Report of a One-Week Training Program on ERP and Effective Usage to the Faculty Members of Both Campuses for 6 Days During 06-06-22 to 11-06-2022

Speakers and Topics:

- Faculty Profile, leave records and HR related aspects: Dr. P.V.Chalapathi, Dean (Faculty and Staff Affairs)

- Research Profile updating: Dr B.J.K.Singh, Dean (R&D)

- Academics - Course / Semester Registration, Marks posting, Question papers   updating, Verification of marks, attendance etc.: Dr. K. Tirupathi Rao- Additional Dean (Academics)

- Progression, Career Counselling, Career Choice, CRT tracking and SWEAR, Skill   Certifications updating : Dr. A. Srinath, Dean (Skill Development & Student Progression)

- Central & Departmental meetings, minutes, ATRs, Committees and NAAC/ NBA/ NIRF formats and report generation: Dr.K. Rama Krishna, Dean Quality)

- Summarisation, Resolving issues on ERP, Technical Doubts Clarification: Mr. A. Satya Kalyan, CTO

Day 1

- Introduction to ERP and its benefits for educational institutions

- Overview of the ERP system used by the institution

- Hands-on training on how to update faculty profiles, leave records, and other HR-related information in the ERP system

Day 2

- How to update research profiles in the ERP system

- How to manage course registration, marks posting, question paper updating, and other academic-related tasks in the ERP system

Day 3

- Progression, career counselling, career choice, CRT tracking and SWEAR, Skill Certifications updating in ERP
- How to manage central and departmental meetings, minutes, ATRs, committees, and NAAC/NBA/NIRF formats and report generation in the ERP system

Day 4

- Hands-on training on how to summarize the data in the ERP system
- How to resolve issues on the ERP system and get technical doubts clarified

Day 5

- Q&A session with the speakers

Day 6

- Assessment of the participants on their understanding of the ERP system

Conclusion

The training program was a success, with the participants providing positive feedback. They appreciated the opportunity to learn from experienced speakers and to get hands-on training on the ERP system. The training program will help the faculty members to use the ERP system more effectively and to improve their productivity.

Recommendations

- The training program should be offered on a regular basis to the new faculty members and to the faculty members who need refresher training on the ERP system.
- The training program should be customized to meet the specific needs of the faculty members. For example, the training program could include more hands-on training on the modules that the faculty members use most frequently.
- The training program could also include a component on how to use the ERP system to generate reports and dashboards.