SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

EVENT REPORT

NAME OF THE EVENT: **Teacher training on SAS-SVC ERP Portal**.			
DATE	**DEPARTMENT**	**COMMITTEE/SOCIETY**	**COORDINATORS' NAME**
7/10/24		ICT & IQAC	Mr. Naveen & Dr. Arpita Kaul
TIME	**VENUE**	**NUMBER OF PARTICIPANTS**	**NATURE: Outdoor/Indoor; online/offline/hybrid**
4:00 PM – 5 PM	ZOOM **Zoom Link**: https://us06web.zoom.us/j/86323712073	32	Online
FINANCIAL SUPPORT/ASSISTANCE (if any):	NA		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	**Teacher training on SAS-SVC ERP Portal**.
OBJECTIVES	To assist teachers in clarifying their doubts related to how to upload attendance in the SAS-SVC ERP Portal, the event was an attempt to ensure that teachers can easily work on the ERP portal.
METHODOLOGY	Demonstration method was used
INVITED SPEAKERS WITH AFFLIATION DETAILS (IF ANY)	1. Mr. Naveen Chaudhary, Senior Technical Assistant
OUTCOMES	The training session made the faculty aware about the steps of uploading attendance in the SAS- SVC ERP Portal. A follow up was also arranged in which the faculty could meet Mr. Naveen and Mr. Ashish for any further queries and issues.

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

1 Notice & Letters ✓	2 Number of Participants & Name of participants ✓	3 Video clip	4 Photos✓	5 Feedback Form & analysis
6 News clip with details	7 Sample Copy of the Certificate	8 Posters/ Invites✓	9 Event report Attested by Event Coordinator & IQAC Coordinator ✓	10 Any other document✓

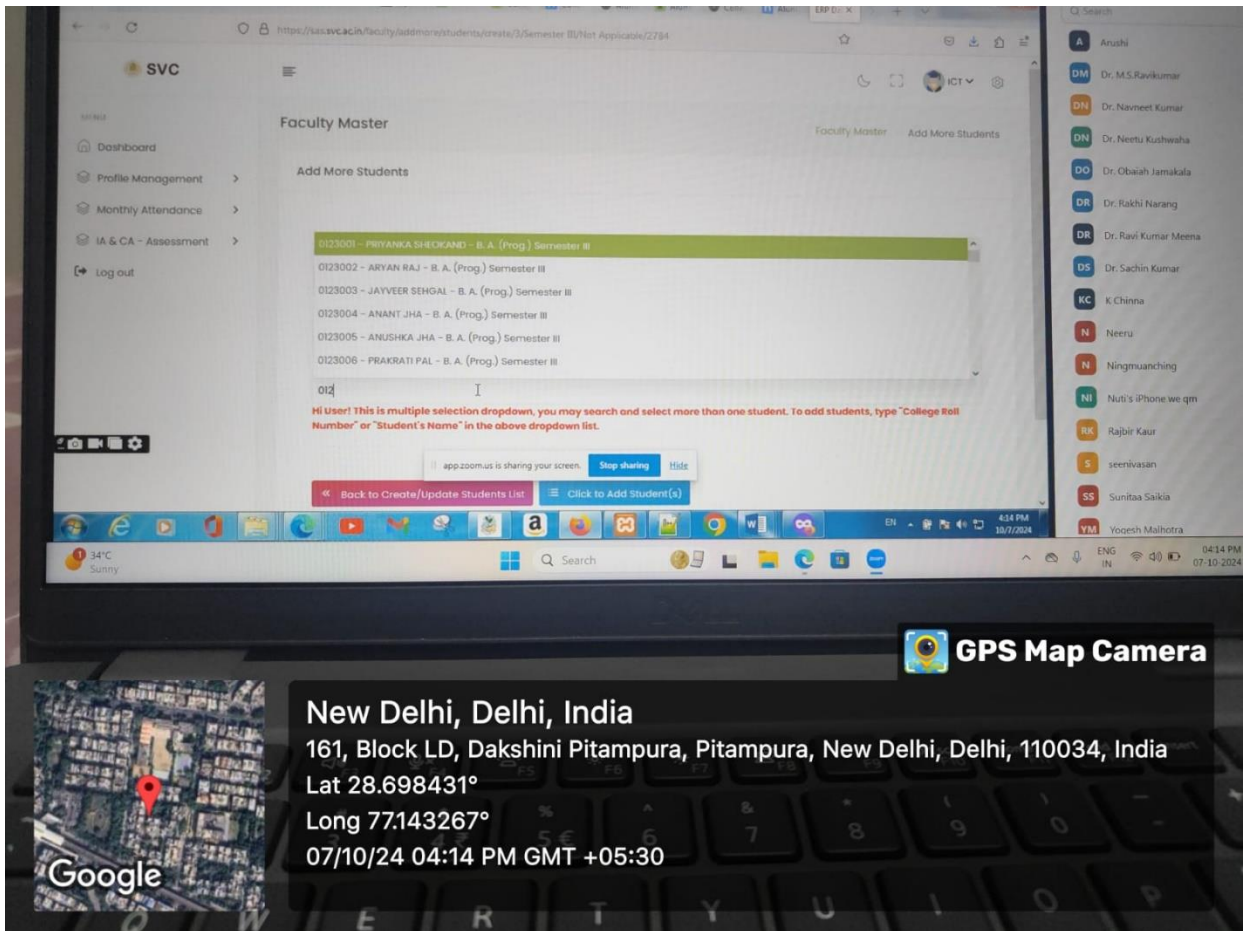|	
Departmental file no: SVC/ICT/2024-25/October 2024/01	
IQAC File No: SVC/IQAC/ICT/2024-25/October 2024	
Criterion No: IV & VI	
NAME OF EVENT-IN-CHARGE & SIGNATURE: Mr. Naveen Chaudhary & Dr. Arpita Kaul	

For Reference

Criterion I	Curricular Aspects (planning & Implementation)	Criterion V	Student Support & Progression
Criterion II	Teaching Learning & Evaluation	Criterion VI	Governance, Leadership & Management
Criterion III	Research, Innovations & Extension	Criterion VII	Institutional Values & Best Practices
Criterion IV	Learning Resources and Infrastructure		

Event Summary

The session began with Mr. Naveen Chaudhary demonstrating the working of the SAA-SVC ERP portal. He highlighted the step-by-step procedure as follows:

1. Logging in to ERP portal at https://sas.svc.ac.in/login
2. Clicking on the monthly attendance tab at the left side of the screen.
3. Clicking on Allot my courses
4. Filling in the details
5. Saving faculty subject
6. Clicking on create/ update students list
7. If the subject is GE/ VAC/ SEC an autogenerated list will appear, just check box the final names and add student list.
8. If it's a DSC, the students can be added from add student option
9. Click on add/ update attendance

10. Fill the details
11. Add attendance

Mr. Naveen demonstrating how students can be added to the class.

Notice & Letters

Dear Faculty Members,

This is to inform you that a Zoom webinar will be conducted on **7Oct 2024** between **4PM-5PM** for a training session on the **SAS-SVC ERP Portal**. The session is designed to provide comprehensive guidance on using the ERP portal efficiently for inputting and maintaining the attendance and internal assessment related work.

Webinar Details:

- **Topic**: SAS-SVC ERP Portal Training
- **Date**: 7 Oct 2024
- **Time**: 4PM-5PM
- **Platform**: Zoom
- **Zoom Link**: https://us06web.zoom.us/j/86323712073

All faculty members are requested to attend this important session, as it will cover crucial functionalities of the portal that will aid in streamlining processes related to attendance, grading, and other academic activities.

Faculty members are requested to upload their monthly student attendance by 13.10.2024 and hence the above session is meant to provide clarity on the various functionalities of ERP portal.

Warm Regards

प्रो. वज्झला रवि/ Prof. Vajala Ravi

प्राचार्य / Principal
श्री वेंकटेश्वर कॉलेज / Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi

Dear All,

This is for the information that Mr. Naveen Kumar, STA, ICT Department, and Mr. Kumar Ashish, Assistant, Admin Section, will be available in the **ICT Lab** between **12:00 Noon to 03:00 pm on 8th & 9th October 2024** to assist in queries regarding ERP portal. All Faculty members are requested to utilise their expertise in resolving all issues pertaining to SAS ERP portal.

Additionally, it may be noted that the last date for uploading the attendance of theory/tutorial/practical classes held i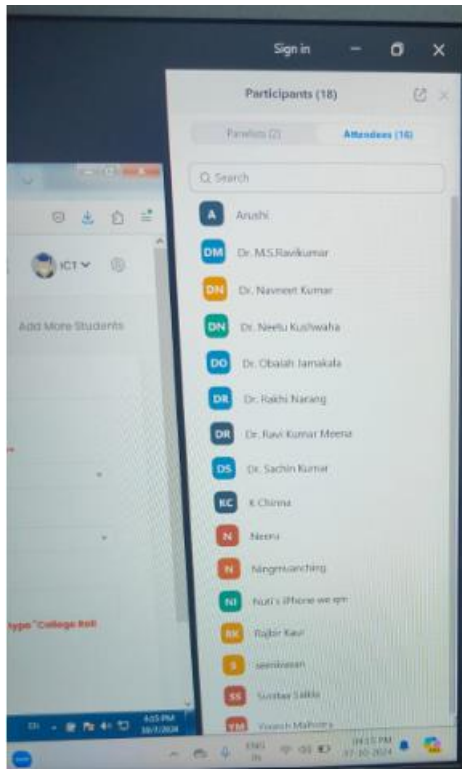n August and September 2024 is **13.10.2024**. After this, the ERP portal shall be closed for any changes in the attendance of previous months.

Warm Regards

प्रो. वज्झला रवि/ Prof. Vajala Ravi

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दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआं / Dhaula Kuan
नई दिल्ली / New Delhi - 110 021
फोन: / Ph: +91 11 2411 3129
ईमेल / Email : principal@svc.ac.in

Attendance

Attendee Report								
Report Ge	Oct 14, 2024 9:06 AM							
Topic	Webinar ID	Actual Star	Actual Dur	Unique Vie	Total User	Max Concu	Enable Registration	
SAS- SVC E	863 2371 2	Oct 7, 202	38	34	48	21	No	
Attended	User Name	Email	Join Time	Leave Time	Time in Se	Is Guest	Country/Region Name	
Yes	Principal, S	sysadmin@	Oct 07, 20	Oct 07, 20	38	No	India	
Panelist Details								
Attended	User Name	Email	Join Time	Leave Time	Time in Se	Is Guest	Country/Region Name	
Yes	dr arpita		Oct 07, 20	Oct 07, 20	23	Yes	India	
Yes	Dr. Ravi Kumar Meena		Oct 07, 20	Oct 07, 20	1	Yes	India	
Attendee Details								
Attended	User Name	Email	Join Time	Leave Time	Time in Se	Is Guest	Country/Region Name	
Yes	Rajbir Kaur		Oct 07, 20	Oct 07, 20	1	Yes	India	
Yes	Dr. Navneet Kumar		Oct 07, 20	Oct 07, 20	1	Yes	India	
Yes	Sharda Pasricha		Oct 07, 20	Oct 07, 20	1	Yes	India	
Yes	Murali Mohan Achari		Oct 07, 20	Oct 07, 20	2	Yes	India	
Yes	K Chinna		Oct 07, 20	Oct 07, 20	15	Yes	India	
Yes	Ningmuanching		Oct 07, 20	Oct 07, 20	24	Yes	India	
Yes	Sunita atal		Oct 07, 20	Oct 07, 20	1	Yes	India	
Yes	Sunitaa Saikia		Oct 07, 20	Oct 07, 20	24	Yes	India	
Yes	Dr. Obaiah Jamakala		Oct 07, 20	Oct 07, 20	1	Yes	India	
Yes	Ashutosh		Oct 07, 20	Oct 07, 20	6	Yes	India	
Yes	Yogesh Malhotra		Oct 07, 20	Oct 07, 20	2	Yes	India	
Yes	Pratibha Pratibha		Oct 07, 20	Oct 07, 20	1	Yes	India	
Yes	Swarn Singh		Oct 07, 20	Oct 07, 20	5	Yes	India	
Yes	Arushi		Oct 07, 20	Oct 07, 20	24	Yes	India	
Yes	Neeru		Oct 07, 20	Oct 07, 20	18	Yes	India	
Yes	Nuti's iPhone we qm		Oct 07, 20	Oct 07, 20	1	Yes	India	

Yes	Dr. Neetu Kushwaha	Oct 07, 20	Oct 07, 20	27	Yes	India
Yes	Mercy Kutty Jacob	Oct 07, 20	Oct 07, 20	1	Yes	India
Yes	Mercy Kutty Jacob	Oct 07, 20	Oct 07, 20	7	Yes	India
Yes	seenivasan	Oct 07, 20	Oct 07, 20	31	Yes	India
Yes	Narendra Gaur	Oct 07, 20	Oct 07, 20	1	Yes	India
Yes	Preeti Singh	Oct 07, 20	Oct 07, 20	3	Yes	India
Yes	Prajna Muthabathula	Oct 07, 20	Oct 07, 20	7	Yes	India
Yes	Mohini Yadav	Oct 07, 20	Oct 07, 20	2	Yes	India
Yes	Dr. Sachin Kumar	Oct 07, 20	Oct 07, 20	29	Yes	India
Yes	Dr. M.S.Ravikumar	Oct 07, 20	Oct 07, 20	15	Yes	India

Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల
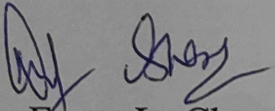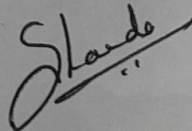
Sri Venkateswara College
(University of Delhi)

NAAC Grade A+

पूर्णता प्रमाण पत्र
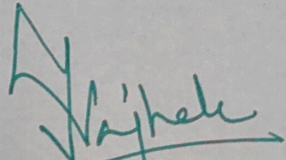# COMPLETION CERTIFICATE

यह प्रमाणित किया जाता है कि (शीर्षक) को (तारीख) को (समय) पूर्वाह्न/अपराह्न से ....

पूर्वाह्न/अपराह्न तक (विभाग/समिति) द्वारा (ऑनलाइन/ऑफ़लाइन/हाइब्रिड) माध्यम में

सफलतापूर्वक आयोजित किया गया और इस कार्यक्रम की रिपोर्ट अभिलेख के लिए

आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (IQAC) को जमा कर दी गई है।

This is to certify that a training session on the **SAS-SVC ERP Portal** was

successfully conducted on 7th Oct, 2024 from 4 pm to 5 pm by Information and

Communication Technology Committee and Criterion 6 in the Online mode and

its event report has been submitted to IQAC for records.

Event In-Charge

IQAC Coordinator

Principal

Coordinator, IQAC
Sri Venkateswara College
(University of Delhi)
Dhaula Kuan, New Delhi-110021

प्रधानाचार्य
Principal
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21