



Report on Anudip Foundation Skill and Career Development Centre Programme

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Programme: Certificate in English Communication and Digital Literacy

Introduction: The Anudip Foundation Skill and Career Development Centre conducted a comprehensive programme on Certificate in English Communication and Digital Literacy at our college. The programme, spanning multiple batches from January 17th, 2023, to May 10th, 2023, aimed at equipping participants with essential soft skills and digital literacy competencies for personal and professional growth.

Programme Overview: The Certificate in English Communication and Digital Literacy programme was designed to provide participants with a holistic skill development experience. Each batch, consisting of 80 hours of training, focused on two primary areas: soft skill training and digital literacy.

Soft Skill Training:

- Relocation for a better life and time management
- Communicative English and developing discipline
- Understanding office work culture, writing resumes, and interview skills
- Goal setting, current IT trends, and requirements
- Self-introduction and types of interviews
- Interview techniques

Digital Literacy:

- Introduction to computers and hardware
- Computer software and operating systems
- Working with Windows and Mac operating systems
- Microsoft Excel: Formatting, formulas, functions, VLOOKUP, and HLOOKUP
- Getting started with Microsoft Word: Formatting text



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- Introduction to the internet, online activity, and remote access
- Email: Creating a Gmail account and basic email functionality

Programme Dates

Serial NO.	Batch No	Period from	Period to	No of students enrolled	No of students completed
1.	Batch 1 2022-2023 ANP-C4195	17.01.2023	14.03.2023	16	16
2.	Batch 2 2022-2023 ANP-C4196	17.01.2023	15.03.2023	14	14
3.	Batch 3 2022-2023 ANP-C4197	17.01.2023	14.03.2023	06	06
4.	Batch 4 2022-2023 ANP-C4577	20.02.2023	12.04.2023	20	20
5.	Batch 5 2022-2023 ANP-C4578	27.02.2023	12.04.2023	23	23
6.	Batch 6 2022-2023 ANP-C5115	14.03.2023	10.05.2023	21	21

Outcomes: The Certificate in English Communication and Digital Literacy programme yielded significant outcomes:



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- Participants gained proficiency in communicative English and digital literacy skills, enhancing their employability.
- Improved soft skills such as time management, discipline, and office work culture understanding facilitated participants' professional growth.
- Enhanced knowledge of IT trends, resume writing, and interview techniques prepared participants for job opportunities in the digital era.
- Practical training in digital tools and applications equipped participants to navigate the modern workplace effectively.

Conclusion: The Certificate in English Communication and Digital Literacy programme by Anudip Foundation Skill and Career Development Centre provided participants with a valuable opportunity to acquire essential soft skills and digital literacy competencies. By addressing the diverse needs of participants, the programme contributed to their holistic skill development and readiness for the challenges of the modern workforce.



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Sample copy of certificate



P. P. P. P. P.

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Photo of participating students of Darjeeling Government College with resource person from Anudip Foundation



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Notice Of The Skill Development Programme

NOTICE

Date: 12.01.2023

Dear Students,

We are pleased to inform you that Anudip Foundation Skill and Career Development Centre is organizing an offline programme on "Certificate in English Communication and Digital Literacy".

Programme Details:

- **Title:** Certificate in English Communication and Digital Literacy
- **Objective:** Equipping participants with essential soft skills and digital literacy competencies for personal and professional growth
- **Duration:** From 17.01.2023– 14.03.2023
- **Mode:** Offline

Course Offerings:

- **Soft Skills Training**
- **Digital Literacy**

Who Can Participate: This programme is open to all students who wish to enhance their skills in IT and related areas. Participation is highly encouraged as it offers valuable opportunities for skill development and empowerment.

Contact Information: For any queries or assistance regarding the programme, please feel free to contact Mr. Prajjawal Pradhan, (8637326214) Assistant Professor, Program Coordinator.



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Notice Of The Skill Development Programme

NOTICE

Date: 13.02.2023

Dear Students,

We are pleased to inform you that Anudip Foundation Skill and Career Development Centre is organizing an offline programme on "Certificate in English Communication and Digital Literacy".

Programme Details:

- **Title:** Certificate in English Communication and Digital Literacy
- **Objective:** Equipping participants with essential soft skills and digital literacy competencies for personal and professional growth
- **Duration:** From 20.02.2023– 12.04.2023
- **Mode:** Offline

Course Offerings:

- **Soft Skills Training**
- **Digital Literacy**

Who Can Participate: This programme is open to all students who wish to enhance their skills in IT and related areas. Participation is highly encouraged as it offers valuable opportunities for skill development and empowerment.

Contact Information: For any queries or assistance regarding the programme, please feel free to contact Mr. Prajjawal Pradhan, (8637326214) Assistant Professor, Program Coordinator.



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Notice Of The Skill Development Programme

NOTICE

Date: 01.03.2023

Dear Students,

We are pleased to inform you that Anudip Foundation Skill and Career Development Centre is organizing an offline programme on "Certificate in English Communication and Digital Literacy".

Programme Details:

- **Title:** Certificate in English Communication and Digital Literacy
- **Objective:** Equipping participants with essential soft skills and digital literacy competencies for personal and professional growth
- **Duration:** From 14.03.2023 - 10.05.2023
- **Mode:** Offline

Course Offerings:

- **Soft Skills Training**
- **Digital Literacy**

Who Can Participate: This programme is open to all students who wish to enhance their skills in IT and related areas. Participation is highly encouraged as it offers valuable opportunities for skill development and empowerment.

Contact Information: For any queries or assistance regarding the programme, please feel free to contact Mr. Prajjawal Pradhan, (8637326214) Assistant Professor, Program Coordinator.



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LIST OF STUDENTS OF DARJEELING GOVERNMENT COLLEGE ENROLLED IN THE PROGRAMME

Student name	Batch code	Batch start date	Batch end date	Mobile No	Email Id	Course
ANKITA RAJAK	ANP-C4195	2023-01-17	2023-03-14	8250828017	ankitarajak208@gmail.com	CEDL
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ATTENDANCE OF STUDENTS OF 1ST BATCH

Batch No. - 2019-2020																																														
Meeting Date : 17/01/2023																																														
Ending Date : 14/03/2023																																														
Name	17.1.23	18.1.23	19.1.23	20.1.23	21.1.23	23.1.23	24.1.23	25.1.23	27.1.23	28.1.23	30.1.23	31.1.23	1.2.23	2.2.23	3.2.23	4.2.23	6.2.23	7.2.23	8.2.23	9.2.23	10.2.23	11.2.23	13.2.23	14.2.23	16.2.23	17.2.23	20.2.23	21.2.23	22.2.23	23.2.23	24.2.23	25.2.23	27.2.23	28.2.23	1.3.23	2.3.23	3.3.23	4.3.23	6.3.23	14.3.23	No of "P"	No of "A"	% of Attendance	Signature		
ANKITA RAIK	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	35	5	87.5		
JOSHIYA SUBBA	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	35	5	87.5	
JEEYA GURUNG	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	37	3	92.5		
ALLAN TAMANG	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	36	4	90		
ADITYA GUPTA	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	34	6	85		
JIGMEE LAMA TAMANG	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P	P	P	P	A	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	33	7	82.5		
AWANT THAPA	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	36	4	90			
FURBU BHUTIA	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	36	4	90		
WANGCHUK SHERPA	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	35	5	87.5		
DAVID KHARKA	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	34	6	85		
MD RAKHIF ALAM	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	P	P	34	6	85		
NAYAN SARKI	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	36	4	90		
DRISTI SARKI	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	35	5	87.5		
PRASANATA RAI	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	34	6	85		
PASSANG LAMU LEPCHA	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	36	4	90		
SAUNA CHHETRI	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	35	5	87.5		

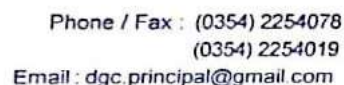
ATTENDANCE OF STUDENTS OF 2ND BATCH

Batch No. - 2019-2020																																														
Starting Date : 17.01.2023																																														
Ending Date : 13.03.2023																																														
Name	17.1.23	20.1.23	21.1.23	23.1.23	24.1.23	25.1.23	27.1.23	28.1.23	30.1.23	31.1.23	1.2.23	2.2.23	3.2.23	4.2.23	6.2.23	7.2.23	8.2.23	9.2.23	10.2.23	11.2.23	13.2.23	14.2.23	16.2.23	17.2.23	20.2.23	21.2.23	22.2.23	23.2.23	24.2.23	25.2.23	27.2.23	1.3.23	2.3.23	3.3.23	4.3.23	6.3.23	9.3.23	10.3.23	13.3.23	No of "P"	No of "A"	% of Attendance	Signature			
Sachin Bhirikoti	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	35	5	87.5	
Aditi Chhetri	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	35	5	87.5	
Shradha Pradhan	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	34	6	85	
Sezal Rai	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	36	4	90	
Sakina Rai	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	34	6	85	
Babina Raya	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	35	5	87.5	
Preeti Thapa	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	35	5	87.5	
Shradha Rai	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	34	6	85		
Nirjala Gurung	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	P	35	5	87.5		
Smriti Rai	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	36	4	90	
Manisha Chhetri	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	35	5	87.5	
Yusuf Hussain	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	35	5	87.5	
SAJAL MISHRA	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	36	4	90	
BIJOY THAKUR	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P	A	P	P	34	6	85	



P. Prasad

Officer-in-Charge
Darjeeling Govt. College



Officer-in-Charge
Darjeeling Govt. College



Government of West Bengal
Office of the Principal
Darjeeling Government College
 Darjeeling - 734 101, West Bengal, INDIA.

Phone / Fax : (0354) 2254078
 (0354) 2254019
 Email : dgc.principal@gmail.com

ATTENDANCE OF STUDENTS OF 5TH BATCH

Batch No. / AMP : 098 Starting Date : 27.08.2020 Ending Date : 10.08.2021																																														
Name	27.2.21	28.2.21	1.3.21	2.3.21	3.3.21	4.3.21	5.3.21	6.3.21	7.3.21	8.3.21	9.3.21	10.3.21	11.3.21	12.3.21	13.3.21	14.3.21	15.3.21	16.3.21	17.3.21	18.3.21	19.3.21	20.3.21	21.3.21	22.3.21	23.3.21	24.3.21	25.3.21	26.3.21	27.3.21	28.3.21	29.3.21	30.3.21	31.3.21	1.4.21	2.4.21	3.4.21	4.4.21	5.4.21	6.4.21	10.4.21	11.4.21	12.4.21	No of "P"	No of "A"	% of Attendance	Signature
ALISA CHETTRI	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	35	5	87.5		
ABHISHEK RAI	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	35	5	87.5	
SANSKRITI SUBBA	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	34	6	85	
ABHISHEK KHAWAS	P	P	A	P	A	P	P	A	P	P	A	P	P	A	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	34	6	85	
NAYAN RAI	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	35	5	87.5	
DIPCHAN LIMBU	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	24	6	85	
YOGEEETA LAMA	P	P	A	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	34	6	85		
HIYA ROY	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	34	6	85		
MEGHA RAI	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	36	4	90		
ESHA GURUNG	P	P	P	P	A	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	34	6	85		
DEBALINA RAY	P	P	P	A	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	34	6	85		
ANIMESH GURUNG	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	34	6	85		
FIZA WANGDI BHUTIA	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	34	6	85		
BISHAL TAMANG	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	34	6	85		
RAJ Manger	P	P	P	P	P	A	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	35	5	87.5		
NITIN THAPA	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	35	5	87.5		
RIYA RAI	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	35	5	87.5			
SANGDUP TAMANG	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	35	5	87.5			
UMANGJALI SUBBA	P	P	P	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	35	5	87.5			
CHEDUP TAMANG	P	P	P	P	P	A	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	35	5	87.5			
MANAV GURUNG	P	P	A	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	34	6	85			
SEJAL RAI	P	P	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	35	5	87.5				
WANGEL TAMANG	P	P	P	P	P	A	P	P	P	P	P	A	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	36	4	90			

ATTENDANCE OF STUDENTS OF 6TH BATCH

Batch No. : AMP-03118																															
Starting Date : 14.08.2020																															
Ending Date : 10.05.2021																															



P. J. J. J.

Officer-in-Charge
Darjeeling Govt. College