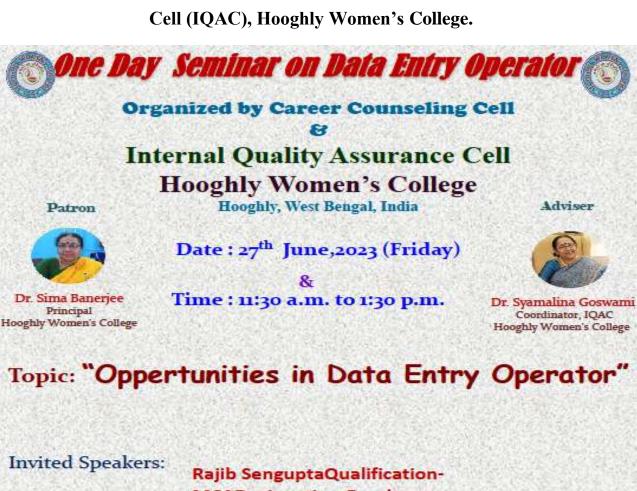
Hooghly Women's College

Pipulpati, Hooghly, 712103

Activity Report of One Day State Level Seminar (27th June, 2023) on "Data Entry Operator"

Organized by Career counseling Cell in association with Internal Quality
Assurance



Rajib SenguptaQualification-MCADesignation-Faculty, Vidyasagar College NIELIT CentreSince- 2008

Seminar is open to all

Registration is free

For Registration,

https://forms.gle/L2YxAZpfT19WGFP94

General Instructions for the participants:

- ✓ All are welcome to the seminar hosted by Hooghly Women's College on 30th June, 2023.
- ✓ Registration is free. Kindly Register through the link provided.
- ✓ Only those participants, who will attend the seminar on the aforesaid venue (physically) are eligible for receiving the participation certificates.
- ✓ Certificates (Soft copy) will be sent through email only.

Organizing Committee:

Dr. Sima Banerjee (Patron)

Dr. Syamalina Goswami (Co-ordinator, IQAC, Adviser)

Dr.Tanmo Dhibor Convenor (Career Counseling Cell)

Dr. Gurudas Bis'"us

Dr. Sum adyuti Haldnr

Dr. Uaran Maium dar

Dr.Anup Biswas

Dr.Lily Monda



Dr Tanmoy Dhibor(Convener) +91-9474046097



Dr. Punarbasu Bose (Adviser) +91-9732005204 The college has excellent faculties with fully qualified and supporting staff members who are available to students whenever they require any type of guidance. The students are vibrant and they altogether create an environment that is friendly and enthusiastic. The college promotes extra-curricular activities and encourages students to take part in it because they believe that overall development of students should take place to grow and emerge to be fine citizens and effective personalities, loyal to the highest ideals of their profession and moral values.

Thus Hooghly Women's College with 60 years of dedicated service in the field of women education is successfully rewarded in its resolve and internal strength to remain the beacon of light grounded in the mission of providing the connection between learning and living. The Committee should be formed with members from both Science and Arts streams and the maximum number of members should be 20.

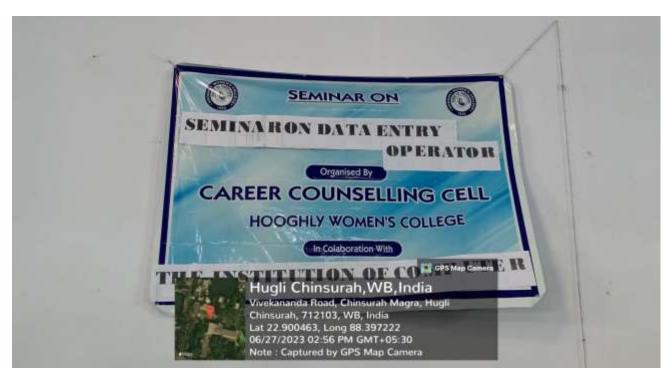
Career Counseling is one of the most important activities of any academic institution. Career Counseling is supposed to look after the scope and job prospects of the after graduation and groom them accordingly to make them job ready. The conveners of the committee and the members should be selected and changed if necessary in the meeting of the teacher's council.

Cell must organize different programme to create awareness and for grooming of students for prospective career options. For smooth running of the Cell there must be a meeting before and after each and every Counseling Cell Programme in order to discuss necessary preparatory measures and to make a post analysis. Time to time Cell should contact different Government as well as non-Government organization to conduct career programmes and campus interviews

Presently the Career Counseling Cell organized a seminar on the topic "Data Entry Operator" The main invited speaker was – Rajib Sengupta of Vidyasagar College NIELIT Centr. There was a very short inauguration program after completion of the registration procedure. The monetary aid for the successful completion of this program was provided by our principal, Dr. Sima Banerjee and the seminar theme was explained by Dr.Tanmoy Dhibor convener career counseling cell. The invited speaker elucidated the major topic and it continued till 1:30pm. A Data Entry Operator compiles and verifies data to ensure accuracy while appropriately formatting it. This includes preparing documents for

entry and transcribing from paper formats into computer files using manual entry or scanners. He explains the duties of a Data Entry Operator include coding information, troubleshooting processing errors and achieving an organization's goals by completing the necessary tasks. They are also responsible for complying with data integrity and security policies, printing and scanning files and generating reports. Thus a very interesting and interactive session was started between the speaker and the students. It was a successful and interesting seminar which benefitted the students of the department. There were a total of 67 students and the faculties of the other departments of our college. The fund for the seminar was provided by IQAC of Hooghly Women's College. And after completion of the seminar certificates were distributed among the participants.









Participants list of One Day Seminar on Data Entry Operator Date: 27/06/23 Time :11.30 a.m. to 1.30 p.m. Vanue: College Hall, Hooghly Women's College

SL No.	Name of the Participants	Designation	Affiliated Institution	e-mail id with contact no.	Signature
1.	Debaruni Erhosh Rubina Sultana	Student	HWC	debourierhook@ gnail. Com gg07034597	Debaruni Chark
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È	Ananya Dutta	Student	HWC	ananyadutta Eisa @gmail 9832745145	Ananya Duta
4	Aparna Sadhukhan	student	HWC	Sadhukhan 8327 @ gmail cam	Aparna Sadhukhan
	Payel Mondal	Student	HWC	832 +060256 2832 -55 -25 -73 Payelmondal 1234 omshua @ gmail.	Mondal
6.	Ragini Thakuz	Student	HWe	7+480188@gmail Com 9330105200	Rogini Thokus
7.	Amupa sen	student	HWC	Senanupa 18 Ogmail. com 8017009553	
	Dinha Banojeo	trabula	HWC	bancijeedishaost Ogmail.com	Disha Baneira
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10.	Satawisha" Nandy	Student	HWC	satavisharandy 2004 agrail ro	82404668 \$4
11	Trobusha Ochosh	Student	HOC	pratyushughash	Townson
2	Sayani Ghosh	Student	Hwe	ghoshsayoni 881 @ gmail.com	7811044852 Sayani

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				e-mail id with	Signature
	Cha.	Designation	Affiliated Institution	contact no.	
SL No.	Name of the Participants			anuskabiswas. Qgmail com	Anuska
	Anuska Biswas	Student	H.W.C	78 74	
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	Bouyarka Debrook Debanuita Das		H.W.C	dasdebanuita7 Dgmall.com 6290481064	Das
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	Abline Roy	Student	H. W.C	Disha 8 ray 6) h. 111
	Utsa Majumur	student	H.W.C	oragume but	sa Utsa
	Ankita Croswami	Student	H. W.C	901346 100 goswani. anki to 3107	C Ankite

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SL No.	Name of the Participants	Designation	Affiliated Institution	e-mail id with contact no.	Signature
1.	Suhara parvin	Student	HNC	Suhana 10a@	ponyin
2.	Byel Hazza	Student	HVe	Poyelhazoro 6298 @ gmail. Com 9875553664	MORROW
	Axpita Shoop			@ gmail.com	Toppeto Ghorsh.
4.	Susmita Mondal	Student	HNe	susmitamondal 1458 @gmail.com	Susmita
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6.	Astona Lel	Student	HNC	Alanhana (131 aymail. Com 5131864343	Sulona Gel
7.	Koashi Chatterjee	Student	HAC	Koashichatterjee	t.c
	Aranya Biswas	student	HWC	Aranya 600500 gradi com	Aranya Bismas.
	Keyel Kaley	Student	Hwe	Koyel Kaley 72 @ gonail Com	Koyel
10	Sangita pain	Student	HIWC	Songita pain @ gmail . com	Sampita
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One Day State Level Seminar, 27th June, 2023

On

"Data Entry Operator"

Organized by,

Internal Quality Assurance Cell

Hooghly Women's College (Affiliated to The University of Burdwan)



Certificate of Participation

Janmoj Diber

Convener Career Counseling Cell Hooghly Women's College Sycamolic Gornais

Coordinator, IQAC Hooghly Women's College Sima Banejee

Principal Hooghly Women's College

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Issued on 30



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Certificate of Participation

Janmoj Diber

Convener Career Counseling Cell Hooghly Women's College Gamalia Govers

Coordinator, IQAC Hooghly Women's College Sema Banejee

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