



**GOVERNMENT OF WEST BENGAL**  
**Office of the Principal**  
**Government General Degree College, Kaliganj**  
**Debagram, Nadia - 741137**  
**Ph: 03474-267514**  
**Website: [www.kaliganjgovtcollege.ac.in](http://www.kaliganjgovtcollege.ac.in)**

**Workshop on Bio-Data Writing**

Type of Event	Workshop
State/National/International /Institutional/Departmental Level	Institutional
Department/Committee/Cell	Internal Quality Assurance Cell
Date	27.03.2023
Timings	11AM – 2:30 PM
Name/Title of the Event	'How to Make your Biodata'
Number of Participants	30
Name and Details of the Resource Person(s)	<b>Partha Lodh</b> <b>Asst. Professor &amp; Head, Department of Botany</b> <b>Member, IQAC, GGDC, Kaliganj</b>
Details for Registered and Certificate Issued Candidates (For Seminar/Webinar/Workshop/Conference etc.)*	Attended: 30
Certificates Issued*	Yes Certificate Issued

**Event Report:**

In order to develop ICT skills of students of the institution, Internal Quality Assurance Cell organized a one-day workshop on 'How to Make your Biodata'. In this workshop a detailed outline of biodata/resume has been discussed. Hands on training was conducted on all technical aspects of type setting and formatting of texts while writing the short and concise Biodata using word processor. Aspects of adding different section in Biodata has been demonstrated. Importance of attending skill improvement programmes, Working in Project etc. also has been discussed to improve the CV or Biodata.

**Outcome:** The workshop was a great success with positive and enthusiastic feedback from most of our participants. A lot of feedback suggested this type of ICT based workshop should be continued in order to give exposure to the students.

Programme Co-ordinator & Head,  
Department of Botany  
GGDC, Kaliganj

Officer-in-charge  
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**BROCHURE**



**GGDC, KALIGANJ**  
*organizing*

**ONE DAY WORKSHOP ON**  
**HOW TO MAKE**  
**YOUR BIODATA**

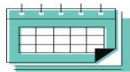
Basics of CV, Biodata or  
 Resume Preparation



How to Write your Biodata  
 using MS Word/Libre Office  
 or other tools



**SPEAKER**  
**PARTHA LODH**  
 HEAD, DEPT OF BOTANY



**27 MARCH**  
**11:30 AM ONWARDS**



**SEMINAR HALL 2**  
**GGDC AT KALIGANJ**

8768498738

deptofbotany.ggdck@gmail.com



**Bring Your Own Device**

*Pradyumn*  
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**Glimpses from the Event**



***Shri Partha Lodh delivering his insights on how to make own Bio-Data***

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