A
Compiled Report
on

Soft Skill Programme on Basic Computing

Organised
by

Departments of Political Science

Bijni College
Session: 2024-2025
From 20th March to 27th March 2025
Submitted
to

The Principal
Through
The Co-ordinator, IQAC
Bijni College

Submitted
by
Bibekananda Roy
HoD
Department of Political Science

Bijni College

P.O. Bijni, Dist. Chirang, BTC, Assam-783390

Website: www.bijnicollege.ac.in
Email: bijnicollege@gmail.com

Certificate of Registration

This is to certify that

BIJNI COLLEGE

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

has been independently assessed by QRO
and is compliant with the requirement of:

ISO 9001:2015

Quality Management System

For the following scope of activities:

PROVIDING EDUCATION FOR UNDERGRADUATE STUDENT.

Date of Certification: 17th January 2023

1st Surveillance Audit Due: 16th January 2024

2nd Surveillance Audit Due: 16th January 2025

Certificate Expiry: 16th January 2026

Certificate Number: 202301056

Head of Certification

A Report on Soft Skill Programme on Basic Computing

1. Name of the Programme   : Soft Skill Programme on Computer Basics
2. Organised by   : Department of Political Science, Bijni College
3. Resource Person/Instructor : Opurba Daimari, M. Li. Sc & PGDCA, Librarian, Bijni College
4. Date   : 20th March to 27th March 2025
5. Venue   : ComputerLab-1, Central Library, Bijni College
6. Time   : Day-1(10am to 12 Noon) Day-2(10am to 12 Noon) Day-3(10am to 12 Noon) Day-4 (10am to 12 Noon) Day-5(10am to 12 Noon) Day-6(10am to 12 Noon) Day-7(10am to 12 Noon)
7. Number of Participant   : 38

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 skillsnecessarytoattendonlineclassesaswellasapplicationofcomputersbasics 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.
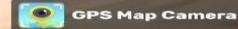
Day-1:

The programme is inaugurated by the departmental head of Political Science, Bibekananda Roy in presence of faculty in presence of departmental faculty, Dr. Babul Basumatary and Dr. Laimwn Basumatary. He introduced the resource person of the programme, Opurbo 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 38 students from Political Science department.

<div align="center">

Activity at a Glance

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Bijni, Assam, India
No2, Dohola Para Road, Bijni, Assam 783390, India
Lat 26.491123° Long 90.699283°
20/03/2025 10:30 AM GMT +05:30

List & Signature of Participants:

SOFT SKILL PROGRAMME ON COMPUTING
Organised by
The Department of Political Science, Bijni College::Bijni
List of Student Participants
Duration 20th March to 27th March 2025

Sl. No.	Name	Semester	Roll No.	Signature
1	Punam Aly	B.A 4th Sem	427	Punam Aly
2	Lata Rani Mallik	B.A 4th Sem	298	Lata Rani Mallik.
3	Rakesh Mallick	B.A 2nd Sem	2363	Rakesh mallick
4	Akash Debnath	B.A 2nd sem	2123	Akash Debnath.
5	Sonjib Narzary	B.A 2nd sem	3363	Sonjib Narzary
6	Phungja Basumatary	B.A 2nd sem	2497	Phungja Basumatary
7	Bibungsar Boro	BA 2nd sem	2592	Bibungsar Boro
8	Bijit Goyary	B.A. 2nd sem	2522	Bijit Goyary
9	Binod kr Basumatary	,,	2637	Binod kr. B.t.y.
10	Biraj Narzary	,,	9132	Biraj Narzary.
11	Manti Barcmgan	,,	2338	Manti Barcmgan
12	Baresha Sarkar	,,	2379	Baresha Sarkar
13	Tapashi Biswas	,,	2535	Tapashi Biswas
14	Radhika Namadas	,,	2531	Radhika Namadas
15	Sajeda Khatun	,,	2171	Sajeda Khatun
16	Supneiya chakrabonty	,,	2239	Supneiya chakrabonty
17	Manisha Basumatary	,,	2413	Manisha Basumatary
18	Mayarami Ramchiary	,,	2139	Mayarami Ramchiary
19	Bijita Brahma	,,	2283	Bijita Brahma
20	Puja Dutta.	,,	2597	Puja Dutta.
21	Shibani Mazumdar	,,	2609	Shibani Mazumdar.
22	Tapan Basumatary	,,	2293	Tapan Basumatary
23	Samblaigra Narzary	BA 2nd sem	3364	Samblaigra Narzary
24	Geolang Basumatary	,,	2159	Geolang Basumatary.
25	Maopungna Narzary	,,	3370	Maopungna Narzary
26	Manju Rani mandal	,,	2443	Manju Rani mandal.
27	Aporna Modak	,,	2070	Aporna Modak
28	Bipasha Mandal		2189	Bipasha Mandal
29	Pallabi Ray	B.A. 2nd Sem	9131	Pallabi Ray
30	Sushmita Nayak	B.A 2nd Sem	2105	Sushmita Nayak
31	Nirmali Sarkar	BA 2nd Sem	2546	Nirmali Sarkar
32	Ruisumui Basumatary	BA 2nd sem	2454	Ruisumui Basumatary
33	Manelisha Basumatary	B.A 2nd Sem	2489	Manelisha Basumatary
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27-03-2025

Head of the Department
Political Science, Bijni College::Bijni

Associate Professor & HOD
Political Science
Bijni College, Bijni, Assam

Bibekananda Roy
HoD
Department of Political Science, Bijni College
Dated: 30/03/25

Internal Quality Assurance Report

The Soft Skill Programmes on Basic Computing organized by the Departments of Political Science, Bijni College has been a valuable initiative in enhancing basic computing skill of students. The programme 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 Assured & Submitted by

(Dr. Babul Basumatary)
Co-ordinator,IQAC
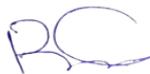Bijni College:: Bijni, Date: 01/04/2025

Co-Ordinator
IQAC
Bijni College, Bijni

Received by

(Dr. Birhash Giri Basumatary)
Chairperson, IQAC/Principal
Bijni College:: Bijni, Date: 01/04/25
Principal
Bijni College, Bijni

Internal Quality Assurance Cell
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