



# DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

*NAAC Accredited B + College*

(Affiliated to Kazi Nazrul University)

Recognised Under Section 2(f) & 12(B) of UGC

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,

India, PIN – 713 331

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**Title of the Event:** Digital Workspace Mastery: E-Office Efficiency

**No. of Registered Participants:** 9

Manas Kumar Chatterjee, Uttam Kumar Paswan, Asish Ranjan, Ashish Kumar GHosh, Kabita Bhattacharjee, Jitender Goswami, Biswajit Routh, Rajesh Bouri, Avinash Rai

**Date:** April 4-8, 2022

## **Reports:**

A five-day workshop on "Digital Workspace Mastery: E-Office Efficiency," organized by the Internal Quality Assurance Cell (IQAC) at Deshabandhu Mahavidyalaya Chittaranjan, commenced with its inauguration on April 4, 2022, at 11:00 am in Room No. 1. The event witnessed a significant turnout of staff, students, and interested individuals from nearby institutions, all eager to glean insights from the special lecture on the opening day. The inauguration was graced by the presence of Dr. Tridib Santapa Kundu, Hon'ble Principal of the College, and Dr. Koushik Hati, Assistant Professor in the Department of Commerce. Dr. Hati, leveraging his expertise in commerce, initiated the workshop with an insightful session on digital workspace mastery, emphasizing strategies for enhancing e-office efficiency and productivity. On second day, Dr. Sourav Mardanya, Assistant Professor in the Department of Geography, delved into the practical applications of digital tools and technologies in optimizing office workflows, enriching participants with practical insights and case studies. Next day, Prof. Abhijit Roy, Assistant Professor, Bengal Institute of Science and Technology, shared his expertise on leveraging digital platforms for collaboration and communication, highlighting the importance of seamless integration and effective utilization of e-office resources. On fourth day, Prof. Sushant Das, Assistant Professor, BCA department of the college, provided valuable guidance on cyber security measures and data management best practices in e-office environments, ensuring participants were equipped to navigate potential risks and safeguard digital assets. The final day of the workshop, led by Dr. Hati, focused on summarizing key learning and experiences. Registered participants were invited to deliver short presentations on predetermined topics, followed by an interactive question-answer session to deepen understanding and address queries. At the completion of the workshop, participants were recognized for their active engagement and dedication with Certificates of Participation. The event concluded with a formal vote of thanks delivered by Dr. Abul Hussain, Associate Professor in the Department of Mathematics, expressing gratitude to all involved for their contributions to the success of the workshop.



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## Additional Information

### Flyer



### Photos



  
(Tridib Santapa Kundu)  
Principal  
Principal  
Deshabandhu Mahavidyalaya  
Chittaranjan