

B. H. COLLEGE, HOWLY

Regd. No. 150/1972-73

P.O. Howly, Dist. Barpeta (Assam), Pin-781316

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BHC: Date:

From: Dr. Bhushan Chandra Pathak

Principal

To, Date: 16/08/2025

All the Teaching and Non-Teaching Faculty

B.H. College, P.O: Howly

Subject: Mandatory Completion of Minimum Three Courses on iGOT (Integrated Government Online Training) Portal.

Dear Faculty Members,

With reference to the direction received from the Office of The Director of Higher Education, Assam vide letter no. DHE/PA/Misc./01/25/118 dated 14th August, 2025, I am directed to inform that all the faculty members are required on the on iGOT (Integrated Government Online Training) Portal.

The details of the faculty members alongwith the official phone numbers and email ids were sent to Office of The Director of Higher Education, Assam and accordingly an SMS was sent to the phone numbers from a contact **JD-iGOTKB-S** (details attached in the next page).

The procedure of undergoing the training programme has been explained in the following pages.

Encl: Letter from Office of The Director of Higher Education, Assam.

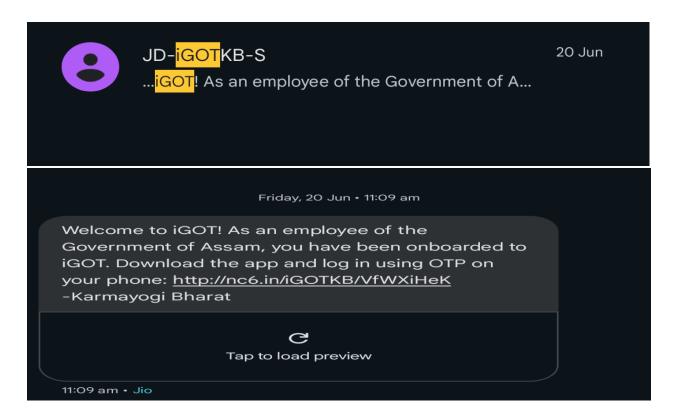
Principal

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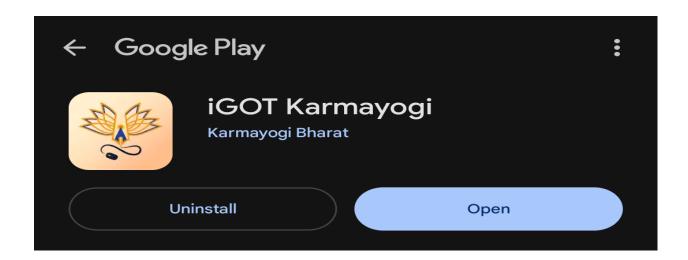
B.H. College, P.O: Howly

Principal B.H. College, Howly

Step 1: Check for the following SMS on your phone (Received in the month of June).



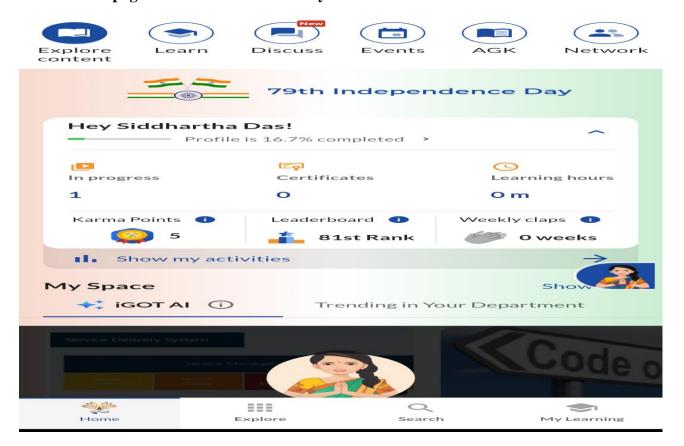
Step 2: Click on the link given in the SMS and you will be directed to the Google Play page where you will be able to download iGOT Karmayogi App (as shown in the pictures below).

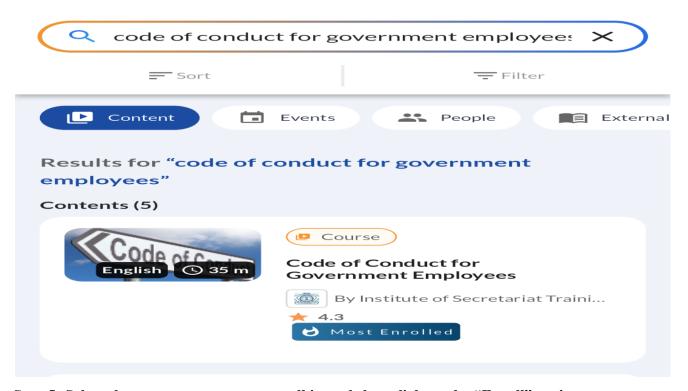


Step 3: After opening the App, you can Sign In by using your official phone number to receive the OTP.



Step 4: After Signing in, you can see the following page. Go to "search option" at the bottom of the page to search for the courses you want to enroll in.





Step 5: Select the course you want to enroll in and then click on the "Enroll" option.

Step 6: You will have to watch the video and then take an Assessment Test of 10 Multiple Choice Questions after which you can download the certificate.



OFFICE OF THE DIRECTOR OF HIGHER EDUCATION, ASSAM

e-mail: <u>directorhigherassam123@gmail.com</u>

No. DHE/PA/Misc/01/25/118

Dated Kahilipara, the 14th August, 2025

From:-

Smti. Gayatri Naiding, A.E.S.

Joint Director of Higher Education, Assam

Kahilipara, Guwahati-19.

To,

All Registrars of Assam State Universities.

All Principals of Govt./Provincialized/Autonomous/PDUAM/Govt.

Model Colleges of Assam.

Subject:

Regarding Mandatory Completion of Minimum Three Courses on iGOT

(Integrated Government Online Training) Portal.

Sir/Madam

With reference to the subject cited above, I am directed to inform you that all faculty and staff members are required to complete the minimum three courses (copy enclosed) that are registered on the iGOT (Integrated Government Online Training) Portal within 2 days.

You request you to kindly completion of these courses by the concerned faculty and staff members of your institutions to increase active users and improve learner engagement in the said portal.

This is for your kind information and necessary action..

Yours faithfully

Joint Director of Higher Education, Assam

Kahilipara, Guwahati-19.

Memo No. DHE/PA/Misc/01/25/118-A Dated Kahilipara, the 14th August, 2025 Copy to:

1. The Secretary to the Govt. of Assam, Higher Education Department, Dispur, Guwahati-06 for kind information.

Joint Director of Higher Education, Assam Kahilipara, Guwahati-19.

A SUGGESTIVE LIST OF IGoT COURSES TO BE ENROLLED AND COMPLETED BY REGISTERED USERS

SL NO	NAME OF THE COURSE	COMPETENCY	DURATION OF THE COURSE	COURSE PROVIDER
1	CODE OF CONDUCT FOR GOVERNMENT EMPLOYEES	FUNCTIONAL	35 MINUTES	ISTM
2	PERSONAL AND PROFESSIONAL EFFECTIVENESS	BEHAVIOURAL	1 HR 35 MINUTES	DOPT
3	DEVELOPING EFFECTIVE SOFT SKILLS	BEHAVIOURAL	39 MINUTES	CRPF
4	TIME MANAGEMENT SKILLS	FUNCTIONAL	29 MINUTES	INDIAN RAILWAY INSTITUTE OF TRANSPORT MANAGEMENT
5	PERSONAL AND ORGANIZATIONAL VALUE	BEHAVIOURAL	55 MINUTES	DOPT
6	PROCUREMENT PROCESS ON GEM FOR PRODUCTS	DOMAIN	1HR 7 MINUTES	GEM
7	COMMUNICATION SKILLS	BEHAVIOURAL	1 HR 21 MINUTES	IIT- KANPUR
8	YOGA BREAK AT WORKPLACE	BEHAVIOURAL	27 MINUTES	BY MORARJI DESAI NATIONAL INSTITUTE OF YOGA (MDNIY)
9	PERSONAL FINANCE	FUNCTIONAL	58 MINUTES	ZERODHA
10	STRESS MANAGEMENT	BEHAVIOURAL	35 MINUTES	DOPT