

## Detailed Report of the Seminar

### SL. No-35: Workshop on Office Automation in Higher Educational Institutions for Non-Teaching Staff

- A. Name of the Workshop: Workshop on Office Automation in Higher Educational Institutions for Non-Teaching Staff
- B. Speaker: Enterprise Resource Planning
- C. Date of the Event: 22.04.2022
- D. Organized by: Chakdaha College
- E. Outcome: The objective of the programme is to well equipped the office staffs of Higher Education Institute to hand on learning of automation of their offices with updated softwares.
- F. No of Participants: 48
- G. Flyer:



#### Objective:

- 1: Introduce Participants to Office Automation Concepts
- 2: Explore Key Office Automation Tools and Technologies
- 3: Address Data Management and Security Concerns

- H. Photograph of the Event:



**District Level Digital Training Programme, "Office Automation in Higher Educational Institutions"**

Date: 22 April 2022

Time: 1.00 PM to 3PM

Venue: Vidyasagar Sabhakaksha (Chakdaha College)

Sl No	Name of the Participant	Name of the College	Designation	Mobile No
1	Tanun Kanti Ghosal	Naba diwip Vidya Sagar	Office Assistant	9333332687
2	Mithun Dey	N.V.C College	Office Assistant	9064160895
3	Dr. Minakanti Das	Karimpur Parnadevi College	Assistant Professor	9685435857
4	Arnab Banerjee	Karimpur Parnadevi College	Computer Operator	9093387198
5	ANUR PAL	KARIMPUR PARNADEVI COLLEGE	GROUP-e NTS	8900300089
6	Dr. Manoj Sharma	Kalyani Mahavidyalaya	Associate Professor	9434193862
7	Sukanta Sarker	Plassey College	Typist	9732805179
8	Sujay Kumar Mondal	Plassey college	clerk	9732557373
9	chandan Bhowmik	Plassey College	Asstt Professor	9883730360
10	trupti Ch. Das	Chakdaha College	Lib. Attendant	9232745225
11	Jebarish Bhattach	Shakti Sah College	Lab. Att	9232350543
12	PradiP Debhat	Chakdaha college	clerk	9046249657
13	DIWAN PAUL	Chakdaha College	clerk	9800926232
14	Pallab K. Das	Chakdaha College	Lab. attendant	9126626547
15	Bishnupur Choudhury	Chakdaha College	Dean.	9153366247
16	Tapan Banerjee	Chakdaha college	clerk	6295380840
17	Narendra Kumar Sarker	Chakdaha College	cashier	6296309163

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Sl No	Name	Name of the College	Mobile No	Email Id
18	SHUBHAIJU CHAKRABORTY	SUDHIRANJAN LAHIRI MAHAVIDYALAYA	9433351204	shubhaju007@gmail.com
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Sl No	Name	Name of the College	Mobile No	Email Id
35	RUDRASHIS DATTA	PRITILATA WADDEBAR MAHAVIDYALAYA	9830006011	edu@rudrashis.net
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