



Tirumala Tirupati Devasthanams

శ్రీ వేంకటేశ్వర కళాశాల

Sri Venkateswara College

(University of Delhi)

NAAC Grade A+

**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

EVENT REPORT

NAME OF THE EVENT: Training session on SAS-SVC ERP Portal for Non-Teaching staff			
DATE	DEPARTMENT	COMMITTEE/SOCIETY	COORDINATORS' NAME
8/10/24		ICT & IQAC	Mr. Naveen & Dr. Rakhi Narang
TIME	VENUE	NUMBER OF PARTICIPANTS	NATURE: Outdoor/Indoor; online/offline/hybrid
2:00 PM – 3:00 PM	ICT- Lab III	08	Offline
FINANCIAL SUPPORT/ASSISTANCE (if any):	NA		

BRIEF INFORMATION ABOUT THE ACTIVITY

TOPIC/SUBJECT OF THE ACTIVITY	Training session on SAS-SVC ERP Portal for Non-Teaching staff
OBJECTIVES	To assist the dealing Assistants of the Academic section in effectively utilizing the SAS-SVC ERP Portal.
METHODOLOGY	A demonstration method was used
INVITED SPEAKERS WITH AFFILIATION DETAILS (IF ANY)	1. Mr. Naveen Chaudhary, Senior Technical Assistant 2. Mr. Kumar Ashish, Assistant
OUTCOMES	The training session made the non-teaching staff members aware about the steps, right from creating a new user to a new class and subject allotment on the SAS-SVC ERP Portal.

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 2024/02

IQAC File No: SVC/IQAC/ICT/2024-25/October 2024

Criterion No: IV & VI

NAME OF EVENT-IN-CHARGE & SIGNATURE:

Mr. Naveen Chaudhary & Dr. Rakhi Narang

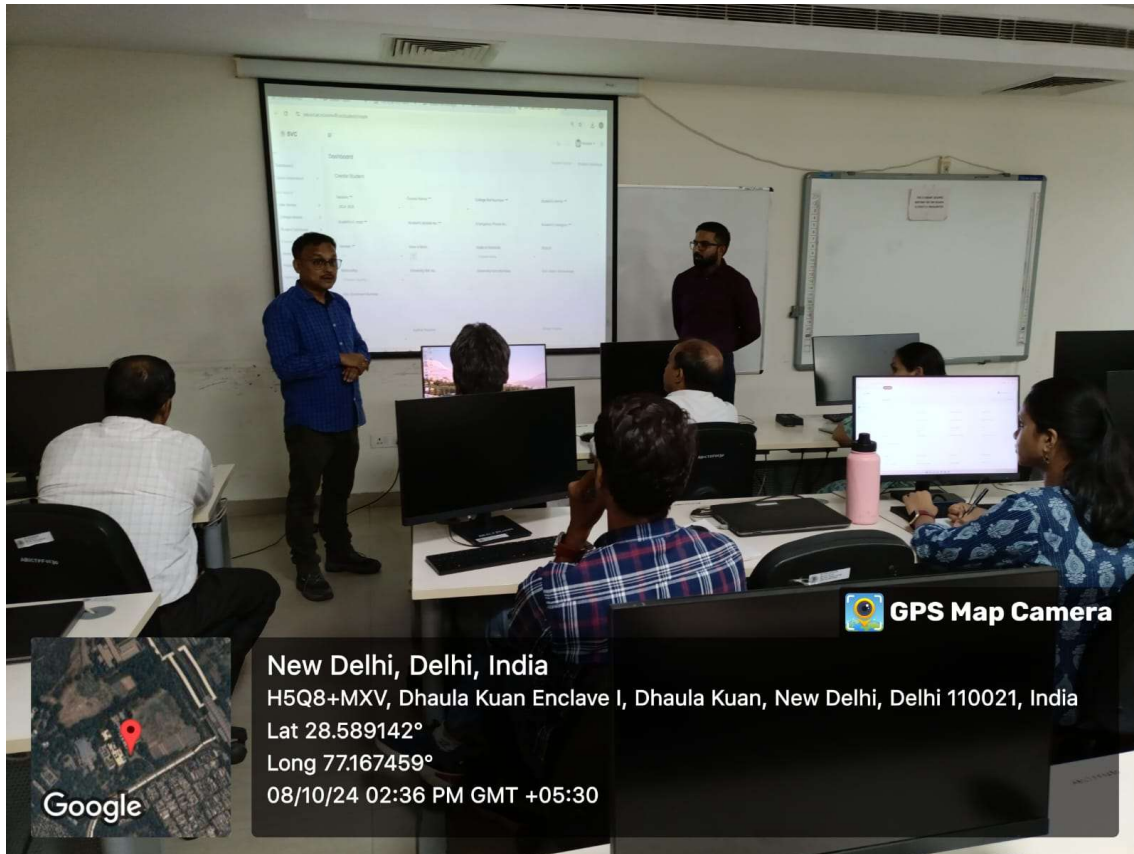
For Reference

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		

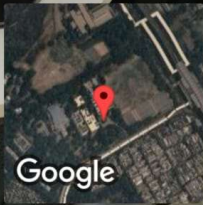
Event Summary

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. Creation of user credentials for faculty and students
3. Setting/Resetting the user credentials (for both faculty and students).
4. How to add a new paper
5. Subject Allotment of different courses and different papers (GE/SEC/VAC/DSE/DSC) for faculty members
6. Student Allotment/creation of a class
7. Downloading the attendance

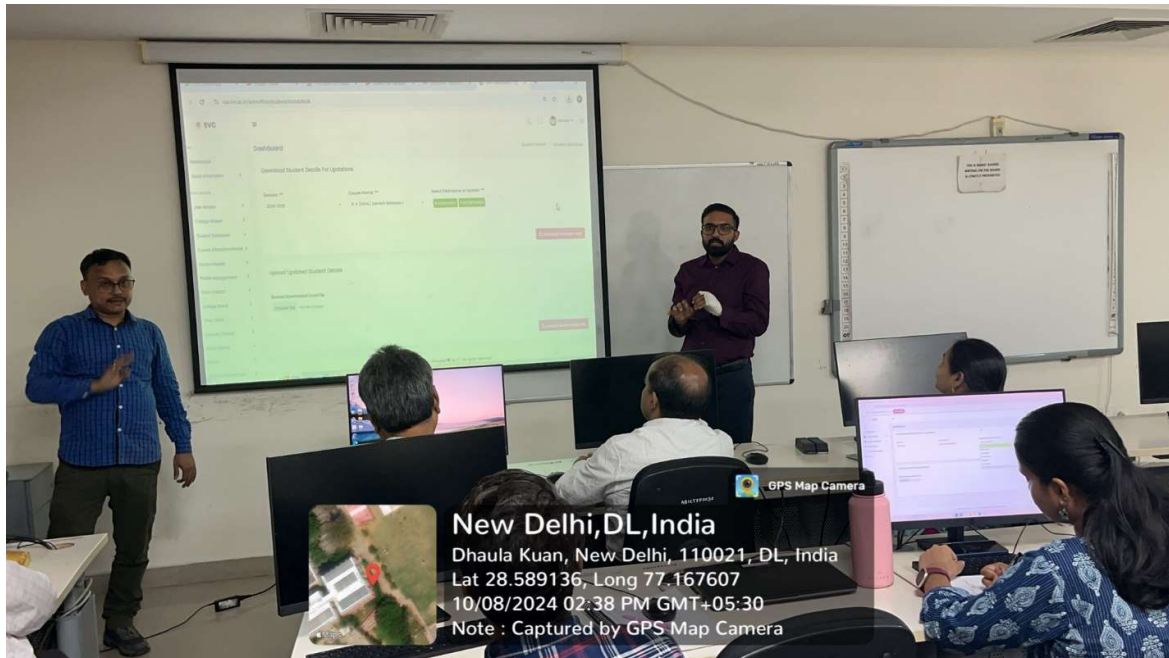


 GPS Map Camera



Google

New Delhi, Delhi, India
H5Q8+MXV, Dhaula Kuan Enclave I, Dhaula Kuan, New Delhi, Delhi 110021, India
Lat 28.589142°
Long 77.167459°
08/10/24 02:36 PM GMT +05:30



 GPS Map Camera



New Delhi, DL, India
Dhaula Kuan, New Delhi, 110021, DL, India
Lat 28.589136, Long 77.167607
10/08/2024 02:38 PM GMT+05:30
Note : Captured by GPS Map Camera



Mr. Naveen and Mr. Ashish demonstrated the various functionalities of the ERP portal.

Notice & Letters



श्री वेंकटेश्वर महाविद्यालय
(दिल्ली विश्वविद्यालय)
Sri Venkateswara College
(University of Delhi)
NAAC Grade A+

07th October, 2024

OFFICE ORDER

This is to inform all Dealing Assistants of Academic Section that a demonstration session on Student Administration System (SAS Portal) will be held on 08th October, 2024 at 02:00 PM in ICT Laboratory. All concerned Dealing Assistants are requested to mandatorily attend the demonstration session.

Active cooperation of one and all shall highly be appreciated.

PRINCIPAL

Najhele
प्राचार्या
Principal

श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
धौला कुआँ, नई दिल्ली / Dhoola Kuan, New Delhi-21

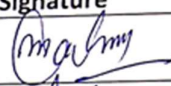
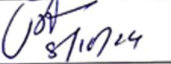
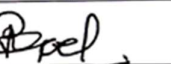
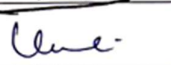
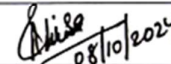
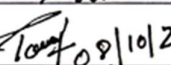
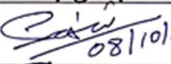
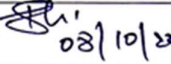
Attendance

Sri Venkateswara college

University of Delhi

Date- 08/10/2024

SAS ERP Portal Training session

S.N	Name of the employee	Designation	Department	Signature
01	MADAN LAL GAUTAM	Section officer	Academic	
02	JAI PRAKASH MISRA	Senior Assst. Administration	Administration	 08/10/24
03	Rajiv Goel	Asst. Admin.	Admin.	
04	N. Uma Devi	Jr. Asst.	Admin	
5.	Alisa Rebecca Ming	Jr. Asstt.	Admin.	 08/10/2024
6.	Pankaj Kumar Bhati	MTS	Admin.	 08/10/24
7.	Sanjeev Kumar	Jr. Asstt	Admin	 08/10/24
8.	Kumar Ashish	Asstt	Admin	 08/10/2024



Tirumala Tirupati Devasthanams

श्री वेंकटेश्वर कलाशाला

Sri Venkateswara College

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पूर्णता प्रमाण पत्र
COMPLETION CERTIFICATE

यह प्रमाणित किया जाता है कि गैर-शिक्षण कर्मचारियों के लिए एसएएस-एसवीसी ईआरपी पोर्टल पर प्रशिक्षण सत्र को 8 अक्टूबर 2024 को 02:00-3:00 अपराह्न तक सूचना और संचार प्रौद्योगिकी समिति और मानदंड IV द्वारा ऑफ़लाइन 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 SAS-SVC ERP Portal for Non-teaching staff** was successfully conducted on **08th October 2024** from **02:00 pm to 03:00 pm** by Information and Communication Technology Committee and Criterion IV in the Offline mode and its event report has been submitted to IQAC for records.


Event In-Charge


IQAC Coordinator

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


Principal

प्रधानाचार्य
Principal
श्री वेंकटेश्वर महाविद्यालय
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