



Office of the Principal

**RANGAPARA COLLEGE, RANGAPARA**

ৰঙাপৰা মহাবিদ্যালয়, ৰঙাপৰা

(Affiliated to Gauhati University, UGC Recognised under 2(f) & 12 (B))

P.O.- Rangapara, Dist - Sonitpur 784 505



**Dr. Ranjan Kalita**, M.A. MMC, Ph.D.

Principal

&

Research Supervisor, G.U.



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9435180914


## Report on Three Day Workshop on Digital Literacy

A Three-Day Workshop on **Digital Literacy** was organized by Rangapara College in collaboration with ICT Academy, Chennai from 05-10-2023 to 07-10-2023. A total number of 28 Non-Teaching Staff from different colleges of Assam participated in the workshop. Dr. Ranjan Kalita, Principal, Rangapara College chaired the inaugural session of the workshop on 5<sup>th</sup> October 2023.

Irish Arman Ahmed, Assistant District Commissioner, Sonitpur was also present in the inaugural programme. The Principal and Assistant Commissioner emphasized on the importance of digital literacy knowledge in the present era and e-office management system. Biplab Das Gupta, Relationship Manager, ICT Academy and Mr. Sunil Borah, Resource Person from ICT Academy were present in the programme.

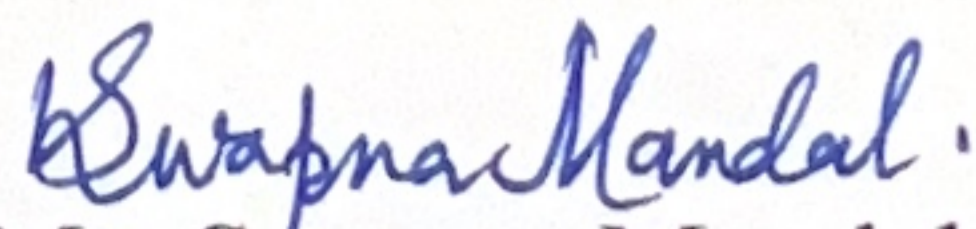
In these three days, Mr. Sunil Borah provided the knowledge of various soft skills required for e-office management. There was a hands-on training in the workshop on advanced level of spreadsheets, G-Suite and various online tools. The workshop was proved to be beneficial for the participants.

The valedictory function of the workshop was held on 7<sup>th</sup> October 2023 under the chairmanship of Dr. Ranjan Kalita, Principal of Rangapara College. In his address, Dr. Ranjan Kalita acknowledged the enthusiasm and patience of the participants which made the workshop a successful one. Mrs. Swapna Mandal, the Convenor of the workshop delivered the vote of thanks to the College Authority, Resource Person from ICT Academy and participants from various colleges.

  
(Dr. Ranjan Kalita)  
Principal  
Rangapara College

(Dr. Ranjan Kalita)  
Principal  
Rangapara College



  
Ms. Swapna Mandal  
Convenor  
Workshop on Digital Literacy

## Some Snapshots of the Workshop



No.2 /  
Bari



**Rangapara, Assam, India**  
RPF+GP6, Road, Rangapara, No.2 Amari Bari T.E., Assam  
784101, India  
Lat 26.822731°  
Long 92.727131°  
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No.2 /  
Bari

**Rangapara, Assam, India**  
RPF+GP6, Road, Rangapara, No.2 Amari Bari T.E., Assam  
784101, India  
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Long 92.727195°  
06/10/23 12:30 PM

  
(Dr. Ranjan Kalita)  
Principal  
Rangapara College