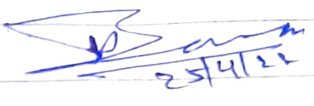
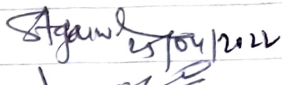
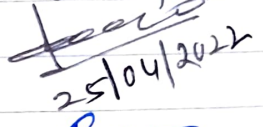




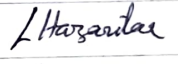

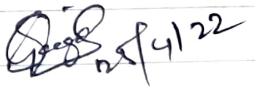



Two Days Training Programme on Office Accounting  
Conducted by I&AC in collaboration with  
Shravan Agarwala & Associates (CA)

Date: 25/04/22 to 26/04/22

Name and Signature of the Participant

- | <u>Name</u>            | <u>Mobile No</u> | <u>Designation</u>    | <u>Signature</u>  |
|------------------------|------------------|-----------------------|---|
| 1. Mr. Utpal Sarma     | 7002291778       | Principal             |     |
| 2. CA Shravan Agarwala | 9435151046       |                       |    |
| 3. Dr. Pharij Khatim   | 2115 9435053370  | Co-ordinator,<br>I&AC |    |
| 4. Achyut Bora         | - 9707088266     |                       |    |
| 5. Inren Bon           |                  |                       |    |
| 6. Dipmoni Borgohain   |                  |                       |   |
| 7. Nayanmoni Deby      |                  |                       |  |
| 8. Lanin Hazarika      |                  |                       |  |
| 9. Kula Bora           |                  |                       |  |
| 10. Subit Gogoi        |                  |                       |  |
| 11. Bangshi Saikia     |                  |                       |  |

**TWO DAYS TRAINING PROGRAM HELD ON OFFICE ACCOUNTING**

**HELD ON 25/04/2022 AND 26/04/2022**

VENUE: COMPUTER LAB

TIME: 11 AM

A "Two Days Training Program on Office Accounting" was conducted by IQAC in collaboration with CA Shравan Agarwalla & Associates on 25<sup>th</sup> April, 2022 and 26<sup>th</sup> April, 2022. The following members were present at the program:

- (i) CA Shравan Agarwalla (instructor)
- (ii) Dr. Pranjal Pratim Dutta
- (iii) Achyut Bora
- (iv) Biren Bora
- (v) Dipmoni Borgohain
- (vi) Nayanmoni Doley
- (vii) Lanin Hazarika
- (viii) Kula Bora
- (ix) Subit Gogoi
- (x) Bangshi Saikia

The Two Days program started with a power point presentation on the basics of Office Tally ERP followed by practical hands-on training. CA Shравan Agarwalla was the instructor for the program. All the participants were given practical guidance on how to use office software. On Day 1 of the program the instructor demonstrated using Power point on basics of office software. On day 2, the instructor of the program provided practical hands-on training on different functions of Tally ERP.

The meeting concluded with the concluding remark by Dr. Utpal Sarma, Principal, Golaghat Commerce College that the program will be beneficial for the college employees and extended his heartfelt gratitude to CA Shравan Agarwalla for acting as the resource person. The IQAC coordinator expressed his gratitude to all participants for being present at the program.

  
Principal  
Golaghat Commerce College  
Golaghat, Assam, India