



Two days Administrative (Hands on) Training Workshop on e-Governance

Organised by
IQAC, K.C. DAS COMMERCE COLLEGE



VENUE:

**E-RESOURCE CENTRE, K. C. DAS
COMMERCE COLLEGE LIBRARY**

**9
10 MAY, 2025**



About the College

K. C. Das Commerce College is one of the premier learning centres catering to tertiary education in Commerce and other allied disciplines, not only in Assam but also in North East India as well. The College offers programmes like Higher Secondary, B.Com., B.B.A., B.C.A., B.A. with Economics Major, B.Sc. (Regular) at UG level and, PGDCA and M.Com. at the PG level. As on today, the College attracts students from all across the North East as well as other parts of India. The College has a Department of Value-Added Education which offers various Certificate Courses and Counselling Sessions for professional course like CA, Certificate Courses, including KCDCC iMOOCs are offered online and are not restricted to students of the College itself.

The College desires to promote excellence in teaching, research, interdisciplinary education, leadership and outreach. Our cooperation of instinct and intellect founded upon human values strolls perfectly with our motto: 'To Strive, To Seek, To Learn and Not to Yield.'

About the Workshop



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. With the focus shifting from traditional to e-governance, the recent past has seen many upgradations, one of such can be mentioned as introduction of Samarth. These digital tools are critical for managing student records, academic data, financial transactions, human resource management and other administrative functions; in other words, the entire administrative ecosystem.

The IQAC, K.C. Das Commerce College has taken the initiative to organise a "Two days Administrative (Hands on) Training Workshop on e-Governance" on 9th and 10th May, 2025.

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.

Resource Persons



Dr. Sanjay Kr. Duffa

OSD to the Hon'ble
Vice Chancellor,
Gauhati University



Dr. Pranjal Praim Baruah

Department of English
Gauhati University



Mr. Amilava Dey

Scientific Officer,
Dept. of Electronics and
Communication Engineering,
Gauhati University



Mr. Tony Bayan

Dept. of Computer Science
& System Analyst,
K. C. Das Commerce
College

ORGANIZING COMMITTEE

Chairperson:

Dr. Hrishikesh Baruah
(Principal, K. C. Das Commerce College)

Convenor:

Dr. Upasana Chakravarty
(Coordinator, IQAC)

Joint-Convenor(s):

Mr. Dipankar Hazarika,
Asst. Coordinator, IQAC
Mr. Paresh Kalita,
Senior Assistant, Office

Members:

Mr. Sumit Ghosh
Mr. Dipjoy Langthasa
Mr. Debasish Buragohain

REGISTRATION DETAILS

- Total Seat Capacity: 30
- Registration for the programme is free of cost and seat allotment will be made on first come first serve basis.
- E-copy of the Certificates will be provided after completion of the workshop through email.
- Please use the link below (or scan the QR Code) to register: <https://forms.gle/htorhfaRswA9BrGe9>



Programme Schedule

Day 1

09/05/2025

- **Inaugural session (Time: 12 noon – 12.10 pm)**
 - Welcome Address: Dr. Hrishikesh Baruah,
Principal, K.C. Das Commerce College
 - Felicitation of the Resource Persons

Theme of the technical sessions: Hands on practical on Gauhati Samarth and Institutional ERP

- **Technical session-1: (Time: 12.10 pm to 1.40 pm)**
 - Academics & Student Life Cycle Management (Gauhati University- Gauhati Samarth)
 - **Resource Person: Dr. Sanjay Kr. Dutta**
- **Technical session-2: (Time: 2 pm- 3.30 pm)**
 - Academics & Student Life Cycle Management (Gauhati University- Gauhati Samarth)
 - **Resource Person: Mr. Amitava Dey**
- **Technical session-3: (Time: 3.30 pm-4.30 pm)**
 - Institutional ERP handling:
 - Admission data processing: Internal Management
 - Fees management
 - Certificate processing
 - **Resource Person: Mr. Tony Bayan**

Day 2

10/05/2025

Theme of the technical sessions: Hands on practical on SAMARTH e-Governance

- **Technical session-4: (Time: 12 noon - 1.30 pm)**
 - Governance Module
 - **Resource Person: Dr. Pranjal Pratim Baruah**
- **Technical session-5: (Time: 1.45 pm – 3.15 pm)**
 - Employee Management
 - **Resource Person: Dr. Pranjal Pratim Baruah**
- **Technical session-6: (Time: 3.30 pm – 4.30 pm)**
 - Admission Management
 - **Resource Person: Dr. Pranjal Pratim Baruah**
- **Valedictory session: (Time: 4.30 pm – 5 pm)**