

Date:- 24-08-2021.

ACCOUNTS KEEPING.

One-day administrative training program was conducted by Dept. of Commerce on the topic - Accounts Keeping. Significance of accounting in organisation can never be ignored and a sound accounting system is a key factor for maintaining transparency in every organisation. Maintenance of Cash Book, Income & Expenditure, Receipts and Payments and Balance sheet preparations was the core area of this programme.

Topic :- Accounts Keeping.

Resource Persons :-

- 1.) Dr. Alok Kumar Chandel, Professor, Dept. of Economics.
- 2.) Shri Jitendra Kumar Sharma, Asst. Prof. Dept. of Commerce.
- 3.) Smt. Anuradha Siwan, Asst. Prof. Dept. of Commerce.

Attended By :-

S.No.	Name	Signature.
01.	Purvi Buzar Buzar	P. Buzar
02.	Ranjeta Sahu	R.S.
03.	Sanatkumar	SK
04.	Arun	A.R.
05.	Paras Kashyap	P.K.
06.	Nitish Jangde	N.J.