

REPORT ON

Workshop on Competence Building for Non-Teaching Staff

26th March 2018

Dr. Nazim Forid Islam
Coordinator, IQAC

**Organized by Internal Quality Assurance Cell (IQAC) & College Employees Association, N.N.
Saikia College, Tiatabr**



WORKSHOP
ON
COMPETENCE BUILDING FOR NON-TEACHING STAFF
26TH MARCH 2018

Organized by
Internal Quality Assurance Cell
&
College Employees Association
N.N. SAIKIA COLLEGE, TITABAR

Internal Quality Assurance Cell and College Employees Association, N.N. Saikia College has organized an one day workshop on “Competence Building for Non-teaching Staff” on 26th of March 2018. The programme was funded by UGC under GDA. The aim of the workshop was to serve as a forum for discussion on office maintenance and account management. Participants from different colleges of Jorhat District has participated in the said workshop. The workshop provided a platform to share some new ideas that contributed to augment the administrative pursuits of our college.

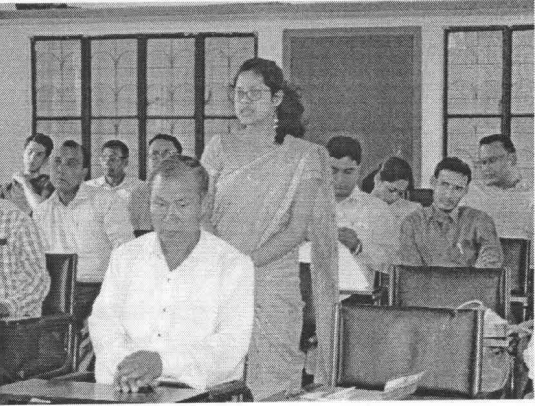
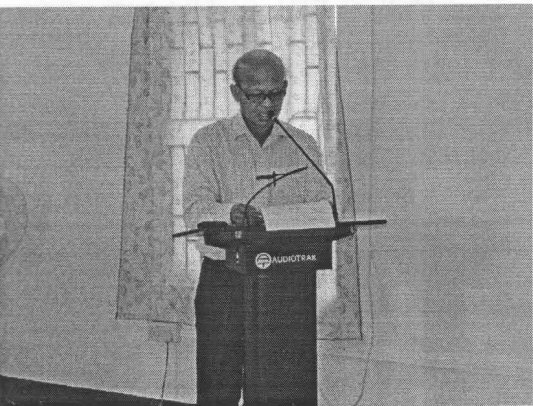
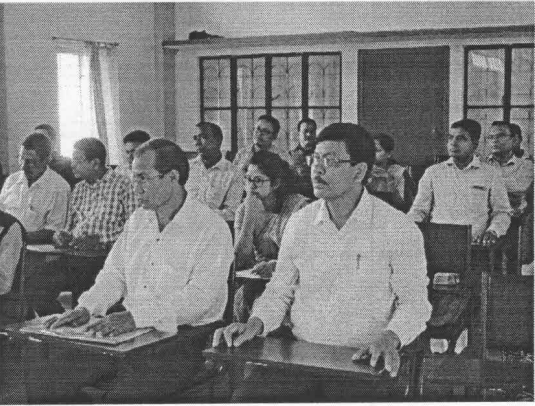
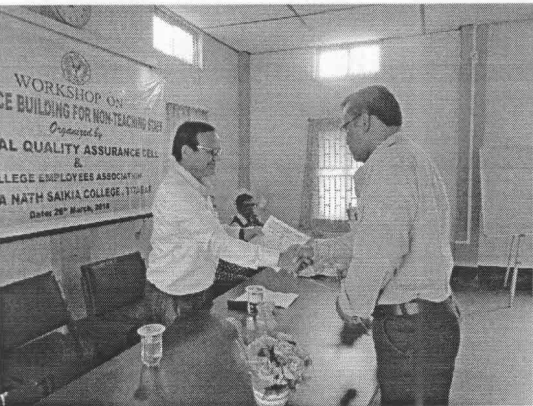
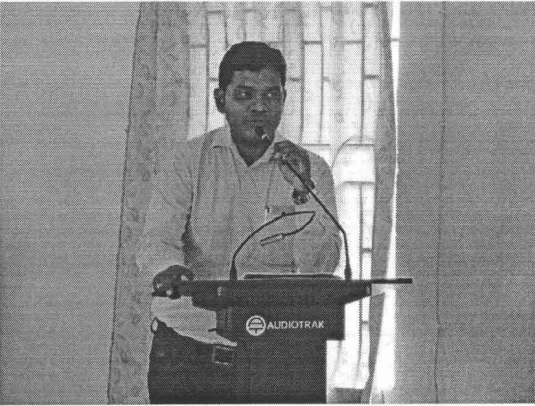
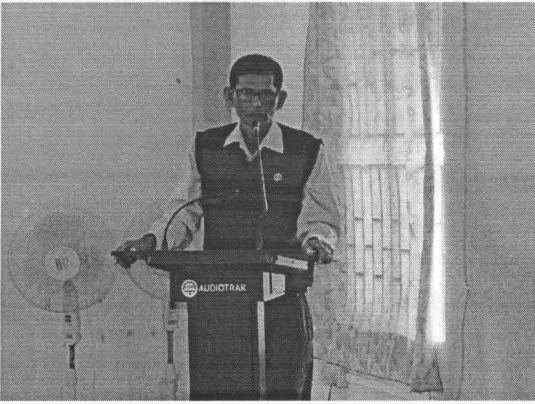
The workshop started with a welcome address by Dr. Budhindra Nath Saikia, Head of the Department, Department of physics, and senior member, IQAC. The workshop was presided by Dr. Litoool Baruah, Principal & Chairperson, IQAC. He highlighted the importance of the workshop for smooth management of an office. He spoke on some key issues like automation of office, effective processing of office files, record keeping and accounts related matters. His speech was followed by technical session-I. The session was undertaken by Mr. Munindra Mohan Sarmah, retd. Supervisory Assistant, J.B. College, Jorhat. He gave a very informative speech and also hands-on-training to the participants on office maintenance. He highlighted on some key issues like filing of an important documents, time management, techniques to search an old documents, criteria wise sorting of files, effective communication techniques between different members of an office, up-to-date record keeping etc. He

concluded his speech with a very thought provoking session and discussion with the participants. This was followed by Technical session-II, undertaken by Mr. Durga Prasad Sharma, retd. Assistant Director of Audit (Local fund), Jorhat. Mr. Durga highlighted on different funding agencies and how to keep a record on different funds, both Governmental and non-Governmental. He highlighted on stock register and methods for effective maintenance of stock register. Beside this he also conveyed on the importance of asset register. He gave many user friendly methods for accounts management as per the Governmental norms. He also discussed on digital modes, digital transactions and also the pros and cons of bank transaction through online modes. He gave an hands-on-training on maintenace of account registers covering some key issues.

The meeting concluded with valedictory ceremony and certificate distribution to the participants, anchored by Dr. Devaprotim Hazarika, Assistant Professor, Department of Assamese, N.N. Saikia College. The workshop ended with a vote of thanks given by convenor of the workshop.

(Dr. Nazim Forid Islam)

Coordinator, IQAC





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Invitation

It gives us immense pleasure to inform you that Internal Quality Assurance Cell and College Employees Association, N.N. Saikia College is organizing an one day workshop on "Competence Building for Non-Teaching Staff" on 26th of March 2018. The programme is funded by UGC under GDA.

We shall be highly obliged if you kindly participate in the programme and make the event a grand success.

Thanking you.

With warm regards

Dr. L. Baruah

Principal

Dr. N.F. Islam

Coordinator, IQAC

N.N. Saikia College, Titabar