

## ACTIVITY REPORT

09.05.2025-10.05.2025

1. Name of the Organising Cell: **IQAC, K. C. Das Commerce College**
2. Name of the Event Conducted: **Two days Administrative (Hands on) Training Workshop on e-Governance**
3. Mode: **Offline**
4. Date of the Event: **9<sup>th</sup> and 10<sup>th</sup> May, 2025**
5. Time: **12.00 Noon to 4.30 PM**
6. Venue: **E-Resource Centre, K. C. Das Commerce College Library**
7. Objectives of the Event: *This training programme is designed to provide hands-on experience and in-depth knowledge on handling the Samarth Portal and the institutional ERP (Enterprise Resource Planning) system. The main aim of this training programme is to enhance the use of resources, activities, and processes for the institution, encompassing tasks like record-keeping, compliance, solving technical problems, and internal operations. Thus, it is expected that the training will help in equipping the staff with the necessary skills to leverage these e-governance platforms, enabling them to improve workflow management, data accuracy, and overall productivity in the college's administrative processes.*
8. Resource persons:
  1. **Dr. Sanjay Kr. Dutta**  
OSD to the Hon'ble Vice Chancellor  
Gauhati University
  2. **Dr. Pranjal Pratim Baruah**  
Department of English  
Gauhati University
  3. **Mr. Amitava Dey**  
Scientific Officer, Department of Electronics and Communication Engineering, Gauhati University
  4. **Mr. Tony Bayan**  
Assistant Professor, Dept. of Computer Science and System Analyst, K. C. Das Commerce College

9. Title of the Topic(s) delivered by the Resource person(s) (if applicable):

*Resource Person: Dr. Sanjay Kr. Dutta*

**Topic: Academics & Student Life Cycle Management (Gauhati University- Gauhati Samarth)**

*Resource Person: Mr. Amitava Dey*

**Topic: Academics & Student Life Cycle Management (Gauhati University- Gauhati Samarth)**

*Resource Person: Mr. Tony Bayan*

**Topic: Institutional ERP handling:**

**a) Admission data processing: Internal Management**

**b) Fees management**

**c) Other relevant aspects**

*Resource Person: Dr. Pranjali Pratim Baruah*

**Governance Module, Employee Management, Admission Management Module Samarth e-Governance**

10. Total No. of Participants:

**a. Participants: 12**

**b. Others: IQAC Members, Institutional Samarth Team Members**

11. Outcome of the Event:

**The administrative workforce of a college plays a pivotal role in ensuring the smooth operation of daily tasks, communication, and data management and has a direct impact on institution's overall productivity and performance. The present workshop contributed towards imparting in depth knowledge as well as practical skills to handle different modules of Samarth Portal and Gauhati Samarth Portal; which will result in enhancement of entire administrative functioning of the Institution.**

Sd/-

Dr. Upasana Chakravarty

Coordinator, IQAC

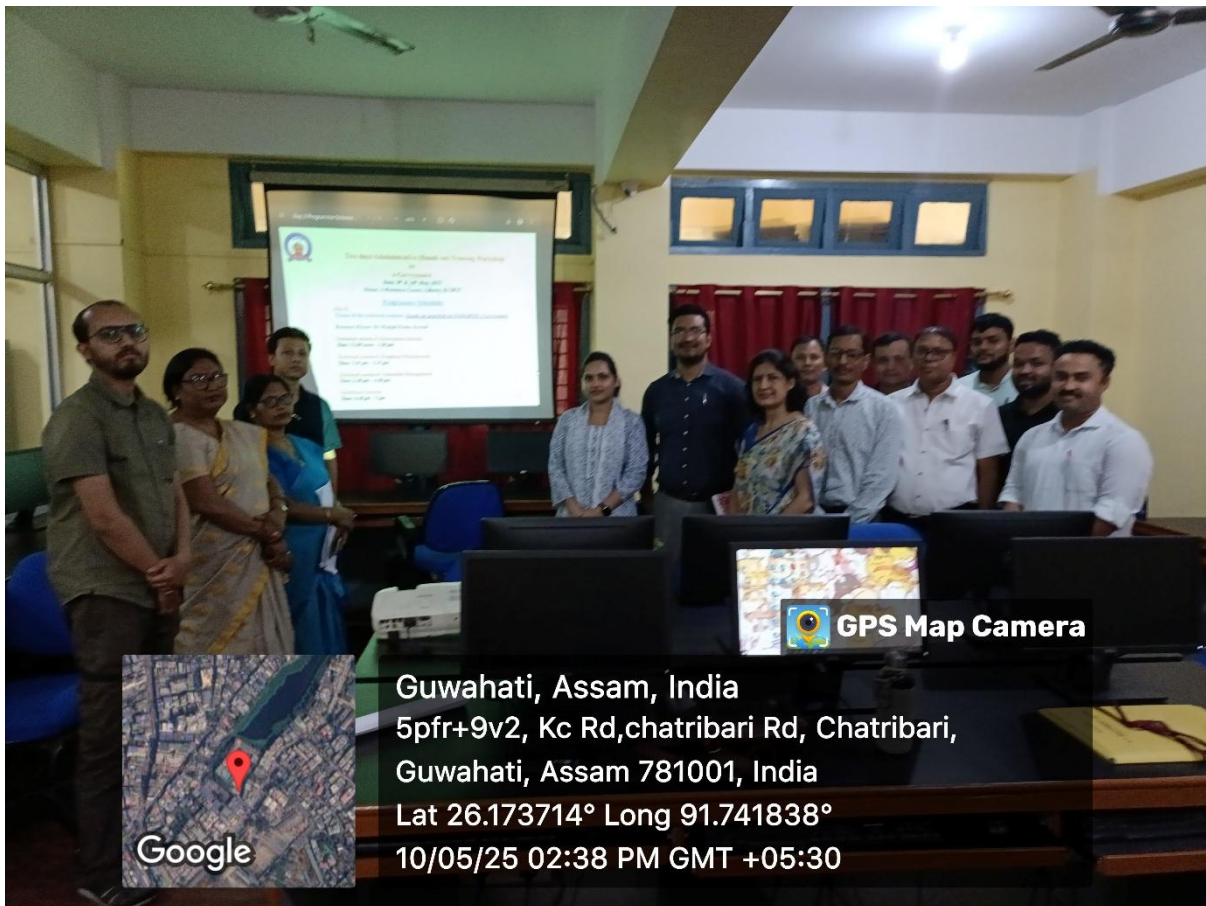
K. C. Das Commerce College













# TWO DAYS ADMINISTRATIVE (HANDS ON) TRAINING WORKSHOP

ON e-GOVERNANCE

ORGANISED BY IQAC, K.C. DAS COMMERCE COLLEGE

CHATRIBARI, GUWAHATI - 8

DATE: 09.05.2025

Technical Session: 1 : Time : 12:10 P.M. to 1:40 P.M.

Academics & Students Life Cycle Management (Gauhati University - Gauhati Samarth)

Resource Person: Dr. Sanjay Dutta

Sl.No.	Name	Designation	Institution	Contract Number	Email ID	Signature
1	Mr Porajit Kumar Bora	Sr. Assistant (H/R)	Karmabi Archana Mahavidyalaya	600067546		11/5/2025
2	Prakash Gogoi	Sr. Asst.	K.C. Das Commerce College	8474802823		P. Gogoi
3	MISS RASHMIREKHA DARMAN	Asst. Prof.	West Guwahati Commerce College	7086549711		R. Darman
4	Archanagita Kalita	Asst. Librarian	K.C. Das Commerce College	9127373530	archanagitak@protonmail.com	Archanagita Kalita 09.05.25
5	Rina Das	Jr. Asst.	K.C. Das Commerce College	8099801680		Rina Das 09/05/25
6	Sanjay Kalita	Jr. Asst.	K.C. Das Commerce College	9435912364	sanjaykalita@gmail.com	Sanjay Kalita 09/05/2025
7	Inamul Hoque	Jr. Asst.	S.B.M.S. College, Sualkuchi	8721916047	inamulhoque012@gmail.com	Inamul Hoque 09/06/25
8	Phul Kumar Tamang	Asst. Asst.	K.C. Das Com College	700586103	Phulkumar1983@gmail.com	Phul Kumar Tamang 09/05/25
9	Nilotpal Das	Jr. Assistant	K.C. Das Commerce College	8761046810	nilotpaldas23feb@gmail.com	Nilotpal Das 9/5/2025
10	Ratna Meel	Jr. Asst.	K.C. Das Comm. College	9435746955	ratnamel1975@gmail.com	Ratna Meel
11	Mridusmita Bhuyan	Asst. Professor	Karmabi Mahavidyalaya	7002952967	mridusmita1984@gmail.com	Mridusmita Bhuyan 9/5/25
12	Bidanga Ranjan Bara	Asst. Librarian	K.C. Das Commerce College	8628910350	bidangarajan@gmail.com	Bidanga Ranjan Bara 09/09/25
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# TWO DAYS ADMINISTRATIVE (HANDS ON) TRAINING WORKSHOP

ON e-GOVERNANCE

ORGANISED BY IQAC, K.C. DAS COMMERCE COLLEGE

CHATRIBARI, GUWAHATI - 8

DATE: 10.05.2025

Technical Session: 1 to 3 :: Time : 12:00 P.M. to 4:30 P.M.

Governance Module: Employee Management and Admission Management

Resource Person: Dr. Pranjal Pratim Baruah

Sl.No.	Name	Designation	Institution	Contract Number	Email ID	Signature
1	Pranjal Kumar Barua	Sr Assistant (H/A)	Maharaja Anandika Mahavidyalaya	6000067546		10/5/25
2	Prasen Kanta	Sr. Asstt (H/A)	K.C. Das Commerce College	8474802823		10/5/25
3	Rina Das	Jr Asstt	K.C. Das Commerce College	8099801680		10/5/25
4	Archanagita Saikia	Asst. Librarian	K.C. Das Commerce College	9127373530	archanagita@gmail.com	10.05.25
5	Nilotpal Das	Jr. Assistant	K.C. Das Commerce College	8761046810	nilotpal.das23feb@gmail.com	N Das 10/5/25
6	Samuel Hoque	Jr. Assistant	S.B.M.S. College	8721916047	samuelhoque012@gmail.com	10/5/25
7	Bidanga Rongjen Bar	Asst. Librarian	K.C. Das Commerce College	8638910250	bidangarongjen@gmail.com	10/05/2025
8	Saraji Kakeati	Jr. Asstt.	K.C. Das Commerce College	9435912364	Saraji.kakeati@gmail.com	10/05/2025

9	Pranjal Kumar Baruah	Asst Asstt	K.C. Das Commerce College	7002586103	pranjal1983@gmail.com	10/5/25
10	Anup Debn	Office Asst	Pragjyotish College	9365795810	anupdebn326@gmail.com	do
11	Bipul Das	Office Asst	"	6000906912	bipuldaspy@gmail.com	do
12	Bishal Krishnethan	Junior Asstt	"	7399285243	bkrishnethan@gmail.com	do
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