



Report
on
Soft Skill Programme on Language, Computer & Skill Enhancement
Organised
by
The Department of Bodo
Bijni College::Bijni

Held on 07-05-2025 to 09-06-2025

Submitted
To
The Principal

Through
The Co-ordinator, IQAC, Bijni College



Submitted
by
Dr. Indrajit Brahma
Assistant Professor & Head of the Bodo Department
Bijni College::Bijni

BIJNI COLLEGE
P.O. Bijni, Chirang, BTR, Assam, India-783390
Website: www.bijnicollege.ac.in
Email: bijnicollege@gmail.com



Certificate of Registration

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BIJNI COLLEGE

P.O. BIJNI, DIST. CHIRANG (BTAD) ASSAM PIN - 783390, INDIA

has been independently assessed by QRO
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Certificate Expiry: 16th January 2026

Certificate Number: 202301056



Head of Certification

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A Report on Soft Skill Programme in Computer Basic

1. Name of the Programme : Soft Skill Programme on Language, Computer & Skill Enhancement
2. Organised by : Department of Bodo, Bijni College
3. Resource Person/Instructor : Opurba Daimari, M.Li.Sc & PGDCA, Librarian, Associate Grade Bijni College
4. Date : 07-05-2025 to 09-06-2025
5. Venue : Computer Lab-1, Central Library, Bijni College
6. Time : (10 am to 12 Noon)
7. Number of Participant : 42

Programme Objectives:

The programme aims to train computer basics to the students and to introduce them with ICT integrated teaching learning system. This soft skill programme is designed for the students who are new to computers and are interested to learn the computer basics. The programme aims at giving the fundamental skills necessary to attend online classes as well as application of computers basics in participatory learning activities. The programme aims to train how to make filling, how to use "find" to quickly locate information, how to view your computer's properties, how to use email attachments, how to use Google drive, how to use a Google calendar to manage time, how to prepare assignment and how to prepare PPT.

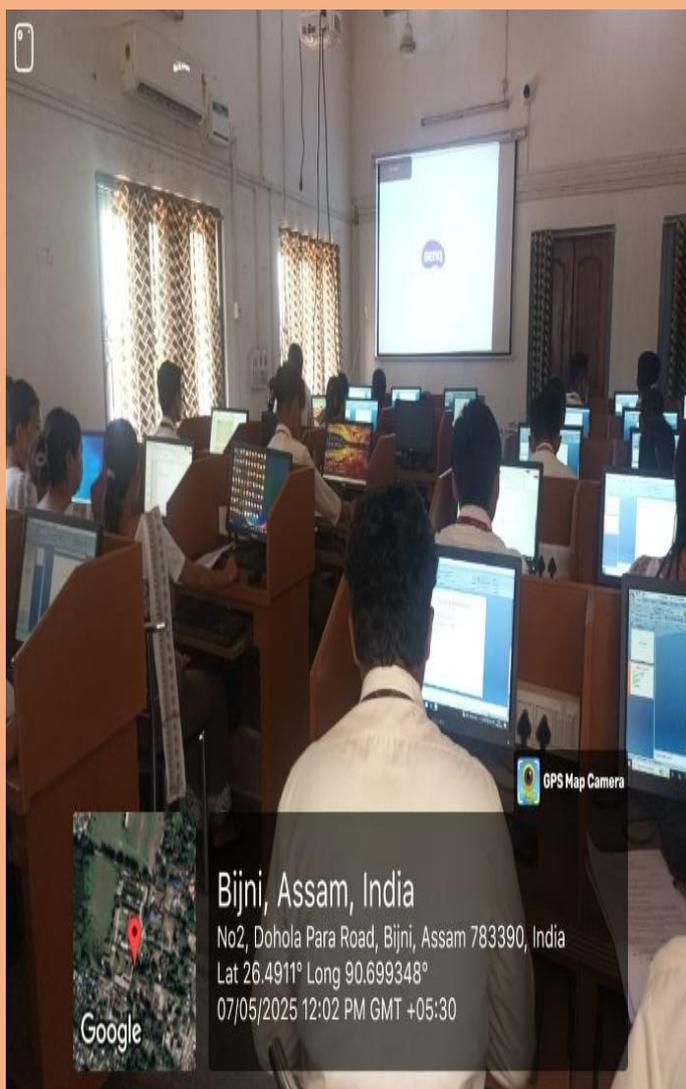
Programme Outcome:

After Completing the programme, the students will learn the fundamental skills necessary to attend online classes as well as application of computers basics in participatory learning activities. They will learn how to make filling, how to use "find" to quickly locate information, how to view your computer's properties, how to use email attachments, how to use Google drive, how to use a Google calendar to manage time, how to prepare assignment and how to prepare PPT.

Detailed Report:

The programme is inaugurated by the departmental head of Bodo, Dr. Indrajit Brahma in presence of faculty in presence of departmental faculty. He introduced the resource person of the programme, Opurba Daimari, M.Li.Sc & PGDCA, Librarian, Bijni College to the participants. The resource person first makes the students familiar with the computers. He trains them from swissing on of the computer, finding various applications, typing words, painting, saving and filing documents. The progarmme is participated by 42 students from Political Science department.

Activity at a Glance



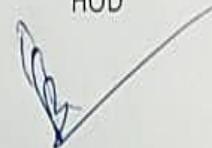
List of Participants:

Bijni College , Bijni
 Practical Attendance Sheet ,2024-2025
 (Batch Year: 2022-2023)
 BA 6th Semester
 Subject : Bodo(SEC)
 Paper Title: Language ,Computer and Skill Enhancement

Sl No.	Name of the Students	Roll Number	Signature
1.	ANJIMA BORO	UG111A220357	Anjima Boro
2.	Arjun Basumatary	UG111A220369	Arjun Basumatary
3.	ARBINDO NARZARY	UG111A220370	Arbindo Narzary
4.	BHAGOBATI BASUMATARY	UG111A220384	Bhagobati Basumatary
5.	BIRAN GOYARY	UG111A220390	Biran Goyary
6.	BITHURAJ DAIMARY	UG111A220393	Bithuraj Daimary
7.	CHITRA BASUMATARY	UG111A220399	Chitra Basumatary
8.	DAYAMONI BASUMATARY	UG111A220402	Dayamoni Basumatary
9.	DEEPAMANI BRAHMA	UG111A220404	Deepamoni Brahma
10.	DIBBA BASUMATARY	UG111A220416	Dibba Basumatary
11.	DIBIKA DAIMARY	UG111A220417	Dibika Daimary
12.	DWIMU MUCHAHARY	UG111A220426	Dwimu Muchahary
13.	FWILAO GOYARY	UG111A220432	Fwilao Goyary
14.	FWILAW GOYARY	UG111A220433	Fwilaw Goyary
15.	FWISALI BRAHMA	UG111A220434	Fwisali Brahma
16.	GANESH NARZARY	UG111A220437	Ganesh Narzary
17.	GONGA DEVI MUCHAHARY	UG111A220438	Ganga Devi Muchahary
18.	KAMESWAR KHERKATARY	UG111A220472	Kameswar Kherkatary
19.	KANJU BASUMATARY	UG111A220474	Kanju Basumatary
20.	LOXMI BASUMATARY	UG111A220486	Loxmi Basumatary
21.	MAINAO BORO	UG111A220490	Mainao Boro
22.	MAMONI DAIMARY	UG111A220492	Mamoni Daimary
23.	MANDAL BRAHMA	UG111A220495	Mandal Brahma
24.	MANIKA NARZARY	UG111A220496	Manika Narzary
25.	MANISA BASUMATARY	UG111A220498	Manisa Basumatary
26.	MANITA BASUMATARY	UG111A220500	Manita Basumatary
27.	MANAMOTI BRAHMA	UG111A220504	Manamoti Brahma
28.	MIJINK GOYARY	UG111A220508	Mijink Goyary
29.	MITHICHAR BASUMATARY	UG111A220513	Mithichar Basumatary
30.	MONJITA BRAHMA	UG111A220520	Monjita Brahma
31.	PAME BRAHMA	UG111A220545	Pame Brahma
32.	PHUKAN BASUMATARY	UG111A220556	Phukan Basumatary
33.	PHWISALI BASUMATARY	UG111A220557	Phwisali Basumatary
34.	PADMANI GOYARY	UG111A220558	Padmani Goyary
35.	PRANJAL MUCHARY	UG111A220563	Pranjal Muchary
36.	PREMJIT NARZARY	UG111A220566	Premjit Narzary

37.	PUJA BASUMATARY	UG111A220571	Puja Basumatary
38.	PUSPANJALI BASUMATARY	UG111A220578	Puspansjali Basumatary
39.	RATNA MANI BASUMATARY	UG111A220584	Ratna Mani Basumatary
40.	RISHMA DAIMARY	UG111A220589	Rishma Daimary
41.	ROJI BASUMATARY	UG111A220592	Roji Basumatary
42.	RONGJALI BASUMATARY	UG111A220593	Rongjali Basumatary
43.	RONGJALI MUCHAHARY	UG111A220594	Rongjali Muchahary
44.	ROSLEEN BASUMATARY	UG111A220596	Rosleen Basumatary
45.	SALU BRAHMA	UG111A220610	Salu Brahma
46.	SANIA BRAHMA CHAUDHURY	UG111A220615	Sania Brahma Chaudhury
47.	SANSUMA GOYARY	UG111A220624	Sansuma Goyary
48.	SANSUMWI BASUMATARY	UG111A220625	Sansumwi Basumatary
49.	SONIMA NARZARY	UG111A220634	Sonima Narzary
50.	SUPRIYA DAIMARY	UG111A220645	Supriya Daimary
51.	SWMAOSAR BASUMATARY	UG111A220649	Swmaosar Basumatary
52.	SWRANG BASUMATARY	UG111A220651	Swrang Basumatary
53.	UDNGSHRI BASUMATARY	UG111A220659	Udangshri Basumatary

HOD



Bodo Department

Bijni College, Bijni

Head of the Dept.
Dept. of Bodo
Bijni College, Bijni

Date: _____

Report Submitted By



Dr. Indrajit Brahma
HoD

Department of Bodo, Bijni College

Internal Quality Assurance Report

The Soft Skill Programme on Language, Computer & Skill Enhancement organised by Department of Bodo, Bijni College concludes on a positive note, leaving students with a sense of intellectual understanding and exploration about basic computer language and application. The programme has been observed as fruitful events that has marked the commencement of the students towards becoming skill in basic computing.

Internal Quality Assurance by



(Dr. Babul Basumatary)

Co-ordinator, IQAC
Bijni College:: Bijni

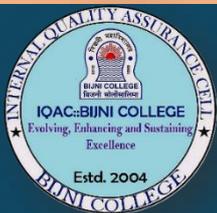
**Co-Ordinator
IQAC
Bijni College, Bijni**



(Dr. Birhash Giri Basumatary)

Chairperson, IQAC/Principal
Bijni College:: Bijni

**Principal
Bijni College, Bijni**



Internal Quality Assurance Cell
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