

# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

### **Report of the Workshop on ERP Software for Non-Teaching Staff of St. Xavier's, College Mahuadanr from 19<sup>th</sup> November 2021 to 26<sup>th</sup> November 2021**

The Internal Quality Assurance Cell (IQAC) of the College organized a Seven -day Training Program on ERP Software for non-teaching staff, spanning from 19th November 2021 to 26th November 2021.

#### **Day 1:**

**November 19, 2021**

**Time: 2.00-4.00 pm**

**Topic: Inaugural Session**

**Resource Person: Mr. Akash Agrawal and team**

The workshop for the Non-teaching staff began with a warm welcome extended to Mr. Akash Agrawal and the team from Master soft company and the non-teaching staff of the college by the Principal, Dr. Fr. M .K. Jose. The Principal emphasized the significance of computer knowledge in day-to-day administrative work. The resource person Mr. Akash Agrawal highlighted the importance of ERP, a web-based integrated software designed for educational institutions. It serves as the backbone of a comprehensive Management Information System, automating key processes.

#### **Day 2:**

**November 20, 2021**

**Time: 2.00-4.00 pm**

**Topic: Overview of ERP and Its Significance**

**Resource Person: Mr. Akash Agrawal and team**

The second day of the program included a comprehensive overview of ERP and its significance in educational institutions. The participants were acquainted with the functionalities and

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applications of the software, understanding how it facilitates the automation of essential processes.

### **Day 3:**

**November 22, 2021**

**Time: 2.00-4.00 pm**

**Topic: Data Handling in ERP**

**Resource Person: Mr. Akash Agrawal and team**

The heart of the training program comprised practical sessions conducted. The detailed schedule of these sessions was communicated to the participants, covering a range of topics and hands-on activities. Each day focused on specific aspects of ERP usage, ensuring a thorough understanding. Participants learned how to handle vast amounts of student data, including information on fees, roll numbers, internal assessment, and admissions. Practical exercises allowed them to navigate and input data effectively

### **Day 4:**

**November 23, 2021**

**Time: 2.00-4.00 pm**

**Topic: Advanced Tools and Software Entry**

**Resource Person: Mr. Akash Agrawal and team**

This session delved into the advanced tools of the ERP software. Participants gained proficiency in using these tools and were guided on the correct procedures for data entry into the software.

### **Day 5:**

**November 24, 2021**

**Time: 2.00-4.00 pm**

**Topic: Comprehensive ERP Applications**

**Resource Person: Mr. Akash Agrawal and team**

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The training continued with a focus on the comprehensive applications of ERP. Participants explored various functionalities that contribute to the smooth functioning of educational institutions.

### **Day 6:**

**November 25, 2021**

**Time: 2.00-4.00 pm**

**Topic: Integration of ERP in Administrative Processes**

**Resource Person: Mr. Akash Agrawal and team**

The day emphasized the seamless integration of ERP into various administrative processes, ensuring a streamlined approach to managing information and tasks.

### **Day 7:**

**November 26, 2021**

**Time: 2.00-4.00 pm**

**Topic: Review and Feedback**

The final day involved a review of the entire training program. Participants provided feedback on the effectiveness of the sessions, and any queries or concerns were addressed. Dr. Fr. M.K. Jose, the Principal, reiterated the commitment to conducting more such training sessions in the future to enhance the knowledge of staff.

In conclusion, the Training Program on ERP Software for Non-Teaching Staff proved to be a valuable initiative in enhancing the technological proficiency of the staff, aligning the institution with modern administrative practices. The commitment to future training sessions reflects the College's dedication to continuous improvement and staff development.

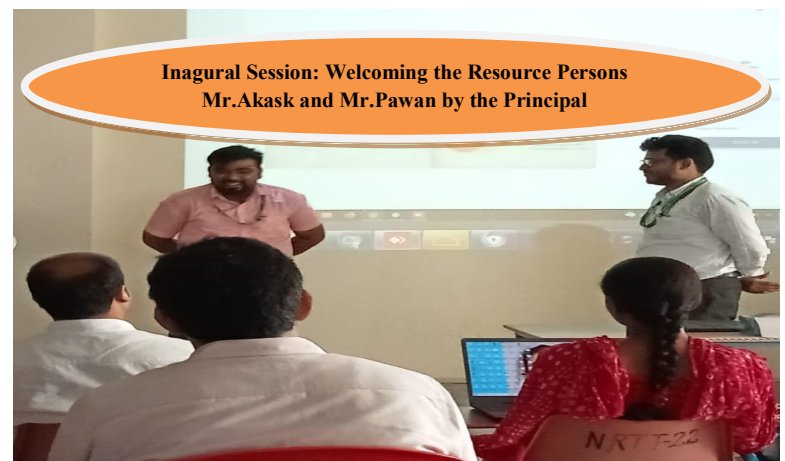
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Brochure of the event:

The brochure features the college's logo on the left, which includes a shield with a cross and a book, surrounded by the text 'ST. XAVIER'S COLLEGE' and 'MAHUADANR'. The main text reads: 'St. Xavier's College, Mahuadanr', 'WORKSHOP FOR NON-TEACHING ASSOCIATES', and '19th November – 26th November 2021'. A large oval in the center contains the title 'ERP Software'. Below this, it lists the 'Patron' as 'Dr. Fr. M. K. Jose SJ Principal, St. Xavier's College, Mahuadanr' and the 'Resource Persons' as 'Mr. Akash Agrawal and team'. The background has a decorative geometric pattern of blue and gold lines.

Photos:



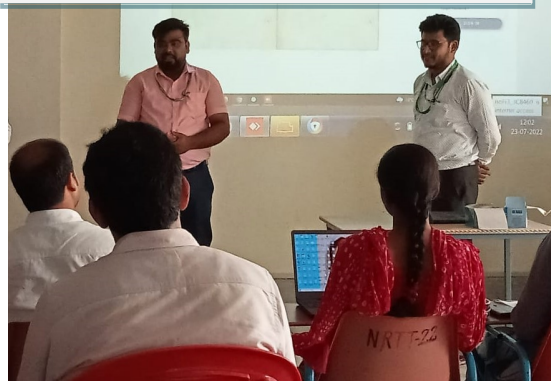
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## Latehar-822119, Jharkhand

Training session: Comprehensive ERP Applications



Review and Feedback





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Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11  
P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC

AISHE-C-42763

ISO-9001:2015

Phone:08986638271/08987890754 Email:sxcmdanr@gmail.com website: www.sxcm.co.in

Name of the Program: ERP Software

Date:- 19.11.2021 to 26.11.2021

Academic Year:-2021-2022

S. No.	Name	Signature
1	Saroj Minj	Saroj Minj
2	Prema Xalxo	Prema Xalxo
3	Neelam Tirkey	Neelam Tirkey
4	Ravindra Minj	Ravindra Minj
5	Binod Xalxo	Binod Xalxo
6	Aruna Kujur	Aruna
7	Dipika Kujur	Dipika
8	Suchit Paul Kujur	Suchit Paul Kujur
9	Ashok Deepak Kujur	Ashok Deepak Kujur
10	Marianus Kujur	Marianus Kujur



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Phone:08986638271/08987890754 Email:sxcmdanr@gmail.com website: www.sxcm.co.in

11	Praveen Minj	
12	Jai Prakash Nagesia	
13	Vijay Birendra Tirkey	
14	Lorens Kujur	
15	Xavier Ekka	
16	Dilip Baxla	
17	Santosh Kujur	
18	Anora Lakra	
19	Sunita Nagesia	
20	Christina Toppo	

Principal  
St. Xavier's College  
Mahuadanr

# St. Xavier's College, Mahuadanr

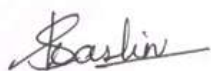
Affiliated to Nilamber-Pitamber University  
Accredited by NAAC, Recognized by UGC

## Staff Development Program Certificate

This is to certify that Mrs./Mr./Ms.

**Praveen Minj**

has participated in Workshop for the Non-Teaching Staff on "ERP Software" organized by the Internal Quality Assurance Cell at St. Xavier's College, Mahuadanr, Latehar, Jharkhand, India, from 19<sup>th</sup> November to 26<sup>th</sup> November 2021.



**IQAC Coordinator**



**Principal**