



# **Programme Report**

## **Computer Training for Non Teaching Staff**

**Surendranath Law College**

24/2 Mahatma Gandhi Road  
Kolkata-700009

<https://snlawcollege.ac.in>

To

Prof (Dr.) Mahammadi Tarannum

Vice Principal, Surendranath Law College,

24/2, M.G road,

Kolkata-700009

Subject: Program report **on Skill Development Programme (Computer Training for Non-teaching staff) between 26<sup>th</sup> August to 31<sup>st</sup> August 2022.**

Organized by: Surendranath Law College, Kolkata

Date: Between 26<sup>th</sup> to 31<sup>st</sup> August 2022

Time:11am- 1pm

Programme Co-ordinator: Chandrima Sen

#### **About the Program:**

Surendranath Law College organized a Skill Development Programme (Computer Training for Non-teaching staff) with collaboration of Surendranath College between 26<sup>th</sup> August to 31<sup>st</sup> August 2022 from 11am-1pm. Around 10 non-teaching staff members attended the above said programme. The training programme was started by the coordinator of the programme Chandrima Sen. We invited Lecturers from computer science department of Surendranath College as computer trainers. They emphasized on the importance of computer knowledge in day-to-day administrative work. The detailed schedule of training sessions was as follows:

<b>S.NO</b>	<b>TIMINGS</b>	<b>RESOURCE PERSON</b>	<b>TOPIC COVERED</b>	
1.	11AM-1PM	Mr.Raktim Chakraborty	MS-office.2010	
2.	11am- 1pm	Ms Modhumita Mullick	Introducing MS-Excel	
3.	11am-1pm	Ms Taniya Seal	Introducing apps under google, Email	
4.	11am-1pm	Ms Sudeshna Tripathy	How to operate Zoom	

## **Outcomes of the programme:**

- 1.The participants learned how to handle the data of thousands of students like fees, roll numbers, Internal assessment, admission etc
2. By learning the advanced tools of excel they learned how to do result analysis.
- 3.Exposing to the apps like Google meet, Google form, zoom they can now work even during the pandemic situation.

## **Notice of the programme**

### **SURENDRANATH LAW COLLEGE**

24/2, Mahatma Gandhi Road, Kolkata – 700009

Phone No. 23503896

Email – snlcollege@gmail.com

Website : www.snlawcollege.ac.in

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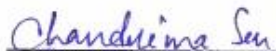
**Ref. No. SNLC/137/2022-2023**

**Date: 24.08.2022**

### **NOTICE**

The Surendranath Law College is going to organize a “SKILL DEVELOPMENT PROGRAMME” (COMPUTER TRAINING NON-TEACHING STAFF) from 26.08.2022 to 31.08.2022 from 11.00 A.M. to 01.00 P.M. in the Seminar Hall of Surendranath Law College in collaboration with Department of Computer Science, Surendranath College.

All the non-teaching staffs are hereby directed to participate in the above mentioned programme.



Chandrima Sen  
Programme Coordinator  
Surendranath Law College



Dr. Mohammadi Tarannum  
Vice Principal  
Surendranath Law College

VICE PRINCIPAL  
SURENDRANATH LAW COLLEGE  
KOLKATA-09

**SURENDRANATH LAW COLLEGE**

24/2, Mahatma Gandhi Road, Kolkata – 700009

Phone No. 23503896

Email – snlcollege@gmail.com

Website : www.snlawcollege.ac.in

Ref. No. SNLC/114/2022-2023

Date: 19.08.2022

To  
The Principal  
Surendranath College  
24/2, M.G. Road  
Kolkata 700009

**Sub : Request for allowing your faculty to engage as Computer Trainer  
for 'Skill Development Programme' for NTS**

Respected Sir,


This is to inform you that the Surendranath Law College is going to organize a 'Skill Development Programme' for NTS between 24<sup>th</sup> August, 2022 to 30<sup>th</sup> August, 2022.

I would like to request you to nominate one of the faculty from Computer Science Department of your esteemed institution for the same.

Your kind cooperation in this regard is highly solicited.

Thanking you,

Yours faithfully,

  
**Dr. Mohammadi Tarannum**  
Vice Principal  
Surendranath Law College

**VICE PRINCIPAL**  
**SURENDRANATH LAW COLLEGE**  
**KOLKATA-09**

**Poster of the programme**

**SURENDRANATH LAW COLLEGE**  
IN COLLABORATION WITH  
Department of Computer Science of Surendranath College, Kolkata  
Organises  
**SKILL DEVELOPMENT PROGRAMME**  
(COMPUTER TRAINING FOR NON TEACHING STAFF)  
26th - 31st August, 2022 | 11 am to 1 pm | College Premises

**Attendance of the programme:**

DAY-2 COMPUTER TRAINING 30.08.22

Signature

1. Somu Mallick  
2. Debashree Banerjee  
3. Sharmi Raha  
4. Abhishek Kanti Hauli  
5. Pranshu Goswami  
6. Ranabir Mondal  
7. Rakshak Mahapatra  
8. Goudhali Bhattacharya

DAY-1 COMPUTER TRAINING 26.08.22

Signature

1. Debashree Banerjee  
2. Somu Mallick  
3. Sharmi Raha  
4. Abhishek Kanti Hauli  
5. Ranabir Mondal  
6. Rakshak Mahapatra  
7. Goudhali Bhattacharya

DAY-3 COMPUTER TRAINING 31.08.22

Signature

1. SUJATA NAG  
2. Sharmi Raha  
3. Ranabir Mondal  
4. Somu Mallick  
5. Goudhali Bhattacharya  
6. Abhishek Kanti Hauli  
7. Pranshu Goswami

## GLIMPSES OF THE WEBINAR



Thanking you,

Your's truly

(Chandrima Sen)

Programme Co-ordinator