



DURGAPUR WOMEN'S COLLEGE,
MAHATMA GANDHI ROAD,
DURGAPUR, W.B.-713209

Phone : 6295275280 / 6295031346
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DURGAPUR WOMEN'S COLLEGE

Affiliated to Kazi Nazrul University
Accredited by NAAC with B++ Grade

Ref No.: DWC /01/2023-24

Date 01/04/2023

Sub: Work order for Teachers Training on Computer Applications.

To,
The Administrative In charge
George Telegraph Training Institute
Durgapur.

Dear Sir,

With reference to your teachers training proposal email dated 12th February, 2023 regarding Basic and Advanced Training on Computer Applications, we are pleased to confirm the work order for execution.

Furnishing the details below:

1. Number of teachers: 60
2. Rate per head: Rs 400
3. Days of training: 3 days
4. Educational delivery time: 11 am to 4 pm
5. Tentative dates of the training: 11th, 12th & 13th April, 2023.
6. Mode of delivery: Theory and Practical sessions combined.
7. Computer Lab.: College Campus
8. Faculty: 1 + 2/3 from GTTI
9. Teaching syllabus: As per proposal and additional discussion.
9. Total value Rs 24000/-.
10. Certification to be provided within 15 days after completion of the programme.
11. An amount of 25% will be transferred to GTTI with work order and 50% will be transferred after completion of the programme and the rest 25% will be transferred after handing over the certificates.

Approved payment details:

Bank Details

A/C Holder Name:	The George Telegraph Training Institute
Bank Name:	Bank of Maharashtra
Branch Name:	S.P. Mukherjee Road
A/C No.:	60279489121
IFSC:	MAHB0000715

Please acknowledge the mail as acceptance.

(Dr. Seema Sen)
Teacher-in-Charge

Teacher-in-Charge
Durgapur Women's College



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Internal Quality Assurance Cell Durgapur Women's College

Notice

Sub.: Computer Training Programme

As discussed and decided in various Bodies/Committees of the college, IQAC is going to organise a **Computer Training Programme** in association with the George Telegraph Training Institute (GTTI) which is made compulsory to every faculty member of this college. It is a certificate course. The tentative dates are considered as 11th, 12th and 13th April, 2023. This computer training programme will cover basic or fundamental part as well as advanced courses on computer applications. The main focus area will be MS word, MS excel, MS power Point, Online Fundamentals like Google Form, Google Sheet, Google Meet, etc. Both the theoretical and practical sessions will be conducted by the computer professionals of the GTTI.

Therefore, it is requested that every faculty member (FTT & SACT) to inform their preferred date among these scheduled dates.

Dr. Krishanu Sarkar has been assigned to coordinate the whole programme. Mr. Sudip Kumar Palit, Mrs. Baishali Dey, Miss Dolan Datta and Mr. Jiko Rout will assist Dr. Sarkar for coordinating this programme.

Cooperation of all concerned is highly solicited.

Dulal Ch. Sen

Dr. Dulal Ch. Sen
Coordinator, IQAC

Seema Sen

Dr. Seema Sen
Teacher-in-Charge

Co-ordinator
IQAC
Durgapur Women's College
Durgapur-713209

Teacher-in-Charge
Durgapur Women's College