"*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 mange 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
01/08/2023

PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

"Educating hearts and minds"

<u>NOTICE</u>

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.

PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)
Tripura University Reg. Code: 17
Jubatara,P.O. Lembucherra, Tripura West Pin-799210
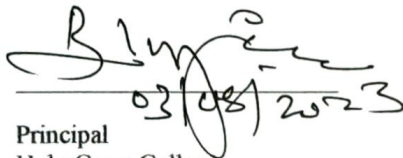Phone: 0381-2915930, +91 9402315672
email- principalhccagt@gmail.com
Web: www.holycrosscollege.in

"Educating hearts and minds"

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 Debbarma, 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.

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"

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 17/08/23

Mandrita Saha

Assistant Professor

Department of Commerce

17th August 2023

18/08/2023

PRINCIPAL

HOLY CROSS COLLEGE

AGARTALA

HOLY CROSS COLLEGE

FACULTY DEVELOPMENT PROGRAM

Attendance Report : 14.08.2023

Sl.No.	Name of Faculty	Signature
1	Dr. Moumita Dey	Mey . 14/8/23.
2	Susmita Banerji	Banerji 14/8/2023.
3	Lalita Reang	14/8/23
4	PSANGTHANZUALA SAILO	14/08/23
5	TIMOTHY TRIPURA	Timothy Tripura 14/08/23
6	Laldinthara Darlong	14/8/23
7	Faruk Ahamed.	Faf 14.08.23
8	Smita Debnath	Debnath 14.08.23
9	Dr. Subhash Debnath	Bm 14/08/2023
10	Debasish Datta	Datta 14/08/2023
11	Dr. Sulohalexmi Bhattacharya	S. Bhattacharjee 14/08/23
12	Dr. Parichita RayChoudhury	RC 14/8/23
13	Dr. Runki Nath Sen	RcaNsen 14.08/23
14	Sr. Jolly Joseph.	Sr. Jolly 14/8/23
15	Rajesh Kr Nath	RK 14/08/2023
16	Achintya Bhattacharjee	Achint 14/8/23.
17	Samir Bhowmik.	Sam 14.08.23
18	Dr. Shankha Shubhra Bhakta	Bm 14/8/2023
19	Dr. Rakhesh Deb Roy	Roy 14/8/23
20	Rajesh Kumar Das	dos 14/08/23
21	Sharmili Chakraborty	Sr 14.08.23
22	Dr. Sharmistha Rakshit	Sr 14/8/23
23	Dr. Majarul Islam	MIslam 14/8/23
24	Genesis Debbarma	GD 14/08/23
25	Joel Lalenghiama Darlong	Jo 14/08/23
26	Sentienle	Sentienle 14/8/22
27	Sr. Rajeshree Debbarma	Raj 14/8/23
28	Kshetrimayum Myleodee Devi	Kh. Myleoda Devi 14/8/23
29	Dr. Somnath Kar	SKar 14/8/23
30	Jahnabi Seha	Seha 14.08.23