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 19ᵗʰ November 2021 to 26ᵗʰ 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

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:

Photos:

Overview of ERP and its Significance

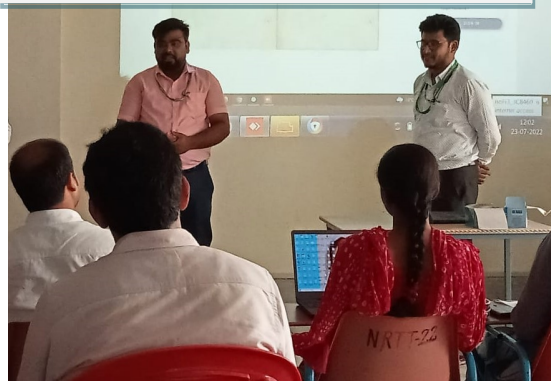Inagural Session: Welcoming the Resource Persons Mr.Akask and Mr.Pawan by the Principal
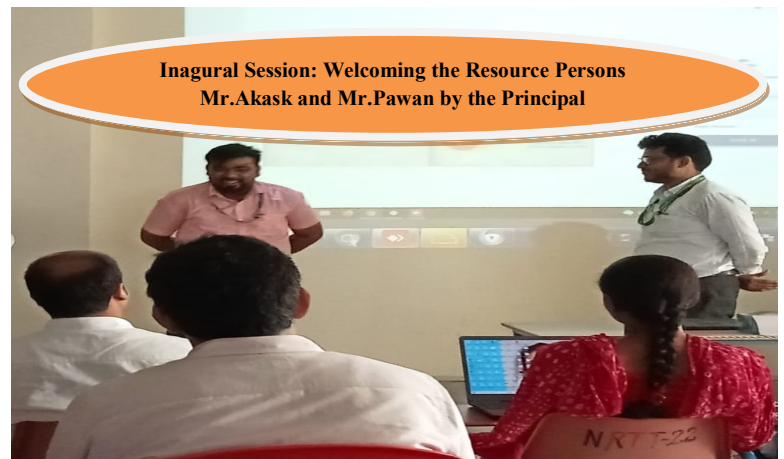
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Training session: Comprehensive ERP Applications

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	Dyins
8	Suchit Paul Kujur	Suchit P mmj
9	Ashok Deepak Kujur	Ashok Deepak Kujur
10	Marianus Kujur	Marianus Kuj

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11	Praveen Minj	
12	Jai Prakash Nagesia	
13	Vijay Birendra Tirkey	विजय बिरेन्द्र तिर्की
14	Lorens Kujur	लोरेन्स कुजूर
15	Xavier Ekka	जेवियर एक्का
16	Dilip Baxla	
17	Santosh Kujur	संतोष कुजूर
18	Anora Lakra	Anora Lakra
19	Sunita Nagesia	Sunita Nagesia
20	Christina Toppo	Toppo

Principal

St.Xavier's College

Mahuadanr

St. Xavier's College, Mahuadanr

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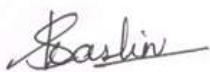**Accredited by NAAC, Recognized by UGC**

Staff Development Program

Certificate

This is to certify that Mrs./Mr./Ms. **Santosh Kujur**

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 19th November to 26th November 2021.

IQAC Coordinator

Principal