

REPORT: NON-TEACHING STAFF TRAINING PROGRAMME ON ACCOUNTING AND FINANCE

HAJI ANFAR ALI COLLEGE-MURAZAR COLLEGE MoU
NON-TEACHING STAFF TRAINING PROGRAMME ON ACCOUNTING AND FINANCE
DATE: 29TH JULY 2023 **TIME: 1:00 PM**
ORGANIZED BY:
IQAC, HAJI ANFAR ALL COLLEGE, DOBOKA
SPONSORED BY:
S.S. TECHNOLOGIES, GUWAHATI
VENUE: IQAC OFFICE, HAJI ANFAR ALL COLLEGE, DOBOKA

Date: 29th July 2023

Venue: IQAC Office, Haji Anfar Ali College

Organized by: Internal Quality Assurance Cell (IQAC), Haji Anfar Ali College

Sponsored by: S S Technologies, Guwahati

Part of MoU between: Haji Anfar Ali College and Murazar College, Murjhar

Resource Person: Mr. Deep Dutta

Inaugurated by: Dr. Mamun Azam Barbhuiya, Principal of Haji Anfar Ali College

Introduction: The Non-Teaching Staff Training Programme on Accounting and Finance was held on 29th July 2023 at the IQAC Office of Haji Anfar Ali College. This event was organized as a part of the Memorandum of Understanding (MoU) between Haji Anfar Ali College and Murazar College, Murjhar, aimed at enhancing the skills and knowledge of non-teaching employees from both institutions. The programme was sponsored by S S Technologies, Guwahati, as a commitment to promoting educational initiatives.



Key Focus Areas: Mr. Deep Dutta, the esteemed resource person for the training, emphasized several crucial aspects of Accounting and Finance during the session. The following key points were highlighted:

1. **Receipt and Expenditure:** The basics of recording incoming funds and outgoing expenses were discussed, emphasizing the importance of accuracy and proper documentation.
2. **Payment Processes:** Different payment methods and their associated procedures were explained to ensure efficient financial transactions.
3. **Adding Party:** The process of adding and maintaining parties' information for effective financial record-keeping was outlined.
4. **Cash Book:** The concept of maintaining a cash book to monitor daily financial transactions was elaborated upon, including its role in reconciling cash and bank balances.
5. **Account Ledger:** The significance of account ledgers in tracking individual accounts and their balances was covered in detail.
6. **Bank Interest and Commission:** Understanding bank-related financial components such as interest earned and bank commissions was discussed to enhance participants' comprehension of banking operations.



Website Integration: Mr. Deep Dutta also addressed the participants on how to upload financial data onto the college website. This practical aspect of the training was designed to familiarize the non-teaching staff with the digital aspects of financial record-keeping and reporting.

Inauguration: The training programme was inaugurated by Dr. Mamun Azam Barbhuiya, the Principal of Hajj Anfar Ali College. Dr. Barbhuiya highlighted the importance of continuous learning and skill development, especially for non-teaching staff who play a pivotal role in the administrative functioning of educational institutions.

Participant Engagement: The training saw active participation from non-teaching employees of both Hajj Anfar Ali College and Murazar College, Murjhar. The interactive nature of the sessions allowed participants to raise questions, share insights, and clarify doubts, creating a dynamic learning environment.

Success of the Programme: The Non-Teaching Staff Training Programme on Accounting and Finance was deemed successful, as evidenced by the enthusiastic engagement of participants and their positive feedback. The knowledge gained during the training is expected to contribute to enhanced financial management practices within both colleges.

In conclusion, the training programme served as an invaluable platform for non-teaching staff to acquire practical skills in accounting and finance, empowering them to contribute effectively to the financial management processes of their respective institutions. The collaborative effort between Haji Anfar Ali College, Murazar College, and S S Technologies exemplifies the commitment to quality education and professional development.

Sd/-

Principal

Haji Anfar Ali College

Doboka, Nagaon