PANCHAKOT MAHAVIDYALYA

Sarabari, Neturia, Purulia, West Bengal
Accridited By NAAC (Cycle-I) Grade-2.28
ISO - 9001:2015 | ISO - 14001:2015

Organized

A FIVE DAYS NON-TEACHING STAFF TRAINING PROGRAM 2023

on

COMPUTER SOFTWARE TUTORIALS

Date : 20th February to 24th February 2023

at

Computer Centre & Seminar Hall

Employees receive hands-on instruction regarding software applications used by the organization.

Program Objectives:
➤ To be proficient in Software for educational purposes such as Learning Management Systems and e-learning systems
➤ To be able to management of accounting, finance, and payroll helping the WBHRMS
➤ To be able to manage information and data in an organization

Program Outcomes:
➤ Learners will be able to claim proficiency in Word and PowerPoint, excel
➤ Learners will be familiar with common Internet browsers like Google Chrome, Safari, Firefox, etc.
➤ Learners will understand how to use many portal or software of institutional or student purpose.

::: **PROGRAM SCHEDULE** :::

	SESSION I/III/V/VII/IX 11:00 AM – 1:00 PM		SESSION II/IV/VI/VIII/X 02:00 PM – 3:00 PM
DAY 1	INNAGURATION **WELCOME ADDRESS** – DR. SAPTARSHI CHAKRABORTY, TIC, PKMV **CHIEF GUEST** – DR. TANMOY CHATTERJEE,ASSOCIATE PROF, DEPT. OF CHEMESTRY, DIMOND HARBOUR WOMENS' UNIVERSITY **COURSE CO-ORDINATOR** – PROF. JOYDEV PANDA, ASST. PROF, DEPT. OF SANSKRIT, PKMV	01:00 PM – 02:00PM	TOPIC – **APPLICATION SOFTWARE** SPEAKER – DR. TANMOY CHATTERJEE, ASSOC. PROF.,DHWU
DAY 2	TOPIC – HOW TO USE **WBHRMS PORTAL** SPEAKER – DR. SAPTARSHI CHAKRABORTY, PRINCIPAL, PKMV	LUNCH BREACK	TOPIC - **MICROSOFT WORD** SPEAKER – PROF. SUMAN KUMAR CHANDA, Asst. Prof., PKMV
DAY 3	TOPIC – HOW TO USE **SCHOLARSHIP PORTAL** SPEAKER – DR. JOYDEV PANDA, PKMV		TOPIC – **COLLEGE PORTAL** SPEAKER – PROF. SANDIP KR. MAITI, PKMV
DAY 4	TOPIC - **MICROSOFT EXCEL** SPEAKER – PROF. SUMAN KUMAR CHANDA, Asst. Prof., PKMV		TOPIC – **LIBRARY PORTAL** SPEAKER – MS. PRIYANKA KHUNTIA, PKMV
DAY 5	TOPIC - **MICROSOFT EXCEL** SPEAKER – PROF. SRIMANTA KANJI, PKMV		CERTIFICATE DISTRIBUTION **VOTE OF THANKS** – DR.. JOYDEV PANDA, COURSE CO-ORDINATOR,NTSTP2023

THE PROGRAM IS FREE OF COST
any queries please feel free to ask Course coordinator Dr. Joydev Panda or contact 7278601607