# KHANDRA COLLEGE

Accredited by NAAC (2nd Cycle)

*(Affiliated to Kazi Nazrul University and Recognized by the UGC under 2(f) & 12{B})*

P.O.-KHANDRA, Dt. -PASCHIM BARDHAMAN -713 363

Phone : +91341 2665245 \ +919434580992

Email : info@khandracollege.ac.in

Website : www.khandracollege.ac.in

Date 04/02/2023.

Ref. No. .........................

From :
Principal / Secretary
KHANDRA COLLEGE
P.O.: Khandra
Dt: Paschim Bardhaman
Pin : 713 363

## Memorandum Of Understanding ( MoU) signed between Khandra College and Rahul Computer Centre

The present Memorandum of Understanding ( MoU) is signed between Dr. Abhisek Bhattacharya, Teacher-in-Charge, Khandra College on behalf of Khandra College, Village & P.O. Khandra, Paschim Bardhaman, 713363 ( henceforth referred to as the First Party) and Shri Sudam Shil, on behalf of Mssrs Rahul Computer Centre, Dakshin Khanda, Paschim Bardhaman, 713363 (henceforth referred to as the Second Party) on the 4th day of February,2023 for two ( 02)years, i.e. till the 3rd day of February, 2025, on the following terms and conditions:

(1) Understanding the Second Party as a reputed Computer Training Centre in the nearby locality and considering its output, the First party is desirous of getting its students and staff to undergo Training in Computer basics under the guidance and supervision of the Second Party

(2) Such Training will be imparted to the Faculty and Staff within the College premises, while the students will be allowed to go to the centre to participate in the Training Programmes beyond the College hours.

(3) Training of the staff and the students will comprise a tenure of 15 days and 6 months respectively.

(4) For Staff Training, the Centre will be paid a sum of Rs.6000, while the course fee of each student has been fixed at Rs. 1000 only for a total of six(6) months.

(5) The First Party will forward official proposal to the Second Party before the start of any such training programme along with a list of the proposed trainers

(6) The Second Party will officially intimate the First Party regarding completion of training given to the proposed trainees.

(7) On successful completion of Training, the Centre will issue Certificates in favour of the participants.

(8) The above clauses of mutual understanding and agreement shall remain valid for two ( 02)years, i.e. till the 3rd day of February, 2025

.On understanding the above terms and conditions both parties do put their signature herein below so as to establish and validate the present Memorandum of Understanding.

Teacher-in-Charge
KHANDRA COLLEGE
04/02/23
Signature of the First Party with Seal

Date:4th February, 2023

Sudam Shil 4/2/23
Signature of Second Party with Seal
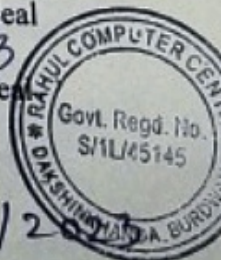
Place: Khandra

Signature of Witnesses with Designation and Address

Rajat Hembrem Astt. Professor in Bengali 04/02/2023
Shubhalakni Raychdhy Asst. Professor in Col.Sc 4/2/23.

# KHANDRA COLLEGE

**Accredited by NAAC (2nd Cycle)**

*(Affiliated to Kazi Nazrul University and Recognized by the UGC under 2(f) & 12[B])*

P.O.-KHANDRA, Dt. -PASCHIM BARDHAMAN -713 363

Phone : +91341 2665245 \ +919434580992

Email : info@khandracollege.ac.in

Website : www.khandracollege.ac.in

Date: 11/02/2023.

Ref. No. KC/Rahul Comps/training/09/23.

From :
Principal / Secretary
KHANDRA COLLEGE
P.O.: Khandra
Dt: Paschim Bardhaman
Pin : 713 363

To
Shri Sudam Shil,
Director,
**Rahul Computer Centre,**
**Dakshin Khanda,**
**Paschim Bardhaman, West Bengal**

**Subject: Request to make provision for Staff and Students' Training in Computer Basics for the Academic Session 2022-23**

Sir,

In reference to our MoU signed on the 4th day of February, 2023, I do hereby request you to kindly make provision for Staff and Students' Training in Computer for the Academic Session 2022-2023 as per the lists given below.

You are further requested to provide us with detailed report regarding successful completion of the Training Programme by the Staff/ Students for the concerned Academic Session.

Thanking you,

I remain Sir,
Yours sincerely,

11.02.23.

(DR.ABHISEK BHATTACHARYA)
Teacher-in-Charge
*Teacher-in-Charge*
**KHANDRA COLLEGE**
Khandra, Paschim Bardhaman

## List of Staff

| Sl. No | Name | Designation | Name of Programme | Duration of the Programme |
|--------|------|-------------|-------------------|---------------------------|
| 1. | Dr. Ashish Kumar Chakraborty | Associate Professor in Political Science | Training in Computer Basics | 23rd Februaray-10th March,2023 ( 15 Days) |
| 2. | Dr. Sandip Tah | Associate | Training in | |

2

| | | | | |
|---|---|---|---|---|
| | | Professor in Geography | Computer Basics | |
| 3. | Prof.Amrita Sett | Assistant Professor in History | Training in Computer Basics | |
| 4. | Prof. Tapas Ghosh | Assistant Professor in Philosophy | Training in Computer Basics | |
| 5. | Dr. Koustav Roy | Assistant Professor in Commerce | Training in Computer Basics | |
| 6. | Prof. Shubhalaksmi Raychowdhury | Assistant Professor in Political Science | Training in Computer Basics | |
| 7. | Dr. Debarati Das | Assistant Professor in Economics | Training in Computer Basics | |
| 8. | Prof. Sadiya Pravin | Assistant Professor in Hindi | Training in Computer Basics | |
| 9. | Dr. Uday Sardar | Assistant Professor in Bengali | Training in Computer Basics | |
| 10. | Mrs. Munmun Nanda | SACT II in Economics | Training in Computer Basics | |
| 11. | Mrs. Sampati Khan | Casual Staff | Training in Computer Basics | |
| 12. | Mr. Bidhan Mondal | Casual Staff | Training in Computer Basics | |
| 13. | Mrs. Kajoli Ruidas | Group D Staff | Training in Computer Basics | |
| 14. | Mr. Kartick Ruidas | Karmabandhu | Training in Computer Basics | |
| 15. | Mrs. Binita Nandi | SACT II in Chemistry | Training in Computer Basics | |
| 16. | Mrs Piyali Chakraborty | SACT II in Zoology | Training in Computer Basics | |
| 17. | Ms. Chameli Sharma | SACT II in Philosophy | Training in Computer Basics | |
| 18. | Ms. | SACT II in | Training in | |

Teacher-In-C
KHANDRA CC
Khandra, Paschim

3

| | | | | |
|---|---|---|---|---|
| | Madhumita Mondal | Philosophy | Computer Basics | |
| 19. | Mr. Volanath Mondal | SACT I in Commerce | Training in Computer Basics | |
| 20. | Mr. Prabhat Dutta | SACT II in Commerce | Training in Computer Basics | |

of Students

**UL COMPUTER CENTRE**
**(GOVT. REG. OF W.B.)**
*A Computer Education Centre*

**ADDRESS**
At. & Post: Dakshinkhanda, P.s- Andal
Dist- Paschim Bardhaman
Pin- 713321,State- West Bengal
Mob:9832748442
E_mail: sudamshil2016@gmail.com

Date ...25/9/23...

Ref No. ...........................................

To
The Coordinator,
Internal Quality Assurance Cell (IQAC),
Khandra College,
Khandra, Paschim Bardhaman

**Subject: Report on Staff and Students' Training in Computer Basics for the Academic Session 2022-23**

Sir,
This is to inform you that the following staff and students of your esteemed Institution have successfully completed training in Computer Basics (including MS Office Word, Excel, Power Point and Internet). Under our supervision as per the MoU signed between us on the 4th day of February,2023.

This is for your kind perusal and official record.

Thanking you,

Yours faithfully,

Sadam Shil

(SUDAM SHIL),
Director

## List of Staff

| Sl. No | Name | Designation | Name of Programme | Duration of the Programme |
|--------|------|-------------|-------------------|---------------------------|
| 1. | Dr. Ashish Kumar Chakraborty | Associate Professor in Political Science | Training in Computer Basics | 23rd Februaray- 10th March,2023 ( 15 Days) |
| 2. | Dr. Sandip Tah | Associate Professor in Geography | Training in Computer Basics | |
| 3. | Prof.Amrita Sett | Assistant Professor in History | Training in Computer Basics | |
| 4. | Prof. Tapas Ghosh | Assistant Professor in | Training in Computer | |

| | | | | |
|---|---|---|---|---|
| 5. | Dr. Koustav Roy | Philosophy Assistant Professor in Commerce | Basics Training in Computer Basics | |
| 6. | Prof. Shubhalaksmi Raychowdhury | Assistant Professor in Political Science | Training in Computer Basics | |
| 7. | Dr. Debarati Das | Assistant Professor in Economics | Training in Computer Basics | |
| 8. | Prof. Sadiya Pravin | Assistant Professor in Hindi | Training in Computer Basics | |
| 9. | Dr. Uday Sardar | Assistant Professor in Bengali | Training in Computer Basics | |
| 10. | Mrs. Munmun Nanda | SACT II in Economics | Training in Computer Basics | |
| 11. | Mrs. Sampati Khan | Casual Staff | Training in Computer Basics | |
| 12. | Mr. Bidhan Mondal | Casual Staff | Training in Computer Basics | |
| 13. | Mrs. Kajoli Ruidas | Group D Staff | Training in Computer Basics | |
| 14. | Mr. Kartick Ruidas | Karmabandhu | Training in Computer Basics | |
| 15. | Mrs. Binita Nandi | SACT II in Chemistry | Training in Computer Basics | |
| 16. | Mrs Piyali Chakraborty | SACT II in Zoology | Training in Computer Basics | |
| 17. | Ms. Chameli Sharma | SACT II in Philosophy | Training in Computer Basics | |
| 18. | Ms. Madhumita Mondal | SACT II in Philosophy | Training in Computer Basics | |
| 19. | Mr. Volanath Mondal | SACT I in Commerce | Training in Computer Basics | |
| 20. | Mr. Prabhat Dutta | SACT II in Commerce | Training in Computer | |

Govt. Regd. No. S/1L/45145

Sudan Sh'/ 27/9/23

6