking active participation of the teachers of our college in taking special classes at your institution as well. Expecting a speedy response from your end.

Thank you in anticipation.

With regards,



Dr. Mrinal Kanti Chattopadhyay  
Principal

10/05/2023.

Principal  
Kandra Radha Kanta Kundu Mahavidyalaya  
P.O.-Kandra, Dist.-Purba Bardhaman  
Pin-713129



# KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Date – 10.04.2023

Ref:

## MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

Katwa College, Katwa, Purba Bardhaman.

And

Kalna College, Kalna, Purba Bardhaman

This Memorandum of Understanding (MOU) is made on 10<sup>th</sup> April 2023, between Katwa College, Katwa, Purba Bardhaman and Kalna College, Kalna, Purba Bardhaman

Katwa College, UGC approved, 1<sup>st</sup> cycle NAAC accredited College, affiliated under The University of Burdwan. The college is a West Bengal Govt. aided, having its own campus at Katwa, Purba Bardhaman, W.B. The college is represented by its Principal Dr. Nirmalendu Sarkar, hereinafter referred to as the FIRST PARTY (Which term or expression shall unless excluded by or repugnant to the context be deemed to mean and include its successor in office, representatives, administrators and assigns) OF THE ONE PART.

### *On the other hand*

Kalna College, UGC approved and affiliated under The Burdwan University, having its own campus at Kalna, Purba Bardhaman, represented by its Principal Dr. Tapas Samanta hereinafter referred to as the SECOND PARTY (Which term or expression shall unless excluded by or repugnant to the context be deemed to mean and include its successor in office, representatives, administrators and assigns) OF THE OTHER PART.

**WHEREAS**, both Parties wish to collaborate and cooperate for the betterment of academic facilities and the advancement of education.

**NOW, THEREFORE**, in consideration of the premises and mutual promises contained herein, first Party and Second Party hereby agree as follows:

### **OBJECTIVES:**

The objectives of this MOU are:

- To promote academic excellence and innovation in education;
- To facilitate the sharing of academic resources between the two institutions;
- To collaborate in the development of new educational programs and initiatives;
- To Share information and expertise in areas of mutual interest.



*G. Yashanti*  
Principal  
Katwa College

*Dr. Tapas Samanta*  
Principal  
Katwa College



# KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref:

Date – 10.04.2023

## AREAS OF COOPERATION:

First Party and Second Party will cooperate in the following areas:

- Sharing of academic resources such as libraries, laboratories and teaching materials;
- Joint research projects and academic publications;
- Exchange of faculty, staff, and students;
- Joint academic conferences and seminars;
- Collaborative programme development and delivery.

## IMPLEMENTATION:

To implement this MOU, First Party and Second Party will:

- Appoint a liaison officer from each institution to facilitate communication and cooperation;
- Establish working committees to oversee and implement specific areas of cooperation;
- Hold regular meeting to review progress and identify new areas of cooperation;
- Collaborate on grant proposals and funding opportunities to support joint projects and initiatives.

## DURATION AND TERMINATION:

This MOU shall be effective for a period of 5 years from the date of signing. Either party may terminate this MOU upon written notice to the other party.

## MODIFICATIONS:

This MOU may be modified or amended at any time by mutual agreement of both parties in writing.

**IN WITNESS WHEREOF**, the Parties have executed this MOU on the date and year first above written. This MOU shall be executed in duplicate, with each party receiving an original signed copy.



*[Signature]*  
**SIGNATURE OF THE FIRST PARTY**  
Principal  
Katwa College

*[Signature]*  
**SIGNATURE OF THE SECOND PARTY**

WITNESS

*[Signature]*  
**Coordinator**

WITNESS

*[Signature]*  
**Coordinator**  
IQAC, Kalna College

Phone: (03453) 255-049, E-mail: [katcoll2009@gmail.com](mailto:katcoll2009@gmail.com), Website: [www.katwacollege.ac.in](http://www.katwacollege.ac.in)  
**Katwa College**

*Dr. Nirmalendu Sarkar.*  
Principal



Estd. : 1969 (B.Ed.)

Office of The Principal  
**KATWA COLLEGE**

Department of B.Ed.  
Katwa ; Purba Bardhaman ; W.B-713130  
Ph. No: (03453) 255049  
E-Mail : katwa.bed@gmail.com  
Website : www.katwacollegebed.ac.in

Govt. Aided \* Recognized by NCTE & UGC (Under 2F & 12B) \* Affiliated to THE UNIVERSITY OF BURDWAN

Ref. No :

Date : 09.04.2024

**CERTIFICATE**

**FACULTY EXCHANGE PROGRAMME**

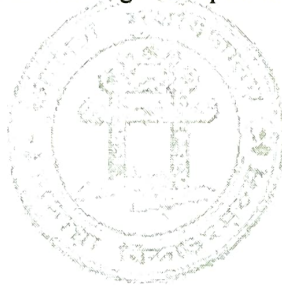
**TO WHOM IT MAY CONCERN**

This is to certify that **Prof. Tanumay Panda, Assistant Professor in English, B.Ed. Section, Kalna College**, has successfully delivered his special lecture (offline mode) on **Micro Teaching**, for the students of B.Ed. 2<sup>nd</sup> Semester (Session 2023-25), at our college on **09.04.2024 at 12.00 Noon**.

The special lecture has conducted for the implementation of the Faculty Exchange Programme between the two colleges i.e. – Katwa College & Kalna College in respect of the MoU, signed on 10.04.2023.

I wish him success in life.

*NSR/KAL*  
Principal 09/04/2024  
Katwa College  
Principal  
Katwa College



Received  
Tanumay Panda  
9/4/24



*Dr. Nirmalendu Sarkar.*  
Principal



Estd. : 1969 (B.Ed.)

Office of The Principal  
**KATWA COLLEGE**

**Department of B.Ed.**

Katwa ; Purba Bardhaman ; W.B-713130

Ph. No: (03453) 255049

E-Mail : katwa.bed@gmail.com

Website : www.katwacollegebed.ac.in

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Ref. No :

Date : 24.04.2023

**CERTIFICATE**

**FACULTY EXCHANGE PROGRAMME**

**TO WHOM IT MAY CONCERN**

This is to certify that **Prof. Tanumay Panda, Assistant Professor in English, B.Ed. Section, Kalna College**, has successfully delivered his special lecture (offline mode) on **Lesson Plan Design**, for the students of B.Ed. Session 2022-24, at our college on **24.04.2023 at 01.00 PM**.

The special lecture has conducted for the implementation of the Faculty Exchange Programme between the two colleges, i.e. – Katwa College & Kalna College in respect of the MoU, signed on 10.04.2023.

I wish him success in life.

*N.Sarkar*  
Principal  
Katwa College *24/04/2023*

Principal  
Katwa College



*Received  
to  
Tanumay Panda  
24/4/23*

*Dr. Nirmalendu Sarkar.*  
Principal



Estd. : 1969 (B.Ed.)

Office of The Principal  
**KATWA COLLEGE**

**Department of B.Ed.**

Katwa ; Purba Bardhaman ; W.B-713130

Ph. No: (03453) 255049

E-Mail : katwa.bed@gmail.com

Website : www.katwacollegebed.ac.in

Govt. Aided \* Recognized by NCTE & UGC (Under 2F & 12B) \* Affiliated to THE UNIVERSITY OF BURDWAN

Ref. No :

Date : 09.04.2024

**CERTIFICATE**

**FACULTY EXCHANGE PROGRAMME**

**TO WHOM IT MAY CONCERN**

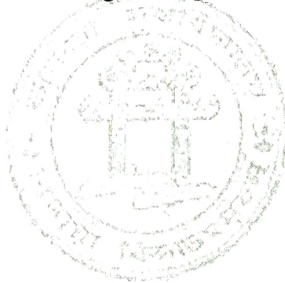
This is to certify that **Prof. Tanumay Panda, Assistant Professor in English, B.Ed. Section, Kalna College**, has successfully delivered his special lecture (offline mode) on **Inclusive Education**, for the students of B.Ed. 4<sup>th</sup> Semester (Session 2022-24), at our college on **09.04.2024 at 01.30 PM**.

The special lecture has conducted for the implementation of the Faculty Exchange Programme between the two colleges i.e. – Katwa College & Kalna College in respect of the MoU, signed on 10.04.2023.

I wish him success in life.

*NSGKRR*  
Principal *09/04/2024*  
Katwa College

Principal  
Katwa College



*Received  
As  
Tanuole  
9/4/24*

# KATWA COLLEGE

(Estd. 1948 \*\* Affiliated to The UNIVERSITY OF BURDWAN)  
Principal's Office



Katwa - 713 130  
Purba Bardhaman  
Tel: (03453) 255049/255164  
Mob: +918101078393  
E-mail: katcoll2009@gmail.com  
Website: www.katwacollege.ac.in

*Dr. Nirmalendu Sarkar*  
Principal

(Department of B.Ed.)

## Special Lecture

Date: 24.04.2023

As a part of Faculty Exchange Programme (under MOU) with Kanla College, Kanla, Purba Bardhaman

Topic:

Name of the Speaker: Dr. Tanumoy Panda, Assistant Professor, Department of B.Ed. Kanla College, Kanla, Purba Bardhaman

Signature of the Speaker:

*Tanumoy Panda*  
24/4/23

### Students' Attendance

Sl.No	Name of Student(In Block Letters)	Name of Institution	Semester	Signature of Student
1	ARPITA KUNDU	Katwa College	II	<i>Arpita Kundu</i>
2	<del>XXXXXXXXXX</del> SAMIM SK	Katwa College	II	<i>Samim Sk</i>
3	ANWESA MONDAL	Katwa College	II	<i>Anwesa Mondal</i>
4	DEBDUT GHOSH	Katwa College	II	<i>Debdut Ghosh</i>
5	SHRABANTI PRAMANIK	Katwa College	II	<i>Shrabanti Pramanik</i>
6	ANAMIKA MANNA	Katwa College	II	<i>Anamika Manna</i>
7	NABYENDU GHOSH	Katwa College	II	<i>Nabyendu Ghosh</i>

*N. Sarkar*  
24/04/2023  
Signature of Principal  
Katwa College

Signature of IQAC, Coordinator  
Katwa College

*N. Sarkar*  
24/04/23  
Signature of HOD  
Katwa College

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Website: www.katwacollege.ac.in

*Dr. Nirmalendu Sarkar*  
Principal

Date: 24.04.2023

Sl.No	Name of Student(In Block Letters)	Name of Institution	Semester	Signature of Student
8	BIVA ROY	Katwa College	II	Biva Roy
9	RAHABUL SK	Katwa College	II	Rahatul Sk
10	BAISHAKHI SOREN	Katwa College	II	Baishakhi Soren
11	RAKHI BHARATI	Katwa College	II	Rakhi Bharati
12	MINTU SAHA	Katwa College	II	Mintu Saha
13	LILY DAS	Katwa College	II	Lily Das.
14	PIYALI PAL	Katwa College	II	Piyali Pal
15	KALYAN DEY	Katwa College	II	Kalyan Dey
16	PRABHAT KUMAR MONDI	Katwa College	II	Prabhat Mondal
17	LUENDA KHATUN	Katwa College	II	Luenda Khatun
18	SAMSUNIVESA KHATUN	Katwa College	II	Samsunivesa Khatun
19	MOUSUMI DAS	Katwa College	II	Mousumi Das

*N.S. Sarkar* 24/04/2023  
Signature of Principal  
Katwa College

Signature of IQAC, Coordinator  
Katwa College

*N. Sarkar* 24/04/23  
Signature of HOD  
Katwa College



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Purba Bardhaman

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E-mail. katcoll2009@gmail.com

Website: www.katwacollege.ac.in

*Dr. Normalendu Sarkar*

*Principal*

Sl.No	Name of Student(In Block Letters)	Name of Institution	Semester	Signature of Student
20		Katwa College	II	
21		Katwa College	II	
22		Katwa College	II	
23		Katwa College	II	
24		Katwa College	II	
25		Katwa College	II	
26		Katwa College	II	
27		Katwa College	II	
28		Katwa College	II	
29		Katwa College	II	
30		Katwa College	II	

*N. Sarkar*  
Signature of Principal  
Katwa College

Signature of IQAC, Coordinator  
Katwa College

*N. Sarkar*  
Signature of HOD  
Katwa College

*24/04/23*

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*Dr. Normalanda Sarkar*  
Principal

(Department of B.Ed.)

## Special Lecture

Date: 09<sup>th</sup> April, 2024

As a part of Faculty Exchange Programme (under MOU) with Kanla College, Kanla, Purba Bardhaman

Topic:

Name of the Speaker: Dr. Tanumoy Panda, Assistant Professor, Department of B.Ed. Kanla College, Kanla, Purba Bardhaman

Signature of the Speaker: *Tanumoy Panda*  
9/4/24

### Students' Attendance

Sl.No	Name of Student(In Block Letters)	Name of Institution	Semester	Signature of Student
1	ARPITA KUNDU	Katwa college	IV	<i>Arpita Kundu</i>
2	SAMIM SK	katwa college	"	<i>Samim SK</i>
3	DEBDUT GHOSH	Katwa College	IV	<i>Debdut Ghosh.</i>
4	ANAMIKA MANNA	katwa college	iv	<i>Anamika Manna</i>
5	MINTU SAHA	Katwa College	iv	<i>Mintu Saha</i>
6	LEENDA KHATUN	<del>Katwa college</del> Khatun	IV	<i>Luenda Khatun</i>
7	ANWESA MONDAL	Katwa	iv	<i>Anwesa Mondal</i>

*Normalanda Sarkar*  
Signature of Principal  
Katwa College 09/04/2024

Signature of IQAC, Coordinator  
Katwa College

*N. S. Khan*  
Signature of HOD  
Katwa College

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Purba Bardhaman

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Website: [www.katwacollege.ac.in](http://www.katwacollege.ac.in)

*Dr. Nirmalendu Sarkar*  
Principal

Sl.No	Name of Student(In Block Letters)	Name of Institution	Semester	Signature of Student
8	LILY DAS	Katwa college	IV	Lily Das.
9	<del>KALYAN DEY</del> KALYAN DEY	Katwa college	IV	Kalyan Dey
10	NABYENDU GHOSH	Katwa college	IV	Nabyendu Ghosh.
11	SHRABANTI PRAMANIK	Katwa college	IV	Shrabanti Pramanik.
12	SAMSUNNESA KHATUN	KATWA COLLEGE	IV	Samsunnesa Khatun
13	RAHABUL SK	KATWA COLLEGE	IV	Rahabul Sel
14	BAISHAKHI SOREN	KATWA COLLEGE	IV	Baishakhi Soren.
15	BIVA ROY	KATWA COLLEGE	IV	Biva Roy
16	PRABHAT KUMAR MONDI	Katwa College	IV	Prabhat Ks. Mondal
17	RAKHI BHARATI	katwa college	IV	Rakhi Bhanati
18	PIYALI PAL	Katwa college	IV	Piyali Pal
19	MOUSUMI DAS	Katwa college	IV	Mousumi Das

*Nirmalendu Sarkar*  
Signature of Principal  
Katwa College

Signature of IQAC, Coordinator  
Katwa College

*N. Sankar*  
Signature of HOD  
Katwa College

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E-mail: katcoll2009@gmail.com

Website: www.katwacollege.ac.in

*Dr. Nirmalendu Sarkar*

*Principal*

Sl.No	Name of Student(In Block Letters)	Name of Institution	Semester	Signature of Student
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

*NSGARKAR*  
Signature of Principal  
Katwa College *09/04/2024*

Signature of IQAC, Coordinator  
Katwa College

*N. Sarkar*  
Signature of HOD  
Katwa College



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Website: www.katwacollege.ac.in

*Dr. Nirmalendu Sarkar*

*Principal*

(Department of B.Ed.)

Date: 09<sup>th</sup> April, 2024

## Special Lecture

As a part of Faculty Exchange Programme (under MOU) with Kanla College, Kanla, Purba Bardhaman

Topic:

Name of the Speaker: Dr. Tanumoy Panda, Assistant Professor, Department of B.Ed. Kanla College, Kanla, Purba Bardhaman

Signature of the Speaker: *Tanumoy Panda*

### Students' Attendance

Sl.No	Name of Student(In Block Letters)	Name of Institution	Semester	Signature of Student
1	SANCHARI DEY	Katwa College	II	<i>Sanchari Dey</i>
2	Baishakhi Sarkar	Katwa College	II	<i>Baishakhi Sarkar</i>
3	MAHASINA KHATUN	Katwa College	II	<i>Mahasina Khatun.</i>
4	NABANITA GHOSH	Katwa College	II	<i>Nabanita Ghosh</i>
5	BAISAKHI SAHA	Katwa College	II	<i>Baisakhi Saha</i>
6	SOMA GHOSH	Katwa College	II	<i>Soma Ghosh</i>
7	BISWAJIT KUNDU	Katwa College	II	<i>BISWAJIT KUNDU</i>

*N. Sarkar*  
Signature of Principal  
Katwa College

Signature of IQAC, Coordinator  
Katwa College

*N. Sarkar*  
Signature of HOD  
Katwa College

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*Dr. Nirmalendu Sarkar*  
Principal

Sl.No	Name of Student(In Block Letters)	Name of Institution	Semester	Signature of Student
8	DEBASISH GHOSH	Katwa College	II	Debasish Ghosh
9	DIBAKAR SARDAR	Katwa College	II	Dibakar Sardar
10	SOUMYADEEP CHAKRABORTY	Katwa College	II	soumyadeep chakraborty
11	AKSHOY KUMAR MAJEE	Katwa College	II	Akshoy Kumar Majee
12	HEMANTA SINGH	Katwa College	II	Hemanta Singh
13	BIDYUT GHOSH	Katwa College	II	BIDYUT GHOSH
14	AYAN HAZRA	Katwa College	II	Ayan Hazra
15	BASUDEV BALA	Katwa College	II	Basudev Bala
16	SHIULI TUDU	Katwa College	II	Shiuli Tudu
17	AMBIKA MAJHI	Katwa College	II	Ambika Majhi
18	ETI KHATUN	Katwa College	II	Eti Khatoon
19	SUMANTA RUIDAS	Katwa College	II	Sumanta Ruidas

*N. Sarkar*  
Signature of Principal  
Katwa College

09/04/2024

Signature of IQAC, Coordinator  
Katwa College

*N. Sarkar*  
Signature of HOD  
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Website: www.katwacollege.ac.in

*Dr. Nirmalendu Sarkar*  
Principal

Sl.No	Name of Student(In Block Letters)	Name of Institution	Semester	Signature of Student
20	PALLABI CHANDRA	Katwa College	II	Pallabi Chandra.
21	MOUSUMI KORA	Katwa College	II	Mousumi Kora
22	<del>Ad</del> ADRISSHA HAZRA	Katwa College	II	Adriisha Hazra.
23	SOURMI GHOSH	Katwa College	II	Sourmi Ghosh
24	SHRABANI ROY	Katwa College	II	Shrabani Roy
25	IPSITA MONDAL	Katwa College	II	Ipsita Mondal
26	<del>Dipti Majhi</del> DIPTI MAJHI	Katwa College	II	Dipti Majhi
27	SWAGATA BANERJEE	Katwa College	II	Swagata Banerjee
28	ANUSHRI DHAR	Katwa College	II	Anushri Dhar
29	RUDRADIP CHOWDHURY	Katwa College	II	Rudradip Chowdhury.
30	ANINDITA MALIK	Katwa College	II	Anindita Malik.

*N. Sarkar*  
Signature of Principal  
Katwa College  
09/04/2024

Signature of IQAC, Coordinator  
Katwa College

*N. Sarkar*  
Signature of HOD  
Katwa College

# KATWA COLLEGE

(Estd.: 1948 \*\* Affiliated to The UNIVERSITY OF BURDWAN)

Principal's Office

Katwa - 713 130  
PurbaBardhaman  
Tel.: (03453) 255049/255164  
Mob: +918101078393  
E-mail: [katcoll2009@gmail.com](mailto:katcoll2009@gmail.com)

Website: [www.katwacollege.ac.in](http://www.katwacollege.ac.in)



*Dr. Nirmalendu Sarkar*  
Principal

Sl.No	Name of Student(In Block Letters)	Name of Institution	Semester	Signature of Student
31	SWETA SINGHA	Katwa College	II	<i>Sweta Singha</i>
32	SIRIN SULTANA	Katwa College	II	<i>Sirin Sultana</i>
33	SANCHARI DEY	Katwa College	II	<i>Sanchari Dey</i>
34	ANKITA CHANDRA	Katwa College	II	<i>Ankita Chandra</i>
35	SOUMI MUKHERJEE	Katwa College	II	<i>Soumi Mukherjee</i>
36	PROLOY GHOSH	Katwa College	II	<i>proloy Ghosh.</i>
37	SUDIPTA BAITY	Katwa College	II	<i>Sudipta Baity</i>
38	SUSHAMIA ROY	Katwa College	II	<i>Sushama Roy</i>
39	Alimpiya Pal	Katwa College	II	<i>Alimpiya Pal</i>
40	SUCHIANA MONDAL	Katwa College	II	<i>Suchana Mondal</i>
41		Katwa College	II	

*18/04/2024*  
Signature of Principal  
Katwa College

Signature of IQAC, Coordinator  
Katwa College

*N. Sarkar*  
Signature of HOD  
Katwa College





# KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref:

Date – 15.04.2023

## MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

**Katwa College, Purba Bardhaman**

AND

**Katwa Municipality, Purba Bardhaman**

This internship agreement (MOU) is made on 15<sup>th</sup> April, 2023 between **Katwa College, Purba Bardhaman** and the **Katwa Municipality, Purba Bardhaman**

The student intern agrees that he/she is not an employee of the State of West Bengal, but shall perform services as agreed by the parties hereto.

### Objective of Internships

This internship is designed to strengthen a student's job skills by integrating education with closely related practical work experiences.

### **Responsibilities of Faculty Coordinator:**

The faculty coordinator assumes overall responsibility for consultation with the Municipality and interns on objectives, agreements and other job-related tasks. The faculty coordinator is available to the student intern in an advisory capacity with respect to assisting the student intern to achieve the stated objective of the internship.

### **The role of the faculty coordinator involves:**

1. Conducting an individual pre-placement orientation and introducing the student intern to the nature and purpose of the internship.
2. Orienting and introducing the company supervisor to the purpose and objectives of the internship.
3. Consulting with the company supervisor and student intern on a regular basis regarding the student intern's performance.
4. Assuming responsibility for the removal of a student intern from the internship setting, whenever necessary.

### **Responsibilities of Student Intern:**

As the student intern enters the Municipality, he or she is expected to assume, as much as possible, the role of a regular staff member.

### **The responsibilities include:**



Phone: (03453) 255 049, E-mail: [katcoll2009@gmail.com](mailto:katcoll2009@gmail.com), Website: [www.katwacollege.ac.in](http://www.katwacollege.ac.in)

Katwa Municipality  
Chairman

Principal  
Katwa College



# KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Date – 15.04.2023

Ref:

1. Adhering to Municipality, work hours, policies, procedures and rules governing professional staff behaviour.
2. Adhering to Municipality, policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his or her actions and activities.
4. Maintaining professional relationships with Municipality employees, customers and so forth.
5. Developing a self-awareness in regard to attitudes, values, behaviour patterns and so forth that influence work.
6. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
7. Providing the faculty coordinator with periodic progress reports.

## Responsibilities of Agency/Department:

It is the responsibility of the employer to provide direct on-the-job supervision of the student intern that includes the following:

1. Orienting the student intern to the Municipality / company's structure and operation.
2. Orienting the student intern to the Municipality's / company's policies and procedures regarding appropriate dress, office hours and applicable leave policies.
3. Introducing the student intern to the appropriate professional and clerical staff.
4. Providing the student intern with adequate resources necessary to accomplish job objectives.
5. Orienting the student intern to the policies and procedures of the personnel department.
6. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company.

## ACCPETED AND AGREED

  
Principal  
Katwa College  
Principal  
Katwa College

Witness



Coordinator

IQAC

Katwa College



  
Chairman  
Katwa Municipality  
Chairman  
Katwa Municipality

Witness

  
Head Clerk  
Katwa Municipality

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Katwa Municipality  
Chairman

Principal  
Katwa College

Katwa College





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3. Introducing the student intern to the appropriate professional and clerical staff.
4. Providing the student intern with adequate resources necessary to accomplish job objectives.
5. Orienting the student intern to the policies and procedures of the personnel department.
6. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company.

## ACCPETED AND AGREED

  
Principal  
Katwa College  
Principal  
Katwa College

Witness  
  
Coordinator  
IQAC



  
Chairman  
Katwa Municipality  
Chairman  
Katwa Municipality

Witness  
  
Head Clerk  
Katwa Municipality