

Name of the Activity: HRMS Orientation for SACT

Category: Orientation

Organizing Unit: RKSMVV Office

Date: 30.09.2024

Time: 1.30 pm to 2.30 pm

Venue: College Building (Room No 7)

Name of the Resource Person/s (with designation):

1. Pr. Amritarupaprana – Office In-charge
2. Sm. Poulami Chakraborty – Laboratory Attendant

Number of Participants: 15

Brief Description of the Event: A comprehensive HRMS orientation program was conducted for substantive teachers, aiming to familiarize them with the HRMS portal. The session provided hands-on training, covering essential features such as:

- Logging in and creating passwords
- Generating pay slips
- Generating yearly salary accounts

Programme Outcome: The Program enabled teachers to effectively utilize the HRMS portal, streamlining their administrative tasks and enhancing overall efficiency.

Flyer:



