



# Uttar Kampith Mahavidyalaya

## উত্তৰ কামপীঠ মহাবিদ্যালয়

Knowledge Partner  
ICTACADEMY

### CERTIFICATE OF PARTICIPATION

This is to Certify that

Ananya Roy

of

Kanya Mahavidyalaya Ghy 21

has successfully completed the  
**1-Week Faculty Development Programme**  
on

**"DIGITAL LITERACY"**

Organised by:

**Internal Quality Assurance Cell (IQAC) and Research & Publication Cell,  
Uttar Kampith Mahavidyalaya, Jagara, Assam,  
in Collaboration with, ICT Academy (An initiative of Govt. of India)  
from 21 November 2022 to 27 November 2022**



**Dr. Pankaj Kr. Roy**

Principal (i/c),  
Uttar Kampith Mahavidyalaya,  
Jagara Assam

**Dr. Rafijul Hussain**

Coordinator, IQAC,  
Uttar Kampith Mahavidyalaya,  
Jagara, Assam

**Mr. Subhash Upadhyaya**

State-Head,  
North-East  
ICT Academy



কন্যা মহাবিদ্যালয়

KANYA MAHAVIDYALAYA

ESTD. 1977

Knowledge Partner



ICTACADEMY

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This is to Certify that

Ananya Roy

of

Kanya Mahavidyalaya, Guwahati, Assam

has successfully completed the  
**One Week Online Faculty Development Programme**

on

**"EFFECTIVE SOFT-SKILLS  
IN TEACHING-LEARNING PROCESS"**

**Organized by:**

**IQAC and Digital Learning Cell, Kanya Mahavidyalaya, Guwahati, Assam  
in Collaboration with, ICT Academy  
from 19th September 2022 to 25th September 2022**



**Dr. Satyajit Kalita**  
Principal,  
Kanya Mahavidyalaya,  
Guwahati, Assam

**Guptajit Pathak**  
Head, Department of History &  
Coordinator IQAC,  
Kanya Mahavidyalaya,  
Guwahati, Assam

**Mr. Subhash Upadhyaya**  
State-Head, North-East  
ICT Academy

**Tridib Goswami**  
Assistant Professor  
Department of History,  
Coordinator, Organizing Committee  
& Nodal Officer, Digital Learning Cell  
Kanya Mahavidyalaya,  
Guwahati, Assam

**Ananya Roy**  
Assistant Professor, HOD Bengali &  
Asstt. Coordinator, Organizing  
Committee & Member,  
Digital Learning Cell,  
Kanya Mahavidyalaya,  
Guwahati Assam

**Dr. Jutika Medhi**  
Assistant Professor,  
Department Of Economics &  
Asstt. Coordinator, Organizing Committee  
& Member, Digital Learning Cell,  
Kanya Mahavidyalaya, Guwahati, Assam



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KANYA MAHAVIDYALAYA  
ESTD. 1977

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# ONLINE FACULTY DEVELOPMENT PROGRAMME (FDP)

on

# "EFFECTIVE SOFT-SKILLS IN TEACHING-LEARNING PROCESS"

**ORGANISED  
BY**

**IQAC & DIGITEL LEARNING CELL,  
KANYA MAHAVIDYALAYA, GUWAHATI  
IN COLLABORATION WITH ICT ACADEMY**

**19 Sept. -- 23 Sept., 2022**

**07.00 PM -- 08.30 PM (IST)**

## **INVITATION**

It gives us immense pleasure to inform you that Kanya Mahavidyalaya, Gitanagar, Guwahati, Assam is going to organize a **One Week Online Faculty Development Programme** on **"Soft Skills for Success at Workplace"** from **19 Sept. -- 24 Sept., 2022**. The FDP aim to make the teaching-learning process more effective .

Therefore, we cordially invite your active participation in the FDP. Hope your participation will make our effort a grand success.

With Regards,

**Dr. Satyajit Kalita**

Principal, Patron  
Kanya Mahavidyalaya,  
Gitanagar, Guwahati

**Tridib Goswami**

Coordinator, Digital Learning Cell  
Kanya Mahavidyalaya,  
Gitanagar, Guwahati

**Mrs. Ananya Roy**

Head of Department,  
Department of Bengali  
& Assistant Coordinator  
Digital Learning Cell  
Kanya Mahavidyalaya,  
Gitanagar, Guwahati

**Dr. Jutika Medhi**

Assistant Professor,  
Department of Economics  
& Assistant Coordinator  
Digital Learning Cell  
Kanya Mahavidyalaya,  
Gitanagar, Guwahati

## **ABOUT THE COLLEGE**

Kanya Mahavidyalaya, Gitanagar, Guwahati is a premier Girl's College in the heart of the Guwahati city. It is a centre for women Higher Education of this area. It was established on 16th September, 1977. Various renowned personalities Like, Indira Miri, Sushibrata Roychoudhury were closely associated with this institution from the beginning where Indira Miri was the Founder Principal. Presently, it is purely an Arts College where Undergraduate and HS classes are being taught.

## **CONCEPT NOTE**

In the present digital era, It is extremely important that a teacher must be well expert not only his subject, but also have adequate knowledge on digital technologies to impart the subject knowledge to the students .

The recent pandemic has created lot of challenges not only on academic community, but on each and every sector of society. In such situation, the IT companies has focus on the development of tools which are both engaging, inclusive and catering the needs of the 21st Century Generation.

This online one week FDP is carefully designed to enhance the fundamental knowledge on online teaching-learning methods for both teachers and students. The participants will be acquainted with online teaching learning method and it's various tools.

## **COURSE OUTLINE**

The contents of this course are designed to support the course objectives. The following focus areas are included in this course:

1. Effective Communication.
2. Creative & Critical Thinking.
3. Decision Making & Negotiation Skills.
4. Interpersonal Relationship.
5. Problem Solving.

**Registration Deadline -- 18th September, 2022**

## **ELIGIBILITY**

All faculty members (Regular/Adhoc/Temporary), Research Scholars and Students are welcome to attend the programme.

Participants of this FDP are required to register and pay a non refundable fee through online.

## **REGISTRATION FEES**

- Faculty / Academician -- 500/- (INR)
- Research Scholar -- 400/- (INR)
- Student -- 100/- (INR)  
(any discipline)

## **REGISTRATION & PAYMENT PROCESS**

All those who want to participate in this FDP are required to register and pay a non-refundable fee through online.

Account Holder -- Principal Kanya Mahavidyalaya

Account No. -- 3 5 5 9 1 1 4 1 6 8 5

Bank & Branch Name -- SBI , GITANAGAR BRANCH

IFSC -- S B I N 0 0 0 7 2 0 2

**FDP Platform: Microsoft Teams**

**Downloading Link:**

**<https://play.google.com/store/apps/details?id=com.microsoft.teams>**

**E-Certificate will be provided after submission of feedback.**

## **REGISTRATION FORM LINK**

**<https://forms.gle/9boriYvYQxjooXhS6>**

**After successful registration, the participants will receive a confirmation letter via email.**

**An official Whatsapp group will be created for communication with the participants.**

## **ORGANISING TEAM**

**Patron: Dr. Satyajit Kalita,  
Principal,  
Kanya Mahavidyalaya.**

**Advisors: 1. Mr. Guptajit Pathak (IQAC Coordinator),  
HOD, Department of History.  
2. Mrs. Nitanjali Baishya, HOD,  
Department of Education.  
3. Mrs. Manju Saikia, Assistant Professor,  
Department of History.  
4. Mrs. Marami Choudhury, HOD,  
Department of Assamese.**

**Coordinator: Tridib Goswami,  
Assistant Professor,  
Department of History.**

**Assistant Coordinator: 1. Mrs. Ananya Roy,  
HOD, Department of Bengali  
2. Dr. Jutika Medhi,  
Assistant Professor,  
Department of Economics**

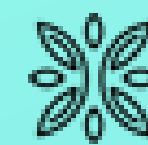
**For any query, kindly contact:**

**Tridib Goswami**

**Coordinator & Assistant Professor**

**Contact No. - 8638404239**

**Email: tridibgoswami672@gmail.com**



**ONE WEEK**  
**ONLINE FACULTY DEVELOPMENT PROGRAMME**  
**(FDP)**  
**on**  
**DIGITAL LITERACY**

**ORGANISED  
BY**

**IQAC & RESEARCH AND PUBLICATION CELL,  
UTTAR KAMPITH MAHAVIDYALAYA, JAGARA  
IN COLLABORATION WITH ICT ACADEMY**

**21 Nov. -- 26 Nov., 2022**

**07.00 PM -- 08.30 PM (IST)**

**INVITATION**

It gives us immense pleasure to inform you that Uttar Kampith Mahavidyalaya, Jagara is going to organize an online one week "Faculty Development Programme" on "DIGITAL LITERACY" in collaboration with ICT Academy from 21st November to 26th November 2022. The FDP intends to enhance the digital literacy among teachers and students. Therefore, we cordially invite for your active participation in the FDP. Hope your active participation will make our effort a grand success.

With Regards

Dr. Pankaj Kr. Roy

Principal I/C

Uttar Kampith Mahavidyalaya

Dr. Rafijul Hussain

Coordinator

IQAC,Uttar Kampith Mahavidyalaya



# **Seminar Platform: Microsoft Teams**

Downloading Link:

<https://play.google.com/store/apps/details?id=com.microsoft.teams>

**Moderator:**

**Shasanka Medhi, Associate-Academic Initiatives, ICT Academy**

## **ABOUT THE COLLEGE**

**Uttar Kampith Mahavidyalaya is one of the premier institutions of higher education in Nalbari District of Assam. It was established on 20th November, 1983. It is affiliated to Gauhati University. The college offers Degree Courses in arts stream along with Post Graduate Courses under KKHSOU.**

## **CONCEPT NOTE**

**In this digital era a teacher must be well acquainted not only with the subject knowledge but also with the digital technologies to impart the subject knowledge to the students. Digital literacy is equally important for the students to acquire more and more knowledge. This online FDP is carefully designed to enhance the fundamental on online teaching - learning process for both teachers and students. The FDP will mainly focus on the various technological tools and its uses in academic teaching learning process which will make the whole process more engaging and inclusive. After successful completion of the FDP the participants will be able to utilize online teaching learning tools which will help them in their respective professions.**

## Day – 1 & 2 (MS Word)

Introduction, Scopes & possibilities in real life, formatting options, layouts, table creation, built in equations along with creating new equations, shortcuts, searching & replacing, drop cap, mail merge, hyper link, header/footer, etc.

## Day – 3 & 4 (MS Excel)

Introduction, Scopes & possibilities in real life, workbook, interface overview, tabs/ribbons/groups/launch button, spreadsheet, column/row/cells/range/sheet, navigate, conditional formatting, If Formula, nested If Formula, merge & center, data validation, remove duplicate, flash fill, formulas like count, countA, vlookup, etc.

## Day – 5 & 6 (MS PowerPoint)

Introduction, Scopes & possibilities in real life, slide creation, new slide, layout, design, insert/fill image in background, crop, page setup, smart art, video, audio, text box, picture style, animation pane, creating animation, looping, compress pictures, etc.

## ORGANISING TEAM

**Patron: Dr. Pankaj Kr. Roy**  
Principal I/C,  
Uttar Kampith Mahavidyalaya

**Coordinator: Dr. Rafijul Hussain**  
Coordinator IQAC,  
Uttar Kampith Mahavidyalaya

**Members: Mr. Sarat Talukdar**  
Mr. Ashok Tahbildar  
Mr. Kandarpa Nath  
Mr. Pulin Kr. Baishya

**For any query, kindly contact:**

**Dr. Rafijul Hussain,**  
Coordinator, IQAC,  
Uttar Kampith Mahavidyalaya,  
Contact No. 8638339625,  
Email- [hussainrafijul@gmail.com](mailto:hussainrafijul@gmail.com)

**E-Certificate will be provided after submission of feedback.**

## **REGISTRATION FORM LINK**

**<https://forms.gle/XvrQyE4evpZjZd5W9>**





ICTACADEMY™

## CERTIFICATE OF PARTICIPATION

C.No: 022-216990

Date: 28 Jun 2022

**Ananya Roy**

**Kanya Mahavidyalaya, Assam**

has participated in 7 Days Faculty Development Program on

**Digital literacy**

Conducted by ICT Academy From 22nd June 2022 to 28th June 2022 in  
Collaboration with Charaibahi college & Jonai Girl's College, Assam.



Hari Balachandran  
Chief Executive Officer, ICT Academy

Edit



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KANYA MAHAVIDYALAYA  
ESTD. 1977

Technical Partner



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Therefore, we cordially invite your active participation in the FDP. Hope your participation will make our effort a grand success.

With Regards,



Tools



Mobile View



Share



PDF to DOC



Edit on PC



## CERTIFICATE OF APPRECIATION

This is to Certify that

**Ananya Roy**

of

**Kanya Mahavidyalaya**

has acted as an Assistant Coordinator to the  
**One Week Online Faculty Development Programme**  
on

**"EFFECTIVE SOFT-SKILLS  
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