



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

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Report

On

Capacity Building Program

on

IT ESSENTIALS: A PRACTICAL GUIDE TO MS OFFICE POWER POINT

Held on

21st January 2023



Organized by

**The Department of Philosophy in collaboration with The
Department of Mathematics**

MugberiaGangadharMahavidyalaya

Bhupatinagar, PurbaMedinipur – 721425

**ACCREDITED BY NAAC WITH GRADE B+ and Affiliated to
Vidyasagar University**

Minutes of the Departmental meeting held on 19.01.2023

Members present:

1. Dr. Subhas Chadra, HOD Associate Professor, Dept of The Philosophy
2. Dr. Kalipada Maity, HOD, Associate Prof., Dept. of The Mathematics
3. Dr. Alok Ranjan Khatua, Assistant Prof., Dept. of The Philosophy
4. Dr. Manoranjan De, Assistant Prof., Dept. of The Mathematics
5. A short meeting was arranged at 3 pm regarding the implementation of capacity build-up program “**IT ESSENTIALS: A Practical Guide to MS Office Power Point**” in our Department. All teachers of the department joined the meeting in time. Dr. Subhas Chadra, HOD Associate Professor, Dept of The Philosophy chaired the meeting.

Decision taken in the meeting is:

- (1) It is decided that **Dr. Kalipada Maity** will be course director of this course.
- (2) It is decided that **Dr. Manoranjan De and Dr. Alok Ranjan Khatua** will be speakers of this course.
- (3) The course is scheduled to be held 21th January **2023**.

The meeting comes to end with a vote of thanks.



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Ref. No.—M.G.M. / / /
From—The Principal / Secretary,

Date.....

Date: 19-01-2023

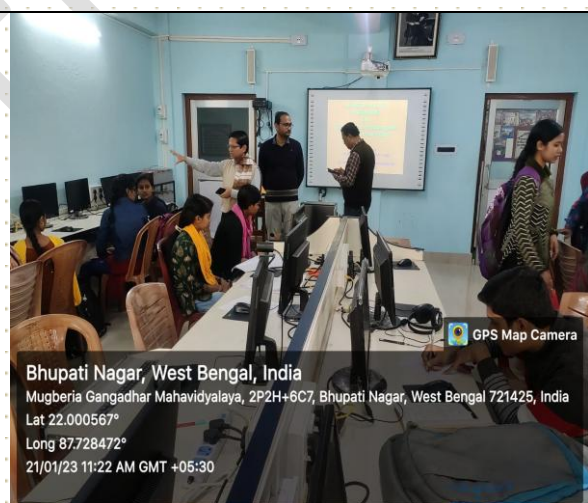
Department of Philosophy

Notice

This is to hereby notify all the students that the Dept. of Mathematics and the Dept. of Philosophy of Mugberia Gangadhar Mahavidyalaya are jointly going to organize a capacity building program on “**IT ESSENTIALS: A Practical Guide to MS Office Power Point**” which will be held on **21st January, 2023 at 11-00 AM** in the Mathematics Department through offline mode.

The content of the programme will be delivered by the methods of class-lecture, Computer practical and face to face interaction. The programme will be conducted for UG-1st semester department of Philosophy. The programme access fee for the student is decided as **NIL**. All the students of our college especially of our dept. UG-I semester, are requested to be attend in this program.

Capacity Building Program
on
IT ESSENTIALS: A Practical Guide to MS Office Power Point
Held on 21st January 2023



The Department of Philosophy in collaboration with the Department of Mathematics introduced a “**Capacity Building Program on *IT ESSENTIALS: A Practical Guide to MS Office Power Point* held on 21st January 2023**”. 18 students of Philosophy department participated in this program. Our respected principal Dr. Swapan Kumar Misra, inaugurated the program. Then Dr. Alok Ranjan Khatua introduced the 1st speaker with his students. **Dr. Manoranjan De, Assistant Professor, Department of Mathematics** was the main speaker of this program. He nicely presented his PPT and involved all the students for hands-on session. They acquired the most of the knowledge of PPT. Finally, three students asked various types of questions related to advanced PPT and the speaker discussed their questions in details to satisfy them. The program helps the students for written their presentations, oflecture, project, field visit report, etc.

Capacity Building Program
on
IT ESSENTIALS: A Practical Guide to MS Office Power Point
Held on 21st January 2023
Student Attendance List

Capacity Build-up programme on IT ESSENTIALS: A practical guide to MS office power point (For UG students) Organized by Department of Philosophy & Mathematics (UG & PG) Mugheria Gangadhar Mahavidyalaya Date: 21 November, 2022				
Signature of The Participants				
Sl.	Full Name of the participant	UG/PG	SEM	Signature
1.	Moumita Shit	UG	1st	Moumita Shit
2.	Puja Khatua	UG	1st	Puja Khatua
3.	Rinki Jana	UG	1st	Rinki Jana
4.	Jayashree Patra	UG	1st	Jayashree Patra
5.	Ashalata Giri	UG	1st	Ashalata Giri
6.	Madhumita Bhunia	UG	1st	Madhumita Bhunia
7.	Moumita Mandal	UG	1st	Moumita Mandal
8.	Pranjana Rinda	UG	1st	Pranjana Rinda
9.	Arpita Mandal	UG	1st	Arpita Mandal
10.	Sunipa Gouri	UG	1st	Sunipa Gouri
11.	Anushree Marra	UG	1st	Anushree Marra
12.	Madhumita Ghorai	UG	1st	Madhumita Ghorai
13.	Susmita Marra	UG	1st	Susmita Marra
14.	Payel Pradhan	UG	1st	Payel Pradhan
15.	Seuli Panda	UG	1st	Seuli Panda
16.	Seuli Das	UG	1st	Seuli Das
17.	Babi Shaw	UG	1st	Babi Shaw
18.	Monisha Gouri	UG	1st	Monisha Gouri

Capacity Build-up programme
on

IT ESSENTIALS: A practical guide to MS office power point

Organized by
Department of Philosophy & Mathematics (G.A. PG)
Maulana Azad College, Alwar Road, Alwar
Date: 11 November 2022

Signature of the Participants

Sl	Full Name of the participant	Enroll No	SEM	Signature
1.	Maurita shil	UG	1st	Maurita shil
2.	Raja Khatae	UG	1st	Raja Khatae
3.	Rinku Jana	UG	1st	Rinku Jana
4.	Tanogorul Patra	UG	1st	Tanogorul Patra
5.	Ashada Gini	UG	1st	Ashada Gini
6.	Madhurita Bhunia	UG	1st	Madhurita Bhunia
7.	Maurita Mondal	UG	1st	Maurita Mondal
8.	Pragnika Randa	UG	1st	Pragnika Randa
9.	Arpita Mondal	UG	1st	Arpita Mondal
10.	Surepa Gini	UG	1st	Surepa Gini
11.	Anushree Maurya	UG	1st	Anushree Maurya
12.	Madhurita Ghosh	UG	1st	Madhurita Ghosh
13.	Susmita Maurya	UG	1st	Susmita Maurya
14.	Riya Pradhan	UG	1st	Riya Pradhan
15.	Selle Prada	UG	1st	Selle Prada
16.	Selle Ban	UG	1st	Selle Ban
17.	Babi Shaw	UG	1st	Babi Shaw
18.	Monisha Ghosh	UG	1st	Monisha Ghosh

Signature
22.07.2023
Principal
Maulana Azad College, Alwar Road, Alwar