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 23<sup>rd</sup> 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.





Dr. Gopal Kr. Sarma Co-ordinator 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





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

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| BASOI BANIKANTA KAKATI COLLEGE<br>বাউসী বাণীকান্ত কাকতি মহাবিদ্যালয় | Welcome,             | DR. BHUPEN RABHA       |       |                      |      |                               |                    |              | Q                     |
| ESTO 1071  |                      |                        |       |                      |      |                               |                    |              |                       |
| is :Mon May 22 2023 11:04:01 GM                                      | 1                    |                        |       |                      |      |                               |                    |              |                       |
| Home   |                      |                        |       |                      |      |                               |                    |              |                       |
| Student Attendence   |                      |                        |       |                      |      |                               |                    |              |                       |
| Report   |                      | l≞ĭ                    |       |                      |      |                               |                    |              |                       |
| Leave  |                      | Upload Class Notes     |       | Upload Class Vid     | teos |                               | View Class Notes I | Requisitions |                       |
| Feedback   |                      |                        |       |                      |      |                               |                    | 1            |                       |
| Upload Class Materials   |                      |                        |       |                      |      |                               |                    |              |                       |
| Create Live Class  |                      |                        |       |                      |      |                               |                    |              |                       |
| Change Password  |                      |                        |       |                      |      |                               |                    |              |                       |
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Fig. 4: The online portal for Taking class attendance

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| Student Attendance   |  |                      |                    |                                       |
|  | Class: HS 2ND YEAF<br>Subject: ENGLI<br>Topic: The Tiger's | SH                   |                    |                                       |
|  | 1. SANGITA MALO DAS  | P OAB                |                    |                                       |
|  | 2. UDIPTA DAS  | P OAB                |                    |                                       |
|  | 3. AMINA BEGUM   | P OAB                |                    |                                       |
|  | 4. SNEHALATA DAS   | P OAB                |                    |                                       |
|  | 5. BIJITESWAR BHARALI                                      | P OAB                |                    | •                                     |
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## Fig.5: Screenshot of page for applying for leave

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| EBTO 4971  | Apply For Leave           |                |                             |           |  |             |   |                        |                    |   |
| Tor<br>Home<br>Profile   |                           |                | Leave Type*<br>Casual Leave | ~         | <b>Details About th</b><br>Enter the Reaso |             |   |                        |                    | l |
| Library Entry  |                           |                | Date of Leave*              |           | No of Days*                                |             |   |                        |                    |   |
| Student Attendence   |                           |                | 05/22/2023                  |           | 1  |             |   |                        |                    | 1 |
| Report   |                           |                | Copy of Application         |           | Related<br>Document(Optic                  | anal)       |   |                        |                    |   |
| Leave  |                           |                | Choose File No fi           | osen      | Choose File                                |             |   |                        |                    |   |
| Feedback   |                           |                |                             |           |  | Apply       |   |                        |                    |   |
| Upload Class Materials   |                           | _              |                             |           |  | Apply       |   |                        |                    |   |
| Live Discussion  |                           |                |                             |           |  |             |   |                        |                    |   |
| Change Password  |                           |                |                             |           |  |             |   |                        |                    |   |
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## Fig.6: Screenshot of page for applying for leave

| BASOI BANIKANTA KAKATI COLLEGE      |                |              |        |                       |                       |                        |   |      |
|-------------------------------------|----------------|--------------|--------|-----------------------|-----------------------|------------------------|---|------|
| বাউসী বাণীকান্ত কাৰুতি মহাবিদ্যালয় |                |              |        |                       |                       |                        |   |      |
|                                     | Your Leave     | Details      |        |                       |                       |                        |   |      |
| ay 22 2023 11:00:03 GMT+0530        | Show 10 👻 er   | ntries       |        |                       |                       | Search                 | h:  |      |
| Home                                | Apply +        | Date of      | Days 🖕 | Details               | Туре                  | ⇒ Document1 → Document | nt2 <sub>\u03c0</sub> Status <sub>\u03c0</sub> Operatio | on 🖕 |
| Profile                             | Date           | Leave        |        |                       |                       |                        |   |      |
| Library Entry                       | 2022-09-<br>16 | 2022-09-17   | 1      | RESTRICTED<br>HOLIDAY | Restricted<br>Holiday | View                   | Pending Delete  |      |
| Student Attendence                  | 2022-04-       | 2022-04-19   | 1      | PERSONAL WORK         | Casual Leave          | View                   | Pending Delete  |      |
| Report                              | 18             |              |        |                       |                       |                        |   |      |
| Leave                               | 2022-04-<br>13 | 2022-04-13   | 1      | HEALTH PROBLEM        | Casual Leave          | View                   | Pending Delete  |      |
| Feedback                            | 2022-03-       | 2022-03-28   | 1      | HEALTH PROBLEM        | Casual Leave          | View                   | Granted   |      |
| Upload Class Materials              | 28             |              |        |                       |                       | view                   |   |      |
| Live Discussion                     | Showing 1 to 4 | of 4 entries |        |                       |                       |                        | Previous 1 Ne   | xt   |
|                                     | 4              |              |        |                       |                       |                        |   | Þ    |





Dr. Gopal Kr. Sarma Co-ordinator IQAC

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

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| The candidates who have applied for HS 1st year classe                            | s in our college, are asked to register<br>AHSE |  | ur college name in the portal as directed by |
| New Registration  | Student   | Online Education   | Staff  |
| New Applicant Login   | Steps to Apply Online:                          |  |  |
| User Id   | Online Registration Applica                     | tion Form Fill-Up Upload Documents Print I   | Documents Notice                             |
| Enroled Mobile Number   | For New Applicant                               |  |  |
| Password<br>Password  |   | ation form the New Applicant need to Regis<br>ber by clicking on " <b>New Registration</b> " butt<br>pplicant. |  |
| LogIn   | Admission and subject r                         | elated queries contact with College authorit   | y on working days. ()                        |
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(Dr. Pradip Das)

Principal Baosi Banikanta Kakati College Nagaon (Barpeta)

Goper Kun Sun.

(Dr. Gopal Kr. Sarma) Coordinator

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