

KATWA COLLEGE
(Affiliated to the UNIVERSITY OF BURDWAN)



Principal's Office
KATWA - 713 130
PURBA BARDHAMAN
Tel.: (03453) 255049
E-mail: katcoll2009@gmail.com
Website: www.katwacollege.ac.in

Ref. No

Date : 10.05.2023

To

Dr. Bibhas Chandra Saha,
Principal, Purbasthali College, Parulia,
Purba Bardhaman, W.B.

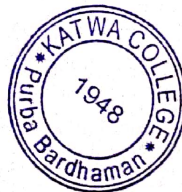
Subject: Request to deliver a lecture on One-Week Staff Training Programme on Empowering Excellence in Professional Work

Dear Sir,

Hope you are well. I have the honour to inform you that IQAC of Katwa College is going to organize a One-Week Staff Training Programme on "Empowering Excellence in Professional Work" from 16th May, 2023 to 22nd May, 2023. In the dynamic landscape of higher education, the role of non-teaching staff is pivotal. Their dedication to the seamless functioning of the institution deserves recognition. The Staff Training Programme aims to elevate the skills, enhance capabilities, and provide a platform for them to excel in their professional journey. I am requesting you to deliver a lecture on this programme on **16.05.2023**. We are waiting for your kind consent.

Thanking You

[Signature]
Principal,
Katwa College 10/05/2023
Principal
Katwa College



[Signature]
[Signature]
4/05/23
Principal
Purbasthali College
Parulia, Purba Bardhaman.

KATWA COLLEGE
(Affiliated to the UNIVERSITY OF BURDWAN)



Principal's Office
KATWA - 713 130
PURBA BARDHAMAN
Mob.- +91 8101078393
E-mail: katecoll2009@gmail.com
Website: www.katwacollege.ac.in

One Week Staff Training Programme on "Empowering Excellence in Professional Work"

Organized by the Internal Quality Assurance Cell of Katwa College from 16.05.2023. On 16.05.2023, the following persons are present:

Name of the Resource Person: Dr. Bibhas Chandra Saha, Principal, Purbasthali College, Parulia, Purba Bardhaman, W.B.

B. Saha
16/05/23

Principal
Purbasthali College
Parulia, Purba Bardhaman.

Venue Auditorium Hall, Time: 2.30 P.M.

Signature of the Resource Person:

Topic: Hands on Training on West Bengal Integrated Financial Management System (WBIFMS)

Staff' Attendance

Sl. No.	Name	Name of Institution	Designation	Signature
1	Brajesh Singh	Katwa college	Group-D	<i>B.Saha</i>
2	ARIJIT SARKAR	Katwa College	Group-C	<i>A. Sarkar</i>
3	Gaetanur	Katwa college	Lab-Attendant	<i>Gaetanur</i>
4	Darun Mondal	Katwa college	Gr-C	<i>D. Mondal</i>



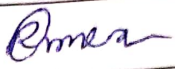
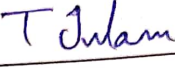
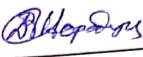



16/05/23
Principal
Katwa College

16/05/23
Coordinator
IQAC
Katwa College

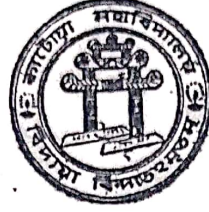
5	Satyajit Sarkar	Katwa College	a-D	Sarkar
6	Arish Ali	Katwa College	Gr - D	Arish Ali
7	Milan Kumar Pal	Katwa college	D	Pal
8	Rakesh Pal	Katwa College	Group - D	Pal
9	Arjit Pal	Katwa College	Gr - D	Pal
10	Nimai Bhakta	Katwa college	Gr - D	Nimai Bhakta
11	Abanika Saha	Katwa college	Gr - D	Saha
12	Tapas Das	Katwa College	Group - D	Das
13	Sabir Chatterjee	Katwa College	Group - C	Chatterjee
14	Partha Mondal	Katwa College	Gr - C	Mondal
15	Miraj Rahaman Mondal	Katwa College	Group - C	MR 16/5/23
16	Soumya Prasad Raj	Katwa College	Group - C	Raj
17	Amornath Das	Katwa College	Group - C	Das
18	Asit Kr. Mondal	Katwa College Head Clerk	H.C.	Mondal
19	Sandip Goswami	Katwa college	a-D	Goswami
20	ARINDAM DUTTA	Katwa College	Group - C	Dutta
21	SUHRID BHATAK	- do -	Cashier	Bhatak
22	Narayan Ch. Das	Katwa college	Group - D	Narayan Das
23	Smita Ranta Chatterjee	Katwa college	Group - e	Smita
24	Tanmay Bag	Katwa College	Group - D	Bag
25	Rampriya Misra	Katwa college	Group - D	Misra
26	Amrita Gopal Mandal	Katwa College	Group - D	Mandal

16/5/23
Principal
Katwa College

16/5/23
Coordinator
IQAC
Katwa College

Sl. No.	Name	Name of Institution	Designation	Signature
27	Jaganath Nay	K.R.K.R.M	N.T.S	
28	Arpita Sanjay Roychoudhary	K.R.K.K.M	N.T.S	
29	Ramesh ch. Mondal	Do	Do	
30	Taral Julam	Do	Do	
31	Buddhadeb Chatterjee	Do	Do	
32	Digam baroo Rakm	Do	N.T.S	
33	Abir Beldar	Do	Do	
34	Debencha Nathi Saha	Rancha R.K. Kundu Mahavidyalaya	Cashier	
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Website: www.katwacollege.ac.in

Ref. No

Date : 10.05.2023

To
Sk Shakeel, Assistant Professor in Commerce
Katwa College, Katwa,
Purba Bardhaman, W.B.

Subject: Request to deliver a lecture on One-Week Staff Training Programme on Empowering Excellence in Professional Work

Dear Sir,

Hope you are well. I have the honour to inform you that IQAC of Katwa College is going to organize a One-Week Staff Training Programme on "Empowering Excellence in Professional Work" from 16th May, 2023 to 22nd May, 2023. In the dynamic landscape of higher education, the role of non-teaching staff is pivotal. Their dedication to the seamless functioning of the institution deserves recognition. The Staff Training Programme aims to elevate the skills, enhance capabilities, and provide a platform for them to excel in their professional journey. I am requesting you to deliver a lecture on this programme on **17.05.2023**. We are waiting for your kind consent.

Thanking You

Sk Shakeel
Principal 10/05/2023
Katwa College
Principal
Katwa College

Accepted
Sk. Shakeel
12/05/2023



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One Week Staff Training Programme on "Empowering Excellence in Professional Work"

Organized by the Internal Quality Assurance Cell of Katwa College from 16.05.2023. On 17.05.2023, the following persons are present:

Name of the Resource Person: Sk Shakeel, Assistant Professor in Commerce, Katwa College, Katwa, Purba Bardhaman, W.B.

Venue Auditorium Hall, Time: 2.30 P.M.

Signature of the Resource Person: *SK. shakeel* 17/05/2023

Topic: Human Resource Management

Staff' Attendance

Sl. No.	Name	Name of Institution	Designation	Signature
1	<i>Geetanjali</i>	<i>Katwa college</i>	<i>Lab. Asst. Katwa</i>	<i>Geet</i>
2	<i>Brijesh singh</i>	<i>Katwa college</i>	<i>Group - D</i>	<i>Brij</i>
3	<i>Basim Mondal</i>	<i>Katwa college</i>	<i>Gr. - e</i>	<i>Bm</i>
4	<i>Mizaj Rahaman Mondal</i>	<i>Katwa College</i>	<i>Group - e</i>	<i>Mizaj</i> 17/05/23
5	<i>ARIJIT SARKAR</i>	<i>KATWA COLLEGE</i>	<i>GROUP - e</i>	<i>Arijit</i> 17/05/23
6	<i>Rakesh Pal</i>	<i>Katwa College</i>	<i>GROUP - D</i>	<i>Rakesh</i>

Shakeel
17/05/23
Principal
Katwa College

Shakeel
17/05/2023
Coordinator
IQAC
Katwa College

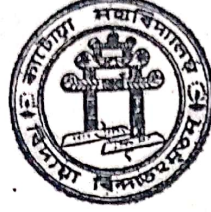
7	Satyajit Sarker	Katwa College	G-D	Sarker
8	Anish Dey	Katwa College	G-D	Anish Dey
9	Arisit Pal	Katwa College	G-D	Arisit Pal
10	Milan Kumar Pal	Katwa College	G-D	Milan
11	Abanika Saha	Katwa College	G-D	Saha
12	Nemai Bhakta	Katwa College	G-D	N. Bhakta
13	Asit Kumar Mandal	-do-	Head Clerk	Co
14	ARINDAM DUTTA	Katwa College	Group-C	Dutta
15	SOUMYA PRASAD RAJ	Katwa College	Group-C	Raj
16	Sandip Ghoshmanni	Katwa College	Group-D	Sandip
17	Tapas Das	Katwa College	Group-D	Das
18	Anamata Das	Katwa College	Group-C	Das
19	Subrid Ghatak	-do-	Cashier	Ghatak
20	Narayan Chandra	Katwa College	Group-D	Moh. Dey
21	Suryakanta Choudhury	Katwa College	Group-E	Suryakanta
22	Hanmay Bag	Katwa College	Group-D	Bag
23	Zohrab Chatterjee	Katwa College	Group-E	Chatterjee
24	Rampasad Misra	Katwa College	Group-D	Misra
25	Amrita Gopal Mandal	Katwa College	Group-D	Mandal
26	Shyam Sundar Das	Katwa College	Group-D	Das
27	Bijayjit Das	Katwa College	Group-D	Das
28	Tanmoy Singha	Katwa College	Group-D	Tanmoy Singha

N. Sarker
17/05/23
Principal
Katwa College

S. Dey
17/05/2023
Coordinator
IQAC
Katwa College

Sl. No.	Name	Name of Institution	Designation	Signature
29	Ramesh ch Mondal	K-R K K M	NTS	
30	Appila Sanjay Roy chandhara	K. R. K. K. M	N. T. S	
31	Jayannath ray	K. R. K. K. M	NTS	
32	Tazul Islam	DO	DO	T Islam
33	Buddhadeb chakraborty	DO	DO	
34	Prigombhous M. K. M	DO	N. T. S.	
35	Abu Bikar	DO	DO	
36	Debedra Nath Saha	"DO"	Cashier	
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Website: www.katwacollege.ac.in

Ref. No

Date : 10.05.2023

To

Indrani Ray, Assistant Professor in English,
KatwaCollege, Katwa, Purba Bardhaman.

Subject: Request to deliver a lecture on One-Week Staff Training Programme on Empowering Excellence in Professional Work

Dear Madam,

Hope you are well. I have the honour to inform you that IQAC of Katwa College is going to organize a One-Week Staff Training Programme on "Empowering Excellence in Professional Work" from 16th May, 2023 to 22nd May, 2023. In the dynamic landscape of higher education, the role of non-teaching staff is pivotal. Their dedication to the seamless functioning of the institution deserves recognition. The Staff Training Programme aims to elevate the skills, enhance capabilities, and provide a platform for them to excel in their professional journey. I am requesting you to deliver a lecture on this programme on **18.05.2023**. We are waiting for your kind consent.

Thanking You

Principal
Principal,
Katwa College
Principal
Katwa College
10/05/2023



Accepted
Indrani Ray
16.05.23

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Website: www.katwacollege.ac.in

One Week Staff Training Programme on "Empowering Excellence in Professional Work"

Organized by the Internal Quality Assurance Cell of Katwa College from 16.05.2023. On 18.05.2023, the following persons are present:

Name of the Resource Person: Indrani Ray, Assistant Professor in English,
Katwa College, Katwa, Purba Bardhaman, W.B.

Venue Auditorium Hall, Time: 2.30 P.M.

Signature of the Resource Person: *Indrani Ray* 18.05.23

Topic: Letter Writing for Official purposes

Staff' Attendance

Sl. No.	Name	Name of Institution	Designation	Signature
1	Banun Mondal	Katwa college	Gr - C	<i>Banun</i>
2	Mizoj Rahman Mondal	Katwa College	Group - C	<i>MR</i> 18.05/23
3	Birendra Singh	Katwa College	Group - D	<i>Birendra</i>
4	Rakesh Pal	Katwa college	Group - D	<i>Rakesh</i>
5	Geetanjali	Katwa college	Lab Attend	<i>Geetanjali</i>
6	Tapas Das	Katwa college	Group - D	<i>Tapas</i>

NSK
18/05/23
Principal
Katwa College

NSK
18/5/2023
Coordinator
IQAC
Katwa College

7	ARINDAM DUTTA	Katwa College	Group - C	Dutta
8	ARTJITSARKAR	Katwa College	Group - C	Sarkar
9	Satyajit Sarkar	Katwa College	Gr - D	Sarkar
10	Sandip Goswami	Katwa College	Gr - D	Goswami
11	Anish Dey	Katwa College	Gr - D	Dey
12	SOUMYA PRASAD RAY	Katwa College	Group - C	Ray
13	Anamata Das	Katwa College	Group - C	Das
14	Anish Dey	Katwa College	Group - D	Dey
15	Milan Kumar Pal	Katwa College	Gr - D	Pal
16	Abanika Saha	Katwa College	Gr - D	Saha
17	Nemai Bhakta	Katwa College	Gr - D	Bhakta
18	Asit Kr. Mondal	Katwa College	Teacher	Mondal
19	Suhrid Ghatak	- do -	Cashier	Ghatak
20	Narayan Choudhury	do	Group - D	Choudhury
21	Surbhankanta Choudhury	Katwa College	Group - E	Choudhury
22	Tanmoy Bag	Katwa College	Group - D	Bag
23	Sakratos Choudhury	Katwa College	Group - E	Choudhury
24	Rampresad Mook	Katwa College	Group - D	Mook
25	Partha Mondal	Katwa College	Gr - C	Mondal
26	Ananta Gopal Mandal	Katwa College	Group - D	Mandal
27	Shyam Sundar Das	Katwa College	Group - D	Das
28	Tanmoy Singha	Katwa College	Gr - P - D	Singha

ASAKH
18/05/23
Principal
Katwa College

18/05/2023
Coordinator
IQAC
Katwa College

Sl. No.	Name	Name of Institution	Designation	Signature
29	Tazul Islam	K.R.K.K.M	N.T.S	T Islam
30	Remmer emondal	K R K K M	N.T.S	Remmer
31	Arpita Sanjay Rajchandani	K.R.K.K.M	N.T.S	Asc
32	Jaganath Rao	K.R.K.K.M	N.T.S	Jaganath
33	Wingombas T. K. K.	DO	N.T.S	Wingombas
34	Buddhadab Chalkpady	DO	DO	Buddhadab
35	Abu Bakr	DO	DO	Abu Bakr
36	Deborah Nath Saha	"DO"	Cashier	Deborah
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Principal's Office
KATWA - 713 130
PURBA BARDHAMAN
Tel.: (03453) 255049

E-mail: katcoll2009@gmail.com

Website: www.katwacollege.ac.in

Ref. No

Date : 10.05.2023

To

Abhijit Banerjee, Chartered Accountant, R-28, Sree Hari Shopping Complex, P.O.
Chanditala, Dist-Hooghly, Pin-712702, W.B.

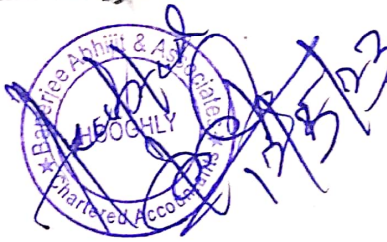
Subject: Request to deliver a lecture on One-Week Staff Training Programme on Empowering
Excellence in Professional Work

Dear Sir,

Hope you are well. I have the honour to inform you that IQAC of Katwa College is going to organize a One-Week Staff Training Programme on "Empowering Excellence in Professional Work" from May 16th May, 2023 to 22nd May, 2023. In the dynamic landscape of higher education, the role of non-teaching staff is pivotal. Their dedication to the seamless functioning of the institution deserves recognition. The Staff Training Programme aims to elevate the skills, enhance capabilities, and provide a platform for them to excel in their professional journey. I am requesting you to deliver a lecture on this programme on 19.05.2023. We are waiting for your kind consent.

Thanking You

Abhijit Banerjee
Principal,
Katwa College
10/15/2023
Principal
Katwa College



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KATWA - 713 130
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Website: www.katwacollege.ac.in

**One Week Staff Training Programme on "Empowering
Excellence in Professional Work"**

Organized by the Internal Quality Assurance Cell of Katwa
College from 16.05.2023. On 19.05.2023, the following
persons are present:

Name of the Resource Person: **Abhijit Banerjee, Chartered Accountant,**
R-28, Sree Hari Shopping Complex, P.O. Chanditala, Dist-Hooghly, Pin-712702, W.B.

Signature of the Resource Person:



Staff' Attendance

Sl. No.	Name	Name of Institution	Designation	Signature
1	Pratibha Mondal	Katwa College	Accountant	
2	Priyagopal Ghosh	Katwa College	Group - C	
3	Jahar Majhi	Katwa College	Group - C	
4	Amarnath Das	Katwa College	Accountant	

19/05/23
Principal
Katwa College

19/5/2023
Coordinator
IQAC
Katwa College

5	Basu Mondal	Katwa College	Gr. C	Bm
6	Broder Singh	Katwa college	GROUP-D	Bm
7	ARIJIT SARKAR	Katwa College	GROUP-C	
8	Samchit Goswami	Katwa College	Gr. D	Sgobanani
9	Satyajit Sarkar	Katwa College	Gr. D	Sarkar
10	Goutam Das	Katwa college	GROUP-D	Das
11	Miraj Rahman Mondal	Katwa College	GROUP-C	MR
12	Tapas Das	Katwa college	GROUP-D	T Das
13	Anish Das	Katwa College	Gr. D	Anish Das
14	ARINDAM DUTTA	Katwa College	GROUP-C	Dutta
15	Rakesh Pal	Katwa college	GROUP-D	R
16	Soumya Prasad Das	Katwa College	GROUP-C	S Das
17	Anamata Das	Katwa College	GROUP-C	Das
18	Anirudh Pal	Katwa College	GROUP-D	Anirudh Pal
19	Milan Kumar Pal	Katwa college	Gr. D	MKM
20	Abantika Saha	Katwa College	Gr. D	Saha
21	Nema Bhakta	Katwa college	Gr. D	Nema Bhakta
22	Asit Kr. Mondal	Katwa college	Head Clerk	Cu
23	Subrid Ghatak	- do -	Cashier	Su
24	Narayan Choudhary	Katwa college	GROUP-D	NChoudhary
25	Smita Kanta Choudhary	Katwa college	GROUP-E	SChoudhary
26	Tanmay Bay	Katwa College	Group-D	T Bay

ASAKIN
19/05/23
Principal
Katwa College


19/5/2023
Coordinator
IQAC
Katwa College

Sl. No.	Name	Name of Institution	Designation	Signature
27	Ramesh Chandra	K R K K M	N T S	
28	Aspita Santan Rajchandra	K.R.K.K.M	N.T.S	
29	Jaganath Rao	K.R.K.K.M	N T S	
30	Tazul Islam	DO	DO	T Islam
31	Buddhadeb Chakrabarty	DO	DO	
32	Dilip Kumar Das	DO	N.T.S	
33	Abu Bekker	DO	PO	
34	Debenra Nath Saha	DO	Cashier	
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Ref. No

Date : 10.05.2023

To

Srimanta Ghosh, Tally Creative, Ramkrishna Pally,
Purba Bardhaman, Pin-713101.

Subject: Request to deliver a lecture on One-Week Staff Training Programme on Empowering Excellence in Professional Work

Dear Sir,

Hope you are well. I have the honour to inform you that IQAC of Katwa College is going to organize a One-Week Staff Training Programme on "Empowering Excellence in Professional Work" from 16th May, 2023 to 22nd May, 2023. In the dynamic landscape of higher education, the role of non-teaching staff is pivotal. Their dedication to the seamless functioning of the institution deserves recognition. The Staff Training Programme aims to elevate the skills, enhance capabilities, and provide a platform for them to excel in their professional journey. I am requesting you to deliver a lecture on this programme on **21.05.2023**. We are waiting for your kind consent.

Thanking You

NSR
Principal,
Katwa College
10/05/2023

Accepted
Srimanta Ghosh
12/05/2023



Tally Creative

Office –Ramkrishna Pally, Kalna Gate
Purba Bardhaman, West Bengal- 713101

Email: tallybdn2020@gmail.com

Call: +919007130160, +916296549507

Date: 21/05/2023
21/05/2023

Sub: Proposal for the Creation of TallyPrime

Dear Sir,

Tally Creative are the global **Business Process Management** (BPM) company. We intend to offer business value to global clients by combining operational excellence. Our deep domain expertise in key industry verticals includes services in Finance & Accounting, Payroll Management, Inventory management, and Retail solutions.

We are a strategic partner for managing complex processes that directly impact the clients' bottom-line. Our in-depth experience in delivering end-to-end vertical solutions had been appreciated by many of the leading companies. We are committed to benefit your organization with our valued services in the field of Finance & Accounts, Inventory Management, Retail and HR Solution.

Latest Tally Features:

Invoicing & Accounting -

1. Create professional looking GST compliant invoice in seconds
2. Flexible purchase and sales management
3. Multiple billing format
4. Multi-currency support
5. Multiple price level
6. Payment QR code and link on invoices
7. Multiple address
8. All Accounting Reports
9. Few more features in TallyPrime

Inventory Management –

1. Define unlimited groups, categories, batches, locations/ godowns
2. Flexible units of measure
3. Manufacturing journal
4. Bill of material
5. Re-order level

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Website: www.katwacollege.ac.in

One Week Staff Training Programme on "Empowering Excellence in Professional Work"

Organized by the Internal Quality Assurance Cell of Katwa College from 16.05.2023. On 21.05.2023, the following persons are present:

Name of the Resource Person: Srimanta Ghosh, Tally Creative, Ramkrishna Pally, Purba Bardhaman, Pin-713101, W.B.

Venue Auditorium Hall, Time: 2.30 P.M.

Signature of the Resource Person:

Topic: Hands on Training on Tally Clouds and Tally Customization and Implementation



Staff' Attendance

Sl. No.	Name	Name of Institution	Designation	Signature
1	Annamata Das	Katwa College	Accountant	Das
2	Partha Modak	Katwa College	Accountant	Partha
3	ARINDAM DUTTA	Katwa College	Group-C	Dutta.
4	Milun Kumar Pal	Katwa College	Group-D	Milun

NSankar
21/05/23
Principal
Katwa College

21/5/2023
Coordinator
IQAC
Katwa College

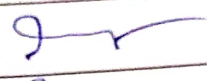
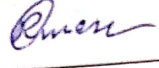

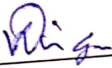




5	Arijit Pal	Katwa College	Group - A	
6	Koushik Rost	Katwa college	Group - D	
7	Tanmay Bag	Katwa College	Group - D	
8	Monalisa Das Mijik	Katwa College	Group - C	
9	Nemai Bhakta	katwa college	Group - D	N. Bhakta
10	Shyam Sundar Das	Katwa college	Group - D	
11	Brojesh Singh	Katwa College	Care taker	
12	Sunanda Choudhary	Katwa college	Group - e	
13	Miraj Rahman Mondal	Katwa College	Group - C	
14	Sandip Goswami	Katwa college	Gr - D	
15	Suhri Ghatak	- do -	Cashier	
16	Asit Kumar Mondal	Katwa college	Head clerk	
17	Baenu Mondal	Katwa college	Gr - e	
18	Arijit Sarkar	Katwa College	Gr - e	
19	Abanika Saha	Katwa college	Gr - D	
20	Sebrish Chatterjee	Katwa College	Group - e	
21	Soumya Prasad Das	Katwa College	Group - C	
22	Jahar Majila	Katwa college	Group - C	
23	Uditan Pal	Katwa college	Lab Attendant	
24	Tanmay Singha	Katwa College	Grp - D	
25	Kishore Harijan	Katwa College	Group - D	
26	Topal Das	Katwa College	Group - D	

21/05/23
 Principal
 Katwa College

21/5/2023

Coordinator
 IQAC
 Katwa College

Sl. No.	Name	Name of Institution	Designation	Signature
27	Appala Sankar Rajachandri	K.R.K.K.M	W.T.S	Asc
28	Jaganathray	K.R.K.K.M	N.T.S	
29	Rameshchandra	DO	DO	
30	Tazul Islam	DO	DO	T Islam
31	Buddhadob Chakraborty	DO	DO	
32	Wigomban Das Dakur	DO	N.T.S	
33	Abu Bakur	DO	DO	
34	Debeendra Nath Saha	"DO"	Cashier	
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KATWA COLLEGE
(Affiliated to the UNIVERSITY OF BURDWAN)



Principal's Office
KATWA - 713 130
PURBA BARDHAMAN
Tel.: (03453) 255049
E-mail: katcoll2009@gmail.com
Website: www.katwacollege.ac.in

Ref. No

Date : 10.05.2023

To

**Dr. Mrinal Kanti Chattopadhyay, Principal,
Kandra Radha Kanta Kundu Mahavidyalaya,
Kandra, Purba Bardhaman, W.B.**

Subject: Request to deliver a lecture on One-Week Staff Training Programme on Empowering Excellence in Professional Work

Dear Sir,

Hope you are well. I have the honour to inform you that IQAC of Katwa College is going to organize a One-Week Staff Training Programme on "Empowering Excellence in Professional Work" from 16th May, 2023 to 22nd May, 2023. In the dynamic landscape of higher education, the role of non-teaching staff is pivotal. Their dedication to the seamless functioning of the institution deserves recognition. The Staff Training Programme aims to elevate the skills, enhance capabilities, and provide a platform for them to excel in their professional journey. I am requesting you to deliver a lecture on this programme on **22.05.2023**. We are waiting for your kind consent.

Thanking You

NSG/PC/23
Principal,
Katwa College *10/05/2023*
**Principal
Katwa College**

Dear NSG/PC/23
Chattopadhyay
12/05/23
Principal
Kandra Radha Kanta Kundu Mahavidyalaya
P.O.-Kandra, Dist.-Purba Bardhaman
Pin-713129



KATWA COLLEGE
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Principal's Office
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PURBA BARDHAMAN
Mob.- +91 8101078393
E-mail: katcoll2009@gmail.com
Website: www.katwacollege.ac.in

One Week Staff Training Programme on "Empowering Excellence in Professional Work"

Organized by the Internal Quality Assurance Cell of Katwa College from 16.05.2023. On 22.05.2023, the following persons are present:

Name of the Resource Person: **Dr. Mrinal Kanti Chattopadhyay, Principal, Kandra Radha Kanta Kundu Mahavidyalaya, Kandra, Purba Bardhaman, W.B.**

Venue Auditorium Hall, Time: 2.30 P.M.
Signature of the Resource Person:
Topic: Problem Solving and Decision Making

Mrinal Kanti Chattopadhyay
22/05/23
Principal
Kandra Radha Kanta Kundu Mahavidyalaya
P.O.-Kandra, Dist.-Purba Bardhaman
Pin-713129

Sl. No.	Name	Name of Institution	Designation	Signature
1	Anish De	Katwa College	Gr-D	<i>A. De</i>
2	Barun Mondal	Katwa College	Gr-C	<i>Bm</i>
3	Miraj Rahman Mondal	Katwa College	Group - C	<i>MR</i> 22/05/23
4	ARIJIT SARKAR	Katwa College	Group - C	<i>A Sarkar</i>

Mrinal Kanti
22/05/23
Principal
Katwa College

Mrinal Kanti
22/05/2023
Coordinator
IQAC
Katwa College

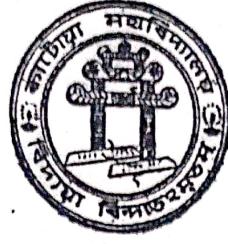
5	Brojesh Singh	Katwa College	Group - D	Bud
6	Gaetanul	Katwa College	Group - D	Bud
7	Milankumar Pal	Katwa College	Gr - D	Milankumar
8	Tapas Das	Katwa College	Group - D	T Das
9	Satyajit Sarker	Katwa College	Gr - D	Sarker
10	Sandip Dasgupta	Katwa College	Gr - D	Sasnam
11	ARINDAM DUTTA	Katwa College	Group - C	Dutta.
12	Soumya Prasad Ray	Katwa College	Group - C	Ray
13	Amanath Das	Katwa College	Group - C	Das
14	Anita Pal	Katwa College	Group - C	Pal,
15	Abanika Saha	Katwa College	Gr - D	Saha
16	Nimai Bhakta	Katwa College	Gr - D	N. Bhakta
17	Asif Kar. Mondal	Katwa College	Head clerk	Cu
18	Suhrid Ghatak	-do-	Cashier	Su
19	Narayan Das	do	Group - D	N. Das
20	Susankanta Chatterjee	Katwa College	Group - e	S. Chatterjee
21	Tanmay Das	Katwa College	Group - D	Das
22	Sobhan Chatterjee	Katwa College	Group - e	Chatterjee
23	Rakesh Pal	Katwa College	Group - D	Pal
24	Rambhadr Mondal	Katwa College	Group - D	R. Mondal
25	Parth Mondal	Katwa College	Gr - C	Mondal
26	Amrita Gopal Mondal	Katwa College	Group - D	G. Mondal

Principal
24/05/23
Katwa College

Coordinator
IQAC
Katwa College
22/5/2023

Sl. No.	Name	Name of Institution	Designation	Signature
27	Tazul Islam	K.R.K.K.M	N.T.S	T Islam
28	Buddhadeb Chakrabarty	K.R.K.K.M	N.T.S	B Chakrabarty
29	Ramem Choudhury	K.R.K.K.M	N.T.S	Ramem
30	Arpita Sanjay Raychoudhuri	K.R.K.K.M	N.T.S	Arsc
31	Jagannath Ray	K.R.K.K.M	N.T.S	J Ray
32	Migab moon Dakar	DO	N.T.S	Migab moon
33	Abu Bekkar	DO	DO	A
34	Debeanda Nath Saha	"DO"	Cashier	Debeanda Nath Saha
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KATWA COLLEGE
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E-mail: katcoll2009@gmail.com

Website: www.katwacollege.ac.in

Ref. No

Date : 10.05.2023

Dr. Nursadh Ali,
Principal, Bolpur College,
College Road, School Bagan,
Bolpur, Birbhum, Pin- 731204, W.B.

Subject: Request to deliver a lecture on One-Week Staff Training Programme on Empowering Excellence in Professional Work

Dear Sir,

Hope you are well. I have the honour to inform you that IQAC of Katwa College is going to organize a One-Week Staff Training Programme on "Empowering Excellence in Professional Work" from May 16th May, 2023 to 22nd May, 2023. In the dynamic landscape of higher education, the role of non-teaching staff is pivotal. Their dedication to the seamless functioning of the institution deserves recognition. The Staff Training Programme aims to elevate the skills, enhance capabilities, and provide a platform for them to excel in their professional journey. I am requesting you to deliver a lecture on this programme on 20.05.2023. We are waiting for your kind consent.

Thanking You

N. S. Sarkar
Principal,
Katwa College
10/05/2023
Principal
KATWA COLLEGE



Accepted.
A
11/5/23
Principal
Bolpur College

KATWA COLLEGE
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Principal's Office
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Website: www.katwacollege.ac.in

**One Week Staff Training Programme on "Empowering
Excellence in Professional Work"**

Organized by the Internal Quality Assurance Cell of Katwa
College from 16.05.2023. On 20.05.2023, the following
persons are present:

Name of the Resource Person: Dr. Nursadh Ali, Principal, Bolpur College, College Road, School
Bagan, Bolpur, Birbhum, Pin- 731204, W.B.

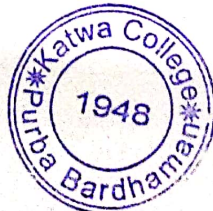
A 20/5/23

Signature of the Resource Person:

Staff' Attendance

Sl. No.	Name	Name of Institution	Designation	Signature
1	ASIT KUMAR MONDAL	Katwa college	Head clerk	<i>AS</i>
2	Basun Mondal	Katwa college	Group - C	<i>Bm</i>
3	SOUMYA PRASAD RAJ	Katwa College	Group - C	<i>SR</i>
4	Jahar Majila	Katwa College	Group - C	<i>JM</i>

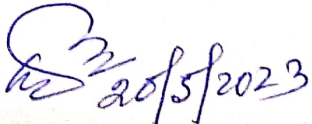
Nursadh Ali
20/05/23
Principal
Katwa College





Dr. Nursadh Ali
20/5/2023
Coordinator
IQAC
Katwa College

5	MIRAJ RAHAMAN MON DAL	Katwa College	Group - C	ARD
6	Brajesh Singh	Katwa College	Group - D	Das
7	ARINDAM DUTTA	Katwa College	Group - C	Dutta.
8	ARIJIT SARKAR	Katwa College	Group - C	Das
9	Topas Das	Katwa College	Group - D	Das
10	Satyajit Sarkar	Katwa College	Gr - D	Sarkar
11	Arishit Das	Katwa College	Gr - D	A. Das
12	Aastul Pal	Katwa College	Lab. Affairs	Das
13	Amanata Das	Katwa College	Group - C	Das
14	Milani Kumar Pal	Katwa College	Gr - D	Das
15	Arishit Das	Katwa College	Group - D	Das
16	Abanika Saha	Katwa College	Gr - D	Das
17	Nemai Bhakta	Katwa College	Gr - D	N. Bhakta
18	Subrid Ghatak	- do -	Cashier	Das
19	Nareyash Das	- do -	GROUP - D	N. Das
20	Rakesh Pal	Katwa College	GROUP - D	Das
21	Sandip Dasgupta	Katwa College	Gr - D	S. Dasgupta
22	Suryakanta Chatterjee	Katwa College	Group - E	Das
23	Tanmay Das	Katwa College	Group - D	T. Das
24	Subir Chitrapati	Katwa College	Group - C	Das
25	Pamprasad Das	Katwa College	Group - D	P. Das
26	Amrita Gopal Mandal	Katwa College	Group - D	A. Mandal

ABANKU
 24/05/23
 Principal
 Katwa College


 20/5/2023
 Coordinator
 IQAC
 Katwa College

Sl. No.	Name	Name of Institution	Designation	Signature
27	Jaganath ray	K.R.K.K.M	NTS	
28	Appita Sankar Roychowdhari	K.R.K.K.M	N.T.S	Asc
29	Ramen ch Nondal	DO	DO	Ramen
30	Tazul Islam	DO	DO	T Islam
31	Buddhadeb Chakraborty	DO	DO	B Chakraborty
32	Diganta Kumar Das TLE KM	DO	N.T.S	Wig
33	Abu Bikar	DO	DO	A
34	Debeendra Nath Saha	DO	Cashier	
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