



Add-on Programme/ Certificate Course on Soft Skills on MS Office Essentials conducted by Department of Economics

MS Office Essentials: Word, Excel, and PowerPoint

This course introduces to the fundamental functionalities of Microsoft Word, Excel, and PowerPoint, equipping with the skills to create professional documents, analyze data, and deliver impactful presentations. This course is designed for beginners with little to no prior experience with Microsoft Office applications. Learning objective of this course is to gain proficiency in the user interface and basic navigation of Word, Excel, and PowerPoint. This course will enable one to be a master in essential document creation and editing skills in Word. It will help to understand core spreadsheet concepts and data manipulation techniques in Excel. It will also help to develop the ability to design clear and engaging presentations in PowerPoint.

To make students career-ready, the Department of Economics introduced an Add-on Course on Soft Skills on MS Office Essentials during odd semester of 2022-23 Academic session. This 30 hours course started from 01.12.2022 to 23.12.2022. 500 students participated and successfully completed the course.

Syllabus

Module 1: Introduction to Microsoft Office (2 hours)

- Overview of MS Office Suite and its applications.
- Understanding the user interface: Menus, Ribbons, and Toolbars.
- File management: Creating, saving, and opening documents.
- Customizing the workspace for better efficiency.

Module 2: Microsoft Word (6 hours)

- **Document Creation and Editing:**
 - Creating new documents and using templates.
 - Text formatting: fonts, styles, alignment, and indentation.
 - Editing and proofreading tools: spell check, grammar checker, and find/ replace.
 - Working with paragraphs, bullets, and numbering.
 - Inserting and formatting tables and images.
- **Advanced Features:**
 - Page layout: Page breaks, headers, footers, margins, and sections.
 - Styles and templates for consistent formatting.
 - Creating and using tables of contents and indexes.
 - Collaboration tools: Track changes, comments, and document sharing.

Module 3: Microsoft Excel (6 hours)

- **Spreadsheet Basics:**

Amit Kumar Das

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- Understanding rows, columns, and cells.
- Entering and editing data in cells.
- Data types: Text, numbers, dates, and formulas.
- **Formulas and Functions:**
 - Creating simple formulas for calculations.
 - Using basic functions like SUM, AVERAGE, COUNT, and IF.
 - Relative and absolute cell referencing.
- **Formatting and Data Analysis:**
 - Formatting cells: Number formats, currency symbols, and percentages.
 - Creating charts and graphs to visualize data.
 - Sorting and filtering data for efficient analysis.
- **Advanced Features (Optional):**
 - PivotTables for data summarization and analysis.
 - Creating and using conditional formatting.

Module 4: Microsoft PowerPoint (6 hours)

- **Creating Presentations:**
 - Choosing presentation templates and layouts.
 - Adding and formatting text, images, and multimedia content.
 - Using themes and background styles for visual consistency.
 - Arranging and managing slides.
- **Presentation Delivery:**
 - Working with slide transitions and animations.
 - Adding speaker notes for effective delivery.
 - Using the presenter view and managing presentation playback.
- **Advanced Features (Optional):**
 - Creating custom animations and slide transitions.
 - Working with hyperlinks and embedded objects.
 - Building interactive presentations with action buttons.

Assessment (10 hours):

- Throughout the course, there will be hands-on exercises and assignments to solidify your understanding of the concepts.
- A final project will be assigned, requiring you to create a document in Word, a spreadsheet in Excel, and a presentation in PowerPoint that demonstrates your acquired skills.

Instructors: Dr. Nilanjan Patra, Dr. Bimal Sarkar, Pallabi Paul


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**Add-on Course On
MS Office Essentials
Organized
By Economics Department**



**Dates : 01/12/2022-
23/12/2022**

This course introduces to the fundamental functionalities of Microsoft Word, Excel, and PowerPoint, equipping with the skills to create professional documents, analyze data, and deliver impactful presentations.

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Date: 22.11.2022

Notice

This is to inform you that the Department of Economics will conduct a 30 hours Add-on Course on Soft Skills on MS Office Essentials (Course coordinator: Dr. Nilanjan Patra) (01.12.2022 to 23.12.2022).

This course will be inaugurated by the Principal and Coordinator, I.Q.A.C on 01.12.2022 at 9 AM, Room No. 308.

Anil Kumar Patra

**Principal,
Bangabasi Morning College**

Principal
**Bangabasi Morning College
Kolkata - 700 009**

**BANGABASI MORNING COLLEGE**19, RAJKUMAR CHAKRABORTY SARANI
KOLKATA- 700 009**RE - ACCREDITED WITH GRADE 'A' BY NAAC**website: <http://www.bangabasimorning.edu.in>, Email ID: bangabasimorning@gmail.com**List of Students Enrolled for the Course**

Attendance of Students enrolled for the Course on Soft Skills on MS Office Essentials (01.12.2022 to 23.12.2022)			01.12.22	01.12.22	21/12/22
Sl. No.	Name	CU Regn. No.			
1	ANISH BISWAS	144-1111-0789-22	P	P	P
2	SOURAV PANJIYARA	144-1111-1059-22	P	P	P
3	SOURAV DAS	144-1111-0375-22	P	P	P
4	DEBJYOTI ROY	144-1111-0257-22	P	P	P
5	SWARNAB NASKAR	144-1112-0376-22	P	.	P
6	JUYEL AFTER HOQUE	144-1111-0001-22	P	P	P
7	MD AMINUZZAMAN	144-1111-0258-22	P	P	P
8	ROHON KR BERA	144-1111-0377-22	.	P	P
9	SUJOY DAS	144-1111-0378-22	P	P	P
10	SHANU JADAV	144-1111-0790-22	P	P	P
11	AVINANDAN GHOSH	144-1111-0379-22	P	P	P
12	SAUMYADIP SAHU	144-1114-0002-22	P	P	P
13	MEHEJABIN KHATOON	144-1211-0791-22	P	P	P
14	SUSHMITS KUMARI	144-1211-0792-22	P	P	P
15	NEHA KUMARI	144-1211-0793-22	P	.	.
16	SANGITA MAITY	144-1211-0380-22	P	P	P
17	AKASH MULLICK	144-1111-0003-22	P	P	P
18	SAYAN GHOSH	144-1111-0794-22	P	P	P
19	ANWESHA DEBNATH	144-1214-0259-22	P	P	P
20	SUMITRA SARKAR	144-1212-0795-22	P	P	P
21	JAMIL ANSARI	144-1111-0796-22	P	P	P
22	PAWAN KUMAR PODDAR	144-1121-0004-22	P	P	P
23	RITESH CHANDA	144-1111-0797-22	.	P	P
24	AYANDIP OJHA	144-1112-0260-22	.	P	P
25	MEHEBUB ALAM	144-1111-0005-22	P	P	P
26	ADITI SINGH	144-1211-1060-22	P	.	P
27	SUMIT MULLICK	144-1112-0798-22	P	P	P
28	KUNAL KARMAKAR	144-1111-1061-22	P	.	P
29	BINIT KUMAR SINGH	144-1111-1062-22	P	P	P
30	SAYAN BISWAS	144-1112-0381-22	P	P	P
31	SARIF HASSAN TARAFDAR	144-1114-0382-22	P	P	P
32	SUVANKAR ROY	144-1112-1026-22	P	.	.
33	RUPAM BISWAS	144-1112-0006-22	P	P	P
34	SUROJIT DAS	144-1111-1063-22	P	P	P
35	DIPANWITA MONDAL	144-1212-0007-22	P	P	P
36	BHASKAR DAS	144-1112-1064-22	P	P	P
37	ANISH MAJUMDER	144-1112-0008-22	P	P	P
38	MD AFTAB	144-1115-0799-22	P	P	P
39	AMIT KUMAR MAJHI	144-1111-0383-22	P	P	P
40	SIFAT NAAZ	144-1211-0384-22	P	P	P

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Sl. No.	Name	CU Regn. No.			
41	ANANYA KHARBIN	144-1212-1027-22	P	P	P
42	KHUSHI SAH	144-1211-0009-22	P	P	P
43	BIJOY MONDAL	144-1112-0010-22	P	P	P
44	ANAMIKA KHARBIN	144-1212-1028-22	P	P	P
45	SAYANTIKA MONDAL	144-1212-0011-22	P	.	.
46	SUDIP PAUL	144-1111-0385-22	P	P	P
47	BHAVESH JAISWAL	144-1111-0386-22	P	P	P
48	SK TANVIR HASSAN	144-1115-0261-22	.	P	P
49	ANISHA CHOWDHARY	144-1211-0387-22	P	P	P
50	RENI SARDAR	144-1212-0388-22	P	P	P
51	DEBANJAN DATTA	144-1112-1029-22	P	P	P
52	RAHUL MEDYA	144-1111-1030-22	P	P	P
53	PIRU MOHAN GHOSH	144-1111-1031-22	.	P	P
54	ANKIT PANDEY	144-1111-0389-22	P	P	P
55	SUJAL MANKKALA	144-1111-1065-22	P	P	.
56	SOUMITRA NASKAR	144-1112-0800-22	P	P	P
57	DHANESWAR HALDER	144-1112-0801-22	P	.	.
58	SHUBHA DAS	144-1112-0802-22	P	P	P
59	MD ASAD	144-1111-0262-22	P	P	P
60	CHAYAN PRAMANIK	144-1111-0390-22	P	P	P
61	KASHISH SINGH	144-1211-0391-22	P	P	.
62	SUDIPTA SARDAR	144-1112-0803-22	P	P	P
63	SUNNY SHAW	144-1111-0804-22	P	P	P
64	NILADRI GHOSH	144-1111-1066-22	P	P	P
65	MD ALLAAM BINSHUJA	144-1111-0392-22	P	.	.
66	ANISH TIWARI	144-1111-0393-22	P	P	P
67	NITESH SHAW	144-1115-0012-22	.	P	P
68	ABHIJIT PRODHAN	144-1112-0394-22	P	.	.
69	JAYITA SHIT	144-1212-0805-22	P	P	P
70	BABUDAS MURMU	144-1113-1032-22	P	P	P
71	AMARNATH MISHRA	144-1111-1067-22	P	P	P
72	RAJ KUMAR MAHATO	144-1112-1033-22	.	P	P
73	SHIVAM TIWARI	144-1111-0263-22	P	.	P
74	MD MUSTAFA KHAN	144-1111-1068-22	P	P	P
75	MAHABIR PRASAD KESHARWANI	144-1111-1069-22	P	P	P
76	PAYEL BISWAS	144-1212-1070-22	P	P	P
77	SAHINA MANDAL	144-1215-1034-22	P	P	P
78	PRATIK DAS	144-1112-0013-22	P	.	P
79	IBRAHIM KHAN	144-1111-0395-22	P	P	P

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Sl. No.	Name	CU Regn. No.	01.12.22	11/12/22	11/12/22
80	MD ALTAMASH ASHRAF	144-1111-0396-22	P	P	P
81	MD AQEB KADRE	144-1111-0397-22	P	P	P
82	HASID SHAIKH	144-1111-0014-22	P	P	P
83	MD INZAMAMUL HOQUE	144-1115-0398-22	P	P	P
84	ALOK KUMAR JHA	144-1111-1071-22	P	.	P
85	KISHOR DAS	144-1112-0806-22	P	P	P
86	ASIF MONDAL	144-1115-0264-22	P	P	P
87	MD AZHAR JILANI	144-1115-0807-22	P	P	P
88	AFLAQ JAWED	144-1111-0808-22	P	P	P
89	TUSHAR MAITY	144-1111-0809-22	P	P	P
90	PREETI SHAW	144-1211-1072-22	P	P	P
91	MANISH KUMAR	144-1111-0015-22	P	P	P
92	ANAS MAHMOOD	144-1115-0265-22	P	P	P
93	NUPUR ROY	144-1214-0016-22	P	P	P
94	ANKAN PATRA	144-1112-1073-22	P	.	P
95	SUBHO DAS	144-1112-0810-22	P	P	.
96	AKSHAY MONDAL	144-1112-0266-22	P	P	.
97	RANJANA KARMAKAR	144-1214-0267-22	.	P	P
98	MD RIHAN MANJAR	144-1115-1035-22	.	P	P
99	SANJIT SHAW	144-1111-0811-22	P	P	P
100	MD AASHIF ANSARI	144-1111-0812-22	P	.	P
101	HIMIKA NASKAR	144-1212-0813-22	P	P	P
102	NAFIS ALAM	144-1111-0814-22	P	P	P
103	MD RIAZ	144-1115-1036-22	.	P	P
104	BHABANI JANA	144-1211-0017-22	P	.	.
105	ADITYA AHIRI	144-1111-0399-22	P	P	P
106	ANSHU MAHATO	144-1111-0018-22	P	P	P
107	MOU PRADHAN	144-1211-0815-22	P	P	P
108	MD UMAR IQBAL	144-1111-0400-22	P	P	P
109	MD AMAAN ALAM	144-1111-0401-22	P	P	P
110	KANAHIYA JAJODIA	144-1111-0402-22	.	P	P
111	SAMIN KABIR	144-1115-1037-22	.	P	P
112	KRITHIKA SHAW	144-1211-0268-22	P	.	.
113	BIKASH KUMAR MAHATO	144-1111-1074-22	P	P	P
114	SARDHA SHARMA	144-1211-0019-22	P	P	P
115	TASMIA AKHTAR	144-1211-0403-22	P	.	P
116	RIYA KUMARI GUPTA	144-1211-0020-22	P	P	P
117	GAHANA MONDAL	144-1212-0021-22	P	P	P
118	PRAJJAL ROY	144-1112-0404-22	P	P	P
119	DEBOJYOTI ASH	144-1111-1075-22	P	P	P

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Sl. No.	Name	CU Regn. No.			
120	RANJAN SHAW	144-1111-0405-22	P	P	P
121	ASHUTOSH CHARAN MAJILYA	144-1111-0406-22	P	P	P
122	STUTI SINGH	144-1211-0407-22	-	P	P
123	SOUMODEEP PAUL	144-1111-0408-22	P	.	.
124	SANDHYA PASWAN	144-1211-1076-22	P	P	P
125	ANASUDDIN KAJI	144-1111-0409-22	P	P	P
126	SUDIP KHAMARU	144-1111-0816-22	P	P	P
127	ROHAN THAKUR	144-1114-0410-22	P	P	.
128	MD SHAHENSHA	144-1111-1077-22	P	P	P
129	SOURMEN MONDAL	144-1111-0817-22	P	P	P
130	SUBHADIP SAU	144-1114-1038-22	P	P	P
131	SATHI HALDER	144-1212-0818-22	P	P	.
132	AANSU KUMARI ROUTH	144-1211-0411-22	P	P	P
133	RINKY BISWAS	144-1211-1078-22	P	P	P
134	SMITI ROY	144-1211-0819-22	P	.	.
135	DEBASIS MISHRA	144-1111-0820-22	.	.	P
136	PUSPAL CHAKRABORTY	144-1111-0412-22	P	P	P
137	PUNAM KUMARI	144-1211-0022-22	P	P	P
138	SHRIJEET SUTAR	144-1112-0413-22	.	P	P
139	RONIT RAJAK	144-1111-0821-22	P	P	P
140	AYUSH KUMAR GUPTA	144-1111-1079-22	P	.	.
141	PRITAM BANERJEE	144-1111-0414-22	P	P	P
142	ANKIT KUSHWAHA	144-1111-1039-22	P	P	P
143	ROUSHAN DAS	144-1112-0023-22	.	P	P
144	ANUJ JHA	144-1111-0024-22	P	P	P
145	SUWETA KUMARI	144-1212-0025-22	P	P	P
146	WASIM HUSSAIN	144-1115-0026-22	P	P	.
147	ADITYA ROY	144-1112-1080-22	P	P	.
148	DEBMALYA BAG	144-1111-1081-22	P	.	P
149	SHARMISTHA MUKHERJEE	551-1211-0001-18	P	P	P
150	SUBHADEEP SHAW	057-1111-0150-21	P	P	P
151	AKASH KUMAR DAS	144-1112-0420-22	.	P	P
152	RITAM SAMANTA	144-1111-1098-22	P	P	P
153	DIPPROVASH SAHA	144-1111-1099-22	P	P	P
154	MD SAHIL	144-1111-0836-22	P	P	P
155	RAKIB MOLLA	144-1111-0837-22	P	.	.
156	AMISHA SHAW	144-1211-0421-22	P	P	P

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Sl. No.	Name	CU Regn. No.			
157	MD HASSAN ALI	144-1111-0422-22	P	P	P
158	SWAGATA SAHA	144-1211-0423-22	P	.	P
159	RIYA KUMARI PANDEY	144-1211-0034-22	P	P	P
160	DIPTANGSHU PAUL	144-1111-0270-22	P	P	P
161	SUJAY GHOSH	144-1111-1100-22	P	P	P
162	AYESHA KHATOON	144-1211-0838-22	P	P	P
163	NAVAL SHAW	144-1111-0424-22	P	P	P
164	ADARSH KUMAR SAH	144-1111-1101-22	P	P	P
165	RIMPA KUMARI MANDAL	144-1211-0425-22	P	P	P
166	SHOBHA DAS	144-1212-0035-22	.	P	P
167	BINIT ROY	144-1115-1042-22	.	P	P
168	ANISHA BAGUI	144-1211-0036-22	P	P	P
169	SHAIK ALI	144-1111-0839-22	P	P	P
170	ZAID HELAL	144-1115-1043-22	P	P	P
171	MOHNISH DAS	144-1111-1102-22	P	P	P
172	ROHIT KUMAR SINGH	144-1111-0037-22	P	P	P
173	SAHIL AGARWAL	144-1111-1103-22	P	P	P
174	DEBIKA DAS	144-1211-0840-22	P	P	P
175	GULAM JILLANI	144-1111-0426-22	.	P	P
176	SUKANTA SINGHA	144-1114-0038-22	P	P	P
177	SOUVIK MALLICK	144-1111-1104-22	P	P	P
178	BISHAL SHAW	144-1111-1105-22	P	P	P
179	ADITYA SARKAR	144-1111-0271-22	P	P	P
180	APARAJITA MITRA	144-1211-0427-22	P	P	P
181	SUJOY MONDAL	144-1112-0428-22	.	P	P
182	DIPANKAR MIDDYA	144-1112-0039-22	.	P	P
183	SIKRITEE CHATTERJEE	144-1111-0841-22	P	.	.
184	FARHANA KHATUN	144-1211-0429-22	P	P	P
185	SUJAL SHAW	144-1111-0842-22	P	P	P
186	PRIANKA DAS	144-1212-0040-22	P	.	P
187	DEBOLINA BOSE	144-1211-0041-22	.	P	P
188	SAHANU SANTRA	144-1111-1106-22	P	P	P
189	PRATYUSH KUMAR JANA	144-1111-0430-22	P	.	P
190	PRIYAM DAS	144-1111-0431-22	P	P	.
191	PUNAM SAH	144-1211-0042-22	P	P	.
192	MD ASIF IKBAL RAHAMAN	144-1111-0043-22	P	P	P
193	SAMATA SANTRA	144-1211-0272-22	P	P	P
194	ANIRBAN DAS	144-1111-0432-22	P	P	P

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Sl. No.	Name	CU Regn. No.			
195	NISHA KUMARI JHA	144-1211-1107-22	P	P	P
196	ABHISHEK KUMAR SINGH	144-1111-0273-22	P	P	P
197	SAMPAD GHORAI	144-1111-0044-22	P	P	P
198	ANKUSH GUPTA	144-1111-0433-22	P	P	P
199	KAHKESHA TARVEEN	144-1211-0045-22	P	P	P
200	AKSHAY KUMAR SAHA	144-1111-0434-22	P	P	.
201	MD SAKIR	144-1111-1108-22	P	P	P
202	PAROMITA BASAK	144-1211-0435-22	.	.	P
203	DEBRAJ PAUL	144-1111-0843-22	P	P	P
204	ANAMIKA SINGH	144-1211-1044-22	P	P	P
205	ROHINI DAS	144-1211-0046-22	.	P	P
206	ARGHADEEP DEY	144-1111-1109-22	P	P	P
207	SABA NAZ KHATOON	144-1211-0844-22	P	P	.
208	KAUSHIK MUKHERJEE	144-1111-1110-22	P	P	.
209	KEYA BASAK	144-1211-1111-22	P	P	P
210	RATHI KANTA GAYEN	144-1111-0436-22	P	P	P
211	SHAKIR SALAUDDIN	144-1111-0047-22	P	P	P
212	LABANYA BHOWMICK	144-1211-0845-22	.	P	P
213	GAYETRI MAHAWAR	144-1211-1112-22	P	P	P
214	KAKAN DAS	144-1212-0846-22	P	.	P
215	RAJAN YADAV	144-1111-0048-22	P	P	P
216	PRABHAT DAS	144-1111-0847-22	P	P	P
217	ANKITA BHOWMIK	144-1211-0049-22	P	P	P
218	KHAIRUN NISHA	144-1211-0050-22	P	P	P
219	JOSMANTA MONDAL	144-1112-0051-22	P	P	P
220	PRITAM BARMAN	144-1112-0052-22	P	P	P
221	MD AFZAL ANSARI	144-1111-0274-22	P	.	P
222	AKASH DAS	144-1111-1113-22	.	P	P
223	MAINAK GUCHAIT	144-1111-0437-22	P	P	P
224	SUBRATA DAS	144-1111-0053-22	P	P	P
225	MD KAIFE	144-1111-0275-22	P	P	P
226	ANKITA SINGH	144-1211-1114-22	P	P	P
227	BISHAL MARIK	144-1111-1045-22	P	P	P
228	NEHA SINGHI	144-1211-0054-22	P	P	P
229	RUBAYYA KHATOON	144-1211-0848-22	P	.	P
230	MD ROHIT SHEKH	144-1111-0849-22	P	P	P
231	SANKHA SUVRO CHOWDHURY	144-1111-0438-22	.	P	P
232	RITAJIT DAS	144-1111-1115-22	P	P	P

Anurupa Das

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Attendance of Students enrolled for the Course on Soft Skills on MS Office Essentials (01.12.2022 to 23.12.2022)			01.12.22	02.12.22	03.12.22
Sl. No.	Name	CU Regn. No.			
233	ROHIT KUMAR SINGH	144-1111-1116-22	P	P	P
234	JHILLY CHAKRABORTY	144-1211-0276-22	P	P	P
235	MANISHA MANDAL	144-1211-1117-22	P	.	P
236	RIKJOY CHAKRABORTY	144-1111-0439-22	P	P	P
237	BANASHRI SANTRA	144-1211-0055-22	P	P	P
238	RAHUL YADAV	144-1111-0850-22	P	P	P
239	KHUSHI RAY	144-1211-0440-22	.	P	P
240	SUMIT OJHA	144-1111-0851-22	P	P	P
241	AMRAPALI BHATTACHARJEE	144-1211-0441-22	P	.	P
242	SNEHA PRASAD	144-1211-0442-22	.	P	P
243	TANMAY KUMAR MONDAL	144-1111-1118-22	P	P	P
244	RUPANJALI DAS	144-1211-0852-22	P	P	P
245	PRITAM RAJ	144-1211-0056-22	P	P	P
246	ABHAY DEY	144-1111-1119-22	P	P	P
247	ANKIT GHOSH	144-1111-0277-22	P	P	P
248	PURNIMA SAMUI	144-1211-0057-22	P	P	P
249	UJJAL CHAKRABORTY	144-1111-1120-22	P	P	P
250	ABHIJIT PAUL	144-1111-1121-22	P	P	P
251	PAYEL BASAK	144-1211-0058-22	P	P	.
252	ROSHNI PARVEEN	144-1211-0443-22	P	P	.
253	SAYAN BERA	144-1111-0444-22	P	.	P
254	USHA SHAW	144-1211-0445-22	P	P	P
255	PRIYANKA MAITY	144-1211-0853-22	P	P	P
256	TAIBA PARVEEN	144-1211-0446-22	P	P	P
257	SUBHABRATA SARKAR	144-1111-1122-22	P	P	P
258	SONU SHAW	144-1111-1123-22	P	.	.
259	PINTU SARDAR	144-1111-0854-22	P	P	P
260	ZOYA FALAK	144-1211-0855-22	.	P	P
261	BIDYUT SENGUPTA	144-1111-0059-22	.	P	P
262	RAJ MALLICK	144-1111-0060-22	P	P	P
263	MD FARHAN SHAKIL	144-1111-0278-22	P	P	P
264	VISHAL CHAURASIA	144-1111-1124-22	.	P	P
265	YASH KUMAR	144-1111-1046-22	P	P	P
266	RIYA SARKAR	144-1212-0061-22	P	.	P
267	ROHIT DAS	144-1112-0279-22	P	P	P
268	SHAHBAZ ALAM	144-1111-0856-22	P	P	P
269	ROSHAN SHAW	144-1111-1125-22	P	P	.

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Sl. No.	Name	CU Regn. No.			
270	RITHIK YADAV	144-1111-1126-22	P	P	P
271	MD AFROZ KHAN	144-1111-0062-22	P	P	P
272	RITU PAL	144-1211-0447-22	.	P	P
273	JYOTI SHAW	144-1211-1127-22	P	.	P
274	SAGAR CHAKRABORTY	144-1111-1128-22	P	P	P
275	RIMA SHAW	144-1211-0448-22	P	P	P
276	SUMIT CHOWDHURY	144-1112-0449-22	P	P	P
277	KHUSNUMA PARVEEN	144-1211-0857-22	P	.	P
278	PARTHA MONDAL	144-1111-0063-22	P	.	P
279	RITESH KUMAR SINGH	144-1111-0858-22	P	P	P
280	MD PARVEZ HUSSAIN	144-1111-0064-22	P	P	P
281	PREM DAS	144-1111-0065-22	P	P	P
282	BIPASHA SAHA	144-1211-1129-22	P	P	P
283	RADHESHYAM MONDAL	144-1112-0066-22	.	P	P
284	RAJESH DAS	144-1111-0859-22	P	P	P
285	SUBHOJIT GHARAMI	144-1112-0280-22	P	P	P
286	SOUMYADEB BASU	144-1111-0067-22	P	P	P
287	MD FAIZAN NASIR	144-1111-0860-22	P	P	P
288	SWETA KUMARI SHAW	144-1211-0861-22	P	P	P
289	NIRMALA MAHATO	144-1211-1130-22	P	.	.
290	GOURAAB MITRA	144-1111-1131-22	P	.	P
291	SOUGATA DAS	144-1111-0862-22	P	P	P
292	MANNU KUMARI YADAV	144-1211-0068-22	P	P	P
293	ROSHNI MAHATO	144-1211-1132-22	.	P	.
294	PRAKASH PRAMANIK	144-1111-0863-22	.	P	.
295	DINESH DAS	144-1111-1133-22	P	P	P
296	KANHIYA SAH	144-1111-0450-22	P	P	P
297	MD SK SAAD	144-1111-0451-22	P	P	P
298	SOUMITRA DHAR	144-1111-0452-22	P	P	P
299	RITIK KUMAR SINGH	144-1111-0453-22	P	P	P
300	ROHIT KUMAR SAH	144-1111-1134-22	P	.	P
301	MASUMA MOZAMEL HAQUE	144-1211-1135-22	P	P	P
302	ANANNYA DHARA	144-1211-0454-22	.	P	P
303	PRITI MONDAL	144-1211-0069-22	.	P	P
304	RUPESH KUMAR JHA	144-1111-1136-22	P	P	P
305	KHUSHI THAKUR	144-1211-0455-22	P	P	P
306	PUJA KUMARI	144-1211-0456-22	P	P	P

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Sl. No.	Name	CU Regn. No.			
307	KAIF ALI	144-1115-0457-22	P	P	P
308	SAYAN ADHIKARY	144-1111-0458-22	P	P	P
309	SRIJAN DAS	144-1111-0070-22	P	P	P
310	BITAN GHOSH	144-1114-0071-22	P	P	P
311	MD YOUNUS	144-1111-0281-22	.	.	.
312	SADAB ALAM	144-1115-0864-22	P	P	P
313	RIYA MAJHI	144-1211-0072-22	P	P	P
314	KARIMA KHATUN	144-1211-0865-22	P	P	P
315	SUDIPTA JANA	144-1211-0459-22	P	P	P
316	BITTU MAHARAJ	144-1211-0460-22	.	.	.
317	AYAN ROY	144-1111-1137-22	P	P	P
318	MRINAL RAY	144-1111-0866-22	P	P	P
319	SHILPA SHOW	144-1211-0073-22	P	P	P
320	ARKA SHIL	144-1111-1138-22	P	P	P
321	MITHLESH GUPTA	144-1111-1139-22	P	P	.
322	JASODA DAS	144-1211-0867-22	.	P	P
323	SHIVAM SINGH	144-1111-1140-22	P	P	P
324	RAHUL HIMMAT SINGHKA	144-1111-1141-22	P	P	P
325	SANJANA PAUL	144-1214-1047-22	P	P	P
326	ASMITA DUTTA	144-1211-0282-22	P	.	P
327	VIKASH SHARMA	144-1111-1142-22	P	.	P
328	MD EJAZ	144-1111-0868-22	P	P	P
329	RAJASWARI SARDAR	144-1211-0869-22	P	P	P
330	SIDRA JAMIL	144-1211-0074-22	P	P	P
331	BIKASH SHAW	144-1111-0461-22	P	P	P
332	AATIF KAUSER	144-1111-0462-22	P	.	P
333	HRISHI PRASAD	144-1111-0463-22	P	P	P
334	ABHI KUNDU	144-1111-0870-22	P	P	P
335	GAURAV SETH	144-1111-1143-22	.	P	P
336	DIP ACHARYA	144-1111-1144-22	P	P	P
337	MS ADITYA GUPTA	144-1111-0075-22	P	P	P
338	SOUMITA MAITY	144-1211-0076-22	P	.	P
339	NEHA KUMARI VERMA	144-1211-1145-22	P	P	P
340	TANISHA DAS	144-1211-1146-22	.	P	.
341	JYOTI KUMARI PRAJAPATI	144-1211-1147-22	P	P	P
342	SARIKA KUMARI SHAW	144-1211-0871-22	P	.	P
343	PRANAB GHOSH	144-1114-0872-22	P	P	P
344	SOMNATH BHUNIYA	144-1111-0873-22	P	P	P

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Sl. No.	Name	CU Regn. No.	01.12.22	12.12.22	11/12/22
345	TIYASHA BISWAS	144-1214-0283-22	P	P	P
346	APU GHOSH	144-1114-0874-22	P	P	P
347	BISHAL PRASAD	144-1111-1148-22	P	.	P
348	SONU PRAJAPATI	144-1111-1149-22	P	.	P
349	SUJAL SHAW	144-1111-0464-22	P	P	P
350	SHIBOM MALLICK	144-1111-0875-22	P	P	P
351	RAJIV YADAV	144-1111-1048-22	P	P	P
352	ABHISHEK KUMAR SHAW	144-1111-0465-22	P	P	P
353	DEB MAJUMDAR	144-1111-0876-22	.	P	P
354	RUPSA DUTTA	144-1211-0877-22	P	P	.
355	SOURITRA BISWAS	144-1111-0284-22	P	P	.
356	NIRMALYA SAHA	144-1112-0285-22	P	P	P
357	FIZA TABASSUM	144-1211-0286-22	P	P	P
358	ABHIJIT DAS	144-1111-0878-22	P	.	P
359	PRANTIK KARMAKAR	144-1111-1150-22	P	P	P
360	CHANDRADIP KARMAKAR	144-1111-0879-22	P	P	.
361	OM NARAYAN MAHATO	144-1111-1151-22	P	P	P
362	SUNNY KUMAR SHARMA	144-1111-0287-22	.	P	P
363	MD MOAZZAM	144-1111-0288-22	P	P	P
364	PUNAM SHAW	144-1211-0077-22	P	P	P
365	DEBAARJUN PATRA	144-1111-0880-22	P	P	P
366	JAMILU SAMS	144-1111-0466-22	P	P	P
367	AMIT GUJRATI	144-1111-1152-22	P	P	P
368	SHIVAM GUPTA	144-1111-1320-21	P	.	P
369	RAHUL SHARMA	144-1111-1776-21	P	.	.
370	ROHIT KUMAR MUKHIYA	144-1111-1321-21	P	.	P
371	OM ROUTH	144-1111-1322-21	P	P	P
372	IJRAHIL AHMED	144-1111-1323-21	P	P	P
373	MOULICK JANA	144-1111-1324-21	P	.	.
374	ABHINASH KUNVAR	144-1111-1325-21	P	P	P
375	AKASH SAHANI	144-1111-1326-21	P	P	P
376	GOURAB SAHA	144-1111-1327-21	P	.	P
377	ADITYA RANJAN RAM	144-1111-1328-21	P	P	P
378	SOURAV LAL CHOWDHURY	144-1112-1329-21	P	P	P
379	SAMEER KHAN	144-1111-1330-21	.	P	P
380	SONU VISHWAKARMA	144-1111-1331-21	.	.	P
381	SWARNARIK RANA	144-1111-1332-21	P	P	P

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Sl. No.	Name	CU Regn. No.			
382	SK NEYAJUDDIN	144-1111-1333-21	P	P	P
383	ADITYA CHOUHAN	144-1111-1334-21	P	P	P
384	RESHU MISHRA	144-1111-1335-21	.	P	P
385	BIKI MALAKAR	144-1111-1336-21	P	P	P
386	SHIVA DAS	144-1111-1513-21	P	P	P
387	SURAJ KUMAR SHAW	144-1111-1337-21	P	P	P
388	JITESH PASWAN	144-1111-1730-21	P	.	.
389	ABHISHEK YADAV	144-1111-1338-21	P	P	P
390	HRITTIK SHAW	144-1111-1339-21	.	P	P
391	RAKESH KUMAR	144-1111-1340-21	P	P	P
392	SUBHAM DAS	144-1111-1341-21	P	P	P
393	CHANDAN KUMAR MAHATO	144-1111-1731-21	P	P	P
394	SAHIL KUMAR RAM	144-1112-1732-21	P	P	P
395	TUSHAR SHAW	144-1114-1342-21	P	P	P
396	SURAJ KUMAR GUPTA	144-1111-1343-21	P	P	P
397	AMISHA SHAW	144-1211-1344-21	P	P	P
398	GUNJAN MAKAL	144-1112-1629-21	P	P	P
399	PREM SAGAR DAS	144-1111-1345-21	P	P	P
400	SANTOSHI YADAV	144-1211-1346-21	P	P	P
401	ANIKET GIRI	144-1111-1733-21	P	P	P
402	ARVIND KUMAR SHARMA	144-1111-0352-21	P	.	.
403	SAHRUP MONDAL	144-1112-1734-21	.	.	.
404	SARITA SHAW	144-1211-1347-21	P	P	P
405	SUSHMITA PAUL	144-1211-1630-21	P	P	P
406	SWEETY KUMARI PRASAD	144-1211-1348-21	P	P	P
407	ALI REZA	144-1111-0943-20	.	P	P
408	MD ZOHAIR	144-1111-0944-20	.	P	P
409	SACHCHIDANANDA NAIYA	144-1112-0945-20	P	.	.
410	ABHIJIT MONDAL	144-1112-0946-20	P	P	P
411	TINA SWARNAKAR	144-1211-0947-20	P	P	P
412	SUBHO KANDARI	144-1112-0948-20	P	P	.
413	ALI SUFYAN ASHIQUE	144-1111-0949-20	P	P	.
414	SOUVIK GHOSH	144-1114-0950-20	P	P	P
415	MD JUNAID	144-1111-0951-20	P	P	P
416	MD DILSHAD	144-1111-0952-20	P	P	P
417	SK SARWAR	144-1111-0953-20	P	P	P
418	SAHEB SHARMA	144-1111-0954-20	P	P	P
419	DIWAKAR ROY	144-1111-0955-20	P	P	P
420	KIRAN MITRA	144-1111-0956-20	P	P	P
421	BISHAKHA RANA	144-1212-0957-20	.	P	P

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Sl. No.	Name	CU Regn. No.			
422	SHRABANI DAS	144-1212-0958-20	P	P	P
423	AKASH SINGH	144-1111-0959-20	P	P	P
424	MD SHAMSHAD	144-1111-0960-20	P	P	P
425	SOURAV SAHA	144-1111-0961-20	P	P	P
426	MD MOJAHID	144-1111-0962-20	P	.	P
427	BARSHA BISWAS	144-1212-0963-20	P	.	P
428	MANDIRA MONDAL	144-1212-0964-20	P	P	P
429	PIJUSH CHAKRABORTY	144-1111-0965-20	P	P	.
430	MOU MISHRA	144-1211-0966-20	.	P	P
431	MD SARFAZ	144-1111-0967-20	P	P	P
432	MD AZMAT HUSSAIN	144-1111-0968-20	P	P	P
433	DURBA PODDER	144-1212-0969-20	P	P	P
434	SUMANA DAS	144-1211-0970-20	P	P	P
435	ESHA SAHA	144-1211-0971-20	.	P	P
436	KHYATI SHREE SAHA	144-1211-0972-20	.	P	P
437	INDRANI PAUL	144-1211-0973-20	P	P	P
438	SUPRITY DEY	144-1211-0974-20	P	.	.
439	MD ASIF	144-1111-0975-20	P	P	P
440	TANUSHREE PYNE	144-1211-0976-20	P	.	P
441	SANJU DAS	144-1111-0977-20	.	.	.
442	BIPASA MONDAL	144-1214-0978-20	P	P	P
443	CHAYAN MUKHERJEE	144-1111-0979-20	P	P	P
444	PINKI SINGH	144-1211-0980-20	P	P	P
445	ABHISHEK KUMAR SHARMA	144-1111-0981-20	P	P	P
446	MD MINHAJ ANSARI	144-1111-0982-20	.	P	P
447	MINHAJUL ABEDIN KHAN	144-1114-0983-20	P	P	.
448	PIU MONDAL	144-1211-0984-20	P	P	P
449	NESBA KHATUN	144-1211-0985-20	.	P	P
450	MD ASIF	144-1111-0986-20	P	P	P
451	SANIA PARWEEN	144-1211-0987-20	P	P	P
452	SHAHNAWAZ MUSHARRAF	144-1111-0988-20	P	P	P
453	GITA MONDAL	144-1211-0989-20	P	P	P
454	SYED AJMAL IFTAKHAR	144-1111-0990-20	.	P	P
455	PRIYA PRAMANIK	144-1211-0991-20	P	P	P
456	SOHANA PARVEEN	144-1211-0992-20	P	.	P
457	ANITA DAS	144-1211-0993-20	P	P	P

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Sl. No.	Name	CU Regn. No.	01.12.22	1/12/22	1/12/22
458	SUMONTA HAZRA	144-1111-0994-20	P	P	P
459	AMIT DAS	144-1111-0995-20	P	P	P
460	AKASH DAS	144-1111-0996-20	P	P	P
461	ARPANA CHAKRABORTY	144-1211-0997-20	P	P	P
462	GOLDI SHAH	144-1211-0998-20	P	.	.
463	PRITY DAS	144-1211-0999-20	P	P	P
464	ASIF KHAN	144-1111-1000-20	P	P	P
465	CHITRA DUTTA BANIK	144-1211-1001-20	P	P	.
466	MEHRAJ HOSSAIN	144-1111-1002-20	P	P	P
467	SHREYA THAKUR	144-1211-1003-20	.	.	.
468	FAIZUL JAMAN	144-1111-1004-20	P	P	P
469	SOURAV DAS	144-1112-1005-20	P	P	P
470	UTTAM BHAGAT	144-1111-1006-20	P	P	P
471	TANZEEL REYAZ	144-1111-1007-20	.	P	P
472	MD SHAH ALAM	144-1111-1008-20	P	P	P
473	RAHUL PATRA	144-1111-1009-20	P	P	.
474	MD IRFAN	144-1111-1010-20	P	P	P
475	AMIT SHAW	144-1111-1011-20	.	.	.
476	MANVI MAHAWAR	144-1211-1012-20	P	P	P
477	NITU KUMARI	144-1211-1013-20	P	P	P
478	DAMIEN RAO	144-1111-1014-20	P	P	P
479	MD ADIL	144-1111-1015-20	P	P	P
480	BIPIN KUMAR DAS	144-1111-1016-20	.	P	P
481	MD ZAHORUR RAHMAN	144-1111-1017-20	P	P	P
482	GAZALA MAHMOOD	144-1211-1018-20	P	P	P
483	SUMITA PANDA	144-1211-1019-20	P	P	.
484	MD. SHABUDDIN	144-1111-1020-20	P	P	P
485	SUPRAVA NASKAR	144-1212-1021-20	P	P	P
486	SIDDHARTHA MONDAL	144-1112-1022-20	.	P	P
487	AKRITI CHHETRI	144-1211-1023-20	P	P	P
488	RITESH JHA	144-1111-1024-20	P	P	P
489	MD BELAL	144-1111-1025-20	P	P	P
490	MD IRFAN	144-1111-1026-20	P	P	P
491	DIP SARKAR	144-1112-1027-20	P	P	P
492	KAJAL SINHA	144-1211-1028-20	P	P	P
493	LIJA PAUL	144-1211-1029-20	P	P	P
494	SUVRADIP DUTTA	144-1111-1030-20	.	P	.
495	SOHAN BHOWMICK	144-1111-1031-20	P	P	P

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19, RAJKUMAR CHAKRABORTY SARANI
KOLKATA- 700 009

RE - ACCREDITED WITH GRADE 'A' BY NAAC

website: <http://www.bangabasimorning.edu.in>, Email ID: bangabasimorning@gmail.com

Attendance of Students enrolled for the Course on Soft Skills on MS Office Essentials (01.12.2022 to 23.12.2022)			NAAC	QA	RP
Sl. No.	Name	CU Regn. No.	01.12.22	12/12/22	1/12/22
496	RAJASHREE MITRA	144-1211-1032-20	P	P	P
497	MOUMITA MISTRY	144-1211-1033-20	P	P	P
498	NISHA DAS	144-1211-1034-20	.	.	1.
499	MD ARIF AZIM	144-1111-1035-20	P	P	P
500	SAIRA KHATOON	144-1211-1036-20	P	P	P

Amita Das

Principal
Bangabasi Morning College
Kolkata - 700 009



Add-on Course on Soft Skills on MS Office Essentials

1st to 23rd December, 2022

Organized by Department of Economics,

Bangabasi Morning College

Certificate of Participation

This is to certify that *Aditi Singh* has successfully completed this Course.

Amitava Dutta

Dr. Amitava Dutta

Principal

Bangabasi Morning College

Amitava Dutta

Principal

Bangabasi Morning College

Kolkata - 700009



*Add-on Course on Soft Skills on MS Office Essentials
1st to 23rd December, 2022*

*Organized by Department of Economics,
Bangabasi Morning College*

Certificate of Participation

This is to certify that **Sayan Biswas** has successfully completed this
Course.

Amitava Dutta

Dr. Amitava Dutta
Principal
Bangabasi Morning College

Amitava Dutta

Principal
Bangabasi Morning College
Kolkata - 700009

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