



HOLY CROSS COLLEGE

Agartala, Tripura West

TEACHERS' TRAINING PROGRAM ON ENTERPRISE RESOURCE PLANNING (ERP)

(ONLINE MODE)



4 September, 2025



11.00 am

Organized by

IT Club, Holy Cross College

in collaboration with

Internal Quality Assurance Cell, HCC

Resource Person

Shaibal Datta

Sr. Software Developer

Convener: Ms. Mandrita Saha

Members :

Dr. Sushobhan Sengupta

Dr. Rakesh Debroy

Mr. Jyotirmoy Sil Sharma

Dr. Sharmistha Chakraborty

Dr. Sandeep Roy Sarkar

Mr. Sangthanzuala Sailo

Mr. Joel Darlong

Mr. Genesis Debbarma





**HOLY CROSS COLLEGE, AGARTALA
IT CLUB**

Date:28.08.2025

To
The Principal
Holy Cross College
Agartala

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

Respected Father,

With due respect, I, on behalf of IT Club, seek your kind permission to organize a **Teacher's Training Program on Enterprise Resource Planning (ERP)** for the newly recruited faculty members and for those who are facing difficulties in using the system at Holy Cross College.

The program is proposed to be held on **4th September 2025 at 11:00 a.m in online mode**, and it will be conducted by the IT Club in collaboration with IQAC. The session will be taken by experienced trainers of Hembro Infotech Private Limited, our IT partner.

I believe this training will help our faculty members familiarize themselves with the ERP platform and help them in gaining clarity and confidence in handling the ERP system effectively, thereby ensuring smoother academic and administrative functioning.

I therefore request your kind approval to conduct the training session on the mentioned date and time and to proceed with the arrangements for this training session.

Thank you for your time and consideration.

Yours sincerely,

Mandrita Saha
Mandrita Saha
(IT Club Coordinator)
Assistant Professor,
Department of Computer Science

Approved
B. Saha
Principal
Holy Cross College,
Agartala
PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA



HOLY CROSS
COLLEGE
AGARTALA

IT Club HCCAGT <itclub@hccagt.ac.in>

Request for a Resource Person to conduct a Teachers' Training program on College ERP Software for Holy Cross College, Agartala.

1 message

IT Club HCCAGT <itclub@hccagt.ac.in>

Mon, Sep 1, 2025 at 1:02 PM

To: info@hembroinfotech.com

Cc: PRINCIPAL HOLY CROSS COLLEGE <principal@hccagt.ac.in>, Vice Principal - Administration HCCAGT <vp.admin@hccagt.ac.in>, Vice Principal - Academics HCCAGT <vp.academics@hccagt.ac.in>, MANDRITA SAHA <mandrita.saha@hccagt.ac.in>, ACADEMIC COORDINATOR HCCAGT <academiccoordinator@hccagt.ac.in>, IQAC HCCAGT <iqac@hccagt.ac.in>

To
Mr. Kiran,
Chief Executive Officer & Director
Hembro Infotech Pvt Ltd

Dear Sir,

We are pleased to inform you that the IT Club of Holy Cross College, Agartala in collaboration with IQAC is organizing a **Teachers' Training program on ERP** for our faculty members on the use of the College ERP Software. This initiative aims to familiarize the faculty members with the platform to enhance efficiency in academic and administrative processes.

We would be honored to have a resource person from Hembro Infotech Pvt. Limited conduct this training session, given your expertise and experience in ERP solutions for educational institutions.

Details of the Program:

- **Date:** 4th September 2025 (Thursday)
- **Time:** 11:00 AM
- **Mode:** Online (meeting link will be shared in advance)
- **Topic:** Teachers' Training program on College ERP Software
- **Participants:** Faculty members of Holy Cross College, Agartala

We would deeply appreciate it if you could kindly depute a competent resource person for this training session. Your support will be invaluable in helping our faculty members utilize the ERP software effectively in their day-to-day activities.

We kindly request you to confirm your availability and the name of the resource person at your earliest convenience.

We look forward to a positive response and continued collaboration with Hembro Infotech Pvt. Limited.

Thank you in advance for your support.

Warm regards,

Mandrita Saha

IT Club Coordinator & Assistant Professor,
Department of Computer Science,
Holy Cross College, Agartala.



IT Club HCCAGT <itclub@hccagt.ac.in>

Request for a Resource Person to conduct a Teachers' Training program on College ERP Software for Holy Cross College, Agartala.

Hembro Infotech <info@hembroinfotech.com>

Wed, Sep 3, 2025 at 2:17 PM

To: IT Club HCCAGT <itclub@hccagt.ac.in>

Dear Madam,

Thank you for the email.

Yes, Mr. shibal will be taking training online at 11 AM.

Thanking you
With Regards
Kiran Kumar Hembrom

[Quoted text hidden]



Program Schedule: Teacher's Training Program on Enterprise Resource Planning (ERP)

Date: 4th September 2025

Venue: Online mode, Holy Cross College, Agartala

Time: 11:00 A.M

Schedule of Events

Time	Activity	Facilitator
11:00 a.m	Introductory Address	Ms. Mandrita Saha, IT Club Coordinator
11:05 a.m	Overview & Practical Session of College ERP	Mr. Saibal Datta, Sr. Software Developer, Hembro Infotech Global Pvt. Limited
12.25 p.m	Vote of Thanks	Ms. Mandrita Saha, IT Club Coordinator

Mandrita Saha
Mandrita Saha
Coordinator, IT Club
Holy Cross College, Agartala
04/09/2025



Report on Teacher's Training Program on Enterprise Resource Planning (ERP)

Date: 4th September 2025

Organized by IT Club in collaboration with IQAC

Introduction

A training program on *Enterprise Resource Planning (ERP)* was organized on 4th September 2025 for the newly recruited faculty members of Holy Cross College, Agartala as well as for those facing challenges in using the ERP system. The initiative aimed to provide clarity, confidence, and competence in handling ERP for academic and administrative purposes.

Objectives of the Program

- To familiarize faculty members with the ERP platform.
- To provide hands-on guidance on effective use of ERP for day-to-day tasks.
- To address difficulties faced by faculty members in navigating the ERP system.
- To enhance efficiency in academic and administrative functioning.

Conduct of the Program

The program commenced at 11:00 a.m. in online mode. It was conducted by the IT Club of Holy Cross College in collaboration with the Internal Quality Assurance Cell (IQAC).

Expert trainer, Mr. Shaibal Datta (Senior Software Developer) from Hembro Infotech Private Limited, the official IT partner of the college, led the session. He provided detailed demonstrations of ERP features, including modules relevant to faculty use such as attendance, marks entry, timetable management, and communication with students.

Mr. Datta also addressed common issues faced by teachers and provided solutions with live examples. The session included an interactive Q&A segment, allowing participants to clarify their doubts directly.

Key Highlights

- Comprehensive demonstration of ERP modules.
- Real-time problem-solving of common user difficulties.
- Active participation from newly recruited faculty and existing staff.
- Practical insights to ensure smoother handling of academic and administrative tasks.

Outcome of the Program

The training proved to be highly beneficial as it:

- Increased faculty confidence in using ERP effectively.
- Reduced apprehensions of newly recruited members about the system.
- Promoted efficiency in academic record-keeping and communication.

- Ensured alignment of faculty practices with institutional digital processes.

Conclusion

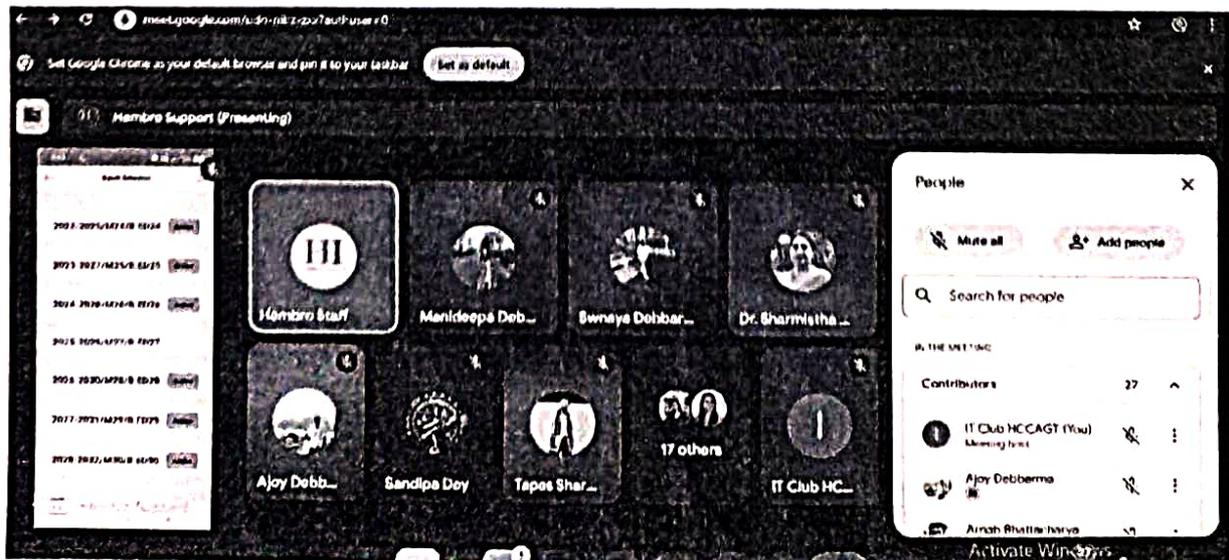
The Teacher’s Training Program on ERP successfully met its objectives of equipping faculty members with essential ERP skills. The collaborative effort of the IT Club, IQAC, and Hembro Infotech Private Limited was commendable. Participants appreciated the initiative and expressed that such training sessions should be conducted periodically to keep pace with evolving digital academic tools.

Prepared by:

Rakesh Debroy 08/09/2025

Dr. Rakesh Debroy
Member, IT Club, HCCA

Images of the event:



Timestamp	Name:	Designation:	Department:	Feedback:	Attendance
9-4-2025 12:29:23	Rajesh Kumar Nath	Assistant Professor	Political Science	The session was very helpful	I hereby confirm my attendance to this training programme
9-4-2025 12:29:47	Dr. Sampa Ghosh	Assistant Professor	Botany	The session was very informative and useful	I hereby confirm my attendance to this training programme
9-4-2025 12:29:55	Dr. Debasree Lodh	Assistant Professor	Botany	Very good session	I hereby confirm my attendance to this training programme
9-4-2025 12:29:56	Tapas Kumar Sharma	Assistant Professor	Zoology	Very informative session on ERP	I hereby confirm my attendance to this training programme
9-4-2025 12:30:03	Supraik De	Assistant professor	Mathematics and stat	Session is very helpful for me	I hereby confirm my attendance to this training programme
9-4-2025 12:30:12	Arnab Bhattacharya	Assistant Professor & Chemistry	Chemistry	The training session was helpful in understanding the ERP system	I hereby confirm my attendance to this training programme
9-4-2025 12:30:20	Joydip Banik	Assistant Professor	Teacher Education	Effective session	I hereby confirm my attendance to this training programme
9-4-2025 12:30:30	Suvradeep Datta	Lab and Teacher Ass	Chemistry	Nicely explained	I hereby confirm my attendance to this training programme
9-4-2025 12:30:36	Sophia T Darlong	Assistant Professor	Education	The session is good.	I hereby confirm my attendance to this training programme
9-4-2025 12:30:46	Swanya Debbarma	Assistant Professor	Economics	Informative and intuitive.	I hereby confirm my attendance to this training programme
9-4-2025 12:30:47	Sanghanuzula Saito	Assistant Professor	Teacher Education	Informative session	I hereby confirm my attendance to this training programme
9-4-2025 12:30:52	Lalremsangli Hrangli	Assistant Professor	Education	Good session, hoping for more offline session.	I hereby confirm my attendance to this training programme
9-4-2025 12:31:06	Manideepa Debbarma	Holy Cross College.	History	Informative	I hereby confirm my attendance to this training programme
9-4-2025 12:31:24	Tapashi Saha	Assistant Professor	Teacher Education	Was a practical session. It we have any issue while implementing we have to handle in our	I hereby confirm my attendance to this training programme
9-4-2025 12:31:36	Amit Bhowmik	Lab and Teacher Ass	Physics	Good Job	I hereby confirm my attendance to this training programme
9-4-2025 12:32:26	Sanghita Basak	Assistant Professor	Physics	Insightful and engaging	I hereby confirm my attendance to this training programme
9-4-2025 12:35:18	Dr. Somnath Kar	Assistant Professor	Botany	Good	I hereby confirm my attendance to this training programme
9-4-2025 12:39:08	Ajoy Debbarma	Assistant Professor	Economics	It was much required session specially as a new member in the college. We are able	I hereby confirm my attendance to this training programme
9-4-2025 13:50:48	Dr. Rajeshree debbar	Assistant Professor	Political Science	very good	I hereby confirm my attendance to this training programme
9-4-2025 14:56:41	Sharmila Debbarma	Assistant professor	Kokborok	ERP is good for managing Academic task and	I hereby confirm my attendance to this training programme
9-4-2025 14:58:06	Supraik De	Assistant professor	Mathematics and stat	Sessions are nice and understanding the process	I hereby confirm my attendance to this training programme
9-4-2025 14:58:13	Diptanu Das	Assistant Professor	Business Administration	Good	I hereby confirm my attendance to this training programme
9-4-2025 14:58:58	Christina Jamata	Assistant Professor	Physical Education	It helps us develop self motivation and initiative	I hereby confirm my attendance to this training programme
9-4-2025 14:59:00	Priya Jamata	Assistant Professor	Kokborok	ERP is very useful and helps us manage all info	I hereby confirm my attendance to this training programme
9-4-2025 14:59:25	Manideepa Debbarma	Assistant Professor	History	Good	I hereby confirm my attendance to this training programme
9-4-2025 15:15:41	SOMIDEB ROY BAI	Assistant professor	Business Administration	Good	I hereby confirm my attendance to this training programme
9-4-2025 15:19:22	Ellen Hrangkhaw	Assistant Professor	English	Good session overall	I hereby confirm my attendance to this training programme
9-4-2025 15:21:55	Dr. Sandipa Dey	Assistant Professor	English	It was an overall productive session and proved	I hereby confirm my attendance to this training programme
9-4-2025 15:28:43	Tapas Kumar Sharma	Assistant Professor	Zoology	Very informative, cleared out so many doubts	I hereby confirm my attendance to this training programme
9-4-2025 15:28:44	Sudeshna Bhowmik	Assistant professor	Human physiology	Good	I hereby confirm my attendance to this training programme
9-4-2025 15:29:26	Tannoy	Assistant professor	Commerce	Good	I hereby confirm my attendance to this training programme
9-4-2025 15:59:49	Sayanika Sengupta	Assistant Professor	Department of Busin	Productive session	I hereby confirm my attendance to this training programme

