

SAMARTH

Webinar Calendar: November 2024

| # | Module | Date | Day | Time Slot | Meeting/Registration link | Learning Outcomes |
|-------------------------|--|-------------|-----------|------------------|---|--|
| Employee Modules | | | | | | |
| 1. | TOT Management | 20 Nov 2024 | Wednesday | 11:00 - 12:00 PM | Click here for the Registration | → Admin can schedule training for employees. Employees can request training sessions which can be reviewed by the institution from time to time. |
| 2. | Employee Management (Knowledge Management) | 20 Nov 2024 | Wednesday | 03:00 - 04:00 PM | Click here for the Registration | <ul style="list-style-type: none"> → To enable institutions to manage and organize employee information efficiently, ensuring smooth administration and access to staff details. → To support institutions in tracking the knowledge generated by staff and students, such as research publications, papers, patents, and more. This module facilitates the transformation of these knowledge assets into valuable learning outcomes, enriching the institution's academic and research environment. |
| 3. | Payroll Management | 21 Nov 2024 | Thursday | 03:00 - 04:00 PM | Click here for the Registration | → Admin can configure pay levels, salary structure template, earning and deduction heads, financial year, and create employee groups. |
| 4. | Leave Management | 22 Nov 2024 | Friday | 11:00- 12:00 PM | Click here for the Registration | <ul style="list-style-type: none"> → Admin can create leave rules including leave types, holiday calendars, and mail templates. → Admin will be able to map leave, recommend and sanction authorities to employees, and import leave balance. |
| 5. | Recruitment Management | 22 Nov 2024 | Friday | 03:00- 04:00 PM | Click here for the Registration | → Enables the institution to conduct online recruitment for teaching and non-teaching posts. |

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| Governance Modules | | | | | | |
| 6. | Residential (Accommodation) Allocation & Management | 25 Nov 2024 | Monday | 11:00- 12:00 PM | Click here for the Registration | → Admin will be able to list housing facilities available for staff members. |
| | Estate Management | | | | | → Manages online house allocation systems based on schemes. |
| 7. | Core Messaging System | 25 Nov 2024 | Monday | 03:00- 4:00 PM | Click here for the Registration | → Allows admin to add and manage property details like buildings, floors, rooms, roads, and footpaths etc. |
| | Minutes and Resolutions Archive and Retrieval System | | | | | → Institutes will be able to send bulk information circulation among employees and students via email and SMS. |
| | IT Service Desk (for University Computer Center) | | | | | → Track emails sent to employees and students. |
| | Content Federation System | | | | | → The institute will be able to add minutes of meetings and assign action items to meeting attendees. |
| | | | | | | → Allow admins to assign tickets to agents for resolution. |
| | | | | | | → Enable Institutions to manage tickets raised within the institution by both employees and students. |
| | | | | | | → Institutions will be able to moderate content, enabling multiple contributors to create, edit, and submit content for publishing on the institution's website. |

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| 8. | Health Facilities | 26 Nov 2024 | Tuesday | 11:00- 12:00 PM | Click here for the Registration | <ul style="list-style-type: none"> → Institute will be able to list healthcare facilities within the institution. → Institute will enable the staff to access information about available health facilities. |
| | Fleet Management | | | | | <ul style="list-style-type: none"> → The admin will be able to list the fleet and transport facilities of the institution. → The admin will be able to manage daily operations of vehicles, fuel, and other services. |
| 9. | File Management & Tracking System | 26 Nov 2024 | Tuesday | 03:00- 04:00 PM | Click here for the Registration | <ul style="list-style-type: none"> → Admin can configure the FMTS settings to enable Users to view their files, add a new file, update them, forward them, lock them or delete them as per the assigned roles. |
| | Essential Services | | | | | <ul style="list-style-type: none"> → Admin will be able to add services offered by the institutions such as a guest house, conference hall, transport, etc. |
| 10. | RTI Management | 27 Nov 2024 | Wednesday | 11:00- 12:00 PM | Click here for the Registration | <ul style="list-style-type: none"> → The admin will be able to manage RTIs (Right to Information requests) received by the institution. |
| | Grievance Management | | | | | <ul style="list-style-type: none"> → Allow users to submit grievances. → Enables the institution to process and monitor redressals. |
| | Endowment Portal | | | | | <ul style="list-style-type: none"> → Admins will be able to facilitate alumni and public contributions or pledges of |

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| | | | | | | endowments to the institution through the Portal |
| 11. | Security Management System | 27 Nov 2024 | Wednesday | 03:00- 04:00 PM | Click here for the Registration | → Institute will be able to manage complete security infrastructure and measures. |
| | Sports Facilities | | | | | → Publish security guidelines, arranges security programs, and tracks security items like cameras and fire extinguishers. |
| | Legal Case Management | | | | | → Institutions will be able to manage and track all sports-related information offered by the institution. |
| | | | | | | → The institute will be able to enter details of legal cases, hearings, lawyer information, and track case outcomes. |