



सद्भावान् सभते मानम्

SIVANATH SASTRI COLLEGE
(Formerly City College Com. Dept. South Kolkata (Morning)
[City College South Kolkata Women's Branch]
[Accredited by NAAC]

23/49, Gariahat Road, Kolkata-700029
Phone : 2460-1521, 2461-2689
E-mail : sivanathsastricollege@yahoo.in
website : sivanathsastricollege.org

Activity Reports for the following Workshops are included in this Document.

1. Asset Register Workshop
2. HRMS Management Workshop
3. MIS Workshop

Each report is supported by relevant supporting data.

ACTIVITY REPORT ON
WORKSHOP ON ASSET REGISTER MANAGEMENT
BY
IQAC, SIVANATH SASTRI COLLEGE
IN COLLABORATION WITH
INFOTECH PVT. LTD.

A workshop was conducted in association with Infotech Pvt. Ltd. On 18.8.2021 on Asset Register Management. The goal of the workshop was to explain to members of the teaching and non-teaching staff the importance of proper management of asset registers for departments with physical assets (lab equipment, etc). Siddhartha Dutta of Infotech Pvt. Ltd was the resource person for the workshop.

A total of 10 staff members of the College participated and were deeply enriched by the workshop.

Photograph of the workshop is provided below. Notice given for the workshop is provided on the next page.





**SIVANATH SASTRI
COLLEGE**

23/49, GARIAHAT ROAD, KOLKATA – 700 029

NOTICE

A workshop on asset management and asset register will be held on 18th August, 2021 (Wednesday) from 10:00 AM in the conference room. Following administrative, teaching and non-teaching staff members are requested to attend the same:

1. Bursar;
2. HoD of Botany;
3. HoD of Geography;
4. Librarian;
5. Head Clerk;
6. Accountant;
7. Cashier.

Date: 14.08.2021

Dr. Runa Biswas
Principal
Sivanath Sastri College

REPORT ON
TWO DAY WORKSHOP ON HRMS
ORGANIZED BY IQAC, SIVANATH SASTRI COLLEGE

A two-day workshop was conducted in collaboration with IQAC, Sivanth Sastri College on 6-7 August 2021, on the operation and management of the HRMS system through which financial work is conducted for the College. A total of 6 teaching and 7 non-teaching faculty members were present at the workshop.

The speaker at the workshop was Shri. Mukul Roy, . The participants were greatly benefitted by this workshop.

The poster of the workshop is attached on the next page.



श्रद्धावान् लभते ज्ञानम्

Sivanath Sastri College

23/49 Gariahat Road, Kolkata 700029

IQAC

**Training Workshop on
HRMS**

for Teaching and Non-Teaching Staff

6th and 7th August 2021

11.00 AM

at

College Conference Room

REPORT ON
LMS AND MIS WORKSHOP FOR TEACHING AND NON-TEACHING STAFF
CONDUCTED BY IQAC, SIVANATH SASTRI COLLEGE
IN ASSOCIATION WITH
INFOTECH PVT. LTD.

A workshop on the use of MIS software for the Teaching and non-Teaching staff was held on **8.2.2021** in the Conference (Rector's) Room of the College. The duration of the meeting was from **11 AM to 2:30 PM**. **A total of 25 teaching and non-teaching staff attended the workshop.**

The speaker at the workshop was Mr. Siddhartha Dutta, of Infotech Pvt Ltd., who explained at length the best use of the MIS software and how the College staff could be benefitted from it. The workshop was highly praised for being informative and highly useful.

(Photograph of the workshop of the workshop provided below).





**SIVANATH SASTRI
COLLEGE**

23/49, GARIAHAT ROAD, KOLKATA – 700 029

NOTICE

A staff training programme (workshop) will be held on Monday, 8th February, 2021 from 9 A.M. in Rector's room to provide guidance on the following operational aspects of Management Information System (MIS) and Learning Management System (LMS) implemented in our College:

1. Various aspects of staff management system;
2. Various aspects of student management system;
3. Various aspects of learning management system.

All the faculty members are requested to attend the same.

Date: 04.02.2021

Dr. Runa Biswas
Principal
Sivanath Sastri College