



Internal Quality Assurance Cell Chandidas Mahavidyalaya



Ref. No.....

Date : 03/07/2017

Notice

All the administrative staff members are hereby informed that a workshop of five-day duration on CAMS (College Administrative Management System) and HRMS (Human Resource Management System) as a part of Administrative Development Training Programme will be held on and from 10.07.2017 to 14.07.2017 from 12.30 Pm in the Vivekananda Seminar Hall.

All supporting staff members are requested to attend the workshop.

Subhas Singha Roy
(Subhas Singha Roy)

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

 Khujutipara, Birbhum, 731215, WB.

 www.chandidasmahavidyalaya.ac.in

Brochure

Five Day Administrative Training Programme

On
Human Resource Management System (HRMS)
And
College Administrative Management System (CAMS)



Effective management of the college administration needs E-management procedure. Administrative staff needs to be updated about the new management system. Recently the Directorate of Public Instruction, Government of West Bengal issued a circular to introduce **Human Resource Management System (HRMS) and College Administrative Management System (CAMS)** in the institution so that pay and other financial assistance and effective management of the college administration through E-management procedure can be managed digitally in a hasslefree way. Keeping this objective in mind the authority organizes a five (5)- day workshop on HRMS between 10.07.2017 to 14.07.2017 from 12.30 PM.

Programme Schedule: Day-01

Date	Time	Speaker	Topic
10.7.2017	12.30- 12.40 PM PM	Welcome by Dr. Sk. Aaur Rahaman, Principal in Charge	Welcome address
10.7.2017	12.40- 1.40 PM	Mr. Santanu Bhattacharya Computer Analyst, Bolpur, Birbhum	Basic Lay out of CAMS
10.7.2017	1.40- 2.15 PM	Mr. Saptarshi Ghosh, Computer Analyst, Bolpur, Birbhum	Advantage of CAMS
10.7.2017	2.15-2.30 PM	Question-answer session	

Santosh Singh Roy
Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

Programme Schedule: Day-02

Date	Time	Speaker	Topic
11.7.2017	12.40- 1.40 PM	Mr. Santanu Bhattacharya Computer Analyst, Bolpur, Birbhum	Daily Accounts Maintenance
11.7.2017	1.40- 2.15 PM	Mr. Saptarshi Ghosh, Computer Analyst, Bolpur, Birbhum	Ledger Folio Maintenance
11.7.2017	2.15-2.30 PM	Question-answer session	

Programme Schedule: Day-03

Date	Time	Speaker	Topic
12.7.2017	12.30- 12.40 PM	Dr. Sk Ataur Rahaman, Principal in Charge	Welcome
12.7.2017	1.40- 2.15 PM	Mr. Sukumar Mondal, Computer Analyst, Kolkata	Basics of HRMS
12.7.2017	2.15-2.30 PM	Question-answer session	


Programme Schedule: Day-04

Date	Time	Speaker	Topic
13.7.2017	12.30- 1.30 PM	Mr. Sukumar Mondal, Computer Analyst, Kolkata	Preparation of Pay Packet
13.7.2017	1.45- 2.30 PM	Mr. Sukumar Mondal, Computer Analyst, Kolkata	Preparation of different demands through ICT
13.7.2017	2.15-2.30 PM	Question-answer session	

Subhas Singh Roy
Coordinator
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Programme Schedule: Day-05

Date	Time	Speaker	Topic
14.7.2017	12.30- 1.30 PM	Mr. Sukumar Mondal, Computer Analyst, Kolkata	Hands on training (HRMS)
14.7.2017	1.45- 2.30 PM	Mr. Saptarshi Ghosh, Computer Analyst, Bolpur, Birbhum	Hands on training (CAMS)
14.7.2017	2.15-2.30 PM	Subhas Singha Roy, Coordinator, IQAC	Vote of thanks


(Dr. Sk. Ataur Rahaman)
Teacher - in - Charge
Chandidas Mahavidyalaya
Khujutipara, Birbhum

Administrative Training for Non-teaching Staff

Training on CAMS/ HRMS

Duration- 5 Days

Date- 10/7/2017

Sl No	Name of the Non-teaching Staff	Signature of the Non-teaching Staff
1	Janardan Das	Janardan Das
2	Tapan Kumar Das	Tapan Kumar Das.
3	Ch Amir Amzad	Ch. Amir Amjad
4	Md Easuf	Md Easuf
5	Dinabandhu Halder	Dinabandhu Halder.
6	Uttam Mukherjee	Uttam mukherjee
7	Budi Kisku	Budikisku
8	Pratima Saha	Pratima Saha
9	Samaresh Das	Samaresh Das
10	Sinchan Kumar Banerjee	Sinchan Banerjee
11	Surya Hansda	Surya Hansda.
12	Sk Ibrahim	Sk Ibrahim
13	Naba Kumar Thandar	Naba Kumar Thandar

Subhas Singh Roy

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7	Budi Kisku	Budikisku
8	Pratima Saha	Pratima Saha
9	Samaresh Das	Samaresh Das
10	Sinchan Kumar Banerjee	Sinchan K. Banerjee
11	Surya Hansda	Surya Hansda.
12	Sk Ibrahim	SK Ibrahim
13	Naba Kumar Thandar	Naba Kumar Thandar

Sudhansu Singha Roy
Coordinator
Internal Quality Assurance Cell (IQAC)
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Khujutpara, Birbhum, W.B.

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6	Uttam Mukherjee	Uttam mukherjee.
7	Budi Kisku	Budi Kisku
8	Pratima Saha	Pratima Saha
9	Samaresh Das	Samaresh Das
10	Sinchan Kumar Banerjee	Sinchan Kumar Banerjee
11	Surya Hansda	Surya Hansda
12	Sk Ibrahim	Sk. Ibrahim
13	Naba Kumar Thandar	Naba Kumar Thandar

Satish Singh Roy

Coordinator
Internal Quality Assurance Cell (IQAC)
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7	Budi Kisku	Budi Kisku
8	Pratima Saha	Pratima Saha
9	Samaresh Das	Samaresh Das
10	Sinchan Kumar Banerjee	Sinchan Kumar Banerjee
11	Surya Hansda	Surya Hansda
12	Sk Ibrahim	SK Ibrahim
13	Naba Kumar Thandar	Naba Kumar Thandar

Sudhansu Singha Roy
Coordinator
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Khujutpara, Birbhum, W.B.

Administrative Training for Non-teaching Staff

Training on CAMS/ HRMS

Duration- 5 Days

Date- 14/7/2017

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4	Md Easuf	Md Easuf
5	Dinabandhu Halder	Dinabandhu Halder.
6	Uttam Mukherjee	Uttam mukherjee.
7	Budi Kisku	Budi Kisku
8	Pratima Saha	Pratima Saha
9	Samaresh Das	Samaresh Das
10	Sinchan Kumar Banerjee	Sinchan Kumar Banerjee
11	Surya Hansda	Surya Hansda.
12	Sk Ibrahim	SK Ibrahim
13	Naba Kumar Thandar	Nabakumar Thandar

Sankha Singh Roy
Coordinator
Internal Quality Assurance Cell (IQAC)
Chandias Mahavidyalaya
Khujutipara, Birbhum, W.B.

Report of the 5 Day Administrative Training Programme

- ★ Name of the programme: Administrative Training Programme
- ★ Topic: CAMS (College Administrative management System) & HRMS (Human Resource Management System)
- ★ Duration: - 05 days,
- ★ Date- 10.07.2017-14.07.2017 Time- 12.30 pm onwards
- ★ Venue: Vivekananda Seminar Hall, Chandidas Mahavidyalaya, Khujutipara, Birbhum
- ★ Number of participants: 13

Brief report

The faculty development programme was formally inaugurated by Dr. Sk. Ataur Rahaman, Principal in Charge. He welcomed all the faculty members present in the programme and wished that the objective of the programme would be fruitful.

Topics discussed

- ❖ *Basic lay out of CAMS & HRMS*
- ❖ *Advantages of CAMS & HRMS*
- ❖ *Preparation of Pay Packet*
- ❖ *Preparation of accounts for annual audit*

Resource persons

- 1) Mr. Santanu Bhattacharya, nComputer Analyst, Bolpur, Birbhum
- 2) Mr. Saptarshi Ghosh, Computer Analyst, Bolpur, Birbhum
- 3) Mr. Sukumar Mondal, Computer Analyst, Kolkata

Outcome:

The participants have got to know

- Basic of CAMS & HRMS
- Daily Accounts Maintenance
- Preparation of Salary and Pay Packet
- Preparation of different demands
- Preparation of accounts for annual audit

Subhas Singha Roy extended vote of thanks in this programme to the participants. He wished that the participants got to know the basics of CAMS and HRMS and enabled the administrative staff to do administrative and office work in a more efficient way.

Subhas Singha Roy
Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.



Administrative Training Programme: 03.07.2017-07.07.2017



Address by Prof. Subhas Singha Roy, Coordinator, IQAC

Subhas Singha Roy
Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

Om
Teacher - in - Charge
Chandidas Mahavidyalaya
Khujutipara, Birbhum

5-Day Administrative Training Programme

10.7.2017-14.07.2017



Inaugural Speech: DR. Sk. Ataur Rahaman, Principal In Charge



Speech by: Mr. Santanu Bhattacharya

Subhansu Singha Roy

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

Dr.
Teacher - in - Charge
Chandidas Mahavidyalaya
Khujutipara, Birbhum



CHANDIDAS MAHAVIDYALAYA
Khujutipara, Birbhum

Certificate of Participation
In

Faculty Development Programme (FDP) / Professional Development Programme (PDP) / Administrative Training Programme (ADP)

Certified that... *Mr. Jnanardan Das*of *our College*(deptt.)
actively participated in...*CAMS & HRMS*...for...*5 Day (10.7.17-14.7.17)*... (duration of
period) *Faculty Development Programme (FDP) / Professional Development Programme (PDP) /*
Administrative Training Programme (ADP) organized by the IQAC, Chandidas Mahavidyalaya.

Sambhu Singh Roy
Signature of the Coordinator (IQAC)

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

[Signature]
Signature of the Principal /
Teacher - in - Charge
Chandidas Mahavidyalaya
Khujutipara, Birbhum



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Certificate of Participation
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Certified that *Mr. Tapan Kumar Roy* of *Our College* (deptt.)
actively participated in *CAMS & HRMS* for *5 DAY (10.7.17-14.7.17)* (duration of
period) *Faculty Development Programme (FDP) / Professional Development Programme (PDP) /*
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Satbars Singh Roy

Signature of the **Coordinator (IQAC)**

Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

[Signature]
Signature of the **Principal /**
Teacher - in - Charge

Chandidas Mahavidyalaya
Khujutipara, Birbhum



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Certificate of Participation
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Faculty Development Programme (FDP) / Professional Development Programme (PDP) / Administrative Training Programme (ADP)

Certified that *Chowdhury Amir Anjad* of *Our College* (deptt.)
actively participated in *CAMS & HRMS* for *5-Day (10.7.17 - 14.7.17)* (duration of
period) *Faculty Development Programme (FDP) / Professional Development Programme (PDP) /*
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Subhas Singh Roy
Signature of the Coordinator (IQAC)

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

Dr.
Signature of the Principal /
Teacher - in - Charge
Chandidas Mahavidyalaya
Khujutipara, Birbhum



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Certificate of Participation
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Certified that..... *Md Eusuf*of *Oxy College*(deptt.)
actively participated in..... *CAMS & HRMS*for..... *5 DAY (10.7.17-14.7.17)* (duration of
period) *Faculty Development Programme (FDP) / Professional Development Programme (PDP) /*
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Sabhas Singha Roy
Signature of the Coordinator (IQAC)
Coordinator

Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

[Signature]
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Certificate of Participation
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Certified that... *Mr. Sinabandhu Halder* of *Ows College* (deptt.)
actively participated in *CAMS & HRMS* for *5 Day (10.7.17-14.7.17)* (duration of
period) Faculty Development Programme (FDP) / Professional Development Programme (PDP) /
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Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
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[Signature]
Signature of the Principal /
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Certified that... *Mr. Uttam Mukherjee* of *Our College* (deptt.)
actively participated in *CAHS & ARMS* for *SDAY (10.7.17-14.7.17)* (duration of
period) *Faculty Development Programme (FDP) / Professional Development Programme (PDP) /*
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Subhas Singh Roy
Signature of the Coordinator (IQAC)

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

[Signature]
Signature of the Principal /
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Khujutipara, Birbhum.



CHANDIDAS MAHAVIDYALAYA

Khujutipara, Birbhum

Certificate of Participation

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Certified that... *Mr. Budi Kisku*of *Our College*.....(deptt.)
actively participated in *SAMS & HRMS*.....for *5 DAY (10.7.17-14.7.17)*.. (duration of
period) *Faculty Development Programme (FDP) / Professional Development Programme (PDP) /*
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Certified that *Mrs. Pratima Saha* of *Oar College* (deptt.)
actively participated in *CAMS & HRMS* for *5 DAY (10.7.17- 14.7.17)* (duration of
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Sambhu Singh Roy
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Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

[Signature]
Signature of the Principal /
Teacher in Charge
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Khujutipara, Birbhum



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Certified that... *Mr. Samyavresh Das* of *Our College* (deptt.)
actively participated in... *CAMS & HRMS* for... *5 DAY (10.7.17-14.7.17)* (duration of
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Sukhansingh Roy
Signature of the Coordinator (IQAC)

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

By
Signature of the Principal / *T/T*
Teacher - in - Charge
Chandidas Mahavidyalaya
Khujutipara, Birbhum,



CHANDIDAS MAHAVIDYALAYA

Khujutipara, Birbhum

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Certified that... *Sinchaw Bamerjee* of *Our College* (deptt.)
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[Signature]
Signature of the Principal /
Teacher in Charge

Teacher in Charge
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Subhans Singh Roy

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Coordinator

Internal Quality Assurance Cell (IQAC)

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B

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Teacher - in - Charge

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B
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