



KAKOJAN COLLEGE

Re-accredited 'A' Grade by NAAC

P.O. & T.O. KAKOJAN, JORHAT: Assam-785 107

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Event: State level workshop on “Finance and Office Management in Higher Education Institutions of Assam”

Organized by: IQAC & Kakojan College Employees' Unit, Kakojan College, Jorhat

Date: 04.12.2023

A State level workshop on “Finance and Office Management in Higher Education Institutions of Assam” was organized today, the 4th December, 2023, in the Conference Hall of Kakojan College. The event was organized by the IQAC & Kakojan College Employees Unit, Kakojan College. The resource persons for this event were Dr. Jayanta Gogoi, Principal, J.D.S.G. College, Bokakhat and Mr. Debashish Mahanta, AFS, Finance and Accounts Officer, Jorhat. The workshop was inaugurated by Dr. Rashmi Rekha Saikia, Principal of Kakojan College. In her inaugural speech, she recounted the necessity of a workshop on the specified areas in the changing work scenario of government services. The ceremonial lamp was lit by Dr. Jayanta Gogoi following her inaugural speech. Dr Jayanta Gogoi was the speaker of the first session. In his deliberation, Dr. Gogoi spoke on many pertinent matters related to audits and accounts of provincialized colleges. While enumerating the importance of audit connected with both curricular and co-curricular activities of the College, he emphasized that all stakeholders should have a financial understanding amongst themselves. He explained at length on maintenance of various college accounts, statuary and non-statutory. He also discussed about office management in colleges and reflected on leave rules for college employees. In the second session of the workshop, the resource person, Mr. Debashish Mahanta stressed on the importance of well-documented records in an institution; for instance, leave records, service book, etc. He explained in details the rules related to various leaves that can be availed by the employees in a college. After the deliberation of Mr. Mahanta, there was a healthy interaction between the participants and the resource persons. The participants could clarify many of their doubts and queries related to finance and office management. The workshop came to an end with the vote of thanks delivered by Mr. Ratul Baruah, senior office Assistant of Kakojan College. This programme was attended by all total 47 participants from Kakojan College and from other Colleges of Assam.




(Dr. Rashmi Rekha Saikia)

Principal
Kakojan College
Jorhat, Assam




(Mr. Dhrubajyoti Saikia)
Co-ordinator
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