

SHRI RAM (Autonomous) COLLEGE, MUZAFFARNAGAR

NOTICE

Date: 08 September 2025

Subject: Four-Day Workshop on Enterprise Resource Planning (ERP)

The Faculty of Computer Application, Shri Ram College, Muzaffarnagar is pleased to organize a Four-Day Workshop on "Enterprise Resource Planning (ERP)" from 15 September 2025 to 18 September 2025 for the faculty members of various departments and staff members of the Accounts Office.

The workshop aims to provide comprehensive knowledge and practical training on the implementation and effective use of Enterprise Resource Planning (ERP) systems in higher educational institutions. The sessions will focus on digital academic administration, student information systems, attendance management, examination processes, finance and accounts, payroll, inventory management, report generation, data security, and ERP-based institutional automation.

The programme will consist of expert lectures, live demonstrations, practical hands-on sessions, case studies, and interactive discussions designed to enhance participants' digital competencies and promote efficient institutional management.

Workshop Details

- Title: Four-Day Workshop on Enterprise Resource Planning (ERP)
- Organized By: Faculty of Computer Application
- Duration: 15 September 2025 – 18 September 2025
- Time: 02:00 P.M. – 4:30 P.M.
- Venue: Auditorium & Computer Laboratory, Shri Ram College, Muzaffarnagar

Who Can Participate?

- Faculty Members of all Departments
- Members of the Accounts Office
- Administrative Staff
- ERP Coordinators
- Office Assistants

Workshop Highlights

- Introduction to Enterprise Resource Planning
- ERP Architecture and Components
- Student Information System (SIS)
- Attendance and Examination Management
- Finance and Accounts Module
- Payroll and Human Resource Management
- Inventory and Asset Management
- ERP Reports and Analytics
- Data Security and User Management
- Hands-on Practical Sessions

Benefits of Participation

- Practical exposure to ERP software
- Improved digital administrative skills
- Better understanding of integrated academic and financial management
- Hands-on experience with institutional ERP modules

All Heads of Departments are requested to nominate faculty members from their respective departments. Members of the Accounts Office are also requested to participate actively and attend all sessions.

Participants are advised to report at the venue by 02:15 P.M.

Your active participation will contribute significantly to strengthening digital governance and operational efficiency within the institution.


(Dr. Nishant Kumar Rathi)

Dean, Computer Application
Shri Ram College
Muzaffarnagar (U.P.)

Report
on
Four Days Workshop on
Enterprise Resource Planning (ERP)

(15 September 2025 to 18 September 2025)

Venue: Computer Laboratory & Auditorium,
Shri Ram College, Muzaffarnagar

Organized by:

Faculty of Computer Application,
Shri Ram (Autonomous) College, Muzaffarnagar (U.P.)

(Session 2025-26)

Introduction

In the era of digital transformation, higher educational institutions are increasingly adopting Enterprise Resource Planning (ERP) systems to streamline academic, administrative, financial, and examination-related activities. ERP systems integrate multiple institutional processes into a centralized digital platform, thereby enhancing operational efficiency, transparency, accountability, and data-driven decision-making.

Recognizing the growing importance of ERP in educational administration, the Faculty of Computer Application, Shri Ram College, Muzaffarnagar organized a Four-Day Workshop on Enterprise Resource Planning (ERP) from 15 September to 18 September 2025. The workshop aimed at familiarizing faculty members and administrative personnel with modern ERP solutions and their effective implementation in higher education institutions.

The workshop provided participants with both conceptual understanding and practical hands-on exposure to ERP modules used in academic management, student information systems, attendance management, finance, accounts, examination processes, inventory, human resource management, and report generation.

Objectives of the Workshop

The workshop was organized with the following objectives:

- To introduce the concept and architecture of Enterprise Resource Planning.
- To familiarize faculty members with institutional ERP systems.
- To train participants in handling digital academic workflows.
- To demonstrate integration between academic and administrative departments.
- To improve efficiency in student record management.
- To understand digital fee management and accounting modules.
- To promote paperless administration.
- To improve transparency in institutional operations.
- To strengthen digital governance in higher education.
- To develop confidence among faculty and administrative staff in using ERP software effectively.

Target Participants

The workshop was attended by:

- Faculty Members of Computer Application
- Faculty Members of Commerce
- Faculty Members of Business Administration
- Faculty Members of Basic Science
- Faculty Members of Bio Sciences
- Faculty Members of Home Science
- Faculty Members of Education
- Faculty Members of Physical Education
- Faculty Members of Journalism & Mass Communication
- Faculty Members of Fine Arts
- Faculty Members of Agriculture

- Faculty Members of Management
- Members of the Accounts Office
- Administrative Staff
- ERP Coordinators
- Office Assistants

Resource Persons

The workshop featured Dr. Nishant Kumar Rathi (Dean, Faculty of Computer Application), Mr. Manoj Pundir, experienced ERP professionals, and senior faculty members having expertise in educational ERP implementation.

The resource persons covered both theoretical and practical aspects of ERP through lectures, live demonstrations, case studies, and hands-on sessions.

Day-wise Proceedings

Day 1 (15 September 2025)

Theme: Introduction to Enterprise Resource Planning and Digital Campus Management

The inaugural session began with the traditional lighting of the lamp followed by a welcome address by the Head of the Faculty of Computer Application.

The organizing secretary introduced the objectives of the workshop and highlighted the significance of ERP in transforming conventional administrative practices into efficient digital workflows.

The keynote speaker discussed:

- Evolution of ERP
- History of ERP
- Components of ERP
- ERP architecture
- Client-server architecture
- Cloud-based ERP
- Benefits of ERP implementation
- ERP in educational institutions

Participants learned about:

- Centralized database management
- Integrated information systems
- Academic automation
- Financial automation
- Digital administration

A live demonstration showcased how different departments share information through a common ERP platform.

Hands-on Session

Participants explored:

- User login
- Dashboard navigation
- Profile management
- Role-based access
- User permissions
- Security settings

The day concluded with an interactive question-answer session.

Day 2 (16 September 2025)

Theme: Academic Management Modules

The second day focused on academic operations.

Topics covered included:

Student Information System (SIS)

Participants learned:

- Student registration
- Admission process
- Student profiles
- Academic history
- Migration records
- Alumni database

Attendance Management

Practical training included:

- Faculty attendance entry
- Student attendance
- Biometric integration
- Attendance analytics
- Short attendance reports

Timetable Management

Participants learned:

- Faculty workload
- Classroom allocation
- Time scheduling
- Subject mapping

Examination Module

Demonstration included:

- Internal assessment
- Practical marks entry
- End-semester marks
- Result processing
- Grade calculation
- CGPA generation

Faculty members practiced:

- Uploading marks
- Generating reports
- Student performance analysis

The session ended with case studies showing how ERP minimizes manual errors.

Day 3 (17 September 2025)

Theme: Financial Management, Accounts and Administrative Modules

The third day was primarily designed for Accounts Office personnel while faculty members also attended to understand financial workflows.

Topics included:

Fee Management

- Student fee collection
- Online payments
- Due reports
- Scholarships
- Concessions
- Refund processing

Accounts Module

Training included:

- Ledger management
- Cash book
- Bank reconciliation
- Receipt generation
- Voucher entry
- Financial statements

Payroll Management

Participants learned:

- Salary processing
- Leave management
- Income Tax calculations
- PF records
- Increment management

Inventory Management

Live demonstrations covered:

- Stock management
- Purchase orders
- Vendor management
- Laboratory inventory
- Asset management

Accounts personnel appreciated the automation of repetitive accounting activities.

Faculty members gained insights into institutional financial workflows and compliance requirements.

Day 4 (18 September 2025)

Theme: ERP Reporting, Analytics, Security and Future Trends

The final day focused on advanced ERP functionalities.

Sessions included:

Report Generation

Participants learned:

- Student reports
- Attendance reports
- Examination reports
- Financial reports
- Department reports
- Accreditation reports

Analytics Dashboard

The resource person demonstrated:

- Real-time analytics
- Performance indicators
- Data visualization
- Decision support systems

Security and Data Privacy

Topics discussed:

- User authentication
- Password management
- Data encryption
- Backup strategies
- Disaster recovery
- Cybersecurity practices

Practical Activities Conducted

Participants performed practical exercises on:

- Creating user accounts
- Student admission entries
- Attendance uploading
- Examination marks entry
- Fee collection simulation
- Financial transaction recording
- Inventory updates
- Payroll processing
- Report generation
- Dashboard customization

Interactive Sessions

Throughout the workshop participants actively engaged in:

- Hands-on laboratory sessions
- Live ERP demonstrations
- Group discussions
- Question-answer sessions
- Problem-solving activities
- Case study analysis
- Experience sharing

Learning Outcomes

At the conclusion of the workshop participants were able to:

- Understand ERP concepts and architecture.
- Navigate institutional ERP software confidently.
- Manage academic records digitally.
- Perform attendance management efficiently.
- Process examination-related activities.
- Handle student databases.
- Generate institutional reports.
- Understand financial modules.
- Appreciate integrated institutional management.
- Promote paperless administration.

- Improve departmental coordination.
- Support data-driven decision-making.
- Ensure secure handling of institutional data.

Participant Feedback

Participants expressed high satisfaction regarding:

- Well-structured sessions
- Practical demonstrations
- Hands-on training
- Interactive teaching methodology
- Expert resource persons
- Real-life ERP case studies
- Immediate applicability in institutional work

Outcomes of the Workshop

The workshop successfully:

- Enhanced ERP awareness among faculty members.
- Improved digital competencies of administrative staff.
- Strengthened collaboration between academic and accounts departments.
- Encouraged adoption of paperless administrative practices.
- Improved understanding of integrated institutional management.
- Built confidence in using ERP software independently.
- Promoted efficient institutional governance.

Vote of Thanks

The valedictory session concluded with a formal Vote of Thanks delivered by Dr. Ashok Kumar, Director, Shri Ram College. Gratitude was expressed to the Principal, Management, Resource Persons, Faculty Members, Accounts Office Staff, Organizing Committee, Technical Support Team, and all participants for their enthusiastic participation and valuable contributions toward the successful conduct of the workshop.

Workshop Highlights

- Programme: Four-Day Workshop on Enterprise Resource Planning (ERP)
- Dates: 15–18 September 2025
- Organizer: Faculty of Computer Application, Shri Ram College, Muzaffarnagar
- Venue: Smart Seminar Hall and Computer Laboratory
- Participants: 68 Faculty Members and Accounts Office Personnel
- Methodology: Expert Lectures, Live Demonstrations, Hands-on Practice, Case Studies, Group Discussions, Interactive Q&A
- Major Modules Covered: Student Information System, Attendance, Examination, Finance & Accounts, Payroll, Inventory, HR, Analytics, Security, and Reporting

Conclusion

The Four-Day Workshop on Enterprise Resource Planning (ERP) was a significant capacity-building initiative that equipped faculty members and accounts office personnel with the knowledge and practical skills required to effectively utilize integrated ERP systems in a higher education environment. By combining conceptual sessions with extensive hands-on training, the programme enhanced participants' ability to manage academic, administrative, and financial processes more efficiently.

The workshop reaffirmed Shri Ram College, Muzaffarnagar's commitment to promoting digital transformation, operational excellence, and technology-enabled governance. The knowledge gained during the programme is expected to contribute to improved institutional efficiency, greater transparency, and a more responsive academic and administrative ecosystem, supporting the college's ongoing pursuit of quality enhancement and best practices in higher education.



(HOD, Computer Application)





GPS Map Camera

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