ADMINISTRATIVE TRAINING PROGRAMME

TOPIC: ACTIVITY MANAGEMENT OF ERP

Venue: Seminar Hall GHG Khalsa College Gurusar Sadhar (Ludhiana)

15-January-2020

Resource Person

Mr. Rajan Bhawar
Mr. Gajinder Kumar Gupta

Programmer IT Cell
GHG Khalsa College, Gurusar Sadhar

G.H.G. KHALSA COLLEGE, GURUSAR SADHAR, LUDHIANA
SINCE 1948
Report – Administrative Training Programme

Name of the event: Activity Management of ERP

Date: January 15, 2020

Venue: Seminar Hall

Objective and Aim of the Event: To update the activities on ERP system

Name of the Resource Person(s):

1. Mr. Rajan Bhawar, Computer Programmer IT Cell, GHG Khalsa College, Gurusar Sadhar Ludhiana.
2. Mr. Gajinder Kumar Gupta, Computer Programmer IT Cell, GHG Khalsa College, Gurusar Sadhar Ludhiana.

Description:

Both the resource persons, Mr. Rajan Bhawar and Mr. Gajinder Kumar Gupta explained the Activity Management module on ERP System in detail. Mr. Gajinder Kumar Gupta provided the details of Activity Master, Add/Edit Managers, Activities, Group Creation, Activity Groups, Events Declaration, Events, Event Participations and Refinalize Team. He further added how to create groups of NSS, NCC, Sports, Cultural, etc. which will be helpful for the institution to get the details of every group. He stated that the staff would be able to add the details of their events in Activity Management on ERP system.

Mr. Rajan Bhawar threw light on the details of the other parts of Activity Management - Declare Trip Destination, Trip Declaration and Field Trips, related to the trip organized by the institution. The Field Trips would have all the details of every trip as mentioned by Mr. Rajan Bhawar. The complete record of every trip will be kept there. Total 42 participants participated in this event.

Outcome:

Some of the participants had doubts which were clarified by the Resource Persons. The participants also practiced it with some details of the coming events. They successfully declared the event on ERP system. The NCC group was created by the In-charge on this module successfully.

Principal

G.H.G. Khalsa College
Gurusar Sadhar (Ludhiana)
Rajan Bhawar explaining the Activity Management Module on ERP on 15 January, 2020

Staff during Administrative Training Programme on Activity Management of ERP on 15 January, 2020
RAJAN BHAWAR

Mr. Rajan Bhawar is working as a Computer Programmer in GHG Khalsa College, Gurusar Sadhar, Ludhiana, Punjab. With a Bachelor's Degree in Computer Applications from Panjab University, Chandigarh, Mr. Rajan Bhawar has a long experience in Professional Software Programming. He has also worked with IBM (International Business Machine) as a Technical Support Executive for 2 years. He is working in a team of IT Cell of the college under the supervision of System Analyst, Mr. Jatinder Singh Tathgir. Mr. Rajan Bhawar is developing and managing ERP Software for college management. Complete management of various departments of college through one software. Responsible for complete detailing, programming and development tasks on front end as well as challenging back-end server code of ERP Software.

Principal
G.H.G. Khalsa College
Gurusar Sadhar (Ludhiana)
GAJINDER KUMAR GUPTA

Mr. Gajinder Kumar Gupta is working as a Computer Programmer in GHG Khalsa College, Gurusar Sadhar, Ludhiana, Punjab. With a Bachelor's Degree in Computer Applications from Punjab Technical University, Jalandhar, Mr. Gajinder Kumar Gupta has a long experience in Professional Software Programming. He is working in a team of IT Cell of the college under the supervision of System Analyst, Mr. Jatinder Singh Tathgir. Mr. Gajinder Kumar Gupta is developing and managing website along with ERP software for college management. Responsible for complete detailing, programming and development tasks on front end as well as challenging back-end server code of ERP software and website.