

Estd. 1986

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Dr. Mamun Azam Barbhuiya

M.A.,LL.B.,Ph.D., PGDHRM

Principal & Secretary



OFFICE OF THE PRINCIPAL
HAJI ANFAR ALI COLLEGE

P.O. Doboka : Pin : 782440 :: Hojai :: Assam

NAAC Reaccredited : Grade 'B'

UGC 2 (f) & 12 B Recognised

(Permanently affiliated to Gauhati University, Guwahati)

www.haac.ac.in

haacdaboka@gmail.com

Ref. No.

Date :

HAC/Misc/15/07A-19

29/01/2019

To

The Principal

North Eastern Computer Technology, Doboka

Sub: Training Programme for Non-teaching Employees as per MoU.

Sir,

With reference to the subject cited above, I request your kind self to arrange training programme on college automation for the following employees of Hajj Anfar Ali College:

1. Manir Uddin Laskar..... Jr. Assistant

2. Debangshu Kumar Bhowmick..... Jr. Assistant

Further you are requested to prepare schedule for the same preferably in the evening hours as there will not be any hamper in normal official works.

Yours faithfully

Principal

Haji Anfar Ali College

Principal
Haji Anfar Ali College
Doboka : Hojai : Assam

NECT

North Eastern Computer Technology

A IT & Computer Education Centre

DOBOKA : HOJAI : ASSAM

☎ 9435241101

Ref. No.

Date: 30/01/2019

To

The Principal
Haji Anfar Ali College, Doboka

Sub: Training of employees-- regarding.

Ref. Your office letter No. HAC/Misc/15/07A-19 Dated 29/01/2019

Sir,

With reference to the subject cited above, this is to inform you that a training programme your employees has been arranged as your request with the following dates and Times:

Date and day	Time
01/02/2019, Friday	4:00 p.m. to 5:30 p.m.
04/02/2019, Monday	3:00 p.m. to 4:30 p.m.
06/02/2019, Wednesday	4:00 p.m. to 5:30 p.m.
08/02/2019, Friday	3:00 p.m. to 4:30 p.m.
11/02/2019, Monday	4:00 p.m. to 5:30 p.m.
13/02/2019, Wednesday	4:00 p.m. to 5:30 p.m.
16/02/2019, Saturday	3:00 p.m. to 4:30 p.m.

*Received
Haji Anfar Ali College
30/01/2019*



Principal

North Eastern Compu-Tech. (NECT)
Doboka : Hojai : Assam

NECT

North Eastern Computer Technology

A IT & Computer Education Centre

DOBOKA : HOJAI : ASSAM

Ref. No.

Date: 16/02/2019

7 Days College Automation Training Programme

Date/Day	Topic	Name	Designation	Signature
01/02/2019 Friday	Microsoft Windows and its various functions	Manoj Uddin Dasgupta	Jr. Asstt HAAC	
		Debagshu Kr. Bhowmik	Jr. Asstt.	
04/02/2019 Monday	Internet connectivity and website/portal browsing and data entry.	Manoj Uddin Dasgupta	Jr. Asstt	
		Debagshu Kr. Bhowmik	Jr. Asstt. H.A.A. College	
06/02/2019 Wednesday	Student data entry In college portal and online data management.	Debagshu Kr. Bhowmik	Jr. Asstt. HAAC	
		Manoj Uddin Dasgupta	Jr. Asstt	
08/02/2019 Friday	Use of Microsoft Office and Various office applications.	Manoj Uddin Dasgupta	—	— as —
		Debagshu Kr. Bhowmik	Jr. Asstt. H.A.A. College	
11/02/2019 Monday	Create Document file in office word and various file type.	Manoj Uddin Dasgupta	Jr. Asstt.	
		Debagshu Kr. Bhowmik	Jr. Asstt. H.A.A. College	
13/02/2019 Wednesday	Creating workbook and sheet and data validation	Debagshu Kr. Bhowmik	Jr. Asstt. H.A.A. College	
		Manoj Uddin Dasgupta	Jr. Asstt.	
16/02/2019 Saturday	Official data management in Excel Sheet	Debagshu Kr. Bhowmik	Jr. Asstt. H.A.A. College	
		Manoj Uddin Dasgupta	Jr. Asstt	

Attended

Principal
Haji Anfar Ali College
Boboka : Nagaon : Assam

Principal
16/02/2019
North Eastern Compu-Tech. (NECT)
Doboka : Hojai : Assam