



GOKHALE MEMORIAL GIRLS COLLEGE

ACTIVITY REPORT OF USE OF ICT FOR DOCUMENTATION & ADMINISTRATIVE WORKS

A Workshop on “Use of ICT for documentation and administrative works” was organized by IQAC, Gokhale Memorial Girls’ College on 22.02.2023. The aim of the workshop was to provide a hands-on training to both teaching and non-teaching staffs of this college on using ICT for academic as well as administrative documentation. Dr. Manas Kumar Baidya, Principal, Malda College delivered his talk and training in two sessions in Room No. LT2 and LT3 of college premises. In the first session non-teaching staffs of the college attended the training programme while in the second session teaching staffs were given an hands on training on use of ICT in various academic works like conducting examination, preparing class routines, maintaining departmental websites etc.

Total Number of Participants: 44

Number of Teaching staff attended the workshop: 35

Number of Non teaching staff attended the workshop: 09

A brief resume of Dr. Manas Kumar Baidya:

Before that he served Malda College as an Associate Professor in the Department of Commerce, Malda College, Malda, West Bengal, India. Dr Baidya has obtained his M.Com degree from the University of Calcutta with the first class in the year 1997. He was awarded with ‘*Certificate of Excellence*’ by Goenka College of Commerce and Business Administration, Kolkata and a National Scholarship for his performance in B.Com Examination. He has also obtained B.Ed degree from Calcutta University and qualified intermediate examination held by the ICAI. Previously Dr. Baidya has served as a lecturer in Management under WBUT. He possesses teaching experience of 19 years at undergraduate level. His present area of research is efficiency evaluation of Indian Banks using the popular methodology: Data Envelopment Analysis. He has contributed 17 research papers in renowned peer reviewed national and international journals. He has presented research papers in national and international conferences in more than 20 occasions. He has authored one book namely ‘Efficient Banking in Indian Banking Industry’ published by Avijit Publications, New Delhi. He has also edited a book named ‘Financial Inclusion in India: Challenges and Prospects’. He has completed a minor research project (sponsored by UGC) entitled ‘Financial Inclusion: A Case of Malda District’. He has served Malda College as a Coordinator of IQAC, Malda College. Presently he is serving the Malda College as Principal since September, 2018.



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He has successfully conducted workshop on ICT on Hands on Training Basis as a Key Resource Person in more than 50 colleges all over the West Bengal.

He has developed various application software using free ICT tools in academic and administrative practice of higher education institutions.

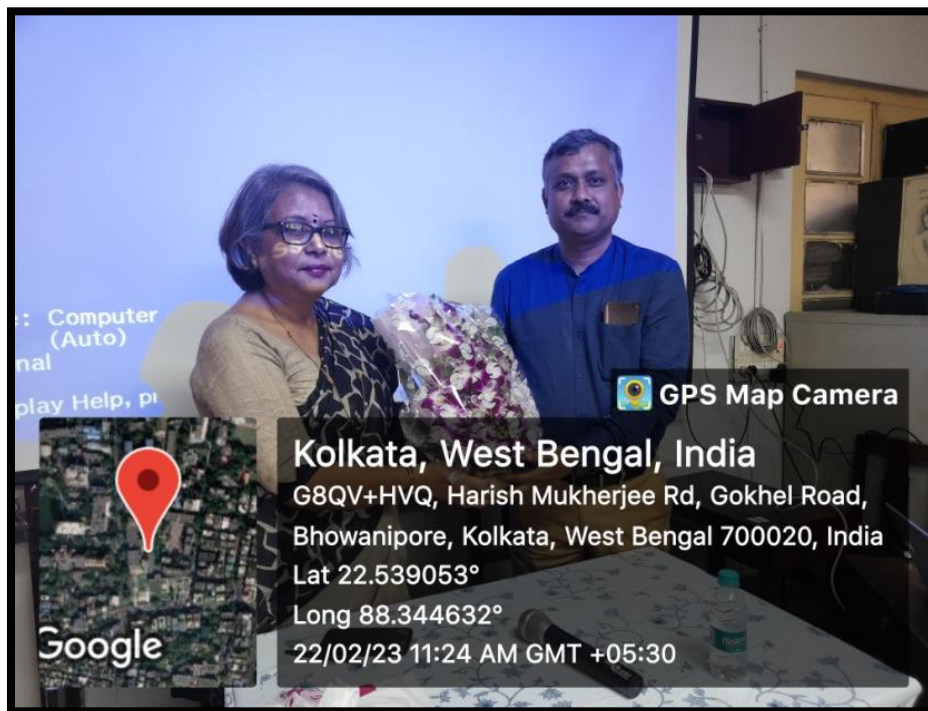
Email Id : manasbaidya@maldacollege.ac.in

**The Internal Quality Assurance Cell
of
Gokhale Memorial Girls' College
Organizes
A One-day Hands-on Training Session
on
“Use of ICT for Documentation and
Administrative Works”
Speaker : Dr. Manas Kr. Baidya,
Principal, Malda College
Date: 22nd February, 2023
Time: 11 am onwards * Venue: LT-2 & LT-3**

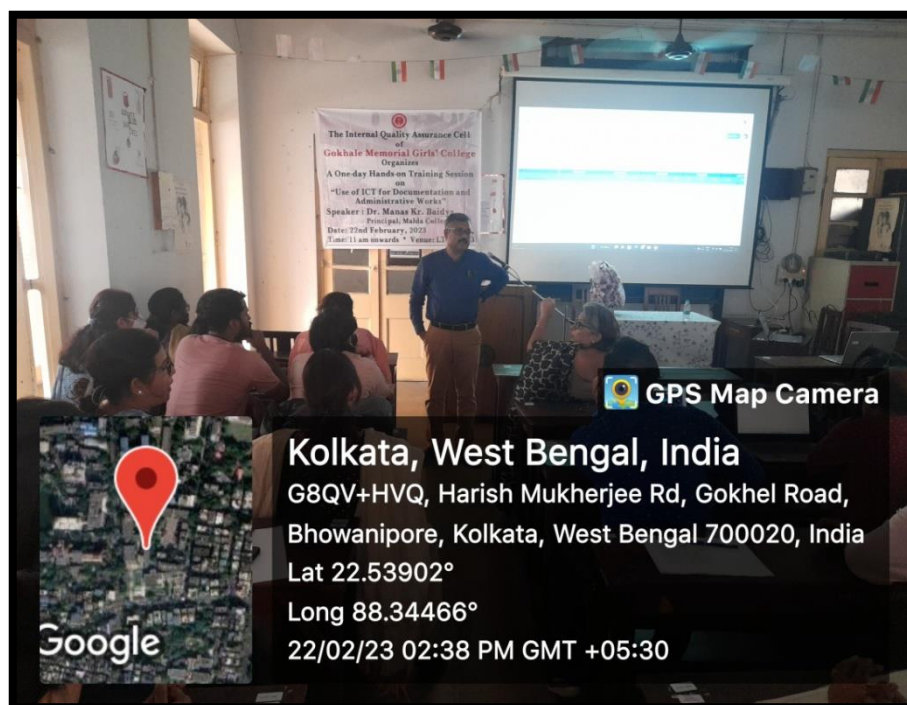
Banner of the ICT workshop



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Principal, Dr. Atashi Karpha felicitating Dr. Manas Kumar Baidya





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Dr. Manas Kumar Baidya is conducting the hands-on training

A few samples of participation certificate

