



THREE DAYS' WORKSHOP ON
"EFFICIENT USE OF MICROSOFT WORD IN THESIS WRITINGS"

Organized by
Post Graduate Departments of Chemistry and Mathematics
KOKRAJHAR GOVT. COLLEGE, KOKRAJHAR

BTR, ASSAM. PIN – 783370
Contact No. – 9435644853, 9435760149
Email – workshopkgc1@gmail.com

No.

Date: 03/07/2021

REPORT

An online three days' workshop was organized jointly by the Post Graduate Departments, Chemistry and Mathematics, of Kokrajhar Govt. College, Kokrajhar, from 28th to 30th June 2021 on the topic "Efficient Use of Microsoft Word in Thesis Writings" targeting the research scholars of all the disciplines who use Microsoft Word in compiling their theses and papers. The workshop was convened by Dr. Shibu Basak, Vice-Principal and Head of the Department of Mathematics and he was assisted by Dr. Basanta Kr. Das, Associate Professor and Head of the Department of Chemistry, as the Joint Convenor. Mr. Leeladhar Chouhan, Assistant Professor of the Department of Physics, assisted as the Moderator for the whole programme from beginning to ending very meticulously and sincerely without leaving any room for a complaint from any of the participants. Mr. Dhiren Kr. Chetry, Assistant Professor of the Department of Mathematics, extended full cooperation to the entire team for conducting the programme smoothly and punctually. Mr. Bhisma N. Swargiari, Assistant Professor, Department of Botany, though he was not a direct member of the committee, assisted the entire team in preparing and sending the certificates digitally.

The Workshop was started on 28th June at 9.50 a.m. by playing a prerecorded Bodo Traditional dance, Bardwi Sikhla, followed by a welcome address delivered by the Joint Convenor. The Programme was inaugurated by Dr. Banabina Brahma, Principal of the college. Prof. Hemanta Kr. Kalita, Dean, Academic Affairs of Central Institute of Technology Kokrajhar, a Deemed to be University, was invited as the Keynote Speaker and he delivered a very scintillating speech on the use of Microsoft Word not only in thesis writings but also in various fields.

The key role of the entire workshop was played by Dr. Ambeswar Phukon, Associate Professor, Department of Mathematics of this college, as the resource person. The most attractive part of the entire workshop was the huge responses received consistently from the participants from various states of the country, namely, Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Sikkim, Uttar Pradesh and Gujarat, apart from the hosting state, Assam. Every day more than one hundred participants joined this workshop. During these three days' workshop, the main topics were covered, how to generate a multilevel list as per headings of the thesis and the creations of multilevel numbered equations corresponding to these headings. Another most essential component of thesis writing is the bibliography, which was nicely presented by the resource person using Mendeley Software. Reviewing of a thesis including grammatical checking was elaborately





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explained by the resource person. Grammarly, the Software for grammar checking was another part of the attraction of the workshop. The entire workshop was very informative and highly useful for the multidisciplinary participants who joined from various corners of the country.




On day 3, that is, on 30th June, a brief valedictory session was held after the end of the technical session where Dr. Kamal Bodosa, Associate Professor and Head of the Department of Economics, delivered a brief lecture on behalf of the Coordinator of the IQAC of the college. The workshop was concluded by the convenor with a brief speech. The programme came to an end at 12.30 p.m. with a vote thanks to all the stakeholders delivered by the Joint Convenor.

Approved.
BBB
9/7/2021

Principal
Kokrajhar Govt. College
Kokrajhar

Dr. Basanta Kr. Das
Joint Convenor of the Workshop

Speaking: **Banabina Brahma**

Dhiren Kumar Chetry <small>Me</small>	Patil,Sundeep		coordinatorkokgc@gmail.com <small>Host</small>	
Dr. Ambeswar Phukon <small>Cohost</small>	 <small>Banabina Brahma</small>	67533	A. Adilakshmi	Abdur Rohman
Absanur Hussain	AMBARISH	amit deka	Amitav Doley	Anamika Choudhury
Anupam Ray	Aradhana Sharma	Arunima Mahapatra	Athira Krishnan	Baidyanath Paul
Banashree Bhardwaj	Barbie Talukdar	BARNALI HALOI	Bhaskar Barman	bhisma


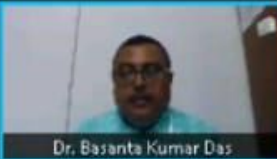
Participants (108)

Search

- DC Dhiren Kumar ... Me
- C coordinatorkokgc@gmail.com Host
- DP Dr. Ambeswar Phukon Cohost
- 6 67533
- AA A. Adilakshmi
- AR Abdur Rohman
- AH Absanur Hussain
- A AMBARISH
- AD amit deka
- AD Amitav Doley
- AC Anamika Choudhury
- AR Anupam Ray

Unmute Start video Share Participants Chat

Speaking: Dr. Basanta Kumar Das

Dhiren Kumar Chetry <small>Me</small>		saileela	coordinatorkokgc@gmail.com <small>Host</small>	 <small>Dr. Basanta Kumar Das</small>
Dr. Ambeswar Phukon	67533	Abdur Rohman	Absanur Hussain	AMBARISH
amit deka	Amitav Doley	Anamika Choudhury	Anupam Ray	Aradhana Sharma
Arunima Mahapatra	Athira Krishnan	Baidyanath Paul	Banashree Bhardwaj	Barbie Talukdar
BARNALI HALOI	bhisma	Bichitra	Bimal Boro	Biswadeep Doley

Participants (97)

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- DC Dhiren Kumar ... Me
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- AH Absanur Hussain
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- AD amit deka
- AD Amitav Doley
- AC Anamika Choudhury
- AR Anupam Ray
- AS Aradhana Sharma
- AM Arunima Mahapatra

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Participant list: Dhiren Kumar Chetry (Me), Dimacha D Mwchahary, Prof. Hemanta Kumar Kalita (highlighted), coordinatorkokgc@gmail... (Host), and a video thumbnail of Prof. Hemanta Kumar Kalita.

Viewing Prof H K Kalita's ap...

Prof H K Kalita is starting to share content...

Participants (113) list:

- NM nijwm mushahary
- NK Nilotpai Kalita
- NN Nilva Rani Nath
- N nvsanilkumar
- PR pallepamu Tirupathi Rao
- PB Papri Bhattacharjee
- P Patil.Sundeep
- PB Prachuriya P. Baruah
- PB Pranjai Borah
- PR Pranjai Kumar Ray
- P priyanirag
- PK Prof. Hemanta Kumar Kalita

Meeting controls: Unmute, Start video, Share, and a red X button. Also includes Participants and Chat buttons.

Participant avatars: Dhiren Kumar Chetry (Me), Khageswar Pegu, Dr. Ambeswar Phukon (highlighted), Dr. Basanta Kumar Das, coordinatorkokgc@gmail... (Host)

Layout

Participants (64)

Search

- DD Dr. Basanta Kumar Das
- DP Dr. Dandiram Pegu
- D Dr.P.Ravikumar
- GR Gopika Ranjith
- GC Gyandeep Chaudhary
- HD Haradwip Das
- HA Hemant Agarwal
- HC Hitesh Choudhury
- IP Indreswar Pegu
- ID Iva Rani Doley
- JB Jintu Kumar Bania
- JB JYOTISHMA BARUAH

Viewing Dr. Ambeswar Phukon...

Microsoft Word interface showing a document with the following content:

Outline of the subtopics to be covered during the entire workshop:

- (i). Navigation
- (ii). Page setup
- (iii). Creation of Single Level List
- (iv). Creation of Multilevel List as per requirement
 - > By Formatting from Menu Bar
 - > By creating a List of Items
- (v). Paragraph Setting
- (vi). Setting of Body Text of a Paragraph
- (vii). Creation of Multilevel Continuous Equation Numberings (as per Headings)
- (viii). Creation of Multilevel sequential caption numberings (Figure/Table) (as per Headings)
- (ix). Table Number/Figure Number Insertion
- (x). Cross Reference
- (xi). Paragraph Marker
- (xii). Breaks (Page Break/Section Break)
- (xiii). Header/Footer setting
- (xiv). Page Number Formatting with Different Styles
- (xv). Footnote/Endnote

Unmute Start video Share

Participants Chat

Cisco Webex Meetings | Meeting Info | Hide Menu Bar ^

File Edit Share View Audio & Video Participant Meeting Help

Dhiren Kumar Chetry Me Dr. Basanta Kumar Das coordinatorkokgc@gmail... Host A. Adilakshmi Dr. Ambesw... (Cohost) (↑)

Sample_3_30_06_21 - Word

File Home Insert Design Layout References Mailings Review View Developer Grammarly Tell me what you want to do...

Spelling & Grammar Thesaurus Word Count Smart Lookup Translate Language New Comment Delete Previous Next Show Comments Ink Comment Pen Eraser Track Changes Show Markup Reviewing Pane Accept Reject Previous Next Compare Block Authors Restrict Editing

Navigation Search document

Headings Pages Results

Chapter 1

- INTRODUCTION
 - 1.1 About Kokrajhar
 - 1.2 Transforming the Coll...
 - 1.3 About Kokrajhar Govt...
 - 1.4 Vision of the College
 - 1.4.1 Quality Education:
 - 1.4.2 To extend help t...
 - 1.5 Mission of the College
 - 1.6 The College Motto
- Chapter 2
- PROGRAMMES OF STUDY
 - 2.1 Higher Secondary Co...
 - 2.1.1 Arts
 - 2.1.2 Science
 - 2.1.3 Result Criteria

Significantly, Kokrajhar is a place of rich and diverse cultural heritage, literature, folklore, history, flora and fauna and is blessed with beautiful landscapes. Chakrashila Wildlife Sanctuary, located in the vicinity of Kokrajhar town is an example. This Sanctuary is home to Golden Langur (scientific name *trachypithecus geei*), a species which is indigene to the place. Most importantly the hills, rocks and rivers in and around this Sanctuary are steeped in rich myths, legends and folklore of the Bodos. Further, this place has produced famous sportspersons and athletes who have brought laurels for the state and the country.[1]

1.2 Transforming the College into a Centre of Excellence:

An institution of excellence is a long cherished dream of the people of this backward part of the state. With the upgrading of the College as a full-fledged government institution in 2006 the objective is on the road of fulfilment. As some of the educational issues cannot be settled without special care and attention from the Government, the College authority has time and again approached the Govt. for making necessary arrangements in order to introduce some pertinent courses and provide adequate infrastructure and man-power in this regard.[1]-[3]

Participants (84)

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- DC Dhiren Kumar ... Me
- C coordinatorkokgc@gmail.com Host
- DP Dr. Ambeswar Phukon Cohost
- AA A. Adilakshmi
- A Admin
- A AMBARISH
- AC Anamika Choudhury
- AS Ashok Kumar Saha
- AK Athira Krishnan
- BP Baidyanat BARNALI HALOI
- BH BARNALI HALOI
- BN Bichitra Narzary

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Participant avatars and names:

- Dhiren Kumar Chetry (Me)
- Dr. Basanta Kumar Das
- Dr. Ambeswar Phuk...** (Cohost) (↑)
- coordinatorkokgc@gmail... (Host)
- A. Adilakshmi

Layout

Participants (83)

Search

- MP Moni Kumar Pegu
- MB Monika Boro
- MB Mr Tilok Boruah
- NB N Naga Suresh Babu
- NN Nabani Narzary
- N nabasmita
- NM Nahim Mazumder
- NM nijwm mushahary
- PR pallepamu Tirupathi Rao
- PM PANDIRI MADHURI
- PB Papri Bhattacharjee
- P Patil.Sundeep

Microsoft Word interface showing a document with the following text:

out the root cause of a social problem and apply remedy to this effect we have to adopt scientific approach which can yield effective results. To this effect, the College has a vision to execute research projects in both Science and Arts faculties, which are relevant and beneficial to the interest of the society.

Kokrajhar area is rich in natural resources and blessed with rich flora and fauna. The faculty of science has ample scope for carrying out both minor and major research projects on nature and environment in this region with an objective of protecting the environment which is rich in bio-diversity. Establishment of sustainable relationship between man and nature, promotion of agro-based industries, increasing forest products, study on herbal medicine, etc. can be made.

1.5 Mission of the College

A. → To develop Human Resource

B. → To nurture healthy and conscious citizens

→ Through the following measures:

- ❖ Providing easy access to quality higher education to the marginalized.
- ❖ Inculcating scientific temper and rational outlook.
- ❖ Improvement of socio-economic, cultural and civic life of the people of the locality.

Meeting controls: Unmute, Start video, Share, Participants, Chat