



IQAC

BAOSI BANIKANTA KAKATI COLLEGE

Nagaon, Barpeta

Assam – 781311 (INDIA)

Dr. Gopal Kr. Sarma
Co-ordinator
IQAC

23/ 02/ 2022

Venue: Conference Hall

**Report on-
Orientation Programme on e-Governance cum e-College**

Today, the 23rd of February, 2022 at 12.00 pm, a training session on the “e-Governance cum e-College” was organized for the Teaching and non-Teaching Staff of the institution by IQAC, B.B.K. College, Nagaon, in collaboration with SS Technologies, Guwahati. The resource persons on the occasion were Mr. Nabarun Misra, the proprietor of SS Technology and Mr. Bikram Sarma, the technical expert from the same organization.

The programme was attended by both teaching and non-teaching staff. Dr. Pradip Das, the Principal of the college welcomed the resource persons and Ms. Rashmi Das, an Assistant Professor in the Department of Political Science felicitated the resource persons with an Assamese Traditional *Gamosa*.

After the introductory speech, Mr. Misra, assisted by Mr. Sarma gave a detailed description on how to use the college portal both for academic and administrative purposes. He demonstrated the use of ICT tools available in our college. The demonstration included the following major points:

- .Taking class attendance through the online portal.
- Sharing class notes and other resources using the same portal.
- Updation of personal profile details in the college portal
- Applying for Leave through the college portal
- Uploading Departmental Notices, syllabus, activities, previous year question papers in departmental page of the college portal.
- Registration of students for Admission.
- Online Admission Process
- Online Grievance submission, etc.

He also demonstrated how to upload documents and maintain record of activities in the college portal for easy access at a later stage.

The Orientation Programme ended with hands on training. The concluding speech was delivered by Dr. Gopal Kr. Sarma, the coordinator of IQAC.

Fig.: Screenshot of the training session

Fig.1: Snapshot of the Resource person presenting a certificate to the Principal



Fig.2: Snapshot of the Resource person during the Orientation Programme





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Fig. 3: The online portal for conducting class, uploading notes and videos, etc.

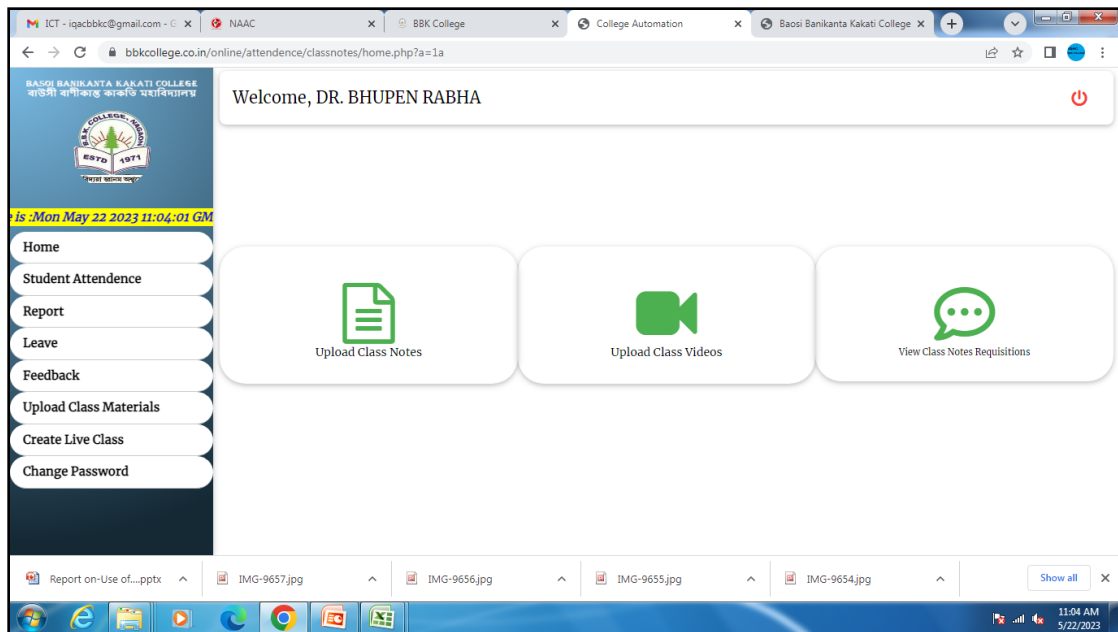
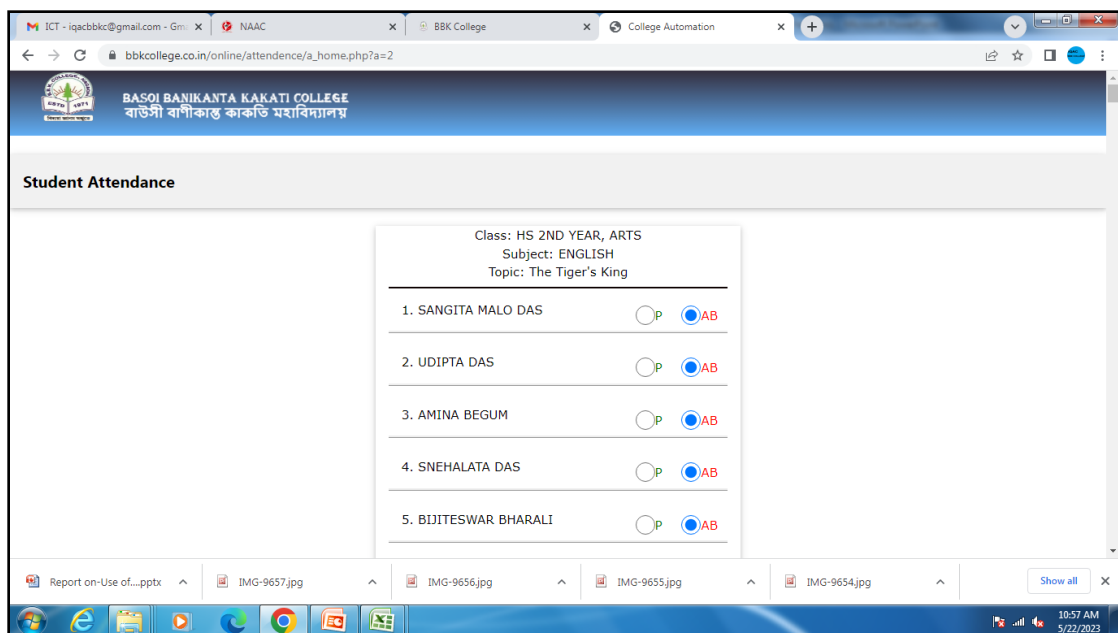


Fig. 4: The online portal for Taking class attendance





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Fig.5: Screenshot of page for applying for leave

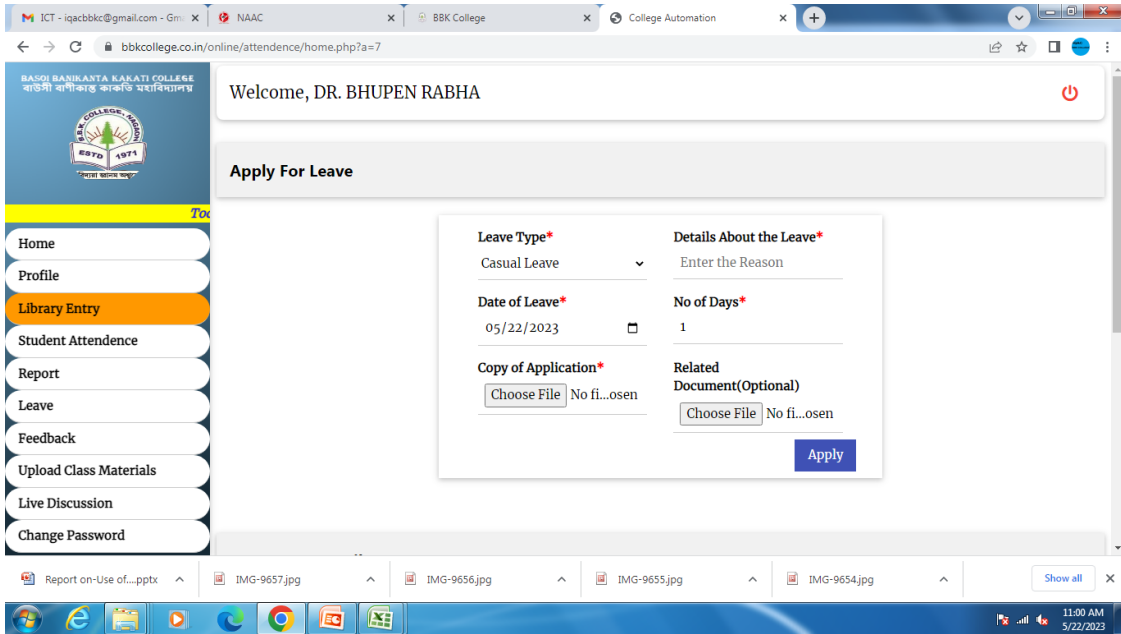
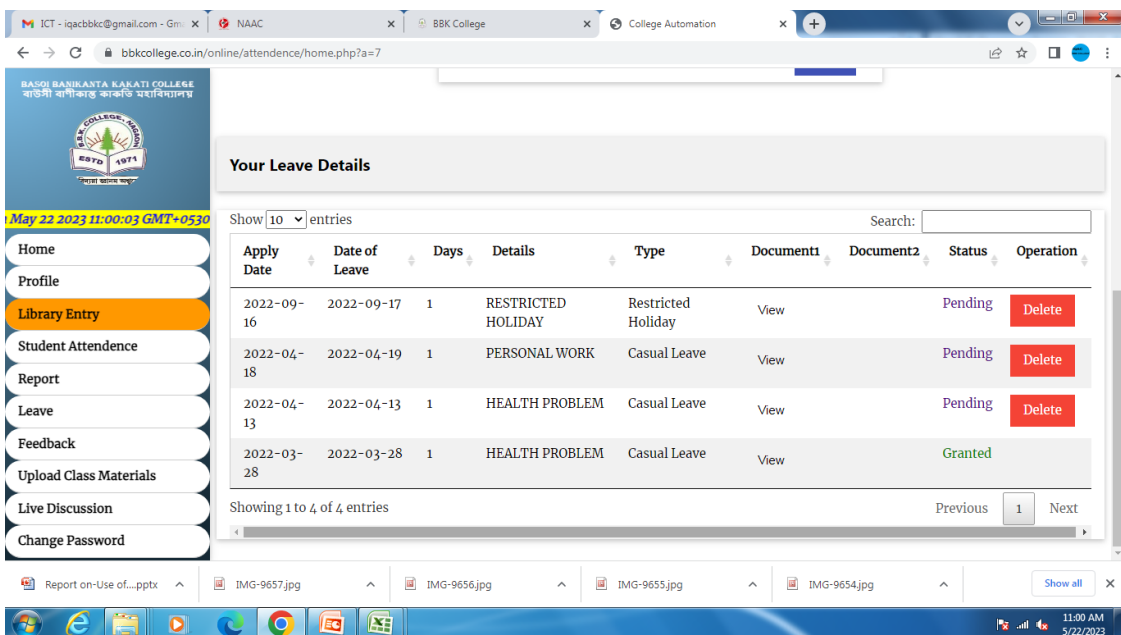


Fig.6: Screenshot of page for applying for leave

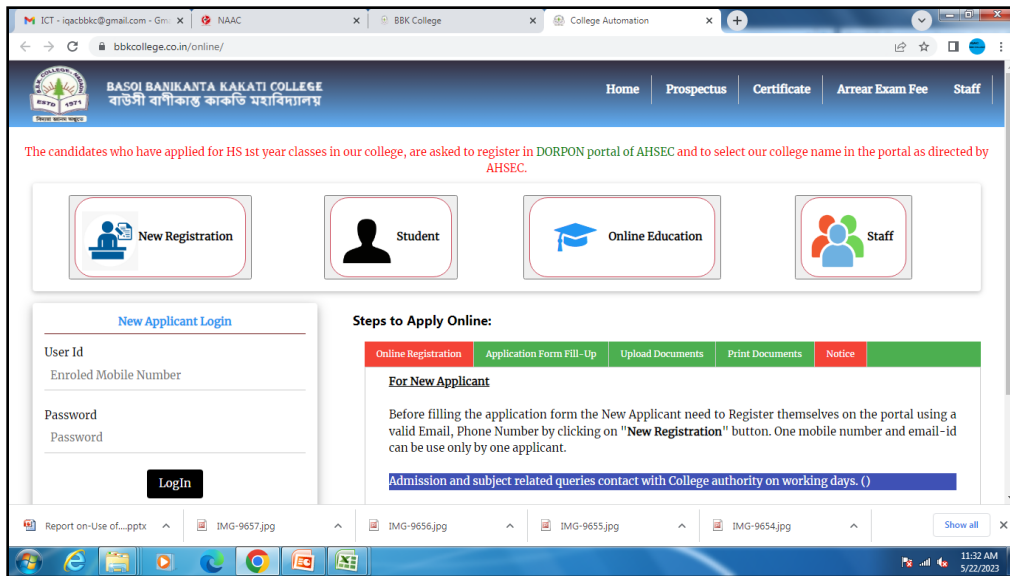




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Fig.7: Screenshot of the Portal for Registration, Online Admission, submission of Grievance, etc.



(Dr. Pradip Das)

Principal
Baosi Banikanta Kakati College
Nagaon (Barpeta)

(Dr. Gopal Kr. Sarma)
Coordinator

Internal Quality Assurance Cell
Baosi Banikanta Kakati College
Nagaon, Barpeta (Assam)