

1. Administrative Training on Office Management & Financial Rules For Non-Teaching Staff (11/1/ 2023)



Mr. Bhadreshwar Medhi, Register and Mr, Prasanta Das, Auditor at Directorate of Higher Education, Govt of Assam imparted a one day administrative training on Office Management and Financial Rules for the Non-teaching staff of the college. The workshop was organised by IQAC. The Principal of the college gave the introductory speech and this was followed by the speech of IQAC coordinator Mr. Navajyoti Patowary who emphasised on the need of the staff to remain up to date with the latest technological advancements and the digital record keeping practice. The resource persons delivered a hands on session on different mechanisms of keeping records, writing official notifications, reports, maintain financial data etc.

Total Participants: 10.