



Internal Quality Assurance Cell

BAOSI BANIKANTA KAKATI COLLEGE

Nagaon, Barpeta

Assam – 781311 (INDIA)

Dr. Gopal Kr. Sarma,
Coordinator, IQAC

Report on-
Training on MS Office and Internet for Office Staff

27/ 09/ 2021

Today, the 27th of September, 2021 a training programme on use of MS Office and Internet was organized for the Office Staff of the college for administrative purposes by the IQAC of BBK College. The objective of the programme is to ensure that all the office staff members are able to use Microsoft Office effectively for office works and thus save time and increase productivity.

The trainer on use of Microsoft Office was Dr. Gopal Kr. Sarma, the co-ordinator of IQAC. He introduced the staff to the basics of each application mainly, Microsoft word and Microsoft Excel. He also showed them how to use the applications effectively for office works like, writing applications, maintaining student data regarding enrolment, etc.

The training program has been very successful in achieving its goals as the non-teaching staff got the hands on training. They were given computers but were unable to use those due to lack of knowledge and practice. As they already knew the basic operating procedures, they could easily grasp what they were taught. They were also shown how to use the internet for writing mails, attaching and sharing files, and also submitting monthly salary bills. Dr. Sarma highlighted emphasized that the skills cannot be acquired in a day and that the participants have to practice regularly on the applications.

The participants expressed appreciation for the opportunity to learn new skills on use of MS Office and Internet. They also hoped that more such programmes and training sessions would be organized in the near future.

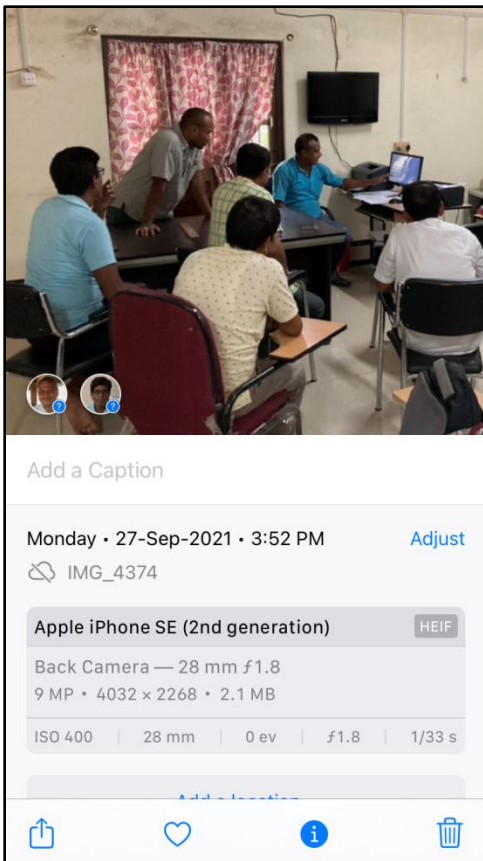
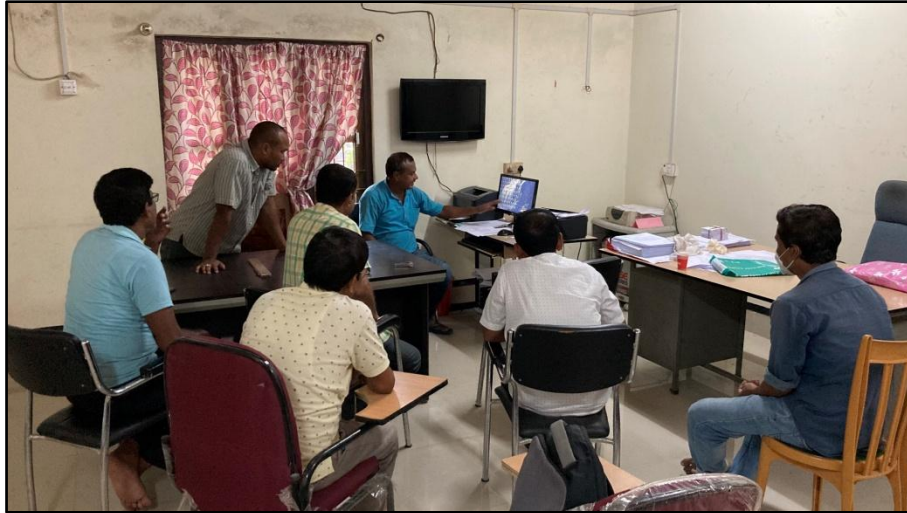
The MS Office training program has been a valuable programme. It has improved employee productivity and efficiency.




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Fig.1 & 2: Snapshot of the training of Non- Teaching Staff on use of MS Office and Internet for office works




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