

PROFESSIONAL DEVELOPMENT PROGRAMME FOR NON-TEACHING STAFF OF HIGHER EDUCATION INSTITUTES

Organized by IQAC, Dr. B.K.B. College, Puranigudam, Nagaon, Assam

In collaboration with IQAC, Kaliabor College, IQAC, Nowgong Girls' College and

IQAC, ADP College

(15th June, 2021 to 16th June, 2021)

Report on the Programme:

IQAC of Dr. Birinchi Kumar Baruah College, Puranigudam had organized a two day training programme for the non-teaching staff of higher education institutes on 15th and 16th of June, 2021 in collaboration with IQAC, Kaliabor College, IQAC, Nowgong Girls' College and IQAC, ADP College. The theme of the program was '*Professional Development Training Programme for Non-Teaching Staff of Higher Education Institutes*'. There were two technical sessions in the programme and sixty three (63) participants from different places of Assam representing different higher education institutes of Assam have registered their names to participate in the training programme. Participants have registered their names through a Google form and link of the form is:

Registration Link:

https://docs.google.com/forms/d/e/1FAIpQLSdKvBw4yOfyzEBv1NzXCdZ5cg4kUq75U08bDWUNLwSf4nlfrg/viewform?usp=pp_url

Whatsapp Group: Training Office Staff

Link: <https://chat.whatsapp.com/KxU741LUgOy9SysXut4G9N>

Leaflet for Publicity:

PROFESSIONAL DEVELOPMENT TRAINING PROGRAMME FOR NON-TEACHING STAFF OF HIGHER EDUCATION INSTITUTES

Organized by IQAC, Dr. B.K.B. College, Puranigudam, Nagaon, Assam
(15th June, 2021 to 16th June, 2021)

In Collaboration with
IQAC, Kaliabor College IQAC, Nowgong Girls' College IQAC, ADP College

RESOURCE PERSONS:

Mr. Gautam Barthakur
Assistant Professor
Centre for Management Studies
Dibrugarh University, Dibrugarh

***Topic: Different Modes of Digital Transactions: A Way for Cashless Higher Education Institutes
Date: 15th June, 2021; Time: 10.30 pm to 12.00 pm

Dr. Debahari Talukdar
Deputy Controller of Examinations
Gauhati University, Guwahati

***Topic: Examination System and Role of College Office Staff
Date: 16th June, 2021; Time: 10.30 am to 12.00 pm

Registration Link:
https://docs.google.com/forms/d/e/1FAIpQLSdKvBw4yOfyzEBv1NzXCdZ5cg4kUq75U08bDWUNLwSf4nlfrg/viewform?usp=pp_url

Platform:


Whatsapp Group: Training Office Staff
Link:
<https://chat.whatsapp.com/KxU741LUgOy9SysXut4G9N>

For More Details Contact:
8638921458/8876415278

(E-Certificates will be issued to the participants)

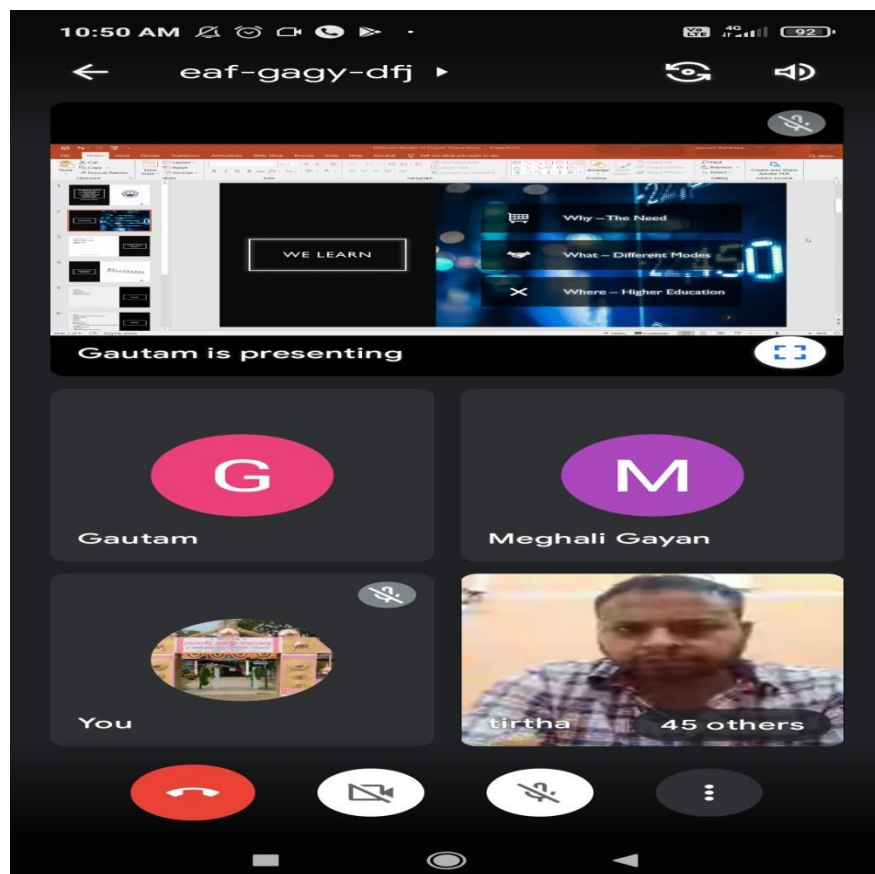
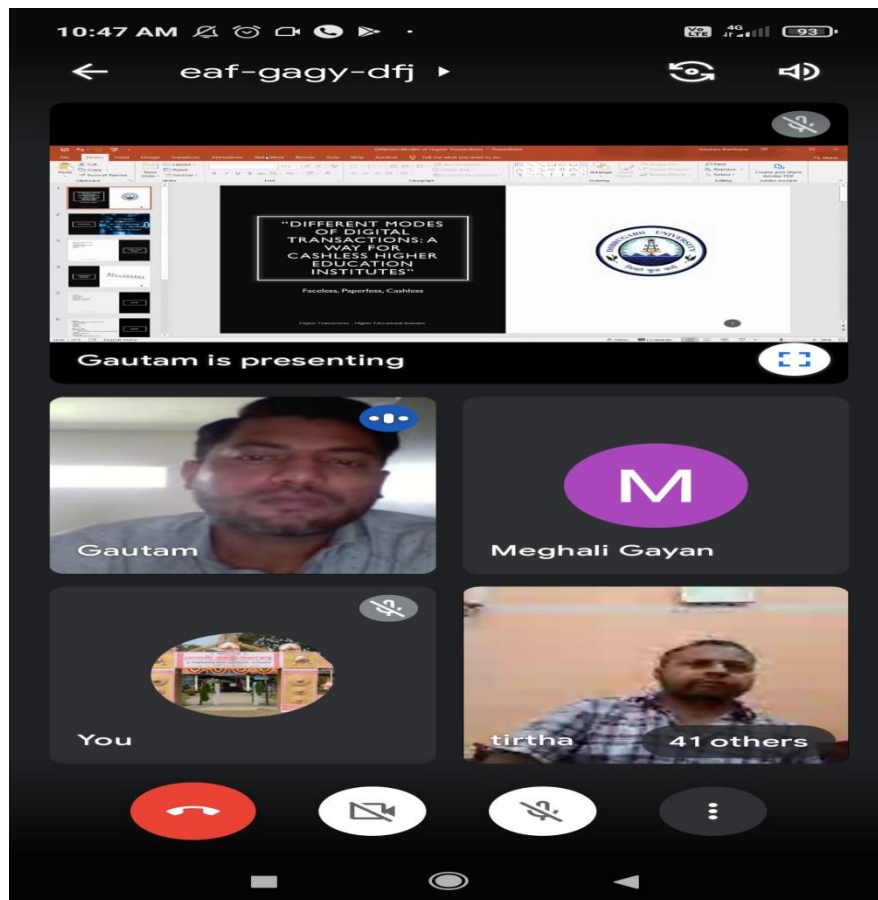
A Brief Sum Up of Inaugural Programme and Technical Session I and II:

On 15th June, 2021, at 10.30 am, the 1st technical session of the two days 'Online Professional Training Programme for Non-Teaching Staff of Higher Education Institutions', organised by the IQAC Cell of Dr. B.K.B.College, Puranigudam, Nagaon was held with a total of 45 participants.. The topic for the 1st Technical Session was "Different Modes of Digital Transactions: A Way for Cashless Higher Education Institutes" and the invited resource person to deliver speech on this said area was Mr. Gautam Barthakur, Assistant Professor, Centre for Management Studies, Dibrugarh University, Dibrugarh. The moderator of the programme was Meghali Gayan, LDA, Dr. B.K.B. College. The programme was opened with a welcome speech by Dr. Abinash Bharali, IQAC Coordinator and Head of the Department of Economics, Dr. B.K.B. College and was inaugurated by Dr. Nripen. Ch. Das, Principal, Dr. B.K.B. College.

Mr. Barthakur has described different issues related to cash transactions and digital transactions and also merits and demerits of these modes of transactions in the 1st Technical Session of the programme. The resource person has also discussed about different modes of digital transactions, which can be adopted by a higher education institutes for their e-governance facilities and its superiority over cash transactions. At the last of the session, the participants have actively put on their queries to the resource person. All these questions were answered by the resource person and the participants were satisfied with the responses and gave a realistic plan of actual working. The programme was concluded at 12.30 pm with a vote of thanks by by IQAC coordinator, Dr. Abinash Bharali.

The topic of the 2nd technical session was: "Examination System and Role of College Office Staff" and Dr. Debahari Talukdar, Deputy Controller of Examinations, Gauhati University, Guwahati had delivered an attractive and resourceful lecture on the said topic. Dr. Talukdar had discussed different issues related to off-line examinations and newly introduced open book online examinations and the responsibilities of the office staff of a higher education institutes. The resource person also brought to light the different problems generally facing by the students of different institutes related to their examination and the different approaches that can be adopted by the office staff to solve it through the examination branch of the parent university. The session ended with active participation of participants with their queries. All the queries are answer efficiently by the resource person while providing the plan of action. The programme was concluded at 12.30 pm with a vote of thanks by the moderator and a few words by the IQAC coordinator, Dr. Abinash Bharali.

Few Photos/Screenshots of the Programme:





About this call

People

Information



IQAC DR BKB COLLEGE (You)



Abdul maleque



Anuradha Devi



ATUL CHANDRA NATH



Bijit Dey



Binon Dowari



Bosistha Boruah



Bubul Das



Bulu Changmai



Dharma Bara



Dr. Assaduz Zaman



Gautam Barthakur



Gautam Barthakur (Prese...



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Binon Dowari



Bosistha Boruah



Bubul Das



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Dharma Bara



Dr. Assaduz Zaman



Gautam Barthakur



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Jyotiraj Pathak



Jyotirmoy Deka



Kamal Borah



Kankana Kalita



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About this call

People

Information



Dr. Assaduz Zaman



Gautam Barthakur



Gautam Barthakur (Present)



Junu Devi



Jyotiraj Pathak



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Kamal Borah



Kankana Kalita



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Madhurjya Borah



Madhurjya Prasad Sarma



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MANDEEP BORAH



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About this call

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MANDEEP BORAH



Meghali Gayan



Momi Bora



Momi Gogoi



Mousumi Sarmah



Mrinal Bora



Mrinali Saikia



Munindra Kumar Das



Nripen Das



Nurmehmud Hussain



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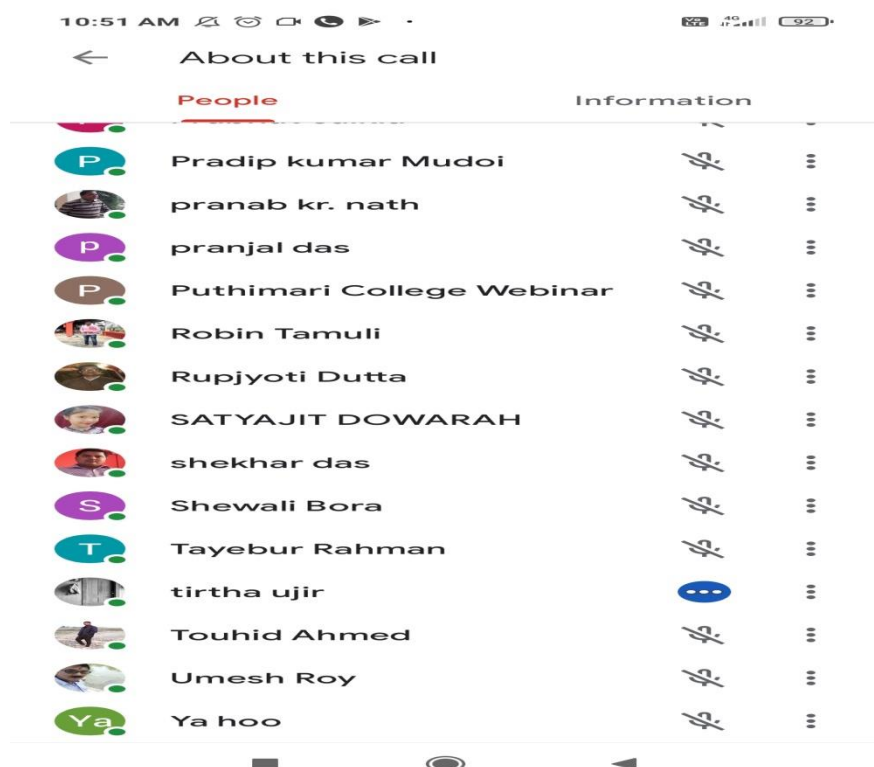


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Link of the Program and it was held through Google Meet Platform:

<https://meet.google.com/eaf-gagy-dfj>

Schedule of the Programme:

Date	Time	Technical Session	Resource Person & Topic	Agenda of the Session
15 th June, 2021 (Tuesday)	10.30 am – 12.30 pm	Technical Session I	Mr. Gautam Barthakur (Assistant Professor, Centre for Management Studies, Dibrugarh University, Dibrugarh) Topic: Different Modes of Digital Transactions: A Way for Cashless Higher Education Institutes	Host: Meghali Gayan 1. Welcome Address: Dr. Abinash Bharali, IQAC, Coordinator, Dr. B.K.B. College 2. Inaugural Speech: Dr. Nripen Ch. Das, Principal, Dr. B.K.B. College 3. Speech by Mr. Gautam Barthakur 4. Discussion Session 5. Vote of Thanks 6. Session Conclude
16 th June, 2021 (Wednesday)	10.30 am – 12.30 pm	Technical Session II	Dr. Debahari Talukdar (Deputy Controller of Examinations, Gauhati University, Guwahati) Topic: Examination System and Role of College Office Staff	Host: Meghali Gayan 1. Welcome Address: Dr. Abinash Bharali, IQAC, Coordinator, Dr. B.K.B. College 2. Speech by Dr. Debahari Talukdar 3. Discussion Session 4. Vote of Thanks 5. Session Conclude

Feedback and Certificate:

Feedbacks are collected from the participants during the 1st technical session. Link of the Feedback Form is as follows:

https://docs.google.com/forms/d/e/1FAIpQLSfb6zd8HFrfo046SKXoA1tEmIcCrxuBd2DBZsoE70cYTGqRVw/viewform?usp=pp_url

E-Certificates are provided to the participants who have submitted feedbacks designed for the programme.

Feedback, Professional Development Training Programme for Non-Teaching Staff of Higher Education Institutes, Date: 15th June, 2021 & 16th June, 2021

Timestamp	Name of the Participant	Designation	Name of the Institute	Contact Number	E-Mail ID of the Participant
2021/06/15 11:23:08 am GMT+5:30	Mousumi Sarmah	Junior Assistant	Bahona College	7002299161	sarmah.mousumi7@gmail.com
2021/06/15 11:23:19 am GMT+5:30	Binan Dowari	Junior Assistant	Sibsagar Commerce College	8486624712	DOWARI.BINON@GMAIL.COM
2021/06/15 11:23:59 am GMT+5:30	MEGHALI GAYAN	Junior Assistant	Dr. B. K. B. College, Puranigudam, Nagaon	8876890629	kolongkalakendra@gmail.com
2021/06/15 11:24:04 am GMT+5:30	Umesh Chandra Roy	Junior Assistant	Moirabari College	7002032155	ucroymc@gmail.com
2021/06/15 11:24:12 am GMT+5:30	Pallab Borah	Jr. Asstt.	Bahona College	9954472824	pallabborah78@gmail.com
2021/06/15 11:24:22 am GMT+5:30	Anup Borah	Junior Assistant	Nonoi College	7002636069	anupbora001@gmail.com
2021/06/15 11:24:34 am GMT+5:30	Bulu Changmai	Senior Assistant	MORAN MAHILA MAHAVIDYALAYA	9435132123	buluchangmai@yahoo.co.in
2021/06/15 11:25:27 am GMT+5:30	Mousumi Sarmah	Junior Assistant	Bahona College	7002299161	sarmah.mousumi7@gmail.com
2021/06/15 11:26:24 am GMT+5:30	Madhurjya Prasad Sarma	Junior Assistant	Morigaon College	9678387711	mpsarma27@gmail.com
2021/06/15 11:26:30 am GMT+5:30	Pallab Borah	Jr. Asstt.	Bahona College	9954472824	pallabborah78@gmail.com
2021/06/15 11:26:51 am GMT+5:30	Dharma Kanta Borah	Senior Assistant	Dikhowmukh College	6002779442	dharmakantaborah4@gmail.com
2021/06/15 11:28:22 am GMT+5:30	Prabhat Saikia	Junior Assistant	Dikhowmukh College	9435533399	prabhatsaikia64@gmail.com
2021/06/15 11:30:02 am GMT+5:30	rkalita89@gmail.com	Seneior Assistant	Promud Borah	8638047445	rkalita89@gmail.com
2021/06/15 11:30:11 am GMT+5:30	Ms Momi Gogoi	Asst teacher	Deoraja people's higher secondary school	9101753001	momi.gogoi79@gmail.com
2021/06/15 11:44:20 am GMT+5:30	Kamal Borah	Jr. Assistant	L. T. K. College	7086984366	borahkamal771@gmail.com
2021/06/15 11:45:53 am GMT+5:30	SATYAJIT DOWARAH	JR. ASSISTANT	DEMOW COLLEGE	9435205348	satyajitduwarah07@gmail.com
2021/06/15 11:52:22 am GMT+5:30	Jyotiraj Pathak	Principal	North Kamrup College Baghmara	8720904042	jpathak888@gmail.com
2021/06/15 11:55:56 am GMT+5:30	Bubul das.	Juniour assistent	Sibsagar commerce college	6003867140	bubuldas1965@gamil.com
2021/06/15 12:13:17 pm GMT+5:30	MRINAL BORA	JUNIOR ASSISTANT	RAHA COLLEGE	8723002961	mrinalbora79@gmail.com
2021/06/15 12:15:51 pm GMT+5:30	MRINAL BORA	JUNIOR ASSISTANT	RAHA COLLEGE	8723002961	mrinalbora79@gmail.com
2021/06/15 1:53:16 pm GMT+5:30	JAYANTA CHETIA	Staff	Junior College	9706749503	jayantachetia1994@gmail.com
2021/06/15 2:45:53 pm GMT+5:30	Himangshu Raj Saikia	Staff	Sibsagar Junior college	7002065385	hrs24x7@gmail.com
2021/06/15 6:36:59 pm GMT+5:30	Kamal Borah	Jr. Assistant	L. T. K. College	7086984366	borahkamal771@gmail.com

The objective of the training programme were clearly defined.	The topic of the 1st technical session were relevant to the participants.	The resource person is knowledgeable about the training topics and well prepared for the session.	This training experience will be useful for future.	The training programme is well organized.
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