

Office of the Director, Centre for Internal Quality Assurance (CIQA)
Krishna Kanta Handiqui State Open University
City Campus, Resham Nagar, Khanapara Guwahati-781022

Name of the Event:

Training Programme on “Development of IT Skills among the Employees of KKHSOU”

Date: 24/03/2022 & 25/03/2022

Time: 10:30 AM to 1:00 PM & 2:00 PM to 4:30 PM

Venue:

Computer Laboratory, 5th Floor, Block-C, City Campus, Krishna Kanta Handiqui State Open University, Khanapara

With the focus of training the Support Staff of Krishna Kanta Handiqui State Open University, Centre for Internal Quality Assurance (CIQA), Krishna Kanta Handiqui State Open University organised a training programme as per its Annual Action Plan (2021-22) by in-house experts on “Development of IT Skills among the Employees of KKHSOU” for the Grade IV employees of the University on 24th& 25thMarch, 2022 in collaboration with IT Cell of the University.

The following persons acted as in-house Trainers:

1. Dr. Ridip Dev Choudhury, Associate Professor, Hiranya Chandra Bhuyan School of Science and Technology, Krishna Kanta Handiqui State Open University
2. Dr. Nabankur Pathak, Assistant Professor, Hiranya Chandra Bhuyan School of Science and Technology, Krishna Kanta Handiqui State Open University
3. Dr. Gautam Kumar Sarma, Assistant Librarian, Krishna Kanta Handiqui State Open University
4. Mr. Binod Deka, System Analyst, Krishna Kanta Handiqui State Open University

Total 38 nos. of Grade IV Employees of Krishna Kanta Handiqui State Open University as listed below participated in the training programme:

1. Madhab Deka
2. Nabajyoti Sarma
3. Kushal Medhi
4. Dhruva Jyoti Sarmah
5. Dipak Nath

6. Jutika Das
7. Benudhar Kalita
8. Nitul Saikia
9. Manoj Kr. Bey
10. Prakash Barman
11. Niranjan Rajbongshi
12. Ganesh Boro
13. Parikshit Hazarika
14. Balen Chandra Baro
15. Harculish Kachari
16. Rajesh Sarma
17. Tapan Bhuyan
18. Kishor Lohar
19. Binoy Boro
20. Chibul Hazarika
21. Dhan Das
22. Rajib Kalita
23. Rubul Sarma
24. Ganesh Kr. Sah
25. Bhubaneswar Das
26. Jitu Kalita
27. Mukul Ch. Kachari
28. Nayan Moni Patowary
29. Rajib Dutta
30. Neelotpal Dutta
31. Harmohan Nath
32. Pranjit Deka
33. Ratan Barman
34. Arun Das
35. Dhiraj Baishya
36. Jayanta Deka
37. Simanta Das
38. Sanjay Rabha

The programme was started with the welcome address by the Director (i/c), CIQA, Dr. Pranab Saikia with a brief introduction about the training programme. The training programme was inaugurated by Dr. Arupjyoti Choudhury, Registrar of the University. Prof. Joydeep Baruah, Director of Surya Kumar Bhuyan School of Social Sciences, Krishna Kanta Handiqui State Open University also addressed the trainees and wished for successful proceedings. After the inauguration session the in-house trainers had started the 1st session of the training programme. The training programme was design with the following syllabus and timing arrangement:

Date	Skill to be imparted and Resource Person	First Half	Second half
Day 1 (24 th March, 2022)	Inauguration By the Registrar, KKHSOU		
	Working with MS Word, MS Power Point and MS Excel Sheet Resource Person: Dr Nabankur Pathak & Dr Gautam Sarma	10.30AM-1.00PM	2.00PM-4.30PM
Day 2 (25 th March 2022)	i)Basic troubleshooting with PC/Laptop (Connectivity Issue, Printer Sharing, etc) ii)Training on Email iii) e-Office Handling (circular management, leave management, profile update, etc.) iv) Basic idea of various eServices of KKHSOU (payment, LMS, learner portal, QR Codes, etc) v) Geo tag photos, WhatsApp Web etc. Resource Persons: Dr Ridip Dev Choudhury & Binod Dekka	10.30 AM-12.50PM	2.00PM-4.20PM
	Closure and Feedback	12.50PM-1.00PM	4.20PM-4.30PM

On 24th March, 2022 in the first & second session of the programme, Dr. Gautam Sarma, Assistant Librarian, Krishna Kanta Handiqui State Open University and Dr. Nabankur Pathak, Assistant Professor in Instrumentation, Krishna Kanta Handiqui State Open University were acted as the resource person. The first session started from 10:30 AM to 1:00 PM with 19 participants and the second session started from 2:00 PM to 4:30 PM with 19 participants. The sessions covered hands on practical topics related to MS Word, MS Excel Sheet and MS PowerPoint.

Skill imparted: MS Word, MS Excel Sheet and MS Power Point

On 25th March, Dr. Ridip Dev Choudhury, Associate Professor in Computer Science and Mr. Binod Deka, System Analyst were present as the resource person for the two sessions. The first session started from 10:30 AM to 1:00 PM with 19 participants and the second session started from 2:00 PM to 4:30 PM with 19 participants. Dr. Dev Choudhury demonstrated how to open and operate email, geo tag photos, QR code and WhatsApp Web. Mr. Deka took the session on e-Office software management of Krishna Kanta Handiqui State Open University, working with KKHSOU Android apps, various e-services available in the University Portal, basic troubleshooting of computer and Internet connectivity etc.

Skill imparted: Email, Geo tagging of photos, QR Code, Whatsapp Web.

On the basis of the verbal feedback received from the trainees after the completion of the training programme, it was found that the participants found the programme very interesting, informative, relevant, fruitful and very beneficial for the personal growth and development. The participants also requested CIQA office to organize such relevant workshop at regular intervals on related matters for the benefit of the staff of the University. The programme was ended with vote of thanks offered by Director i/c (CIQA) and participation certificate was distributed among the participants.

Some Photographs of the Training Programme:






