

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

Cell (IQAC), Hooghly Women's College.

One Day Seminar on Data Entry Operator

Organized by Career Counseling Cell
&
Internal Quality Assurance Cell
Hooghly Women's College
Hooghly, West Bengal, India

Patron
Dr. Sima Banerjee
Principal
Hooghly Women's College

Adviser
Dr. Syamalina Goswami
Coordinator, IQAC
Hooghly Women's College

Date : 27th June, 2023 (Friday)
&
Time : 11:30 a.m. to 1:30 p.m.

Topic: "Opportunities in Data Entry Operator"

Invited Speakers:
Rajib Sengupta Qualification-
MCADesignation-Faculty,
Vidyasagar College NIELIT
Centre Since- 2008

Seminar is open to all
&
Registration is free

For Registration, <https://forms.gle/L2YxAZpfT19W6FP94>

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. Tanmoy Dhibor (Convenor (Career Counseling Cell))

Dr. Gurudas Biswas

Dr. Sumadyuti Halder

Dr. Uaran Majumdar

Dr. Anup Biswas

Dr. Lily Monda

Contact :



Dr. Tanmoy Dhibor (Convenor)

+91-9474046097

&

Dr. Punaibas 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.







GPS Map Camera

Hugli Chinsurah, WB, India

Vivekananda Road, Chinsurah Magra, Hugli
Chinsurah, 712103, WB, India

Lat 22.899988, Long 88.397255

06/27/2023 02:02 PM GMT+05:30

Note : Captured by GPS Map Camera

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

Sl. No.	Name of the Participants	Designation	Affiliated Institution	e-mail id with contact no.	Signature
1.	Debaruni Ghosh	Student	HWC	debarunighosh@gmail.com 9907034597	Debaruni Ghosh
2.	Rubina Sultana	Student	HWC	Rubinasultana037@gmail.com 7601830746	Rubina Sultana
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4.	Aparna Sadhukhan	Student	HWC	Sadhukhan8327@gmail.com 8327060256	Aparna Sadhukhan
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7.	Anupa Sen	Student	HWC	Senanupa18@gmail.com 8017009553	Anupa Sen
8.	Disha Banerjee	Student	HWC	banojreedisha057@gmail.com	8653997581 Disha Banerjee
9.	Sanchita Chowdhury	Student	HWC	sanchita2003c@gmail.com 8420460960	Sanchita Chowdhury
10.	Satavisha Wandy	Student	HWC	satavishawandy2004@gmail.com	8240466874 TW
11.	Pratyusha Ghosh	Student	HWC	pratyushaghash163@gmail.com	8116519163 Pratyusha Ghosh
12.	Sayani Ghosh	Student	HWC	ghoshsayani881@gmail.com	7811044852 Sayani Ghosh

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Sl. No.	Name of the Participants	Designation	Affiliated Institution	e-mail id with contact no.	Signature
	Anuska Biswas	student	H.W.C	anuskabiswas. 2003 @gmail.com 9874717439	Anuska Biswas
	Agamoni Paul	student	H.W.C	aspaul480@ gmail.com 9775016775	Agamoni Paul.
	Prisanka Debnath	student	H.W.C	Sona47985 @gmail.com	Prisanka Debnath
	Debanwita Das	student	H.W.C	dasdebanwita7 @gmail.com 6290481064	Debanwita Das
	Soheli Roy	student	H.W.C	Soheliroy216 @gmail.com 9888403738	Soheli Roy
	Prisanka Thakur	student	H.W.C	Prisanka @ gmail.com 8100655767	Prisanka Thakur
	Soumita Roy	student	H.W.C	Soumita@ gmail.com 8444988926	Soumita Roy.
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	Farina Khater	student	H.W.C	Khtunfarina 786@gmail.com	Farina Khater
	Deblina Roy	student	H.W.C	Disha8ray@ gmail.com 9883346404	Deblina Roy
	Utsa Majumder	student	H.W.C	rojwadeutsa 04. 9073467200	Utsa Majumder
	Ankita Goswami	student	H.W.C	goswami. ankita3107	Ankita Goswami

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1.	Suhana parvin	Student	HWC	suhana10a@gmail.com 7384648021	Suhana parvin
2.	Poyel Hazra	Student	HWC	Poyel hazra 6298@gmail.com 9875553664	Poyel Hazra
3.	Arcpita Ghosh	Student	HWC	arcpitayee002@gmail.com 7847423947	Arcpita Ghosh.
4.	Susmita Mondal	Student	HWC	susmitamondal 1458@gmail.com	Susmita Mondal
5.	Ipsita maity	Student	HWC	maity ipsita 031@gmail.com	Ipsita maity
6.	Ankna Lal	Student	HWC	Ankna 431@gmail.com 8831267343	Ankna Lal
7.	Koashi Chatterjee	Student	HWC	koashichatterjee@gmail.com	K.C
8.	Ananya Biswas	Student	HWC	Ananya 008@gmail.com	Ananya Biswas.
9.	Kayel Koley	Student	HWC	Kayel.koley72@gmail.com	Kayel Koley.
10.	Sangita pain	Student	HWC	Sangita pain@gmail.com	Sangita pain
11.	Ila Chakraborty	Student	HWC	ilachakraborty1702@gmail.com	Ila Chakraborty
12.	Chitra Deb Nath	Student	HWC	Chitradebnath312@gmail.com 7604014747	Chitra Deb Nath



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

This is to certify that, Prof./Dr./Mr./Mrs./Ms. **Sneha Jaiswal**
Of..... **Hooghly Women's College** has participated actively in **One Day State Level Seminar, on 27th June, 2023, organized by Internal Quality Assurance Cell of Hooghly Women's College, Hooghly, West Bengal.**

Jannoy Dhibez

Convener Career Counseling Cell
Hooghly Women's College

Ajmalika Ghosh

Coordinator, IQAC
Hooghly Women's College

Sima Banerjee

Principal
Hooghly Women's College

Certificate ID: HWC/2023/SLS/IQAC/X

Issued on : 30th June 2023



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Certificate of Participation

This is to certify that, Prof./Dr./Mr./Mrs./Ms. **Oindrila Majhi**
Of..... **Hooghly Women's College** has participated actively in **One Day State Level Seminar, on 27th June, 2023, organized by Internal Quality Assurance Cell of Hooghly Women's College, Hooghly, West Bengal.**

Jannoy Dhibez

Convener Career Counseling Cell
Hooghly Women's College

Ajmalika Ghosh

Coordinator, IQAC
Hooghly Women's College

Sima Banerjee

Principal
Hooghly Women's College

Certificate ID: HWC/2023/SLS/IQAC/X

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Certificate of Participation

This is to certify that, Prof./Dr./Mr./Mrs./Ms..... **Koashi Chatterjee**
Of..... **Hooghly Women's College** has participated actively in **One Day State Level Seminar, on 27th June, 2023, organized by Internal Quality Assurance Cell of Hooghly Women's College, Hooghly, West Bengal.**

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Certificate of Participation

This is to certify that, Prof./Dr./Mr./Mrs./Ms..... **Mrinmoyee Samanta**
Of..... **Hooghly Women's College** has participated actively in **One Day State Level Seminar, on 27th June, 2023, organized by Internal Quality Assurance Cell of Hooghly Women's College, Hooghly, West Bengal.**

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