



Managed by Himatnagar Kelavani Mandal, Himatnagar.  
**THE HNSB. LTD. SCIENCE COLLEGE**

Himatnagar, Dist: Sabarkantha (Gujarat) : 383001.



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GSIRF Rank "4 Star"

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**GREEN COLLEGE (Platinum Rank)**

Zone Code : 093  
College Code : 056  
ISO 9001:2015  
ISO 21001:2018

Ref. No. ....../202 - 202

Date: / /202

Date: 28 / 12 / 2025

All the following staff members are hereby informed that they are directed to attend the **Training Programme on Government e-Marketplace (GeM) Portal** as per the details given below:

**Programme Details**

- **Title:** Training Programme on Government e-Marketplace (GeM) Portal
- **Date:** 30-12-2025
- **Time:** 10:30 AM to 1:00 PM
- **Venue:** GeM Training Centre, Udhyog Bhavan, Gandhinagar (Gujarat)
- **Resource Person:** Mr. Nimesh Panchal, Certified Trainer – GeM Portal
- **Organized by:** Digital Infrastructure and Support Club.

**Staff Members to Attend**

1. Dr. P. S. Patel – Principal
2. Dr. M. M. Prajapati
3. Dr. N. I. Patel
4. Dr. S. P. Vyas
5. Mr. M. R. Rahevar

All concerned are requested to remain present at the venue well in time and attend the programme positively.

**Coordinator**  
**(Dr. N.I.Patel)**

# The HNSB Ltd. Science College, Himatnagar

Training Programme Report (Year: 2025-26)

Title of the Programme

## Training Programme on Government e-Marketplace (GeM) Portal

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**Date:** 30 December 2025

**Time:** 10:30 AM to 1:00 PM

**Venue:** GeM Training Centre, Udhyog Bhavan, Gandhinagar, Gujarat

**Organized by:** Digital Infrastructure and Support Club

**Resource Person:** Mr. Nimesh Panchal

Certified Trainer – Government e-Marketplace (GeM) Portal

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### Introduction

A Training Programme on the Government e-Marketplace (GeM) Portal was organized by the **Digital Infrastructure and Support Club** of **The HNSB Ltd. Science College, Himatnagar** on 30 December 2025. The programme was conducted at the GeM Training Centre, Udhyog Bhavan, Gandhinagar, with the aim of strengthening the knowledge and operational skills of staff members in using the GeM Portal for government procurement activities.

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### Objectives of the Programme

- To provide an overview of the GeM Portal and its role in digital procurement.
  - To familiarize staff members with the registration and user-role structure on the portal.
  - To demonstrate the procedure of product search, order placement, bid generation, and reverse auction.
  - To enhance transparency, accountability, and efficiency in institutional procurement processes.
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### Details of the Training Session

The training session was delivered by **Mr. Nimesh Panchal**, Certified GeM Trainer, who explained the concepts with the help of live demonstrations and real-time examples. The following major topics were covered:

- Introduction to Government e-Marketplace (GeM)
  - Creation and management of user accounts
  - Role-based workflow: Buyer, Consignee, DDO, and Paying Authority
  - Searching products and services
  - Placing orders, generating bids, and conducting reverse auctions
  - Payment procedure and order tracking
  - Common errors and solutions
  - Recent updates and government guidelines related to GeM
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## Staff Members Attended

1. **Dr. P. S. Patel** – Principal
  2. **Dr. M. M. Prajapati**
  3. **Dr. N. I. Patel**
  4. **Dr. S. P. Vyas**
  5. **Mr. M. R. Rahevar**
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## Participation and Interaction

All the staff members actively participated in the programme. They raised queries related to user roles, payment procedures, and technical issues faced during GeM operations. The interactive session helped in resolving doubts and building confidence in handling GeM Portal independently.

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## Outcome of the Programme

The training programme proved highly beneficial. The participants gained:

- Practical knowledge of GeM Portal operations
  - Understanding of procurement rules and compliance procedures
  - Enhanced confidence to carry out institutional purchases digitally
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## Conclusion

The Training Programme on Government e-Marketplace (GeM) Portal was successfully conducted and achieved its objectives. The effective guidance provided by **Mr. Nimesh Panchal** made the programme informative and impactful. Such training initiatives are essential for promoting transparency and efficiency in government procurement systems.

**Coordinator**  
**(Dr. N.I.Patel)**

# The HNSB Ltd. Science College, Himatnagar

Training Programme Photo (Year: 2025-26)

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