

FACULTY DEVELOPMENT PROGRAM

HOLY CROSS COLLEGE, AGARTALA

DATE:14.08.2023



HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)

Tripura University Reg. Code: 17

Jubatara, P.O. Lembucherra, Tripura West Pin-799210

Phone: 0381-2915930, +91 9402315672

email- principalhccagt@gmail.com

Web: www.holycrosscollege.in

"Educating hearts and minds"

Date: 01/08/2023

The Principal
Holy Cross College, Agartala

Subject: Request for Permission to Conduct Faculty Development Program on College ERP and College App.

We are writing to request your kind permission for the IT Club of our college to conduct a Faculty Development Program (FDP) focused on familiarizing our esteemed faculty members with the intricacies of our college ERP system and College App. IT club will invite Mr. Kiran Kumar Hembrom, Director and CEO of Hembro Infotech Private Limited, our IT partner, to conduct this session.

The aim of this program is to empower our faculty with the necessary skills to effectively utilize these technological tools in enhancing the overall educational experience for both staff and students.

Program Details:

- Proposed Date: 14/08/2023
- Proposed Time: 11:00 a.m.
- Venue: Room G-04
- Target Audience: Faculty Members

We would like to assure you that all necessary arrangements will be made by the IT Club to ensure that this session is conducted smoothly and we are confident that the knowledge gained will be significantly benefit our faculty members to manage administrative tasks more efficiently

We kindly request your approval and support for the IT Club to conduct this Faculty Development Program at our college.

Thanking you for your time and consideration.

Sincerely,

Ms. Mandrita Saha (IT Club Coordinator)

Assistant Professor, Department of Commerce

Mr. Joel Lalengliana Darlong (IT Club Member)

Assistant Professor, Department of Sociology

Mr. Genesis Debbarma (IT Club Member)

Assistant Professor, Department of Sociology

Approved
Principal
01/08/2023

PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA



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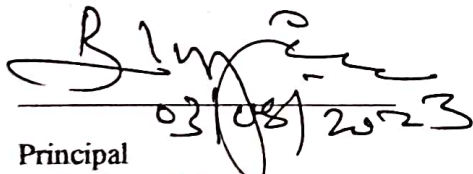
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NOTICE

Date- 03/08/2023

All the faculty members are informed that the concerned person of Hembro Infotech will be available at our college campus on 14th August 2023 at 11 a.m. to solve all the issues regarding E-mail, ERP and App. So, you all are requested to keep a note of all your queries and doubts and clarify those queries on that 14th August 2023.


03/08/2023

Principal
Holy Cross College,
Agartala.

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REPORT

Date: 17-08-2023

Title of the Program: Faculty Development Program on College ERP and College App

Resource person: Mr. Kiran Kumar Hembrom, Director and CEO, Hembro Infotech Private Limited

Program Coordinator: IT Club

Ms. Mandrita Saha, Assistant Professor, Department of Commerce

Mr. Joel Lalengliana Darlong, Assistant Professor, Department of Sociology

Mr. Genesis Debbarna, Assistant Professor, Department of Sociology

Number of Participants: 36 Faculty members

Program Details:

On 14th August 2023, a Faculty Development Program on ERP (Enterprise Resource Planning) and College App was conducted by IT Club of Holy Cross College, Agartala for the faculty members of the college to keep them updated about the latest modules that have been incorporated in the ERP and College App.

Mr. Kiran Kumar, the resource person of the session, thoroughly explained the Student Attendance module which allows the faculty members to efficiently manage the attendance records of the students. The three sub-modules of the Student Attendance module that were covered in the training session were –

- Student Attendance Entry
- Monthly Attendance Report
- Daily Attendance Report

Mr. Kiran Kumar also demonstrated the Examination Management module during the training session. This module helps the faculty members to efficiently manage the examination records of the students. The four sub-modules of the Attendance module that were also covered –

- Create New Exam
- Marks Entry
- Internal Marks Record
- New Approval Request

Another module Study Materials has also been incorporated in the ERP and Mr. Kiran Kumar presented to the faculty members about the way of uploading the study materials in the ERP so that the students can access these materials for future reference.



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Lastly Mr. Kiran Kumar also addressed and clarified all the queries and doubts of the faculty members related to college E-mail, ERP and College App.

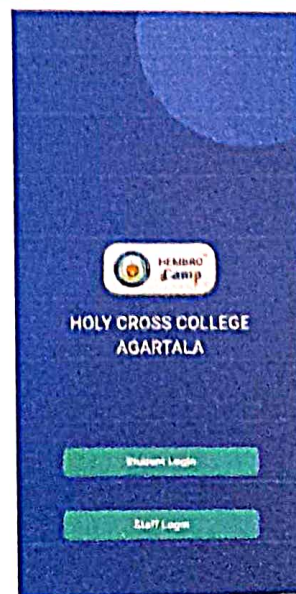
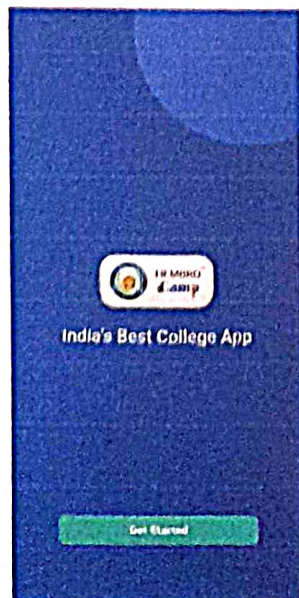
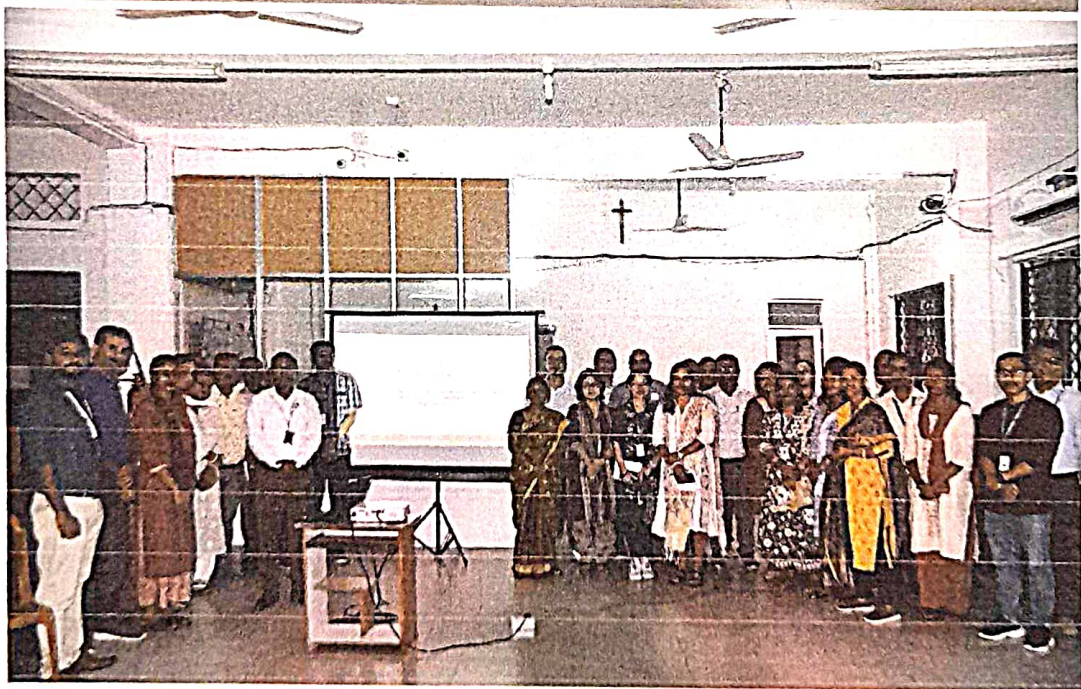
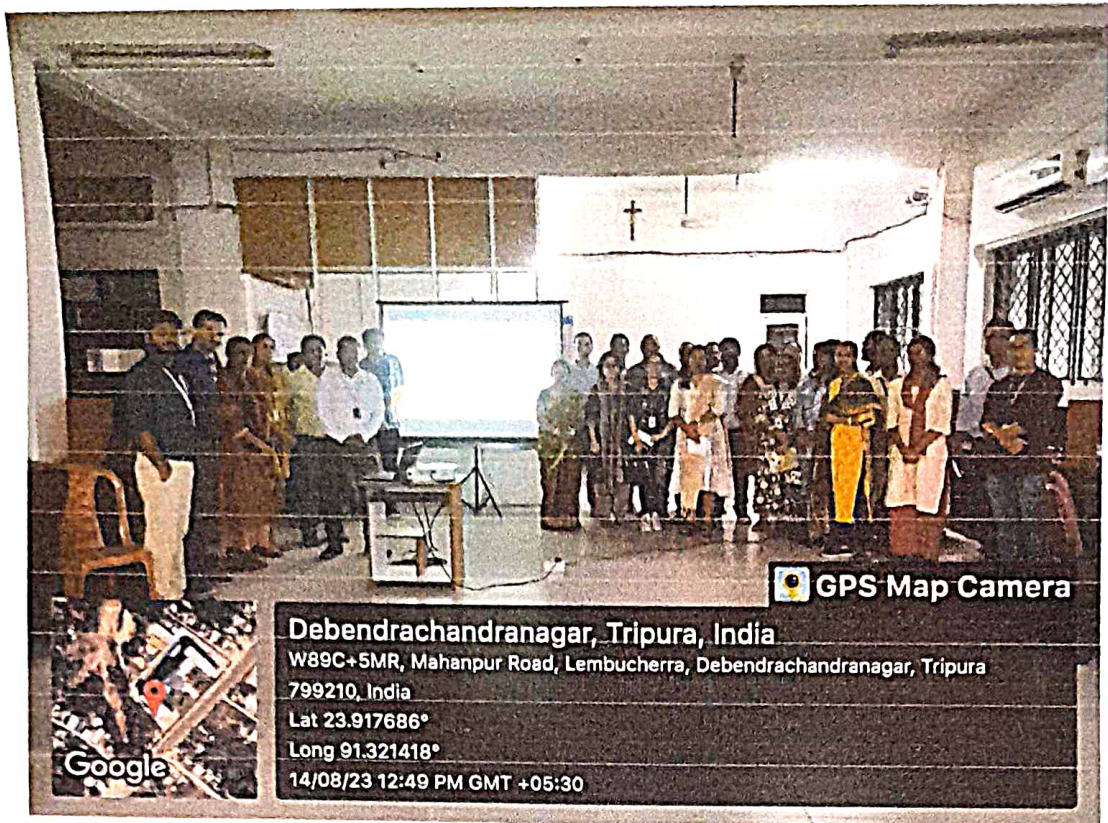
The session was concluded by thanking the resource person and all the faculty members for attending the session and actively participating in the faculty development program for making it a successful one.

Mandrita Saha 12/08/23

Mandrita Saha
Assistant Professor
Department of Commerce
17th August 2023

B. M. Saha
18/08/23

PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA



HOLY CROSS COLLEGE

FACULTY DEVELOPMENT PROGRAM

Attendance Report : 14.08.2023

Sl.No.	Name of Faculty	Signature
1	Dr. Mournita Dey	Moyr. 14/8/23
2	Susmita Banerjee	Banerjee 14/8/2023
3	Lalita Reang	Lg 14/8/23
4	SANGTHANZUALA SAULO	Saulo 14/08/23
5	TIMOTHY TRIPURA	Timothy Tripura 14/08/23
6	deldentana sarlong	Dey 14/8/23
7	Faruk Ahmed.	Faruk 14.08.23
8	Smriti Debnath	Debnath 14.08.23
9	Dr. Subhash Debnath	Debnath 14/08/2023
10	Debasish Datta	Datta 14/08/2023
11	Dr. Sulehalaxmi Bhattacharjee	S. Bhattacharjee 14/08/23
12	Dr. Parichita Ray Choudhury	PC 14/8/23
13	Dr. Purnima Nalla Ven	Purnima 14/8/23
14	Dr. Golly Joseph	Dr. Golly 14/8/23
15	Rajesh K. Nath	RK 14/08/2023
16	Achintya Bhattacharjee	Achintya 14/8/23
17	Samir Bhowmik.	Samir 14.08.23
18	Dr. Sharmista Shukla Bhadra	Shukla 14/8/2023
19	Dr. Rakhee Deb Roy	Roy 14/8/23
20	Rajesh Kumar Das	RKD 14/08/23
21	Sharmila Chakraborty	Sh 14.08.23
22	Dr. Sharmistha Rakshit	Sh 14/8/23
23	Dr. Minni Islam	Minni 14/8/23
24	Genesis Debbarma	GD 14/08/23
25	Joel Dalenghama Darlong	Jd 14/08/23
26	Shubhanta	Shubhanta 14/8/23
27	Dr. Rajeshree Subbarao	Ru 14/8/23
28	Kshetrinayana Myleda Devi	Ksh. Myleda Devi 14/8/23
29	Dr. Somnath Kar	SKar 14/8/23
30	Jahneli Saha	Jaha 14.08.23

Sl.No.	Name of Faculty	Signature
31	Dr. Ashish K. Sinha	ashish
32	Dr. Sandeep Roy Sarker	adhyo. 14-8-23
33	Dr. Susmita Saha	14/08/2023
34	Sangita Chakraborty	14/8/2023
35	Mandrita Saha	Maha 14/08/23
36	Nazmun Nahar Begum	Deey 14.08.23
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