



**Report on Modus Operandi of Online Teaching**  
**Organised by**  
**IQAC, Moridhal College**  
**in Collaboration with SERVWARE Pvt. Ltd., Dhemaji**  
**Date: 7<sup>th</sup> May, 2020**

1. Programme Title: Modus Operandi of Online Teaching
2. Objectives:
  - (a) To explore and acquaintance with the latest online teaching approaches
  - (b) To enrich online learning and teaching skill to cope up with the challenges of COVID- 19 Pandemic situation
3. Organizer: Dr. Lekhan Gogoi, IQAC, Moridhal College
4. Convener: Coordinator, IQAC, Moridhal College
5. Date: 07-05-2020
6. Target group: Teacher
7. Number of participants: 26
8. Inaugurator: Dr. Kamal Gogoi, Principal, Moridhal College
9. Speaker: Mr. Neelutpol Gogoi, Assistant Professor (Computer Science)  
Mr. Amit Kr. Mandal, Assistant Professor (Computer Science)  
Ms. Dilip Baruah, Assistant Professor (Computer Science)

On 7<sup>th</sup> May, 2020 an awareness programme on Modus Operandi of Online Teaching is held in collaboration with ServWare Pvt. Ltd. at College premise. The programme is chaired by the principal, Dr. Kamal Gogpoi and the objectives of the programme are explained by the coordinator, IQAC.



The principal of the college, Dr. K. Gogoi in his speech focused on the continuity of usual teaching- learning process for the greater interest of students to cope up with the challenging situation caused by COVID- 19 Pandemic situation and stressed on the use of online platform for the same.



The speaker of the programme Mr. Neelutpol Gogoi in his speech informed about different types of virtual platform that could be used to deliver classes, likely ZOOM, Google Meet, WebEx platform to delivered lecture and especially he stressed on the Google Classroom platform used to supply study materials for the benefit of students' community. Mr. Amit Kr. Mandal, in his speech explained the importance of the use of Excel Sheet and expressed as the easiest way to keep records. Mr. Mandal demonstrated about the procedures to keep records of different activities, likely to keep attendance, marks achieved in different examinations etc. Mr. Dilip Baruah also delivered speech on the importance of online teaching and he demonstrated about screen recording to keep records of online teaching. The chairperson of the programme Dr. Kamal Gogoi offered heartfelt thanks to all the faculties and request all to extend helping hands to cope up with the pandemic situation. The programme came to end with a little refreshment.

*Neelutpol Gogoi*  
Director  
Serware Pvt. Ltd.  
Dhemaji, Assam, 787057  
Authorized Signatory

*Kamal Gogoi*  
(Dr. Kamal Gogoi)  
Principal  
Moridhal College

Principal  
Moridhal College  
P.O. Moridhal, Dhemaji

*Lekhan Gogoi*  
23/10/2020  
(Dr. Lekhan Gogoi)  
Coordinator, IQAC  
Moridhal College  
Coordinator  
IQAC, Moridhal College  
P.O.-Moridhal, Dhemaji