

REPORT ON
ADMINISTRATIVE TRAINING PROGRAMME

The Research and Development Cell of Lumding College organized a one-day Administrative Training Programme in association with IQAC, Lumding College and All Assam College Employee Association at the Seminar Hall, Lumding College on 17th June, 2023. Dr. Lukendra Kakoti, IQAC, Lanka Mahavidyalaya was invited as the chief resource person for the event.

The administrative training programme aimed to enhance the skills and competencies of administrative staff to efficiently manage various administrative tasks within the college environment. Although the programme was conducted over just one day, it nevertheless covered a wide range of topics relevant to administrative roles in an educational institution. The programme was attended by faculties of various colleges. The session commenced at 11 AM in the Seminar Hall of Lumding College.

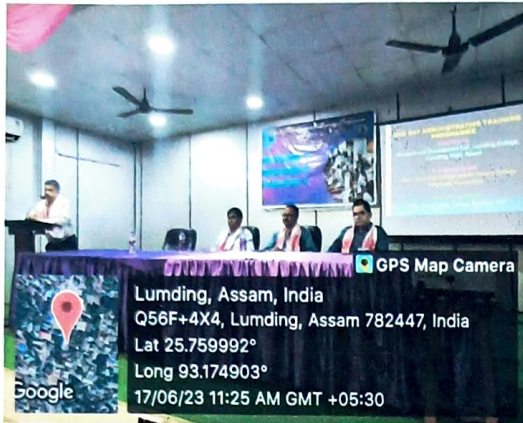
The event began with inviting the esteemed guests, including Dr. Lukendra Kakoti, IQAC, Lanka Mahavidyalaya, Dr. Mrinal Kanti Paul, Principal of Lumding College, Dr. Sanjay Kanti Das, IQAC Coordinator and Dr. Manash Majumder, faculty of History Department, to the dais. Each dignitary delivered brief yet insightful remarks on the occasion. Dr. Mrinal Kanti Paul emphasized the importance of such intellectual gatherings to improve administrative efficiency and effectiveness. Dr. Sanjay Kanti Das highlighted the significance of office management and organization as well as record-keeping and documentation. Dr. Manash Majumder in his address underscored the relevance of teamwork and collaboration. Following the opening remarks, Dr. Lukendra Kakoti, the resource person took over the dais. With eloquence and erudition, he delved into the intricacies of administrative training offering profound insights into its evolution, themes, and significance in contemporary times. Kakoti's speech captivated the audience, provoking thoughtful reflections and stimulating intellectual discourse. He elucidated on problem-solving and decision-making as well as legal and regulatory compliance in education administration.

The event concluded on a note of gratitude, with Dr. Sanjay Kanti Das, IQAC Coordinator extending heartfelt thanks to all participants, guests, and organizers for their invaluable contributions towards making the session a resounding success.





Some snaps from the event:



Report prepared by:
Rapporteur Group, IQAC,
Lumding College



Dated: 17.06.2023

Signature



1. Mrs. Seema Nath (Convener)
2. Mrs. Antara Choudhury (Member)
3. Ms. Sudhangshu Priya Bharati (Member)
4. Ms. Sampurna Bora (Member)
5. Ms. Deborah Daolagupu (Member)
6. Dr. Jahnabi Das (Member)
7. Ms. Chandrawali Goswami (Member)

Seema Nath
A. Choudhury

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