



# 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.mugberiangangadharMahavidyalaya.ac.in](http://www.mugberiangangadharMahavidyalaya.ac.in)

## Report

on

A SKILL DEVELOPMENT CERTIFICATE COURSE

ON

Microsoft Office

Course Period: 31<sup>st</sup> January – 16<sup>th</sup> February 2023

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Organized  
by

The Department of English in Collaboration with The  
Department of Mathematics

**MugberiaGangadharMahavidyalaya**

ACCREDITED BY NAAC WITH GRADE B+

Affiliated

to

Vidyasagar University

Bhupatinagar, Purba Medinipur – 721425



## MUGBERIA GANGADHAR MAHAVIDYALAYA

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

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Date- 16.01.2023

### NOTICE

It is hereby notified that the Department of English in collaboration with Department of Mathematics, is organizing a Skill Development Certificate Course on Microsoft Office (Jeevan Koushal) from 31<sup>st</sup> January to 16<sup>th</sup> February, 2023. Interested students are asked to complete their registration by 28<sup>th</sup> January, 2023. For any query, contact Prof. Ranita Bain and Dr. Kalipada Maity.

*Ranita Bain*  
16.01.2023  
Prof. Ranita Bain  
Head, Dept. Of English

*Swapan Kumar Misra* 16.01.2023  
Dr. Swapan Kumar Misra

Principal  
Mugberia Gangadhar Mahavidyalaya

*Principal*  
Mugberia Gangadhar Mahavidyalaya



Minutes of the Departmental meeting collaboration held on 29.09.2022

**Members present:**

1. Ranita Bain HOD, Assistance Prof., Dept. of Mathematics
2. Dr. Kalipada Maity, HOD, Associate Prof., Dept. of Mathematics
3. Taniya Niyogi, Assistance Prof., Dept. of Mathematics
4. . Kalipada Barik, SACT Dept of English

**A short meeting was arranged at 3 pm regarding the implementation of certificate course on “Microsoft Office” in our Department. All teachers of the department joined the meeting in time. Ranita Bain HOD of Dept. of English chaired the meeting.**

**Decision taken in the meeting is:**

- (1) It is decided that Ranita Bain will be coordinator of this course.
- (2) It is decided that **Dr. Kalipada Maity** will be course director of this course.
- (3) The course period will be scheduled from 31st January, **2023 to 16<sup>th</sup> January 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 “Microsoft Office” for all Semesters student of English Hon. The Course access fee for the student is decided as **Rs. 100/-**. The HOD will forward the matter for approval of this course from Academic Sub-committee to IQAC. 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**

**“Microsoft Office”**

**Course period: 31<sup>st</sup> January – 16<sup>th</sup> February 2023**

**Course Director:**

- 1) Dr. Kalipada Maity, HOD, Associate Prof., Dept. of Mathematics

**Course Coordinators:**

- 1) Ranita Bain, HOD & Assistant Professor, Dept. of English

**Faculty Team:**

- 1) Dr. Kalipada Maity, Associate Professor, Head, Department of Mathematics (UG & PG), Mugberia Gangadhar Mahavidyalaya
- 2) Dr. Manoranjan De, Assistant Professor, Department of Mathematics (UG & PG) Mugberia Gangadhar Mahavidyalaya
- 3) Mr. Goutam Kumar Mandal, Contractual Teacher, Dept. of Mathematics.

**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 mandatory for all participants to attend all the classes.

**REGISTRATION FEE:** Rs. 100.00 (Hundred Rupees Only)



**VENUE:** Mathematics Lab, Department of Mathematics (UG & PG), Mugberia Gangadhar Mahavidyalaya.

**NOTE:** The Evaluation will be done by MCQ test and Project Report on Microsoft Office submission. Attendance is Compulsory.

**Course specific outcome:** Develop the basic concept of “Microsoft Office”.

**Curriculum approved by:** Departmental Committee & IQAC, Mugberia Gangadhar Mahavidyalaya.

### 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.
3. 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.

Certificate Course On "Microsoft Office"

Course period: From 31<sup>st</sup> January – 16th February 2023

Department of The English in Collaboration with Mathematics Department

Mugberia Gangadhar Mahavidyalaya

Bhupatinagar :: Purba Medinipur :: 721425

List of register Students and their class attendance records

| IT Essentials               |                     |          |            |          |                                 |
|-----------------------------|---------------------|----------|------------|----------|---------------------------------|
| Attendance Sheet (Students) |                     |          |            |          |                                 |
| SINO.                       | NAME (In Capital)   | Roll No. | Department | Semester | Signature with Date             |
| 1.                          | NAMITA SANTRA       | 243      | English(H) | 1st      | Namita Santra<br>23.02.2023     |
| 2.                          | SUSMITA JANA        | 307      | English(H) | 1st      | Susmita Jana<br>23.02.2023      |
| 3.                          | Amiruddha Barik     | 203      | English(H) | 1st      | Amiruddha Barik<br>23.02.2023   |
| 4.                          | SUMAN JANA          | 329      | English(H) | 1st      | Suman Jana<br>23.02.23          |
| 5.                          | SOUMEN MAITY        | 286      | English(H) | 1st      | Soumen Maity                    |
| 6.                          | AYAN MAITY          | 322      | English(H) | 1st      | Ayan Maity                      |
| 7.                          | SANJAY BERA         | 269      | English(H) | 1st      | Sanjay Bera<br>23.02.23         |
| 8.                          | SUBHA BERA          | 291      | English(H) | 1st      | Subha Bera<br>23.02.2023        |
| 9.                          | SUVENDU SEKHAR BERA | 308      | English(H) | 1st      | Suwendu Sekhar<br>23.02.23 Bera |
| 10.                         | ANUSTUP SAHOO       | 207      | English(H) | 1st      | Anustup Sahoo<br>23.02.23       |
| 11.                         | Swasthin Kumar De   | 331      | English(H) | 1st      | Swasthin Kumar De<br>23.02.2023 |
| 12.                         | Melan Kumar Delai   | 238      | English(H) | 1st      | Melan Kumar Delai<br>23.02.2023 |
| 13.                         | Sukamal Das         | 300      | English(H) | 1st      | Sukamal Das<br>23.02.2023       |
| 14.                         | suman Bera.         | 302      | English(H) | 1st      | suman Bera.<br>23.02.2023       |
| 15.                         | Bikash Bhunia       | 223      | English(H) | 1st      | Bikash Bhunia<br>23.02.2023     |
| 16.                         | Sukanta Samanta     | 301      | English(H) | 1st      | Sukanta Samanta<br>23.02.2023   |
| 17.                         | Bireswar Pradhan    | 224      | English(H) | 1st      | Bireswar Pradhan<br>23.02.23    |
| 18.                         | Subrata Bera        | 204      | English(H) | 1st      | Subrata Bera<br>23.02.23        |



## IT Essentials

## Attendance Sheet (Students)

| SINO. | NAME<br>(In Capital)   | Roll No. | Department  | Semester | Signature with Date             |
|-------|------------------------|----------|-------------|----------|---------------------------------|
| 1.    | NAMITA SANTRA          | 243      | English (H) | 1st      | Namita Santra.<br>23.02.2023    |
| 2.    | SUSMITA JANA           | 307      | English (H) | 1st      | Susmita Jana<br>23.02.2023      |
| 3.    | Aniruddha Barik        | 203      | English (H) | 1st      | Aniruddha Barik<br>23.02.2023   |
| 4.    | SUMAN JANA             | 329      | English (H) | 1st      | Suman Jana<br>23.02.23          |
| 5.    | SOUMEN MAITY           | 286      | English (H) | 1st      | Soumen Maity                    |
| 6.    | AYAN MAITY             | 322      | English (H) | 1st      | Ayan Maity                      |
| 7.    | SANJAY BERA            | 269      | English (H) | 1st      | Sanjay Bera.<br>23.02.23        |
| 8.    | SUBHA BERA             | 291      | English (H) | 1st      | Subha Bera.<br>23.02.2023       |
| 9.    | SUVENDU<br>SEKHAR BERA | 308      | English (H) | 1st      | Suwendu Sekhar<br>Bera 23.02.23 |
| 10.   | ANUSTUP<br>SAHOO       | 207      | English (H) | 1st      | Anustup Sahoo<br>23.02.23       |
| 11.   | Swadhon Kumar<br>De    | 331      | English (H) | 1st      | Swadhon Kumar,<br>23.02.2023    |
| 12.   | Milan Kumar<br>Dolai   | 238      | English (H) | 1st      | Milan Kumar<br>Dolai            |
| 13.   | Sukamal Das            | 300      | English (H) | 1st      | Sukamal Das<br>23.02.2023       |
| 14.   | Subrata Bera           | 294      | English (H) | 1st      | Subrata Bera<br>23.02.2023      |
| 15.   | suman Bera             | 302      | English (H) | 1st      | suman Bera.<br>23.02.2023,      |
| 6     | Bikash Bhunia          | 223      | English (H) | 1st      | Bikash Bhunia<br>23.02.202      |
|       | Sudeb Samanta          | 301      | English (H) | 1st      | Sudeb Samanta<br>23/02/23       |
|       | BIRESHWAR<br>PRADHAN   | 224      | English (H) | 1st      | Bireswar<br>Pradhan 23/02       |



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Attendance Sheet

| SINO. | NAME<br>(In Capital) | Roll No. | Department | Semester | Signature      |
|-------|----------------------|----------|------------|----------|----------------|
| 1.    | PRATIVA MANDAL       | 253      | English    | 1st      | Prativa Mandal |
| 2.    | NAMITA SANTRA        | 243      | English    | 1st      | Namita Santra. |
| 3.    | Sonali Jana          | 283      | English    | 1st      | Sonali Jana    |
| 4.    | Dipanjana Pal        | 227      | English    | 1st      | Dipanjana Pal  |
| 5.    | Labani Das           | 233      | English    | 1st      | Labani Das     |
| 6.    | Saheli Pahari        | 265      | English    | 1st      | Saheli Pahari  |
| 7.    | RANITA<br>KHATUA     | 260      | English    | 1st      | Ranita Khadwa  |
| 8.    | Mallika Das          | 236      | English    | 1st      | Mallika Das    |
| 9.    | Koyel Maity          | 230      | English    | 1st      | Koyel Maity    |
| 10.   | Anwesha Maity        | 209      | English(H) | 1st      | Anwesha Maity  |
| 11.   | Sunita Das           | 304      | English(H) | 1st      | Sunita Das     |
| 12.   | Barsha Shit          | 221      | English(H) | 1st      | Barsha Shit    |
| 13.   | Mahima Maity         | 235      | English(H) | 1st      | Mahima Maity   |
| 14.   | Tanushree Jana       | 309      | English(H) | 1st      | Tanushree Jana |
| 15.   | Basanti Maity        | 222      | E(H)       | 1st      | Basanti Maity  |
| 16.   | Arpita Sahoo         | 325      | English(H) | 1st      | Arpita Sahoo   |
| 17.   | Koyel Patra          | 231      | English(H) | 1st      | Koyel Patra.   |



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Attendance Sheet

| S.No. | NAME<br>(In Capital) | Roll No. | Department  | Semester | Signature        |
|-------|----------------------|----------|-------------|----------|------------------|
| 18.   | Snigdha Jana         | 290      | English (H) | 1st      | Snigdha Jana     |
| 19.   | Priti Bera           | 255      | English (H) | 1st      | Priti Bera       |
| 20.   | SUDIPTA JANA         | 298      | English (H) | 1st      | Sudipta Jana     |
| 21.   | Bristy Bera          | 225      | English (H) | 1st      | Bristy Bera      |
| 22.   | Sukamal Das          | 300      | Eng (H)     | 1st      | Sukamal Das      |
| 23.   | Biregwar Pradhan     | 224      | Eng (H)     | 1st      | Biregwar Pradhan |
| 24.   | Subrata Bera         | 294      | Eng (H)     | 1st      | Subrata Bera     |
| 25.   | Mamita Pradhan       | 326      | Eng (H)     | 1st      | M. Pradhan       |
| 26.   | Rail & Maity         | 262      | Eng (H)     | 1st      | R. Maity         |
| 27.   | Ekchali Das          | 276      | Eng (H)     | 1st      | S. Das           |
| 28.   | Trishna Paria        | 314      | Eng (H)     | 1st      | Trishna Paria    |
| 29.   | Susmita Jana         | 307      | Eng (H)     | 1st      | Susmita Jana     |
| 30.   | Shruti Panda         | 278      | Eng (H)     | 1st      | Shruti Panda     |
| 31.   | Sonali Bera          | 280      | Eng (H)     | 1st      | Sonali Bera      |
| 32.   | Kakali Das           | 229      | Eng (H)     | 1st      | Kakali Das       |
| 33.   | Armita Maity         | 216      | Eng (H)     | 1st      | Armita Maity     |
| 34.   | Soma Sasmal          | 249      | Eng (H)     | 1st      | Soma Sasmal      |
| 35.   | Krishna Shit         | 232      | Eng (H)     | 1st      | Krishna Shit     |



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(In Capital)

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## Attendance Sheet

| SINO. | NAME<br>(In Capital) | Roll No. | Department | Semester | Signature         |
|-------|----------------------|----------|------------|----------|-------------------|
| 36)   | PRIYA MAITI          | 256      | Eng(H)     | 1st      | Priya Maiti       |
| 37.   | RAJASHREE<br>BHUNYA  | 258      | English(H) | 1st      | Rajashree Bhunya  |
| 38)   | Suman Jana           | 329      | English(H) | 1st      | Suman Jana        |
| 39)   | Subha Bera.          | 291      | English(H) | 1st      | Subha Bera.       |
| 40)   | SOUMEN MAITY         | 286      | English(H) | 1st      | Soumen Maity      |
| 41)   | Aniruddha Barik      | 203      | English(H) | 1st      | Aniruddha Barik   |
| 42.   | SANJAY BERA          | 269      | English(H) | 1st      | Sanjay Bera.      |
| 43.   | Ayam Pradhan         | 218      | English(H) | 1st      | Ayam Pradhan      |
| 44    | Milan Kumar Dalai    | 238      | English(H) | 1st      | Milan Kumar Dalai |
| 45    | Bukdeb Samanta       | 301      | English(H) | 1st      | Bukdeb Samanta    |
| 46    | Rohan Sasmal         | 263      | English(H) | 1st      | Rohan Sasmal      |
| 47.   | Swadhin Kumar De     | 331      | English(H) | 1st      | Swadhin Kumar De  |
| 48.   | Anustup Sahoo        | 207      | English(H) | 1st      | Anustup Sahoo     |
| 49.   | Ayam Maity           | 322      | English(H) | 1st      | Ayam Maity        |
| 50.   | Subhadip Dalai       | 292      | English(H) | 1st      | Subhadip Dalai    |
| 51    | Prasenjit Mondal     | 251      | English    | 1st      | Prasenjit Mondal  |
| 52.   | Suman Bera           | 302      | English    | 1st      | Suman Bera.       |
| 53.   | Supradip Kon         | 330      | English    | 1st      | Supradip Kon      |



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Attendance Sheet

| SINO. | NAME<br>(In Capital) | Roll No. | Department  | Semester | Signature          |
|-------|----------------------|----------|-------------|----------|--------------------|
| 54.   | Ankan Bhunia         | 205      | English (H) | 1st      | Ankan Bhunia       |
| 55.   | Somali Jana          | 281      | English (H) | 1st      | Somali Jana        |
| 56.   | Aparna Pandit        | 212      | English (H) | 1st      | Aparna Pandit      |
| 57.   | Nivedita Maity       | 244      | English (H) | 1st      | Nivedita Maity.    |
| 58.   | Shipra Barik         | 275      | Eng (H)     | 1st      | Shipra Barik.      |
| 59.   | Moumita Mandal       | 242      | Eng (H)     | 1st      | Moumita Mandal     |
| 60.   | Trisha Das           | 313      | Eng (H)     | 1st      | Trisha Das.        |
| 61.   | Susama Bhunia        | 306      | Eng (H)     | 1st      | Susama Bhunia.     |
| 62.   | Ranita Das           | 259      | Eng (H)     | 1st      | Ranita Das         |
| 63.   | Dipansita Pradhan    | 228      | Eng (H)     | 1st      | Dipansita Pradhan. |
| 64.   | Sreyasi Shil         | 289      | Eng (H)     | 1st      | Sreyasi Shil       |
| 65.   | Anusri Dalai         | 206      | Eng (H)     | 1st      | Anusri Dalai       |
| 66.   | Sanehita Bera        | 266      | Eng (H)     | 1st      | Sanehita Bera.     |
| 7.    | Tanusee Dinda        | 311      | English (H) | 1st      | Tanusee Dinda      |
| 8.    | Banabata Jana        | 219      | English (H) | 1st      | Banabata Jana      |
|       | Priyanka Guri        | 327      | English (H) | 1st      | Priyanka Guri      |
|       | Sathi Guri           | 271      | Eng (H)     | 1st      | Sathi Guri         |
|       | Pinki Bera           | 248      | Eng (H)     | 1st      | Pinki Bera         |



## IT Essentials

## Attendance Sheet (Students)

| SINo. | NAME<br>(in Capital) | Roll No. | Department         | Semester | Signature with Date                            |
|-------|----------------------|----------|--------------------|----------|--|
| 1.    | Aspita Samanta       | 214      | Eng (H)            | 1st      | Aspita Samanta.<br>11.02.2023                  |
| 2.    | Aparna Maity         | 211      | Eng (H)            | 1st      | Aparna Maity<br>11.02.2023                     |
| 3.    | Moumita Maity        | 241      | Eng (H)            | 1st      | Moumita Maity<br>11.02.2023                    |
| 4.    | Marisha Bar          | 237      | Eng (H)            | 1st      | Marisha Bar<br>11.02.2023                      |
| 5.    | Atasi Bar            | 217      | Eng (H)            | 1st      | Atasi Bar<br>11.02.2023                        |
| 6.    | Chayanika Pradhan    | 226      | Eng (H)            | 1st      | Chayanika Pradhan<br>11.02.2023                |
| 7.    | Tanushree Khamari    | 310      | Eng (H)            | 1st      | Tanushree Khamari<br>11.02.23                  |
| 8.    | Shrabanti Samanta    | 277      | Eng (H)            | 1st      | Shrabanti Samanta<br>11.02.2023                |
| 9.    | SUDIPTA MAITY        | 299      | English<br>Honours | 1st      | Sudipta Maity<br>11 <sup>th</sup> February, 23 |
| 10.   | Suchismita Sahoo     | 295      | Eng (H)            | 1st      | Suchismita Sahoo<br>11/02/2023.                |
|       |                      |          |                    |          |  |
|       |                      |          |                    |          |  |
|       |                      |          |                    |          |  |
|       |                      |          |                    |          |  |
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## IT Essentials

## Attendance Sheet (Students)

| SINO. | NAME<br>(in Capital) | Roll No. | Department     | Semester | Signature with Date                  |
|-------|----------------------|----------|----------------|----------|--------------------------------------|
| 1.    | Aparna Bera          | 210      | Eng (H)        | 1st      | Aparna Bera<br>11.02.2023            |
| 2.    | Priya Mandal         | 257      | Eng (H)        | 1st      | Priya Mandal<br>11.2.2023            |
| 3.    | Anpita Samanta       | 214      | Eng (H)        | 1st      | Anpita Samanta<br>11.02.2023         |
| 4.    | Aparna Maity         | 211      | Eng (H)        | 1st      | Aparna Maity<br>11.02.2023           |
| 5.    | Moumita Maity        | 241      | Eng (H)        | 1st      | Moumita Maity<br>11.02.2023          |
| 6.    | Manisha Bar          | 237      | Eng (H)        | 1st      | Manisha Bar<br>11.02.2023            |
| 7.    | Atasi Bar            | 217      | English<br>(H) | 1st      | Atasi Bar<br>11.02.2023              |
| 8.    | Chayanika Pradhan    | 226      | Eng (H)        | 1st      | Chayanika Pradhan<br>11.02.23        |
| 9.    | Tanushree Khamari    | 310      | Eng (H)        | 1st      | Tanushree Khamari<br>11.02.23        |
| 10.   | Shrabanti Samanta    | 277      | Eng (H)        | 1st      | Shrabanti Samanta<br>11.02.2023      |
| 11.   | SUDIPTA MAITY        | 209      | Eng (H)        | 1st      | Sudipta Maity<br>11th February, 2023 |
| 12.   | Suehirmita Saloo     | 295      | Eng (H)        | 1st      | Suehirmita Saloo<br>11.02.2023       |
|       |                      |          |                |          |                                      |
|       |                      |          |                |          |                                      |
|       |                      |          |                |          |                                      |
|       |                      |          |                |          |                                      |
|       |                      |          |                |          |                                      |
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|       |                      |          |                |          |                                      |



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## IT Essentials

## Attendance Sheet (Students)

| SINO. | NAME<br>(in Capital) | Roll No. | Department         | Semester | Signature with Date                |
|-------|----------------------|----------|--------------------|----------|------------------------------------|
| 1.    | Apanna Bera          | 210      | Eng (H)            | 1st      | Apanna Bera<br>11.02.2023          |
| 2.    | Priya Mondal         | 257      | Eng (H)            | 1st      | Priya Mondal<br>11.2.2023          |
| 3.    | Arpita Samanta       | 219      | Eng (H)            | 1st      | Arpita Samanta<br>11.02.2023       |
| 4.    | Aparna Maity         | 211      | Eng (H)            | 1st      | Aparna Maity<br>11.02.2023         |
| 5.    | Moumita Maity        | 241      | Eng (H)            | 1st      | Moumita Maity<br>11.02.2023        |
| 6.    | Manisha Bar          | 237      | Eng (H)            | 1st      | Manisha Bar<br>11.02.2023          |
| 7.    | Atasi Bar            | 217      | Eng (H)            | 1st      | Atasi Bar<br>11.02.2023            |
| 8.    | Chayanika Pradhan    | 226      | Eng (H)            | 1st      | Chayanika Pradhan<br>11.02.2023    |
| 9.    | Shrabanti Samanta    | 277      | Eng (H)            | 1st      | Shrabanti Samanta<br>11.02.2023    |
| 10.   | Tanushree Khamari    | 310      | Eng (H)            | 1st      | Tanushree Khamari<br>11.02.23      |
| 1.    | SUDIPTA MAITY        | 299      | English<br>Honours | 1st      | Sudipta Maity<br>11th February, 23 |
| 1.    | Suehismita Sahoo     | 295      | Eng (H)            | 1st      | Suehismita Sahoo<br>11/02/2023     |
|       |                      |          |                    |          |                                    |
|       |                      |          |                    |          |                                    |
|       |                      |          |                    |          |                                    |
|       |                      |          |                    |          |                                    |
|       |                      |          |                    |          |                                    |
|       |                      |          |                    |          |                                    |



Attendance Sheet

| SINO. | NAME<br>(In Capital) | Roll No. | Department | Semester | Signature      |
|-------|----------------------|----------|------------|----------|----------------|
| 1.    | PRATIHA MANDAL       | 253      | English    | 1st      | Pratiha Mandal |
| 2.    | NAMITA SANTRA        | 243      | English    | 1st      | Namita Santra. |
| 3.    | SONALI JANA          | 283      | English    | 1st      | Sonali Jana    |
| 4.    | Dipanjana Pal        | 227      | English    | 1st      | Dipanjana Pal  |
| 5.    | Labani Das           | 233      | English    | 1st      | Labani Das     |
| 6.    | Saheli Patra         | 265      | English    | 1st      | Saheli Patra   |
| 7.    | RANITA KHATUA        | 260      | English    | 1st      | Ranita Khutua  |
| 8.    | Pambati Bera         | 247      | English    | 1st      | Pambati Bera   |
| 9.    | Mallika Das          | 236      | English    | 1st      | Mallika Das    |
| 10.   | Koyel Maity          | 230      | English    | 1st      | Koyel Maity    |
| 11.   | Anwesha Maity        | 209      | English(H) | 1st      | Anwesha Maity  |
| 12.   | Sunita Das           | 304      | English(H) | 1st      | Sunita Das     |
| 13.   | Barsha Shit          | 221      | English(H) | 1st      | Barsha Shit    |
| 14.   | Mahima Maity         | 235      | English(H) | 1st      | Mahima Maity   |
| 15.   | Tanushree Jana       | 309      | English(H) | 1st      | Tanushree Jana |
| 16.   | Basanti Maity        | 222      | English(H) | 1st      | Basanti Maity  |
| 17.   | Arpita Sahoo         | 325      | English(H) | 1st      | Arpita Sahoo   |
| 18.   | Koyel Patra          | 231      | English(H) | 1st      | Koyel Patra.   |



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Attendance Sheet

| S.No. | NAME<br>(in Capital) | Roll No. | Department | Semester | Signature      |
|-------|----------------------|----------|------------|----------|----------------|
| 1.    | PRATIVA MANDAL       | 253      | English    | 1st      | Prativa Mandal |
| 2.    | NAMITA SANTRA        | 243      | English    | 1st      | Namita Santra. |
| 3.    | SONALI JANA          | 283      | English    | 1st      | Sonali Jana    |
| 4.    | Dipanjana Pal        | 227      | English    | 1st      | Dipanjana Pal  |
| 5.    | Labani Das           | 233      | English    | 1st      | Labani Das     |
| 6.    | Saheli Patra         | 265      | English    | 1st      | Saheli Patra   |
| 7.    | RANITA KHATUA        | 260      | English    | 1st      | Ranita Khutua  |
| 8.    | Pambati Bera         | 247      | English    | 1st      | Pambati Bera   |
| 9.    | Mallika Das          | 236      | English    | 1st      | Mallika Das    |
| 10.   | Koyel Maity          | 230      | English    | 1st      | Koyel Maity    |
| 11.   | Anwesha Maity        | 209      | English(H) | 1st      | Anwesha Maity  |
| 12.   | Sumitran Das         | 304      | English(H) | 1st      | Sumitran Das   |
| 13.   | Barsha Shit          | 221      | English(H) | 1st      | Barsha Shit    |
| 14.   | Mahima Maity         | 235      | English(H) | 1st      | Mahima Maity.  |
| 15.   | Tanushree Jana       | 309      | English(H) | 1st      | Tanushree Jana |
| 6.    | Basanti Maity        | 222      | English(H) | 1st      | Basanti Maity  |
| 7.    | Arpita Sahoo         | 325      | English(H) | 1st      | Arpita Sahoo   |
| 8.    | Koyel Patra          | 231      | English(H) | 1st      | Koyel Patra.   |



Attendance Sheet

| SINO. | NAME<br>(in Capital) | Roll No. | Department | Semester | Signature        |
|-------|----------------------|----------|------------|----------|------------------|
| 19)   | Snrimita Jana        | 290      | English(H) | 1st      | Snrimita Jana    |
| 20)   | Prieti Bera.         | 255      | English(H) | 1st      | Prieti Bera.     |
| 21)   | SUDIPTA JAJA         | 298      | English(H) | 1st      | Sudipta Jana     |
| 22)   | Brísty Bera          | 225      | English(H) | 1st      | Brísty Bera      |
| 23.   | Sukamal Das          | 300      | Eng(H)     | 1st      | Sukamal Das      |
| 24.   | Bireswar Pradhan     | 224      | Eng(H)     | 1st      | Bireswar Pradhan |
| 25.   | Subrata Bera         | 294      | Eng(H)     | 1st      | Subrata Bera     |
| 26.   | Moumita Pradhan      | 326      | "          | "        | M. Pradhan       |
| 27.   | Riya Maity           | 262      | Eng(H)     | 1st      | R. Maity         |
| 28.   | Shikhi Das           | 276      | Eng(H)     | 1st      | S. Das           |
| 29.   | Traishna Paria       | 314      | Eng(H)     | 1st      | Traishna Paria   |
| 30.   | Susmita Jana         | 307      | Eng(H)     | 1st      | Susmita Jana     |
| 31.   | Shruti Panda         | 278      | Eng(H)     | 1st      | Shruti Panda     |
| 32.   | Sonali Bera          | 280      | Eng(H)     | 1st      | Sonali Bera.     |
| 33.   | Kakati Das           | 229      | Eng(H)     | 1st      | Kakati Das.      |
| 34    | Asmita Maity         | 216      | Eng(H)     | 1st      | Asmita Maity     |
| 35.   | Soma Sasmal          | 279      | Eng(H)     | 1st      | Soma Sasmal      |
| 36.   | Krishna Shit         | 232      | Eng(H)     | 1st      | Krishna Shit     |



Attendance Sheet

| SINO. | NAME<br>(In Capital) | Roll No. | Department  | Semester | Signature            |
|-------|----------------------|----------|-------------|----------|----------------------|
| 37)   | PRIYA MAITI          | 256      | Eng. (H)    | 1st      | Priya Maiti.         |
| 38)   | RAJASHREE<br>BHUNYA  | 258      | English (H) | 1st      | Rajashree Bhunya.    |
| 39)   | Suman Jane           | 329      | English (H) | 1st      | Suman Jane           |
| 40.   | Subha Bera           | 291      | English (H) | 1st      | Subha Bera.          |
| 41)   | Soumen Maity         | 286      | English (H) | 1st      | Soumen Maity         |
| 42)   | Aniruddha Borik      | 205      | English (H) | 1st      | Aniruddha Borik      |
| 43    | SANJAY BERA          | 269      | English (H) | 1st      | Sanjay Bera.         |
| 44    | Ayan Prashan         | 218      | English (H) | 1st      | Ayan Prashan         |
| 45    | Milap Kumar<br>Dolai | 238      | English (H) | 1st      | Milap Kumar<br>Dolai |
| 46    | Subdeb<br>Samal      | 301      | English (H) | 1st      | Subdeb Samal         |
| 47    | Rohan Samal          | 263      | English (H) | 1st      | Rohan Samal          |
| 48    | Swadhin Kumar<br>De  | 331      | English (H) | 1st      | Swadhin Kumar<br>De  |
| 49    | Anustup Sahoo        | 207      | English (H) | 1st      | Anustup Sahoo        |
| 50    | Ayan Maity           | 322      | English (H) | 1st      | Ayan Maity           |
| 51.   | Subhadip Dolai       | 292      | English     | 1st      | Subhadip Dolai       |
| 52.   | prasenjit Mondal     | 251      | English     | 1st      | prasenjit Mondal     |
| 53.   | suman Bera.          | 302      | English     | 1st      | suman Bera.          |
| 54.   | Supradip Kon         | 330      | English     | 1st      | Supradip Kon         |



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Attendance Sheet

| SINO. | NAME<br>(in Capital) | Roll No. | Department     | Semester | Signature             |
|-------|----------------------|----------|----------------|----------|-----------------------|
| 55.   | Ankan<br>Bhauria     | 205      | English<br>(H) | 1st      | Ankan Bhauria         |
| 56.   | Sonali Jana          | 281      | Eng(H)         | 1st      | Sonali Jana           |
| 57.   | Aparna Pandit        | 212      | English<br>(H) | 1st      | Aparna Pandit         |
| 58.   | Shipra Barik         | 275      | Eng(H)         | 1st      | Shipra Barik.         |
| 59.   | Moumita Mandal       | 212      | Eng(H)         | 1st      | Moumita Mandal        |
| 60.   | Nivedita Maity       | 244      | Eng(H)         | 1st      | Nivedita Maity        |
| 61.   | Trisha Das           | 313      | Eng(H)         | 1st      | Trisha Das.           |
| 62.   | Susama Bhunia        | 306      | Eng(H)         | 1st      | Susama Bhunia         |
| 63.   | Ranita Das           | 259      | Eng(H)         | 1st      | Ranita Das            |
| 64.   | Dipansita<br>Pradhan | 228      | Eng(H)         | 1st      | Dipansita<br>Pradhan. |
| 65.   | Sreyasi Shil         | 289      | Eng(H)         | 1st      | Sreyasi Shil          |
| 66.   | Anusri Dalai         | 206      | Eng(H)         | 1st      | Anusri Dalai          |
| 67.   | Saneeta Bera         | 266      | Eng(H)         | 1st      | Saneeta Bera.         |
| 68.   | Tanusee Dinda        | 311      | English(H)     | 1st      | Tanusee Dinda         |
| 69.   | Barabata Jana        | 219      | English(H)     | 1st      | Barabata Jana         |
| 70.   | Priyanka Gini        | 327      | Eng(H)         | 1st      | Priyanka Gini         |
| 71.   | Sathi Gini           | 271      | Eng(H)         | 1st      | Sathi Gini            |
|       | Pinki Bera           | 248      | Eng(H)         | 1st      | Pinki Bera            |



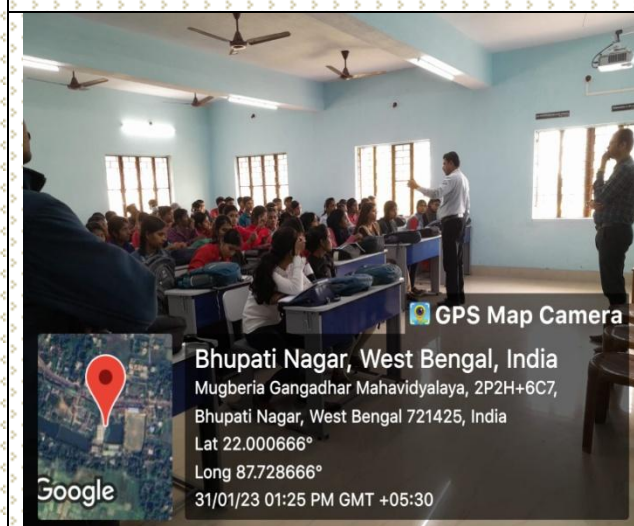
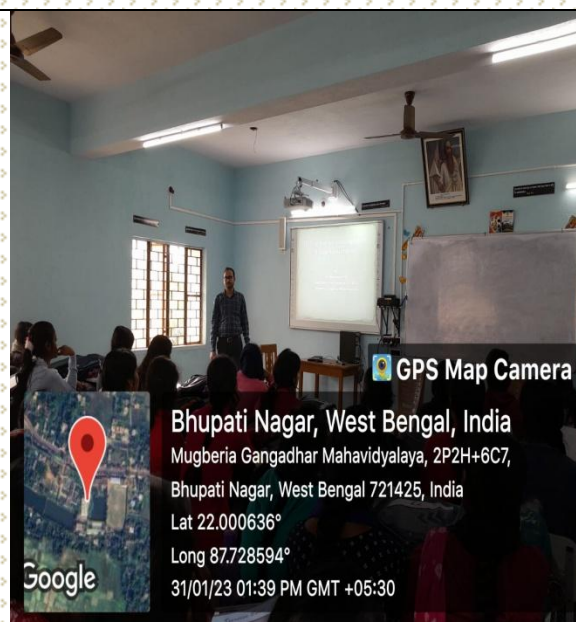
IT Essentials  
Attendance Sheet  
(Students)

Day - 1

| S.No. | NAME<br>(In Capital)                    | Roll No. | Department | Semester | Signature with Date             |
|-------|---|----------|------------|----------|---------------------------------|
| 1.    | TANUSHREE<br>KHAMARI                    | 310      | Eng.(Hons) | 1st      | Tanushree Khamari<br>31.01.2023 |
| 2.    | SHRABANTI<br>SAMANTA                    | 277      | Eng.(Hons) | 1st      | Shrabanti Samanta<br>31.01.2023 |
| 3.    | CHAYANIKHA<br>PRADHAN                   | 226      | Eng.(Hons) | 1st      | Chayanika Pradhan<br>31.01.2023 |
| 4.    | RIYA MAITY                              | 262      | Eng.(Hons) | 1st      | Riya Maity<br>31.01.2023        |
| 5.    | <del>Ranita</del><br>RANITA KHATUA      | 260      | Eng.(Hons) | 1st      | Ranita Khutva<br>31.01.2023     |
| 6.    | SHILPI DAS                              | 276      | Eng.(Hons) | 1st      | Shilpi Das<br>31.01.2023        |
| 7.    | TRISHNA PARIA                           | 214      | Eng.(Hons) | 1st      | Trishna Paria<br>31.01.2023     |
| 8.    | PRATIVAMANDAL                           | 253      | Eng.(Hons) | 1st      | Prativa Manda<br>31.01.23       |
| 9.    | <del>MAHIMA</del> Maity<br>MAHIMA MAITY | 235      | Eng.(H)    | 1st      | Mahima Maity<br>31.01.2023      |

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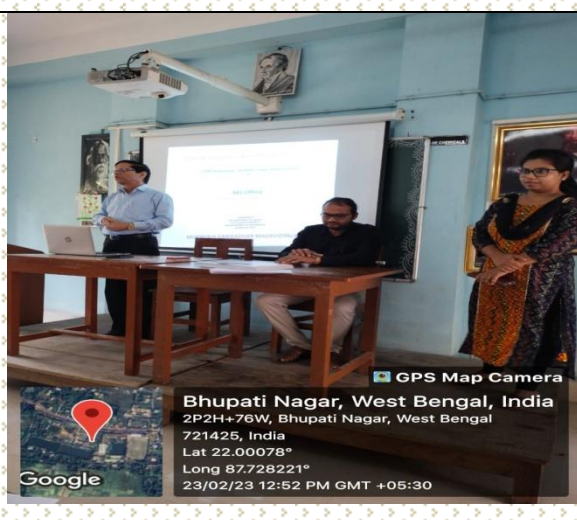
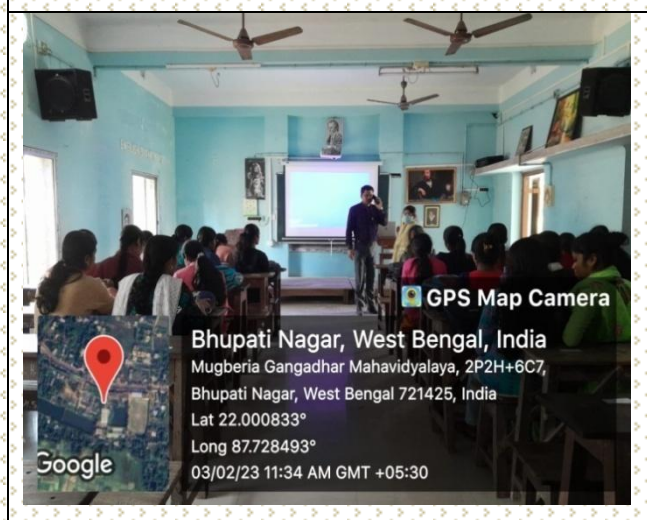
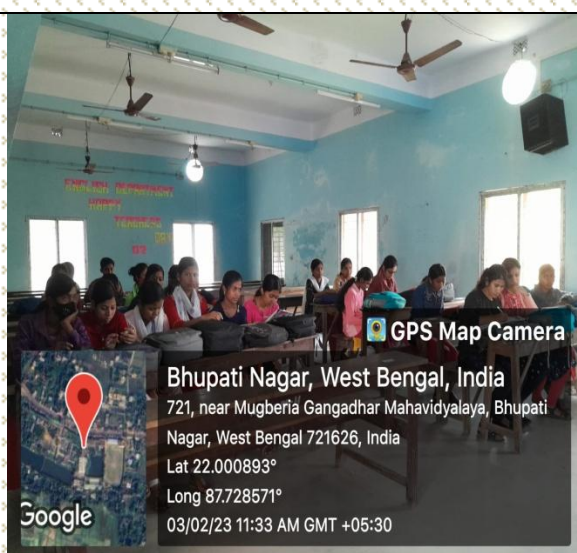
“Some pictures of the class records and certificate distribution ”







**“Microsoft Office”**







# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that Priti Bera, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade A.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

## Certificate



This is to certify that

..... Asmita Maity .....

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade **A**.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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

# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics



**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

## Certificate

This is to certify that

Soma Sasmal

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade **A**.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February, 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that Krishna Shit, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade A.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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

Date : 16<sup>th</sup> February , 2023



# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that

*Srinita Jana*

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade **A**.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maiti**  
Course Director & HOD  
Dept. of Mathematics

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

Date : 16<sup>th</sup> February , 2023



# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

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Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that Koyel Patra, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade A.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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

Date : 16<sup>th</sup> February , 2023



# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that

*Mallika Das*

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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

Date : 16<sup>th</sup> February , 2023



# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that Labani Das, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

*Dr. Ranita Bain*  
Coordinator & HOD  
Dept. of English

*Dr. Kalipada Maity*  
Course Director & HOD  
Dept. of Mathematics

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

Date : 16<sup>th</sup> February , 2023



# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that

*Nivedita Maity*

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

*Dr. Ranita Bain*  
**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

*Dr. Kalipada Maity*  
**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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

Date : 16<sup>th</sup> February , 2023



# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that Rojanree Bhunia, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on "A Skill Development  
**Certificate Course on Microsoft Office**" and obtained Grade A.

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

**Dr. Ranita Boin**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maiti**  
Course Director & HOD  
Dept. of Mathematics

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

Date : 16<sup>th</sup> February , 2023



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**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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



## Certificate

This is to certify that Moumita Mandal, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on "A Skill Development  
Certificate Course on Microsoft Office" and obtained Grade .....<sup>A</sup>.....

Note : Classification of grade is

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maiti**  
Course Director & HOD  
Dept. of Mathematics

**Dr. Swapan. Kumar. Misra**  
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**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that

*Shipra Banik*

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>

Note : Classification of grade is

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

**Dr. Swapan. Kumar. Misra**  
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**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that ..... *Saheli Panani* ....., a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade ..... *A* .....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

*Dr. Ranita Bain*  
Coordinator & HOD  
Dept. of English

*Dr. Kalipada Maity*  
Course Director & HOD  
Dept. of Mathematics

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**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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**Certificate**



This is to certify that Namita Santra....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>

Note : Classification of grade is

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalpuda Maity**  
Course Director & HOD  
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**Certificate**



This is to certify that

*Susmita Jana*

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>.....

Note : Classification of grade is

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*Dr. Ranita Bain*  
Coordinator & HOD  
Dept. of English

*Dr. Kalipada Maity*  
Course Director & HOD  
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**Certificate**



This is to certify that

.....*Shiali Das*.....

, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>.....

Note : Classification of grade is

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*Dr. Ranita Bain*  
Coordinator & HOD  
Dept. of English

*Dr. Kalipada Maity*  
Course Director & HOD  
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*Dr. Swapan. Kumar. Misra*  
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**Certificate**



This is to certify that Trishora Pania, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>

Note : Classification of grade is

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
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**Certificate**



This is to certify that Moumita Pradhan, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade .....<sup>A</sup>.....

Note : Classification of grade is

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Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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**Certificate**



This is to certify that Pratiba Mondal, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade .....<sup>A</sup>

Note : Classification of grade is

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**Dr. Ranita Bain**  
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Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that Sonali Jana, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade .....<sup>A</sup>

Note : Classification of grade is

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**Dr. Ranita Bain**  
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Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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**Certificate**



This is to certify that Dusarna Bhunia , a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>.....

Note : Classification of grade is

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**Dr. Ranita Bain**  
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Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
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**Dr. Swapan. Kumar. Misra**  
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Bhupatinagar :: Purba Medinipur :: West Bengal :: 721425

**Certificate**



This is to certify that

*Dipanjana Pal*

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
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**Certificate**



This is to certify that

.....*Riya Maity*.....

, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>.....

Note : Classification of grade is

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*Dr. Ranita Bain*  
**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

*Dr. Kalipada Maity*  
**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that Ranita Khaita, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade ....<sup>A</sup>.....

Note : Classification of grade is

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maiti**  
Course Director & HOD  
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**Dr. Swapan. Kumar. Misra**  
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Bhupatinagar :: Purba Medinipur :: West Bengal :: 721425

**Certificate**



This is to certify that Banabata Jana, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
**Certificate Course on Microsoft Office**” and obtained Grade A

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maiti**  
Course Director & HOD  
Dept. of Mathematics

**Dr. Swapan. Kumar. Misra**  
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Bhupatinagar :: Purba Medinipur :: West Bengal :: 721425

**Certificate**



This is to certify that

*Ranita Das*

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

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Course Director & HOD  
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**Dr. Swapan. Kumar. Misra**  
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**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that Priyanka Gini, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on "A Skill Development Certificate Course on Microsoft Office" and obtained Grade .....A.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

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Course Director & HOD  
Dept. of Mathematics

**Dr. Swapan. Kumar. Misra**  
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Bhupatinagar :: Purba Medinipur :: West Bengal :: 721425

**Certificate**



This is to certify that

*Koyal Maity*

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on "A Skill Development  
**Certificate Course on Microsoft Office**" and obtained Grade *A*.....

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

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Coordinator & HOD  
Dept. of English

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**Certificate**



This is to certify that Tanusree Linda, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade A<sup>+</sup>.

Note : Classification of grade is

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that Sathi Guni, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade A.

Note : Classification of grade is

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Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

**Dr. Swapan. Kumar. Misra**  
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On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that

..... Suman Bera .....

, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “A Skill Development Certificate Course on Microsoft Office” and obtained Grade ..A.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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

Date : 16<sup>th</sup> February , 2023



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**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that ..... Sukamal Das ....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade ...A....

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**Certificate**



This is to certify that ..... Saheb Maity ....., a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade ..... A .....

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**Certificate**



This is to certify that Rupam Panda, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade A.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

**Dr. Ranita Bain**  
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Dept. of Mathematics

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**Certificate**



This is to certify that ..... Prasenjit Mondal ....., a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade ....**A**....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
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Dept. of English

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**Certificate**



This is to certify that Ankan Dhauria....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade A.....

Note : Classification of grade is

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## Certificate



This is to certify that ..... Supradip Kar ....., a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “A Skill Development Certificate Course on Microsoft Office” and obtained Grade ..... A .....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
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**Dr. Kallipada Maity**  
Course Director & HOD  
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**Dr. Swapan. Kumar. Misra**  
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## Certificate



This is to certify that Swadhin Kumar De....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade ...A....

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kallipada Maity**  
Course Director & HOD  
Dept. of Mathematics

**Dr. Swapan. Kumar. Misra**  
Principal  
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## Certificate



This is to certify that ..... Saheli Bireswar Pradhan ....., a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>.....

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
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Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that ..... Rohan Sasmal ....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
**Certificate Course on Microsoft Office**” and obtained Grade ..... A .....

Note : Classification of grade is

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**Dr. Ranita Bain**  
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Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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

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**Certificate**



This is to certify that Sayandip Karan, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade A.....

Note : Classification of grade is

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**Dr. Ranita Bain**  
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Dept. of English

**Dr. Kallipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that

.....Sudip Rana.....

, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade .....A.....

Note : Classification of grade is

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
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**Dr. Swapan. Kumar. Misra**  
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**Certificate**



This is to certify that Anustup Sahoo, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade A.....

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that Umapada Bera, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade A.

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

**Dr. Kanita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kallipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that .....*Riya Maity*....., a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “A Skill Development Certificate Course on Microsoft Office” and obtained Grade ...A....

Note : Classification of grade is

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that Basanti Maity, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
**Certificate Course on Microsoft Office**” and obtained Grade ....A....

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

**Dr. Swapan. Kumar. Misra**  
Principal  
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## Certificate

This is to certify that Arpita Sahoo, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on "A Skill Development Certificate Course on Microsoft Office" and obtained Grade ....A....

Note : Classification of grade is

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that .....*Mahima Maity*....., a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade ....A...

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

*Dr. Ranita Bain*  
Coordinator & HOD  
Dept. of English

*Dr. Kallipada Maity*  
Course Director & HOD  
Dept. of Mathematics

*Dr. Swapan. Kumar. Misra*  
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Bhupatinagar :: Purba Medinipur :: West Bengal :: 721425

**Certificate**



This is to certify that .....Suwita.....Das....., a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “A Skill Development Certificate Course on Microsoft Office” and obtained Grade ....A....

Note : Classification of grade is

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**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maiti**  
Course Director & HOD  
Dept. of Mathematics

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

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**Certificate**



This is to certify that ..... *Anwesha Maity* ....., a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “A Skill Development Certificate Course on Microsoft Office” and obtained Grade ...A...

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

*Dr. Ranita Bain*  
Coordinator & HOD  
Dept. of English

*Dr. Kallipada Maity*  
Course Director & HOD  
Dept. of Mathematics

*Dr. Swapan. Kumar. Misra*  
Principal  
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Bhupatinagar :: Purba Medinipur :: West Bengal :: 721425

**Certificate**



This is to certify that Aparna Pandit, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade ....A....

Note : Classification of grade is

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Date : 16<sup>th</sup> February, 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that .....*Smali Bera*..... , a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade ...**A**...

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

*Dr. Ranita Bain*

Coordinator & HOD

Dept. of English

*Dr. Kallpuda Maity*

Course Director & HOD

Dept. of Mathematics

*Dr. Swapan. Kumar. Misra*

Principal

Mugberia Gangadhar Mahavidyalaya

Date : 16<sup>th</sup> February, 2023



# CERTIFICATE COURSE

On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that Shruti Panda, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade ....A....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kallipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that .....*Kakali*.....*Das*....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade ...*A*....

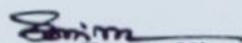
Note : Classification of grade is

A+: 80% and above; A : 65% to less than or equal to 79%; B: 50% to less than or equal to 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maiti**  
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Dept. of Mathematics

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



This is to certify that Sudipta Jana, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade ...A....

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

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## Certificate

This is to certify that Parvati Bera, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
**Certificate Course on Microsoft Office**” and obtained Grade ...A....

Note : Classification of grade is

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**Dr. Ranita Bain**

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## Certificate



This is to certify that Trisha Das, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade ...A...

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

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**Certificate**



This is to certify that Sreyasi Smit, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade A.

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

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**Certificate**



This is to certify that Barsha Smit, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “A Skill Development Certificate Course on Microsoft Office” and obtained Grade ...A....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
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**Certificate**



This is to certify that Bristy Bera, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
**Certificate Course on Microsoft Office**” and obtained Grade ....A....

Note : Classification of grade is

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Dept. of English

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## Certificate



This is to certify that Suchismita Saha, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade ....A....

Note : Classification of grade is

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**Certificate**



This is to certify that Dipamrita Pradhan, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “A Skill Development Certificate Course on Microsoft Office” and obtained Grade ...A....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

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## Certificate



This is to certify that Maumita Das, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade **...A....**

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kallipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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**Certificate**



This is to certify that Tanushree Jena, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade ...A....

Note : Classification of grade is

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Date : 16<sup>th</sup> February , 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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

This is to certify that Somali Jana, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade ....A....

Note : Classification of grade is

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Date : 16<sup>th</sup> February, 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that Sudipta Maity, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “**A Skill Development Certificate Course on Microsoft Office**” and obtained Grade ....**A**....

Note : Classification of grade is

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Date : 16<sup>th</sup> February, 2023

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kallpada Maity**  
Course Director & HOD  
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**Dr. Swapan. Kumar. Misra**  
Principal  
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## Certificate



This is to certify that

*Priyam Jana*  
.....

, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “**A Skill Development  
Certificate Course on Microsoft Office**” and obtained Grade .....<sup>A</sup>

Note : Classification of grade is

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Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that Subroala Bera, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade A.

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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

Date : 16<sup>th</sup> February , 2023



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**Certificate**



This is to certify that Bikash Bhunia, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade A.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

**Dr. Ranita Bain**  
Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that Aniruddha Jana, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on “A Skill Development Certificate Course on Microsoft Office” and obtained Grade .....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

**Dr. Ranita Bain**

Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maiti**

Course Director & HOD  
Dept. of Mathematics

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Principal  
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**Certificate**



This is to certify that Sukdeb Samanta, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade A.....

Note : Classification of grade is

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Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that Milan Kanti Dolai, a student of Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully participated & completed thirty hours for certificate course on "A Skill Development Certificate Course on Microsoft Office" and obtained Grade A

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

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Coordinator & HOD  
Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

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



This is to certify that Subenala Bar....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
Certificate Course on Microsoft Office” and obtained Grade A.....

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**Dr. Ranita Bain**  
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Dept. of English

**Dr. Kalipada Maity**  
Course Director & HOD  
Dept. of Mathematics

**Dr. Swapan. Kumar. Misra**  
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On

A SKILL DEVELOPMENT CERTIFICATE COURSE ON MICROSOFT OFFICE (JEEVAN KOUSHAL)

31<sup>st</sup> January to 16<sup>th</sup> February, (2023)

Organized by-

Department of The English

In collaboration with Department of The Mathematics

**MUGBERIA GANGADHAR MAHAVIDYALAYA**

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

**Certificate**



This is to certify that

..... *Ayan Pradhan* .....

, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
**Certificate Course on Microsoft Office**” and obtained Grade .....*A*.....

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 64%; C : 35% to less than or equal to 49%; F : 34 % and below.

Date : 16<sup>th</sup> February , 2023

*Dr. Ranita Bain*  
Coordinator & HOD  
Dept. of English

*Dr. Kalipada Maiti*  
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*Dr. Swapan. Kumar. Misra*  
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This is to certify that

Sanjay Bera

....., a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on “A Skill Development  
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## Certificate



This is to certify that Suman Jana, a student of  
Department of The English, **Mugberia Gangadhar Mahavidyalaya** has successfully  
participated & completed thirty hours for certificate course on "A Skill Development  
Certificate Course on Microsoft Office" and obtained Grade A.

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