HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A' GRADE
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:28.08.2024

To
The Principal
Holy Cross College
Agartala

Subject: Request for Permission to organize a Teacher s'Training Program on Enterprise Resource Planning (ERP).

Respected Father

I am writing to seek your kind permission to organize a Teacher s'Training program on Enterprise Resource Planning (ERP) for the faculty members of Holy Cross College.

The primary objective of this program is to familiarize our Faculty members with the intricacies of our latest ERP software, which will aid in streamlining academic and administrative tasks. The session will be taken by experienced trainers of Hembro Infotech Private Limited, our IT partner.

Program Details:
- Proposed Date: 4th September 2024
- Proposed Time: 2:00 p.m.
- Venue: Room G-4 Computer Lab
- Target Audience: Faculty Members

I believe that this training will greatly benefit our faculty members by enhancing their efficiency in managing various academic and administrative processes through the ERP system and contribute to the overall improvement of the college's operations.

I kindly request your approval to proceed with the arrangements for this training session and I ensure that all necessary preparations are made, and the event is conducted smoothly.

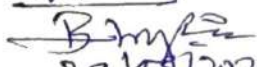Thanking you for your time and consideration.

Yours sincerely,

Mandrita Saha
Ms. Mandrita Saha
Assistant Professor & In-charge of ERP
Holy Cross College, Agartala.

Approved
29/08/2024
PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

Request for a Resource Person to Conduct Hands-On Training on College ERP Software for Holy Cross College, Agartala.

HOD CS HCC Agartala <hodcs.hccagt@gmail.com>   Sat, Aug 31, 2024 at 9:09 AM
To: Hembro Infotech <info@hembroinfotech.com>
Cc: mandrita.6269@gmail.com, "Holy Cross College Agartala, INDIA" <principalhccagt@gmail.com>,
hccagtadmn@gmail.com, iqachccagt20@gmail.com

To

Mr. Kiran,

Chief Executive Officer & Director

Hembro Infotech Pvt Ltd

Subject: Request for a Resource Person to Conduct Hands-On Training on College ERP Software for Holy Cross College, Agartala.

Dear Kiran,

I trust this message finds you well. I am reaching out to request the assistance of Hembro Infotech Pvt Ltd in arranging a hands-on training session for our faculties on the College ERP software, which your company expertly manages for us.

To ensure that our faculties are fully equipped to utilize the ERP system effectively, we believe that a targeted training session led by one of your experienced team members would be of great benefit. We aim to deepen our understanding of the system's features and improve our overall efficiency in using it.

We propose to hold this training session on 4th September 2024, in our college campus at 2:00 pm.

We kindly request that you confirm the availability of a suitable resource person who can lead this training session. Your assistance in this regard will greatly enhance the efficiency and effectiveness with which our staff interacts with the College ERP system.

We appreciate your support and look forward to your confirmation. Thank you for your attention to this request.

Best regards,

Jyotirmoy Sil Sharma
Head, Department of Computer Science
Holy Cross College, Agartala

    HOD CS HCC Agartala <hodcs.hccagt@gmail.com>

Request for a Resource Person to Conduct Hands-On Training on College ERP Software for Holy Cross College, Agartala.

Hembro Infotech <info@hembroinfotech.com>   Sat, Aug 31, 2024 at 7:01 PM
To: HOD CS HCC Agartala <hodcs.hccagt@gmail.com>
Cc: Mandrita Saha <mandrita.6269@gmail.com>, "Holy Cross College Agartala, INDIA" <principalhccagt@gmail.com>,
hccagtadmn@gmail.com, iqachccagt20@gmail.com

Dear Sir,

Thank you for the email, yes we are happy to confirm you, schedule is OK for us.

Regards & Thanks

Hembro Infotech
info@hembroinfotech.com

[Quoted text hidden]

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<u>Notice</u>

Date: 29.08.2024

All faculty members are informed that a Teacher s'Training program on the Enterprise Resource Planning (ERP) system has been scheduled for **4th September 2024 at 2:00 p.m.** The training will take place in the **Computer Lab, Room No. G4.**

In this regard, all faculty members are requested to attend this training session as it will cover important updates and functionalities of the ERP system, which are essential for our daily operations and effective implementation of the ERP system in our institution.

Your presence and participation are highly valued.

29/08/2024

Principal

Holy Cross College, Agartala

PRINCIPAL

HOLY CROSS COLLEGE

AGARTALA

Program Schedule: Teachers' Training Program on College ERP System

Date: 4th September 2024
Time: 2:00 PM – 4:00 PM
Venue: Computer Lab (Room: G-4), Holy Cross College

Schedule of Events

Time	Activity	Facilitator
2:05 PM	Welcome Address, Introduction of the Resource Person & Objective of the Training Program	MS. Mandrita Saha
2:15 PM	Overview & Practical Session of College ERP System	Mr. Saibal Datta, Software Developer, Hembro Infotech Global Pvt. Ltd.
3:50 PM	Vote of Thanks	Mr. Jyotirmoy Sil Sharma

21/08/2024

(Jyotirmoy Sil Sharma)
HoD, Dept. of Computer Science
Holy Cross College, Agartala

HOLY CROSS COLLEGE, AGARTALA

TEACHERS' TRAINING PROGRAM ON
ENTERPRISE RESOURCE PLANNING

Organised By:

Department of Computer Science
In Collaboration With

Internal Quality Assurance Cell (IQAC)

Mr. Saibal Datta
Sr. Software Developer
Hembro Infotech Global Pvt Ltd

04 Sept, 2024
Comp. Lab (G4), HCC
2:00 pm

www.holycrosscollege.in

Holy Cross College, Agartala
Department of Computer Science

Ref: HCC/CS/REPORT/2024/09/01   Date: 05/09/2024

REPORT

Program Title: Teachers' Training Program on College ERP
Organized by: Department of Computer Science in collaboration with IQAC, Holy Cross College.
Date: 4th September 2024
Time: 2:00 p.m.
Venue: Computer Lab (Room: G-4), Holy Cross College.
Resource Person: Mr. Saibal Datta, Sr. Software Developer, Hembro Infotech Global Pvt. Ltd.
Participants: 56 Faculty Members of HCC (Attendees list attached).

Program Details:

On 4th September 2024, the Department of Computer Science, in collaboration with the Internal Quality Assurance Cell (IQAC) of Holy Cross College, conducted a Teachers' Training Program on the College ERP (Enterprise Resource Planning) system. This training session was held in the college's Computer Lab (G-4) and was attended by faculty members across various departments.

The session began with a warm welcome address by Madam Mandrita Saha, who acknowledged the presence of the esteemed Principal, the faculty members, and the session's resource person, Mr. Saibal Datta. Madam highlighted the objective of the training, which was to equip faculty members with the skills and knowledge to use the College ERP effectively for managing administrative and academic tasks.

Mr. Saibal Datta, an experienced Software Developer, led the session. He began with an overview of ERP systems, their role in educational institutions, and how they streamline processes and enhance data management. The modules covered in the training included:

1. Student Management: Demonstrating how to update and access students' information and profiles efficiently.

2. Student Attendance: Training on recording and maintaining attendance digitally, and generating attendance reports.

3. Academics: Introducing the academic module to help faculty members access and organize course subjects, assign students and faculties to subjects.

4. Examination Management: Detailed guidance on setting up exams, managing marks and grades, tracking students' academic progress and generate examination-related reports.

5. Notes: Utilizing the notes section to upload and organize lecture notes and study materials, making them easily accessible to students.

6. Batch Selection: Demonstrating the batch selection process, allowing faculty to sort and manage students based on their respective batches.

Throughout the session, Mr. Datta provided practical demonstrations of each module, allowing participants to interact with the system and resolve their queries in real-time. The session was interactive, with faculty members actively engaging with the resource person to clarify doubts and gain hands-on experience.

The program concluded with a vote of thanks by Sir Jyotirmoy Sil Sharma, HoD, Dept. of Computer Science, who expressed gratitude to Mr. Saibal Datta for his insightful session, to the Principal and faculty members for their participation, and to the Computer Science Department and IQAC for organizing the training.

The session was highly beneficial, providing faculty with essential skills to streamline administrative and academic processes through the College ERP system.

Prepared by

Mandrita Saha

Mandrita Saha
Assistant Professor,
Department of Computer Science,
Holy Cross College, Agartala.

Geo-tagged photographs of the events:

TEACHERS' TRAINING PROGRAM ON ENTERPRISE RESOURCE PLANNING
Department of Computer Science
Holy Cross College, Agartala
Attendance Sheet   Date: 04/09/2024

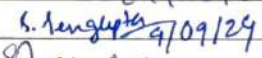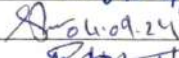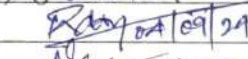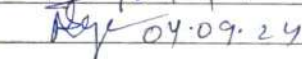| NAME	DEPARTMENT	SIGNATURE
Dr. Sushobhan Sengupta	Business Administration	Swe- 4/9/2024
Dr. Moumita Dey	English	Dey. 4/9/24
Dr. Sudipta Sinha.	Botany	Sinha 4.9.24
Dr. Somnath Kar	Botany	Kar 4/9/24
Dr. Dipanwita Chaudhuri Sil	Botany	D 4/9/24
Dr. Debasree Lodh	Botany	4/9/24
Barnita Majumder	English	Costly B 4/9/24
Dr. Subhash Debnath	History	Deb 4/9/24
Dr. Bishnupriya Datta.	B.Ed	B Datta 4.9.24
Dr. Runki Nath Sen	Zoology	Rnathsen 4/9/24
Dr. Parichita Ray Choudhury	Zoology	Pe 4/9/24
Dr. Subhalaxmi Bhattacharjee	Zoology	S.B 4/9/24
Piyashi Das	Zoology	PD 4/9/24
Dr. Susanta Bamek	Math	Bamek 4/9/24
Sridhiti Roy	Math	Roy 04/09/24.
Dr. Sandip Roy Sarkar	Human Physiology	Att 4/9/24
Dr. Ashish K. Singha	Human Physiology	Ashish 04/09/24.
Mr. Kanak Chakraborty	Human Physiology	4/09/24
Dr. Susmita Saha	Human Physiology	Cu 4/09/2024
Dr. Shankha J. Bhadra	Commerce	SB 4/9/24.
Mubdiul Hassan	Economics	Hassan 4/9/2024.
Rajesh Kumar Das	Commerce	Rfo 4/9/24
Rajesh Kumar Nath	Political Science	ee 04/09/my
Sharmila Debbarma	Kokborok	SD 04.09.2024
Rebecca Debbarma	English	RD 04/09/24
Dr. Susmita Bhattacharya	Geography	SumitB 04/09/24
Sukanya Sen	Economics	S. Sen 04/09/24
Dr. Mayanglambam Lana	English	L.L. 4th September 24.
Josiah Rupini	Social Work	Rui
Genesis Debbarma	Sociology	G. 04/09/24
Lily Jamatia	Social Work	Jan. 04/09/24
Sova Debbarma	Sociology	San D 04/09/24
Lalremsangi Hrangkhawl	Education	04/09/24
Joel Lalenzuama Darlong	Sociology	04/09/24
Dr. Sharmistha Chakraborty	Sociology	
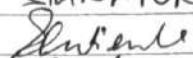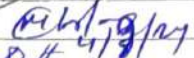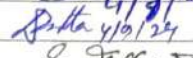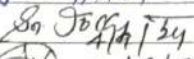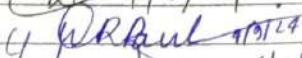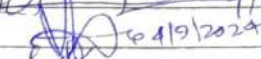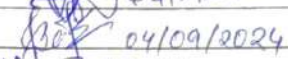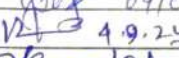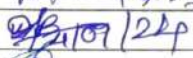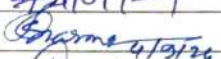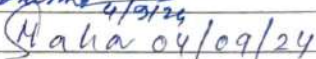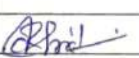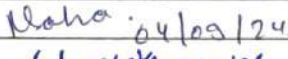
TEACHERS' TRAINING PROGRAM ON ENTERPRISE RESOURCE PLANNING
Department of Computer Science
Holy Cross College, Agartala

Attendance Sheet   Date: 04/09/2024

NAME	DEPARTMENT	SIGNATURE
Sentienla	Sociology	Sentienle
Lalchinthara Darlong	Physical Education	Darlong
Abhijit Dey	Political Science	Abhijit Dey 4/9/24
Dr. Maimol Islam	Political Science	4/9/24
Debasish Datta	History	Datta 4/9/24
Sr. Jolly Joseph	English	Sr. Jolly 4/9/24
Debanjana Mukherjee.	Psychology.	4/9/24
Utpal Rudra Paul.	Geography	U R Paul 4/9/24
Farule Shameel.	ENGLISH.	4/9/24
DR. SANDIP DEB	TEACHER EDUCATION	4/9/2024
Joydeep Banik	Teacher Education	04/09/2024
Dr. Uttam Chakraborty	English	4.9.24
Khirode Debbarma	KOKBOROK	4/09/24
Jyotirmoy Sil sharma	CS	sharma 4/9/24
Maudrila Saha	Computer Science & Commerce	Saha 04/09/24
Achintya Bhattacharjee	Business Administration & Math	Achint
Rupa Saha	Dept. of Business Administ.	Saha 04/09/24.
Sayanika Sengupta	Dept. Of Business Administration	S. Sengupta 4/09/24
Sharmili Chakraborty	Dept. of Business Administration	04.09.24
Dr. Ranjeet Debnath	Dept. of Business Administration	04/09/24
Nazmun Nahar Begum	Commerce	04.09.24