# A Report on One Day Professional Development Program for teaching staff

## On the theme

## "A Day in Digital Landscape: Enhancing Educational Management Through ERP software in HEIs"

In response to the evolving landscape of higher education, Holy Cross College, Agartala had organized a day long professional development program for all the teaching staffs of the institute focused on the implementation of an Enterprise Resource Planning (ERP) software on 13th February 2023. The program was specifically designed to familiarize teachers with the digital platform and its potential to streamline administrative processes.

The primary objective of the program was to empower educators with the knowledge and skills required to effectively navigate the ERP software. The software aims to integrate various academic and administrative functions, including student information, course management, and communication tools.

In the very beginning of the program, Dr. Fr. Benny. K. John, CSC, Principal, Holy Cross College, Agartala envisioned the teachers about the benefits of digital platforms in HEIs such as real-time data access, facilitating informed decision-making by educators and administrators alike. The principal also encouraged teachers to view the ERP software as a collaborative tool that would ultimately contribute to a more cohesive and integrated educational experience.

Then Ms. Mandrita Saha, In-Charge of ERP implementation at Holy Cross College, Agartala, made the teachers aware to the features and functionalities of the ERP software. Emphasis was placed on its ability to enhance efficiency in tasks such as grading, attendance tracking, and communication with students. The platform's user-friendly interface was demonstrated, ensuring that educators felt comfortable incorporating it into their daily workflows.

This Professional Development Program marked a significant step towards embracing digital transformation in Holy Cross College, Agartala. By equipping teachers with the necessary skills to navigate the ERP software, the institute is poised to enhance its operational efficiency and provide an improved learning experience for both educators and students. Ongoing support and training initiatives will further solidify the successful integration of the ERP system into the institute's educational framework.
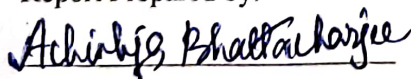
## Report Summary:

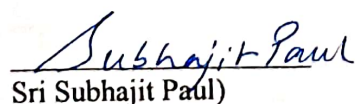**Professional Development Program organized by:** Holy Cross College, Agartala

**Participants attended:** All the teaching staffs of the college.

**Program outcome:** The teachers were able to gather knowledge about the usage and benefits of digital platforms in HEIs and implications of ERP software application.
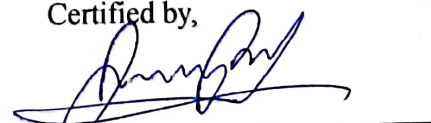
Report Prepared by:

*Achintya Bhattacharjee*

Sri. Achintya Bhattacharjee
Assistant Professor of Business Administration, HCC

Certified by,

*Subhajit Paul*

Sri Subhajit Paul)
Assistant Professor of Business Administration, HCC

(Fr. Joe Paul, CSC)
Vice-Principal,
Holy Cross College, Agartala
VICE PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

**A Day in Digital Landscape: Enhancing Educational Management Through ERP software in HEIs"**

Organised by Holy Cross College, Agartala

13th February 2023

## Programme Schedule

| | |
|---|---|
| Introduction by | Fr. Joe Paul, CSC<br>Vice-Principal<br>Holy Cross College |
| **Session -I**<br>**Benefits of Digital Platforms**<br><br>**(10.00 am to 11.30 am)** | Dr. Fr. Benny K. John, CSC<br>Principal<br>Holy Cross College |
| Tea Break | |
| **Session -II**<br>**Introducing ERP Software**<br>**12.00 noon to 2.00 pm** | Smt. Mandrita Saha<br>Assistant Professor of Commerce,<br>Holy Cross College |
| Lunch Break | |
| **Session-III**<br>**Introducing ERP Software- Hand on**<br>**Experience**<br>**2.30 pm to 3.30pm** | Smt. Mandrita Saha<br>Assistant Professor of Commerce,<br>Holy Cross College |
| Valedictory session | |

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799210, India
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Long 91.320263°
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# Holy Cross College, Agartala

## One-Day Hands-on Training Session on ERP and College App

Resource person: Mr. Kiran Kumar Hembrom

Director and CEO, Hembro Infotech Private Limited

Date- 19/04/2023

Organized by

IT CLub

# 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"

The Principal

Date: 12.04.2023

Holy Cross College, Agartala

Subject- Permission to conduct a one-day hands-on training session on ERP and College App

We are writing to request permission for the IT club of our college to conduct a one-day hands-on training/workshop session on ERP and College App. IT club will invite Mr. Kiran Kumar, Director and CEO of Hembro Infotech Private Limited, a leading software development company, to conduct this training session.

The IT club is dedicated to promoting the effective use of technology and software in education, and we believe that this training session will be of great value to our faculty and students. The training session will take place on 19.04.2023, and will be held in F1-08 of our college premises. We would like to assure you that all necessary arrangements will be made by the IT club to ensure that this training session is conducted smoothly and without any disruption to the regular functioning of our college.

We seek your kind permission and support for the IT club to conduct this training session at our college. We believe that this training session will be a great opportunity for our college community to learn from the expertise of Mr. Kiran Kumar Hembro and the IT club members, and we hope that you will grant us permission to conduct this event.

Thank you for your time and consideration.

Sincerely,
Ms. Mandrita Saha (IT Club Coordinator)
Assistant Professor, Department of Commerce

Mr. Joel Darlong (IT Club Member)
Assistant Professor, Department of Sociology

Mr. Genesis Debbarma (IT Club Member)
Assistant Professor, Department of Sociology

Approved

PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

**M** Gmail

## Invitation for one-day hands-on training/workshop session on ERP and College App of Holy Cross College, Agartala
2 messages

IT CLUB <hccitclub2021@gmail.com>
To: "kirankrhembrom@gmail.com" <kirankrhembrom@gmail.com>
Cc: "principalhccagt@gmail.com" <principalhccagt@gmail.com>, "hccagtadmn@gmail.com" <hccagtadmn@gmail.com>

17 April 2023 at 18:58

Respected Mr. Kiran Kumar

I hope this letter finds you well. On behalf of the management of our college, we are pleased to extend an invitation to you for a one-day hands-on training/workshop session on ERP and College App. Your expertise and knowledge in this field would be a great asset to our faculty and students.

As the Director and CEO of Hembro Infotech Private Limited, your company has established a reputation for excellence in the field of technology and software development. We believe that your experience and expertise can provide valuable insights into the effective use of ERP and College App, which are integral to the functioning of our college.

We would like to request that you deliver a workshop session that is hands-on and interactive, providing our faculty members with practical knowledge and skills in the use of these tools. The training session will take place on 19.04.2023 at our college premises, and we are happy to accommodate any specific requirements that you may have.

Your participation in this training session would be highly appreciated and we are confident that your expertise will be of great value to our college community. We look forward to your positive response and hope that you will be able to join us for this training/workshop session.

Thank you for your consideration.

Sincerely,

Ms. Mandrita Saha (IT Club Coordinator)

Assistant Professor, Department of Commerce

Mr. Joel Darlong (IT Club Member)

Assistant Professor, Department of Sociology

Mr. Genesis Debbarma (IT Club Member)

Assistant Professor, Department of Sociology

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Kiran Kr Hembrom <kirankrhembrom@gmail.com>
To: IT CLUB <hccitclub2021@gmail.com>
Cc: "principalhccagt@gmail.com" <principalhccagt@gmail.com>, "hccagtadmn@gmail.com" <hccagtadmn@gmail.com>

17 April 2023 at 20:31

Dear Madam,

Thank You for your invitation.
I am feeling really happy to accept this invitation.

"Educating hearts and minds"

## NOTICE

Date- 18/04/23
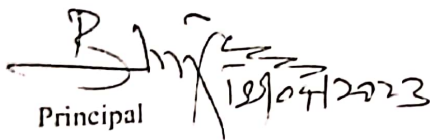
It is to inform all the faculty members that there will be a Hands-on training session on ERP and College App of Holy Cross College, Agartala which will be organized by IT Club on 19/04/23 in the room F1-8 at 2.00 PM.

In this regard all the faculty members are requested to avail themselves with this great opportunity to upgrade themselves with the latest ERP software and more.

Principal

Holy Cross College, Agartala.

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"Educating hearts and minds"

## Report

**Title of the Program:** One-Day Hands on Training Session on ERP and College App

**Date of the Program:** 19.04.2023

**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 Darlong, Assistant Professor, Department of Sociology
Mr. Genesis Debbarma, Assistant Professor, Department of Sociology

**Number of Participants:** 36 Faculty members

**Program Details:**

On 19th April 2023, a hands-on training session was conducted by Mr. Kiran Kumar, an experienced ERP consultant, on academic modules such as Add Subject, Assign Subject, Manage Student's Subject, and Manage Faculty Subjects. The training session was attended by the faculty members of Holy Cross College, Agartala.

In addition to the academic modules, Mr. Kiran Kumar also presented on the Attendance module during the training session. This module is an essential part of the ERP system, which allows the faculty members to efficiently manage the attendance records of the students. The two sub-modules of the Attendance module that were covered in the training session were Students' Manual Attendance and Students' Monthly Attendance.

During the training session, Mr. Kiran Kumar also demonstrated how to use the mobile app version of the ERP system. The mobile app version is a convenient way for the faculty members and students to access the ERP system on-the-go, and it includes several essential features such as Leave application for faculty members, Students remarks, Students attendance, Assignments and projects, Faculty meetings, and other modules of the app.

At the end of the training session on ERP Academic Modules and Mobile App, Mr. Genesis Debbarma, a member of the IT Club, gave the vote of thanks. He expressed his gratitude towards Mr. Kiran Kumar for conducting the informative and insightful session, which helped the faculty members to understand the various modules of the ERP system and how to use them effectively and concluded the session by thanking all the faculty members for attending the session and actively participating in the training for making it a successful one.
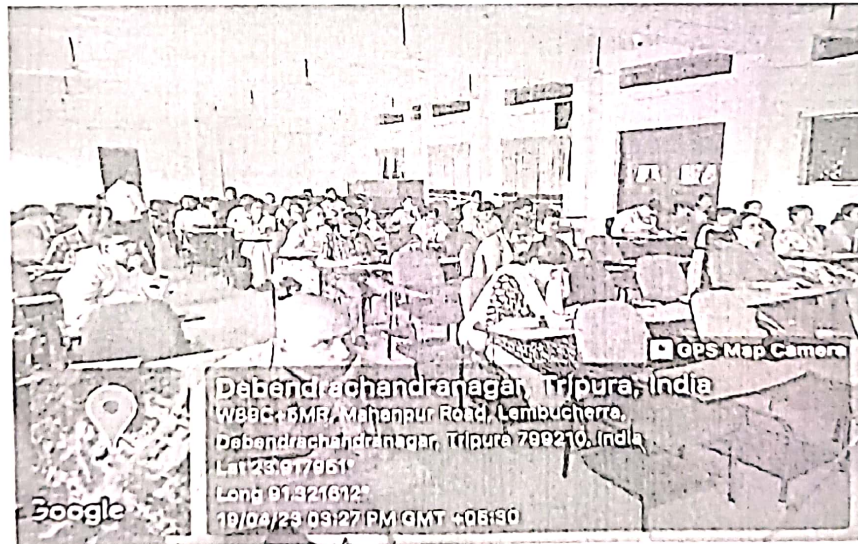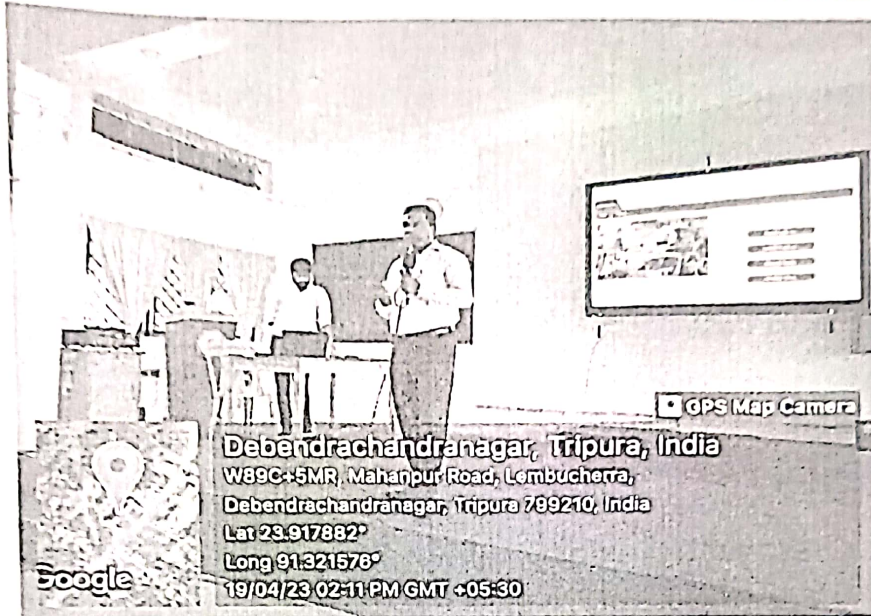
Report written by-

Genesis Debbarma
Assistant Professor, Department of Sociology
20th April, 2023
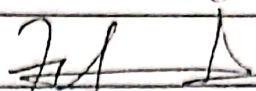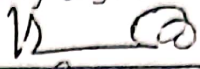
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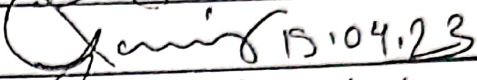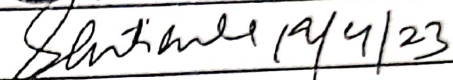
# HOLY CROSS COLLEGE

ONE – DAY HANDS ON TRAINING SESSION ON ERP & COLLEGE APP

**Attendance Report :**

| Sl.No. | Name of Faculty | Signature |
|---|---|---|
| 1 | | |
| 2 | Dr. R. Benny K John De | 19/04/2023 |
| 3 | Bornita Majumder | 19/04/123 |
| 4 | Sr. Ramya Esin | Sr. Ramya |
| 5 | Dr. Rajeshnee Debbarma | 19/4/2023 |
| 6 | Khebrimayum Mylodee Devi | Kh. Mylodee Devi 19/4/2023 |
| 7 | Sarojit Biswas | JB 19/4/23 |
| 8 | Dr. Sandip Roy Sarkar | 19.04.23 |
| 9 | Dr. Moinul Islam | M. Islam 19/4/23 |
| 10 | Subhash Debnath | 19/04/23 |
| 11 | Brita Debnath | Debnath 19/04/23 |
| 12 | Harshusmi Jena | Jena 19/04/2023 |
| 13 | Genesis Debbarma | Genesis Debbarma 19/04/23 |
| 14 | Maudrita Saha | Maudrita 19/04/23 |
| 15 | Debasish Dutta | Dutta 19/04/23 |
| 16 | Dr. SUSHOBHAN SENGUPTA | Sengupta 19/4/2023 |
| 17 | Rajesh Kumar Das | 19/04/23 |
| 18 | Rajesh Kumar Nath | 19/04/23 |
| 19 | Dr. Sharmistha Rakshit | 19/4/23 |
| 20 | Jabashi Saha | J. Saha 19/4/23 |
| 21 | Paushali Das | 19/04/23 |
| 22 | Dr. Sukanya Bhattacharjee | 19/04/23 |
| 23 | Sharmili Chakraborty | 19.04.23 |
| 24 | Subhajit Paul | Paul 19/04/23 |
| 25 | Achintya Bhattacharjee | 19/4/23 |
| 26 | Rupa Saha | Saha 19/04/23 |
| 27 | Dr. Shomkha S. Bhadra | Bhadra 19.4.23 |
| 28 | Sangthanzuala Sailo | 19/4/23 |
| 29 | Laldinthara Darlong | 19/4/23 |
| 30 | Timothy Tripura | Timothy Tripura 19/04/23 |

| Sl.No. | Name of Faculty | Signature |
|---|---|---|
| 31 | Farule Ahamed. | 19/09/23. |
| 32 | Dr. Uttam Chakraborty | 19.9.23 |
| 33 | Lalita Reang | 19/4/23 |
| 34 | Samir Bhowmik | 13.04.23 |
| 35 | Sentfenle | 19/4/23 |
| 36 | Nazmun Nahar Begam | 19.04.23. |
| 37 | Dr. Rakesh Debnny | 19/4/23 |
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# Enhancing Higher Education through Mentoring Pedagogy: A One Day comprehensive professional Development training program for the teachers in HEIs.

## Date: 07/07/2022

Mentoring pedagogy in higher education has emerged as a dynamic and effective approach to foster student success and professional development among faculty members. In response to the evolving landscape of higher education, on 7th July 2022 Holy Cross College, Agartala, has organised a comprehensive Professional Development Program for the teaching staffs of the institute aiming to enhance mentoring process at Holy Cross College.

The program started with the welcome address by Dr. Fr. Benny. K. John, CSC, Principal, Holy Cross College, Agartala and in his introductory address he mentioned about the primary objectives of the Professional Development Program that to foster the culture of mentorship more effectively among faculty members and equip them with the skills necessary for continuous learning and professional growth of the students as well as the teachers.

The program includes interactive sessions led by Fr. Joe. Paul, CSC, Vice Principal of Holy Cross College, Agartala which focus on the principles of effective mentorship, strategies for building positive mentor-mentee relationships, and the integration of mentoring into teaching practices. Participants engage in peer observation exercises. This promotes a culture of continuous improvement and collaboration. Faculty members are strategically paired into mentor-mentee relationships based on expertise, ensuring a targeted and tailored approach to professional development.

The Professional Development Program on Mentoring Pedagogy and Teaching represented a strategic investment in the continuous improvement of teaching practices at Holy Cross College, Agartala. By equipping faculty members with the skills and mindset for effective mentorship, the program aims to create a dynamic and collaborative academic community that ultimately benefits both educators and students.
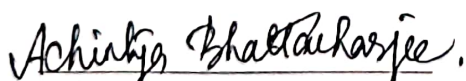
### Report Summary:

**Professional Development Program organized by:** Holy Cross College, Agartala
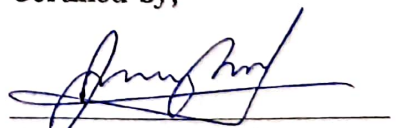
**Participants attended:** All the teaching staffs of the college.

**Program outcome:** The teachers were able to adapt some new strategies of mentoring resulting in a more engaging and student-focused learning environment.

Report Prepared by,

(Sri. Achintya Bhattacharjee)
Assistant Professor
Holy Cross College, Agartala

Certified by,

Fr. Joe Paul, CSC)
Vice-Principal,
Holy Cross College, Agartala

VICE PRINCIPAL
HOLY CROSS COLLEGE
AGARTALA

**Enhancing Higher Education through Mentoring Pedagogy: A One Day comprehensive professional Development training program for the teachers in HEIs.**
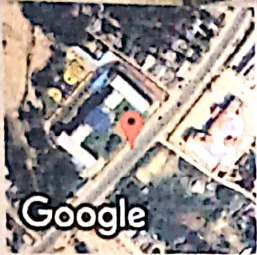
**Date: 07/07/2022**

**Programme Schedule**

| Session | Resource Preson |
|---|---|
| Introduction by (10.00 am to 10.15 am) | Dr. Fr. Benny K. John, CSC Principal Holy Cross College |
| Session -I (10.15 am to 11.30 am) | Fr. Joe Paul, CSC Vice-Principal Holy Cross College |
| Lunch Break | |
| Session -II 1.00 noon to 3.00 pm | Fr. Joe Paul, CSC Vice-Principal Holy Cross College |
| Valedictory session | |



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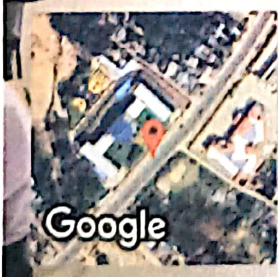Lat 23.917804°
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