

A. (Day 1: 20.10.2022, Thursday, SMILE ERP Academic Module)

Duration	Contents	Participant Profile
10:30AM to 12:00 Noon	<ul style="list-style-type: none"> • General Academic Module 	<ul style="list-style-type: none"> • Staff and Officers of Dean (Academic) Office/ HoD (All Departments, Schools and Centers) & His/Her Nominees • ERP Technical Team
<i>TEA BREAK 12:00 Noon to 12:15 PM</i>		
12:15 PM to 01:30PM	<ul style="list-style-type: none"> • Power Delegation • Examination System • Certificate Printing etc. 	<ul style="list-style-type: none"> • <i>Same as above</i>
<i>LUNCH BREAK (01:30 PM TO 02:30 PM)</i>		
02:30 PM to 03:30 PM	<ul style="list-style-type: none"> • Questions & Answers Session 	<ul style="list-style-type: none"> • <i>Same as above</i>
03:30PM to 05:30 PM	<p><i>Discussion on</i></p> <ul style="list-style-type: none"> • Features under Development • Gap Study (Academic Module) 	<ul style="list-style-type: none"> • Same as above • and <i>All ERP Committee Members</i>

1. Maximum Participant: Limited to 25
2. Training lectures will be provided by the IIT, Kgp. SMILE ERP Development Team Members.
3. All employee must keep their login information with them during the training period.

B. (Day 2: 2.10.2022 , Friday, SMILE ERP Finance Module)

Duration	Contents	Participant Profile
10:30AM to 12:00 Noon	<ul style="list-style-type: none"> • Finance & Accounts-General • Budget/Billing/Salary/ IT/F-16/Deduction/Audit & Reports 	<ul style="list-style-type: none"> • Concerned Non-teaching Staff and Officers of the Finance/Accounts Section/Dean (R&C)/ Hostel/ Other Offices, who deals with Finance/Accounts related issues • ERP Technical Team
<i>TEA BREAK 12:00 Noon to 12:15 PM</i>		
12:15 PM to 01:30PM	<ul style="list-style-type: none"> • Power Delegation • Finance & Accounts for Dean (R&C), Hostels, etc. • Reports(General/Arbitrary) 	<ul style="list-style-type: none"> • <i>Same as above</i>
<i>LUNCH BREAK (01:30 PM TO 02:30 PM)</i>		
02:30 PM to 03:30 PM	<ul style="list-style-type: none"> • Questions & Answers Session 	<ul style="list-style-type: none"> • <i>Same as above</i>
03:30PM to 05:30 PM	<p><i>Discussion on</i></p> <ul style="list-style-type: none"> • Features under Development • Gap Study (Finance Module) 	<ul style="list-style-type: none"> • Same as above • and <i>All ERP Committee Members</i>

1. Maximum Participant: Limited to 25
2. Training lectures will be provided by the IIT, Kgp. SMILE ERP Development Team Members.
3. All employee must keep their login information with them during the training period.