



WEST GUWAHATI COMMERCE COLLEGE

MALIGAON, BARIPARA, PANDAV NAGAR, GUWAHATI-12

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Ref No.: WGCC/ HK /NOTICE/ 19/2024

Date : 19/12/2024

NOTICE

It is hereby informed to all the Academic staff that there will be a training Program on 'Preparation and maintenance of Cash Book' organized by IQAC cell on 20th December 2024 at 1.30 P.M in the conference hall. All the Administrative Staff of the college are requested to attend this training Program without fail. Your Participation will help improve our Financial Management Process.

We look forward to your participation.

1. Him Jyoti Kumar.
2. Himank Jyoti Talukdar
3. Manikes Kumari
4. Mridul Kalita

For Chair

IQAC(Co-Ordinator)

West Guwahati Commerce College
Maligaon Boripara
Guwahati-781012

CO-ORDINATOR, IQAC
W. G. C. C

Shant

19/12/2024

Principal

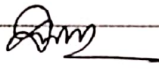
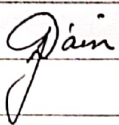
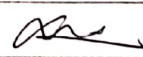
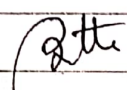
West Guwahati Commerce College
Maligaon Boripara
Guwahati-781012

Date: 20/12/24

A one day Training for Administrative staff of WBCC.

"Preparing and Maintaining a Cash Book".

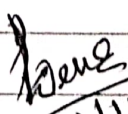
Participants Presented.

Sl. No	Participant Name	Designation	Contact No.	Signature
1	Monika Kumari	L.D.A.	9954461311	
2	Hirajyoti Kumar	Office Assistant	8011518784	
3	Hirank Talukdar	Office Asstt	9706912337	
4	Bisnujyoti Ghosh (UPA) Office		9854293641	
5	Dipen Barman	Principal	9613755982	
6	Dipak Jain	Asst. Co-ordinator	97078-22001	
7	Dr. Ira Devi	Asst. Professor	9954203448	
8	Bheba Debnath Datta	Vice-Principal	9435909924	

Comment of Resource Person: Mr Prabhat Deka, Internal Auditor

9476517374

Govt Guwahati Commerce College now a good educational hub of Guwahati. The infrastructure at the college campus become very very appreciable


20/12/2024

Outcome Report on One-Day Training Programme for Administrative Staff on "Preparing and Maintaining a Cash Book"

Organized by:

IQAC Cell of West Guwahati Commerce College

Date: 20th December 2024

Time: 1:30 PM

Venue: Conference Hall, West Guwahati Commerce College

Resource Person:

Mr. Prabhat Deka, Internal Auditor

Objective of the Training Programme:

The primary objective of the training was to enhance the administrative staff's knowledge and skills in preparing and maintaining a cash book. The session aimed at familiarizing the participants with the importance of accurate cash book entries, understanding the basic principles of cash transactions, and mastering the skills required for maintaining a proper record of all monetary activities.

Agenda of the Training Programme:

1. **Introduction to Cash Book:**
 - Definition and importance of a cash book.
 - Types of cash books: Simple, Double Column, and Triple Column.
 2. **Structure of a Cash Book:**
 - Different columns and their uses.
 - How to record cash transactions accurately.
 3. **Types of Entries:**
 - Receipt Entries.
 - Payment Entries.
 - Bank Entries.
 4. **Balancing of Cash Book:**
 - Importance of balancing.
 - Methods of balancing the cash book.
 5. **Common Mistakes to Avoid:**
 - Discussing common errors in maintaining a cash book.
 - How to correct discrepancies.
 6. **Practical Demonstration:**
 - Real-life examples of maintaining a cash book.
 - Case study and interactive session to reinforce learning.
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Key Highlights of the Session:

- In the presence of our Principal Mr. Dipen Bezbaruah, the session began with Mr. Prabhat Deka introducing the concept of a cash book, its significance in financial record-keeping, and its role in ensuring transparency in transactions.
 - Mr. Deka elaborated on the types of cash books, giving special emphasis to the double and triple column formats commonly used in academic institutions like West Guwahati Commerce College.
 - A practical demonstration was conducted on the methods of recording transactions. He guided the participants on how to correctly enter both receipt and payment transactions and how to adjust the cash book to reflect the current balance.
 - The resource person also highlighted the critical steps in balancing the cash book, including cross-checking entries and ensuring that every payment and receipt is properly documented.
 - Participants were encouraged to ask questions throughout the session. Mr. Deka answered queries related to handling discrepancies, ensuring that the cash book accurately reflects the institution's financial activities.
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Outcomes of the Training Programme:

1. **Enhanced Understanding of Cash Book Maintenance:**
 - Administrative staff gained a clear understanding of how to maintain a cash book, ensuring that both receipt and payment entries are recorded accurately.
 2. **Improved Skills in Financial Record-Keeping:**
 - The participants learned the step-by-step process of balancing the cash book and were equipped with the tools to identify and rectify common errors in financial entries.
 3. **Better Financial Transparency and Accountability:**
 - By mastering the principles of maintaining a cash book, administrative staff will be able to contribute to the improved transparency and accountability of the college's financial records.
 4. **Increased Confidence in Handling Cash Transactions:**
 - Staff members reported feeling more confident in handling cash book entries, which will positively impact the college's day-to-day financial operations.
 5. **Practical Application of Concepts:**
 - Through case studies and demonstrations, the participants gained practical knowledge on how to apply the concepts learned in their work environment.
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Feedback from Participants:

The feedback from the participants was overwhelmingly positive. Many expressed their appreciation for the practical insights shared by the resource person. They found the hands-on case study particularly beneficial in improving their understanding of how to prepare and maintain a cash book. The simplicity and clarity with which Mr. Deka explained the technical aspects were highly appreciated.

Conclusion:

The one-day training programme successfully met its objective of enhancing the administrative staff's knowledge and skills in preparing and maintaining a cash book. With improved competency in handling financial records, the participants are now better equipped to manage the college's financial documentation effectively. The collaboration between the IQAC Cell and the Internal Auditor, Mr. Prabhat Deka, has greatly contributed to the professional development of the staff.

The IQAC Cell of West Guwahati Commerce College looks forward to organizing more such training programmes to further strengthen the capabilities of its administrative staff in various areas of institutional management.

Report Prepared by:
IQAC Cell
West Guwahati Commerce College

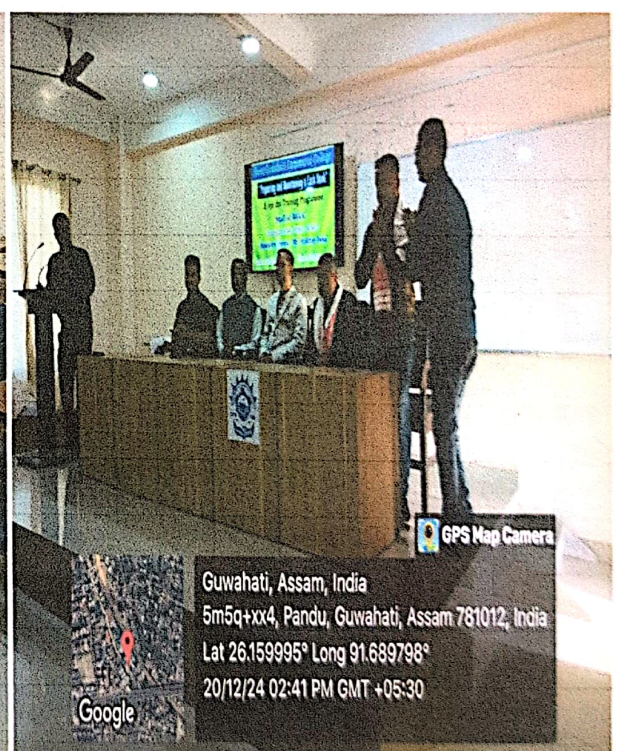
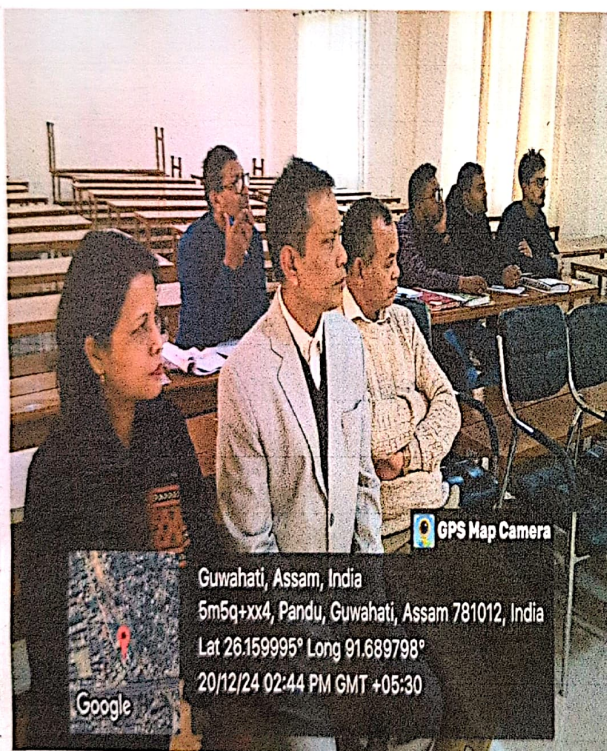
Date: 21st December 2024


COORDINATOR, IQAC
W. G. C. C.


Signature
Principal
West Guwahati Commerce College

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West Guwahati Commerce College
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One-Day Training Programme for Administrative Staff on "Preparing and Maintaining Cash Book"



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CO-ORDINATOR, IQAC
W. G. C. C.