

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.mugberiagangadharmahavidyalaya.ac.in

Report

on

A SKILL DEVELOPMENT CERTIFICATE COURSE

ΩN

Typing Sanskrit Script, Microsoft Word, Gmail and Power Point Presentation (JEEVAN KOUSHAL)

Course Period: 7th February 2023 - 3rd March 2023



Organized by

Department of Sanskrit

Mugberia Gangadhar Mahavidyalaya

ACCREDITED BY NAAC WITH GRADE B+
Affiliated

to

Vidyasagar University

Bhupatinagar, Purba Medinipur - 721425

Notice



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NOTICE

Date: 01.02.2023

Department of Sanskrit

All the students of our college are hereby notified that Department of Sanskrit is going to organize a Skill Development certificate course on Typing Sanskrit script, Microsoft Word, Gmail and Power Point Presentation (JEEVAN KOUSHAL). The said program will be held from 7° February, 2023 to March, 2023. The course access fee for the students is decided as Rs. – 50. Interested students who are willing to pursue the course are asked to contact Dr. Manoranjan Das, H.O.D, Sanskrit before 5th February, 2023.

Dr. Manoranjan Das

Head, Dept. of Sanskrit

Dr. Manoranjan Das

Anno de Professor & HOD Sanskrit
Vingueria Gangadhar Mahavidyalaya
Bhupatinagar, Purba Medinipur (W.B.)

Shupathaid

Dr. Swapan Kumar Misra

Principal Principal Mugberia Gangadhar Mahavidyalaya

Certificate Distribution Notice



MUGBERIA GANGADHAR MAHAVIDYALAYA

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Date: 26/05/2023

Notice

This is to hereby notify that the Department of Sanskrit, Mugberia Gangadhar Mahavidyalaya, Bhupatinagar ,Purba Medinipur (W.B) is going to distribution the Certificate for Skill Development Course on Spoken Sanskrit, Typing Sanskrit Script, Microsoft Word , Gmail and Power Point Presentation on dt. 02.06.2023 (Friday) at 12 P.M.

Also the Department has arranged the farewell Ceremony for the Students of 6^{th} Semester on that very day.

All the faculty members and students of Sanskrit Department are here by requested to attend the auspicious Occasion.

Venue of the Programme: Room No. 204

Dr.Manoranjan Das (H.O.D)
Department of Sanskrit
Mugberia Gangadhar Mahavidyalaya
Dr. Manoranjan Das

Associate Professor & HOD Sanskrit Mugberia Gangadhar Mahavidyalaya Bhupatinagar, Purba Medinipur (W.B.) Dr.Swapan Kumar Misra 6-05-23 Principal Mugberia Gangadhar Mahavidyalaya

Principal
Mugberia Gangadhar Mahavidyalaya

Departmental meeting on 01.02.2023

Members present:

- 1. Dr. Swapan Kumar Misra (Principal)
- 2. Dr. Manoranjan Das H. O.D
- 3. Prof. Sambhu Manna
- 4. Prof. Amrit Dash
- 5. Prof. Sutapa Giri
- 6. Prof. Jagannath Maikap

A short meeting was arranged at 2 pm regarding the implementation of certificate course on "Typing Sanskrit Script, Microsoft Word, Gmail and Power Point Presentation" in our Department. All teachers of the department joined the meeting in time. Dr. Manoranjan Das, H. O.D of Dept. of Sanskrit chaired the meeting.

Decision taken in the meeting is:

- (1) It is decided that Prof. Sambhu Manna will be coordinator of this course.
- (2) It is decided that Dr. Manoranjan Das, H.O.D will be course director of this course.
- (3) The course period will be scheduled from 7th February 2023 to 3rd March 2023.

It is decided that the course will be delivered by PPT Presentation, Computer Lab, interaction and doubt clearance along with an

examination on topic related to "Typing Sanskrit Script, Microsoft Word, Gmail and Power Point Presentation" for all Semesters student of Sanskrit Hon. The Course access fee for the student is decided as Rs. 50/-..

The H.O.D will forward the matter for approval of this course from Academic Sub-committee to IOAC.

Teachers are requested to prepare a routine for smooth running of course.

The meeting comes to end with a vote of thanks.

A Skill Development Certificate Course

On

"Typing Sanskrit Script, Microsoft Word, Gmail and Power Point Presentation
Course period: 7th February 2023 to 3rd March 2023

Course Director:

1) Dr. Manoranjan Das, H.O.D & Associate Professor, Dept. of Sanskrit

Course Coordinators:

1) Prof. Sambhu Manna, Assistant Professor, Dept. of Sanskrit

Faculty Team:

- 1) Prof. Jagannath Maikap, State Aided College Teacher
- 2) Prof. Amrit Dash, State Aided College Teacher
- 3) Prof. Sutapa Giri, State Aided College Teacher

Course Duration: 30 hrs

Delivery Mode: Offline

Objective:

The MS Office Course provides you with Most of the Demanded Skills in the Computer Job Sector. With the skills of MS Office, Course People Can make Professional Documents, Design Pamphlet, Poster, Flyer, Brochure, ID Card, Entry Card, Document Covers, Data Entry Work, Data Management, Animated Theme Presentation, Online Emails, Social Media, Surfing, searching, Computer Operator, Document maker, Computer Office Administrator, Online Internet Operator, Accountant, Billing Operator, etc.

CERTIFICATE OF PARTICIPATION:

The participants will be provided Certificates on successful completion of the course. It is mandatoryfor all participants to attend all the classes.

REGISTRATION FEE: Rs. 50.00 (Fifty Rupees Only)

VENUE: Mathematics Lab, Department of Mathematics and Departmental Classroom- 207 & 208

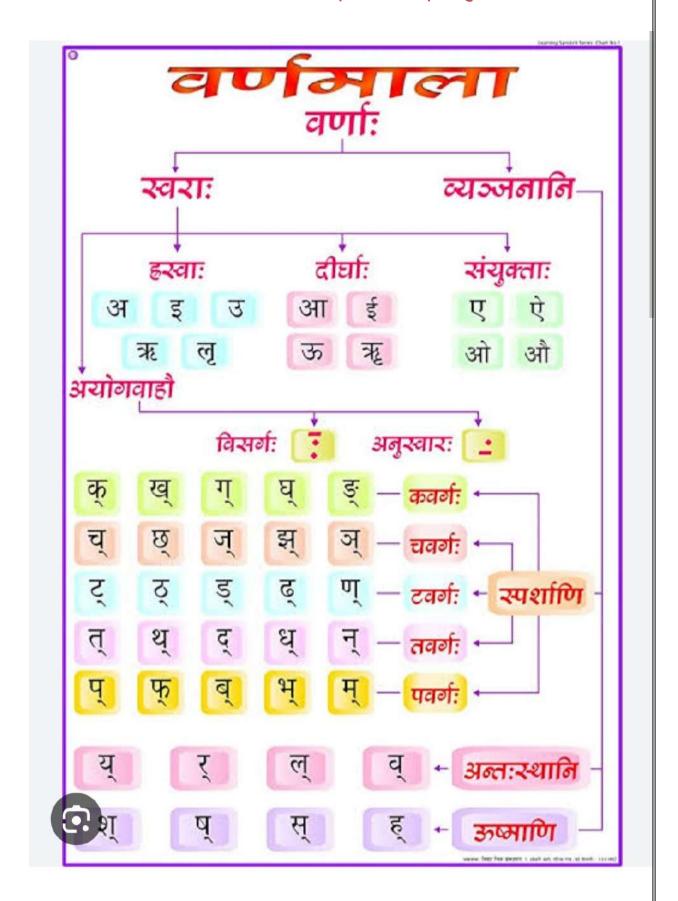
Course specific outcome: Develop the basic concept of Typing Sanskrit Script, Microsoft Word, Gmail and Power Point Presentation

Typing Sanskrit Script

The letter order of Devanāgarī, like nearly all Brāhmic scripts, is based on phonetic principles that consider both the manner and place of articulation of the consonants and vowels they represent. This arrangement is usually referred to as the varṇamālā ("garland of letters").[41] The format of Devanāgarī for Sanskrit serves as the prototype for its application, with minor variations or additions, to other languages.



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Create a Gmail account

To sign up for Gmail, create a Google Account. You can use the username and password to sign in to Gmail and other Google products like YouTube, Google Play, and Google Drive.

Sign up for a Gmail account

Go to the Google Account creation page.

Follow the steps on the screen to set up your account.

Use the account you created to sign in to Gmail.

What is MS Office Course?

Microsoft (MS) Office is a fundamental desktop application. It facilitates organizing, managing, and presenting information. For professionals, it makes life easy & improves work efficiency.

Due to a lack of knowledge, all the features are not used up to the mark even though companies invest a lot in their licensing.

The underutilization of these resources leads to less productivity even though all of its resources are already available.

Microsoft Office Training in Vedantsri Insitute will make you aware of the whole caboodle of Microsoft Office. The course will also enable you to make optimum use of these unused resources.

The training is all-inclusive in a wide range of programs like Excel, Publisher, Notepad, Word, Access, and PowerPoint. The course contains how, where, and why to use these programs.

MS Office (Microsoft Office) Computer Course Syllabus:-

- 1. MS Word 2019
- 2. MS Excel 2019
- 3. PowerPoint 2019

MS Word Course Details

- · Navigate the new MS Word interface.
- Create new documents and open existing documents.
- Use templates.
- Edit and format text, paragraphs, and whole documents.
- · Use Microsoft Word for desktop publishing.
- · Create brochures, flyers, and even business cards.
- Insert headers, footers, images, graphics, and video.

MS Excel Course Details

- We will learn Basics Formulas and Calculations
- Managing Basic Accounting
- How To Create A Pivot Table And Use For Data Modeling
- Managing Worksheets.
- Work With Conditional Formatting
- Excel Functions
- Sorting your Data
- Visual Basic For Applications And Many More With 100+ Projects

PowerPoint Course Details

- Navigate the PowerPoint interface
- Create new presentations from scratch or by using beautiful templates
- Add text, pictures, sounds, movies, and charts to your presentations
- Format the objects that you add to your presentations
- · Design slides using themes, colors, and special effects
- Animate objects on slides to bring them to life
- Add special effects to slide transitions to spice up your presentations
- Work with Master Slides to make editing your presentation easy
- · Set up slide shows and rehearse timings for your slides

Learning Outcome (Skills) in MS Office Course:

The MS Office Course provides you with Most of the Demanded Skills

in the Computer Job Sector. With the skills of MS Office, Course

People Can make Professional Documents, Design Pamphlet, Poster,

Flyer, Brochure, ID Card, Entry Card, Document Covers, Data Entry

Work, Data Management, Animated Theme Presentation, Online

Emails, Social Media, Surfing, searching, Computer Operator,

Document maker, Computer Office Administrator, Online Internet

Operator, Accountant, Billing Operator, etc.

A career in MS Office Course?

After completing MS Office courses, there are a lot of jobs available for you to choose from. Your income will depend on how well to do the firm you join and how large their business is. Also important is the level that you join them at. Some jobs

that you may come across in MS Office include:-

1. Budget development and allocation.

2. Human Resources.

Procurement.

4. Accounts and Finance.

5. Risk Management.

6. Facilities Management.

7. Database management.

8. The day-to-day running of a business.

9. Clerical support.

10. Monitoring efficiency and productivity.

11. Employee appraisal.

Linc: https://youtu.be/fACEzzmXelY

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Certificate Course On "Typing Sanskrit Script, Microsoft Word, Gmail and Power Point Presentation"

Course period: From 7th February 2023 - 3rd March 2023

Department of Sanskrit

Mugberia Gangadhar Mahavidyalaya

Bhupatinagar :: Purba Medinipur :: 721425

List of register Students and their class attendance records

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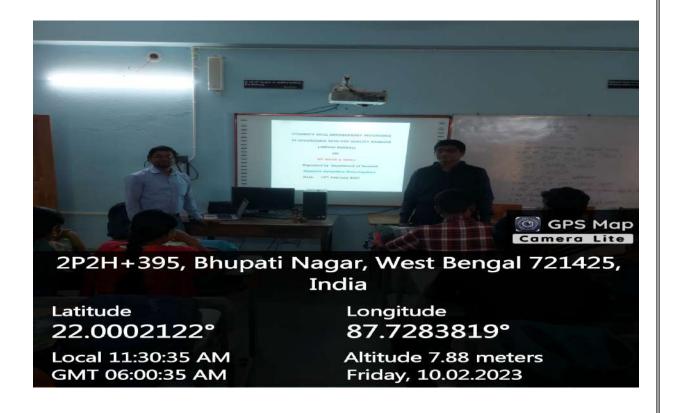
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"Some pictures of the class records and certificate distribution"









2P2H+5CR, Mugberia Hospital Rd, Bhupati Nagar, West Bengal 721425, India

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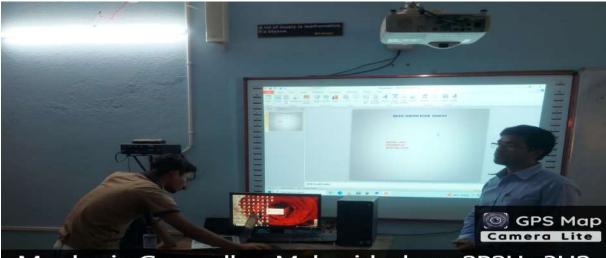
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Altitude 7.88 meters

Wednesday, 08.02.2023



Mugberia Gangadhar Mahavidyalaya, 2P2H+3H2, Bhupati Nagar, West Bengal 721425, India

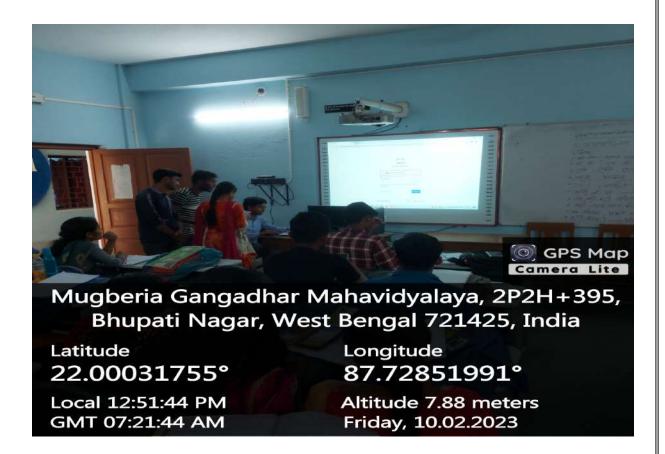
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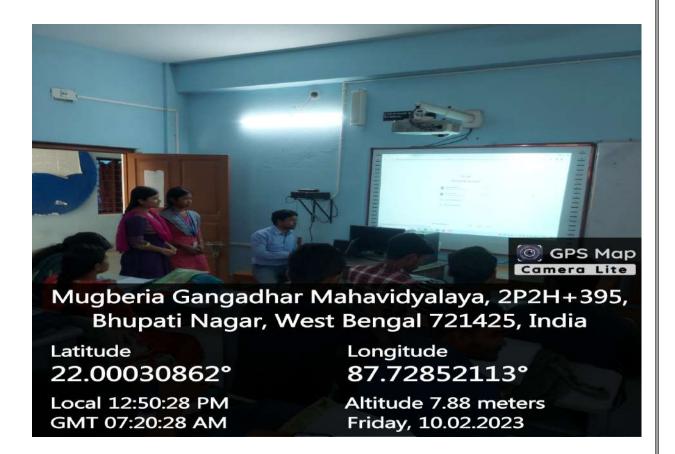
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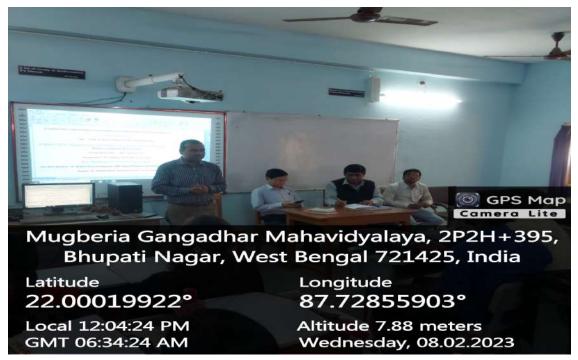


















Mugberia Gangadhar Mahavidyalaya, 2P2H+395, Bhupati Nagar, West Bengal 721425, India

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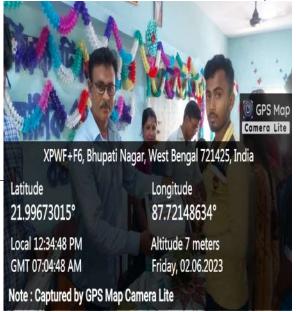


Departmental Reports @ Sanskrit: 2022-23









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Microsoft Word, Gmail and Power Point Presentation [Jeevan Kaushal]

7th February, 2023 to 3rd March, 2023

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Date: 3rd March, 2023 Place: Mugberia Gangadhar Mahavidyalaya

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जीवन कोशल शिक्षा कार्यकर

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Prof. Sambhu Manna Corodinator & Avat. Profess

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Note: Classification of Grade is A+: 80% and above A: 65% to less than or equal to 79%, B: 50% to less than or equal to 79%, B: 50% to less than or equal to 49%, D: 34% and below

Snann

Prof. Sambhu Manna Corodinator & Asstt. Professor

Dr. Manoranjan Das Course Director and H.O.D. apan Kr. Misra

Date: 3rd March, 2023 Place: Mugberia Gangadhar Mahavidyalaya

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Date: 3rd March, 2023 lace : Mugheria Gangadhar Mahavidyalaya

Prof. Sambbu Manna Corolinator & Issu. Profess Mugberia Gangadhar Mahavidyalaya Mugberia Gangadhar Mahavidyalaya Mugberia Gangadhar Maha

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Note: Classification of Grade is A+: 80% and above A: 65% to less than or equal to 79%, B: 50% to less than or equal to 49%, D: 34% and below.

Prof. Sambhu Manna

Date : 3rd March, 2023
Place : Mugheria Gangadhar Mahavidyalaya
Mugheria Gangadhar Mahavidyalaya

Dr. Manoraujah Das Course Director and H.O.D Dr. Swapan Kr. Misra

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Prof. Sambhu Manna
3rd March, 2023 Corodinator & 4vst. Professor

Date: 3rd March, 2023 Corodin Place: Mugheria Gangadhar Mahavidyalaya Mugheria C Dr. Manoranjan Das
Course Director and H.O.D.
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Dr. Swapan Kr. Misra Principal

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Prof. Sambhu Manna

Corodinator & Asstt. Professor Place: Mugberia Gangadhar Mahavidyalaya Mugberia Gangadhar Mahayidyalaya

Course Director and H.O.D. Mugberia Gangadhar Mahavidyalaya Mugberia Gangadhar Mahavidyalaya

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SMA Prof. Sambhu Manna Date: 3rd March, 2023

Caradinator & Asst. Professor Mugberia Gangadhar Mahasidyalaya

Samme Dr. Swapan Kr. Misra

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Grann Prof. Sambhu Manna

Corodonator & Jost. Professor Date: 3rd March, 2023 Mugberia Gangadhar Mahayidyalaya Place : Mugberia Gangadhar Mahavidyalaya

Dr. Menoranjan Das

Dr. Swapan Kr. Misra

Mugheria Gangadhar Mahavidyalaya - Mugheria Gangadhar Mahay

Date: 3rd March, 2023

Place: Magberia Gangadhar Mahavidyalaya

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Manny Prof. Sambhu Manna

Corodinator & Issu. Professor Mugberia Gangadhar Mahavidyalaya

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Prof. Sambhu Manna

Dr. Manoranjan Bas

Dr. Swapan Kr. Misra

Principal

Date: 3rd March, 2023 Place : Mugberia Gangadhar Mahavidyalaya

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Date: 3rd March, 2023 Place: Mugheria Gangadhar Mahavidyalaya

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apan Kr. Misra Principal

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Date: 3rd March, 2023 Place: Mugheria Gangadhar Mahavidyalaya

SMann Prof. Sambhu Manna Corodinator & Asst. Profess

Course Director and ILO.D

Dr. Swapan Kr. Misra Principal

Mugheria Gangadhar Mahavidyalaya Mugheria Gangadhar Mahavidyalaya Mugheria Gangadhar Mahavid

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Date: 3rd March, 2023

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Prof. Sambhu Manna Corodinator & Asstt, Professor

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Date: 3rd March, 2023 Place: Mugheria Gangadhar Mahasidyalaya

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Prof. Sambhu Manna

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Corodinator & Asst. Professor Mugberia Gangadhar Mahayidyalaya

Dr. Monoranjan bas Course Director and H.O.D.

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Place: Mugheria Gangadhar Mahasidyalaya

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Date: 3rd March, 2023 Place: Magberia Gangadhar Mahavidyalaya

Prof. Sambhu Manna Corodinator & Asst. Professor Mugberia Gangadhar Mahavidyalaya

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Dr. Swapan Kr. Misra

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Manne Prof. Sambhu Manna

Corodinator & Asstt. Professor Mugheria Gangadhar Mahavidyalaya

Dr. Swapan Kr. Misra Course Director and H.O.D

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Granne Prof. Sambhu Manna Date: 3rd March, 2023 Corodinator & Avst. Professor Place: Mugberia Gangadhar Mahavidyalaya

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Prof. Sambhu Manna Corodinator & Asstt. Professor Place: Megberia Gangadhar Mahavidyalaya

Course Director and H.O.D.

Dr. Swapan Kr. Misra

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Somm Dr. Swapan Kr. Misra

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Prof. Sambhu Manna

Date: 3rd March, 2023

Date: 3rd March, 2023

Piace: Mugheria Gangadhar Mahavidyalaya

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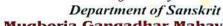
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Dr. Madoranjan Das

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Date: 3rd March, 2023

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Place : Mugheria Gangadhar Mahavidvalaya

Dr. Malnoranjan Das
Course Director and H.O.D

Mugheria Gangadhar Mahavidyalaya

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Prof. Sambhu Manna Place: Mugberia Gangadhar Mahavidyalaya

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nd H.O.D

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Mugberia Gangadhar

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Date: 3rd March, 2023

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Date: 3rd March, 2023

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Course Director and H.O.D. Mugheria Gangadhar Mahavidyalaya Mugheria Gangadhar Mahavidyalaya Mugheria Gangadhar Mahavidy

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7th February, 2023 to 3rd March, 2023

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Prof. Sambhu Manna
Date: 3rd March, 2023
Caradinator & Asstt. Professor

Dr. Manoranjan Das Course Director and H.O.D Dr. Swapan Kr. Misra Principal

Mugheria Gangadhar Mahavidyalaya Mugheria Gangadhar Mahavidyalaya

Place : Mugheria Gangadhar Mahavidyalaya Mugheria Gangadhar Mahavidyalaya

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This is to certify that Ar./Mrs. Ashroukana Paul, a student of Department of Sanskrit, Mugberia Gangadhar Mahavidyalaya has successfully participated and completed thirty hours for Skill Development Certificate Course on "Typing Sanskrit script,

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Date: 3rd March, 2023 Place: Mugheria Gangadhar Mahavidyalaya

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Date: 3rd March, 2023 Place: Mugheria Gangadhar Mahavidvalava

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te : 3rd March, 2023 : Mugheria Gangadhar Muhavidyalaya

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Date: 3rd March, 2023

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Date: 3rd March, 2023 Place: Mugberia Gangadhar Mahavidyalaya

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