Internal Quality Assurance Cell (IQAC)

WEST GUWAHATI COMMERCE COLLEGE

(Affiliated to Gauhati University / NAAC Accredited)

Maligaon, Baripara, Pandav Nagar, Guwahati-781012

Estd. : 1992

Mr. Dipak Jain, Co-ordinator, IQAC **Phone: 97078-22001**

E-Mail: iqacwgcc1992@gmail.com **Website:www.westguwahaticommercecollege.ac.in**

Ref. No.: ..... Date: 28/08/2026

To
The Principal
West Guwahati Commerce College
Guwahati-12

Subject: Seeking Permission to Organise Training Programme on Digital Student Attendance using College ERP Portal

Respected Sir,

The Internal Quality Assurance Cell (IQAC) proposes to organise a Training Programme on "Digital Student Attendance using College ERP Portal" for the teaching faculty members of the College.

The programme aims to familiarise the teaching faculty with the digital attendance system and provide practical guidance on recording and monitoring student attendance through the College ERP Portal.

The proposed details of the programme are as follows:

- Date: 02 September 2026
- Venue: New Conference Hall
- Resource Person: Mr. Nabarun Misra, SS Technology
- Organised by: Internal Quality Assurance Cell (IQAC)
- Participants: Teaching Faculty/Concerned Staff Members

In view of the above, the IQAC kindly seeks your permission and approval to organise the programme on the proposed date and venue. Necessary arrangements will be made by the IQAC for the smooth conduct of the programme.

We shall be grateful for your kind approval.

Yours faithfully,

Principal
West Guwahati Commerce College
Maligaon, Baripara, Guwahati-12

IQAC Coordinator
Internal Quality Assurance Cell (IQAC)
West Guwahati Commerce College

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

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Ref. No.: .....

Date: 29/08/2026

NOTICE

Training Programme on Digital Student Attendance using College ERP Portal

All faculty members of West Guwahati Commerce College are hereby informed that the Internal Quality Assurance Cell (IQAC) is organising a training programme on "Digital Student Attendance using College ERP Portal" with the objective of familiarising faculty members with the ERP-based attendance system and facilitating its effective use in academic administration.

The programme will be conducted as per the following schedule:

- Date: 02 September 2026
- Time : 2.30 PM
- Venue: New Conference Hall
- Resource Person: Mr. Nabarun Misra, SS Technology
- Organised by: Internal Quality Assurance Cell (IQAC)

All faculty members are requested to attend the programme and actively participate in the training session. The training will provide practical guidance on recording, updating and monitoring student attendance through the College ERP Portal.

Your participation and cooperation are highly appreciated.

IQAC Coordinator
Internal Quality Assurance Cell (IQAC)
West Guwahati Commerce College

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

Date - 02/09/2026.

List of Teachers attended a training programme on "Digital Student Attendance using College ERP Portal"

Sl. No.	Teachers Name	Department	Contact No.	Signatures.
1	Dipak Jain	Accountancy	9707822001	
2	Dr. Pratiksha Barman	Accountancy	9401098492	
3	Bhaba nanda Dutta	Mathematics	9435909924	
4	Jyotirmoy Goswami	Finance	7896308717	
5	Manashi Bhattacharjee	Bengali	8638726707	
6	Sumita Choudhury	Economics	9954010026	
7	Dr. Subrata Bhowmik	Mgmt	9954006733	
8	Dr. Kashmiriekha Barman	English	7086549711	
9	Deepti Halai	Mgt	9707225487	
10	Usha Kumari	Hindi	9954454160	
11	Dr. Pramila Sarma	Economics	8486785760	
12	Harendra Kr. Nath	Finance	9954326961	
13	Dr. Ira Devi	management	9954203446	
14	Chaya Devi	Assamese	9706402246	
15	Dr. Roy	English	9864807064	
16	Umabala Das	English	9387742304	
17	Sumon Talukdar	management	9394153953	
18	Ananya Guha	Mathematics	6003745284	
19	Dikshita Das	Finance	6900221719	
20	Lakhiram Borgohain	Accountancy	6002909019	
21	Dr. Rajashree Deka	Accountancy	9085164089	
22	Sujit Nandi	Accountancy	7002650983	

REPORT

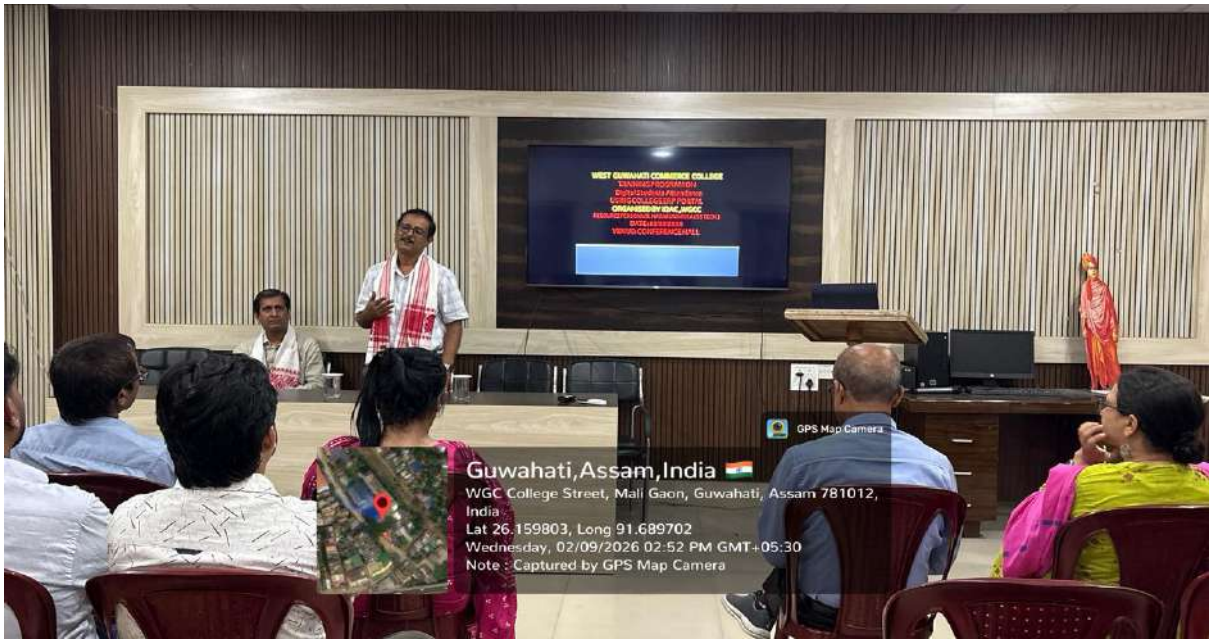
The Internal Quality Assurance cell (IQAC), West Guwahati Commerce college, organised a training programme on "Digital Student Attendance using College ERP Portal" on 2 September 2026 at 2:30 PM in the New Conference Hall. A total of 22 faculty members attended the training programme. The session was conducted by Mr. Nabarun Mishra, S.S. Technology, who served as the resource person.

The primary objective of the programme was to familiarise faculty members with the digital student attendance system available through the college ERP portal and to enhance their efficiency in maintaining attendance records electronically. During the training the resource person provided a detailed demonstration of the ERP portal, including loging procedures, accessing the attendance module, selecting classes and courses, recording student attendance, updating attendance records and reviewing the entered data. The session also included practical demonstrations and interactive discussions, allowing faculty members to clarify their doubts and understand the various functionalities of the system.

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

Photos


WEST GUWAHATI COMMERCE COLLEGE
GPS Map Camera
Guwahati,Assam,India
WGC College Street, Mali Gaon, Guwahati, Assam 781012, India
Lat 26.159856, Long 91.689730
Wednesday, 02/09/2026 02:51 PM GMT+05:30
Note : Captured by GPS Map Camera


GPS Map Camera
Guwahati,Assam,India
WGC College Street, Mali Gaon, Guwahati, Assam 781012, India
Lat 26.159803, Long 91.689702
Wednesday, 02/09/2026 02:52 PM GMT+05:30
Note : Captured by GPS Map Camera


GPS Map Camera
Guwahati,Assam,India
WGC College Street, Mali Gaon, Guwahati, Assam 781012, India
Lat 26.159758, Long 91.689578
Wednesday, 02/09/2026 03:31 PM GMT+05:30
Note : Captured by GPS Map Camera