

Proceeding of Departmental meeting held on 00/00/2021

Department of English, Sarupathar College

A departmental meeting was held at the Department today at 2:00PM on 02/11/2021 under the chairmanship of the Head of the Department, Mrs. Rini Banerjee. The sole purpose of the meeting was to discuss a seven days' workshop on Communication Skill for the Degree students of the college. The meeting was attended by the following faculty members of the college.

1. *Rini Banerjee*
2. *Bipul Das*
3. *Karabi Biswas*
4. *Suchil Saikia*

The following resolutions have been adopted after a detailed discussion on the matter:

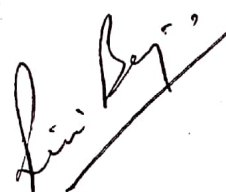
1. The workshop will be organized for seven days on the topic, "Communication Skill" from 22/11/2021 to 29/00/2021.
2. The workshop will be organized in collaboration with the IQAC of the college.
3. The students of B.A./B.Com. 2nd semester can participate in the workshop.

The meeting is ended with vote of thanks by Trishmita Borah.

Seven Days' Workshop on Communication Skill
Organized by English Department, Sarupathar College.
In Collaboration with IQAC, Sarupathar College

Schedule of Course

Time: 12 PM TO 3:00 PM		
Serial No.	Date	Topic
1.	22/11/2021	Inauguration and Objection of the Programme.
2.	23/11/2021	Basic concepts of Communication
3.	25/11/2021	Speaking Skills
4.	26/11/2021	Group Discussion
5.	27/11/2021	Interview
6.	29/11/2021	Writing Skills- Report Writing, Letter Writing.
7.	30/11/2021	Feedback and Validatory Session



HoD

Department of English.

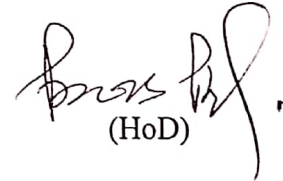
Head, Department of English
Sarupathar College
District: Golaghat, Assam

7 Days Workshop on Communicative Assamese Organized by Assamese

Department, Sarupathar College

Schedule of Course

Time: 1Pm to 5Pm		
Sl. No.	Date	Topic
1.	06/08/2021	Inauguration and Objection of the Program
2.	07/08/2021	Word Formation, Sentence Structure, Punctuation mark শব্দভাণ্ডাৰ, বাক্যগাঁথনি, বিভিন্ন চিহ্নৰ প্ৰয়োগ (লিখিত যোগাযোগ)
3.	09/08/2021	ভাল লেখনৰ গুণাবলী (লিখিত যোগাযোগ)
4.	10/08/2021	Stress, মাতৰ তীব্ৰতা, কথনৰ বেগ (মৌখিক যোগাযোগ)
5.	11/08/2021	কঠিনবৰ কল্পন, উচ্চাৰণৰ স্পষ্টতা (মৌখিক যোগাযোগ)
6.	12/08/2021	উচ্চাৰণৰ শুদ্ধতা, সাময়িক বিবতি (মৌখিক যোগাযোগ)
7.	13/08/2021	Feedback and Validatory Session


(HoD)

Department of Assamese

বিভাগীয় প্ৰধান
অসমীয়া বিভাগ
সৰুপথাৰ মহাবিদ্যালয়

Proceeding of Departmental Meeting, Department of Commerce,
Sarupathar College.

A departmental meeting is convened by the Dept. Of Commerce, Sarupathar College in the college premise on 6th January, 2022 under the chairmanship of Head of the Department. The purpose of the meeting is to discuss about organizing a ten days workshop on Business related Accounting System.

The meeting is attended by the following faculties of Dept. Of Commerce.

Sl. No.	Name	Signature
01	Dipali Bezboruah	D. Bezboruah
02	Agni Chetia	Agni
03	Atul Saikia.	Atul
04	Prasanta Poddar.	Prasanta
05	Parag Bhanu	Parag
06	Soumya Bisal	S. Bisal
07	Mahabogoti Goswami	M. Goswami
08	Anjan Sarma	Anjan
09	Hemanta Gogoi	Hemanta
10		
11		

The meeting is proceeded with the following agenda.

1. Taking chair by the chairman.
2. Object of the meeting.
3. Organizing workshop by the department.
4. Any other.
5. Speech by the chairman.

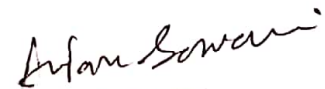
6. Vote of thanks.
7. End of the meeting.

After a long and fruitful discussion on the topic, following resolutions are adopted.

Resolution 1. The workshop will be organized for ten days on the topic, "Business Related Accounting System" from 20th January, 2022 to 2nd February, 2022.

Resolution 2. Maximum number of students that can be participated in the workshop will be 45.

The meeting is ended with vote of thanks.


Chairman & HOD

Dept. of Commerce,

Sarupathar College, Sarupathar

Department of Commerce
Sarupathar College
P.O. Sarupathar, Assam

**10 days' workshop on Business Related Accounting System
Organized by Commerce Department, Sarupathar College**

Schedule of Course

Time: 1Pm to 5Pm		
Sl. No.	Date	Topic
1.	20/01/2022	Inauguration and Objection of the Program
2.	21/01/2022	Need, Importance & Scope of Business-related Accounting System
3.	22/01/2022	System Software and Application of Accounting Software
4.	24/01/2022	Concept of Cash Book and Preparation of Cash Book
5.	25/01/2022	Accounting of GST
6.	27/01/2022	Business Accounting and Taxation
7.	28/01/2022	Filing of Income Tax Return
8.	29/01/2022	Accounting for Banking Transaction
9.	01/01/2022	Basic of Finance and Financial Planning
10.	02/01/2022	Feedback and Validatory Session

A. Sonar

(HoD)
Department of Commerce
Head
Department of Commerce
Sarupathar College
P.O. Sarupathar, Assam