**CMS/ERP Training Schedule**

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| Date | Day | Module | Task |
| 01/01/2025 | Wednesday | Student Fee | 1.Fee Voucher Issuance  2.Fee Voucher Posting(Manual / Automatic) |
| 02/01/2025 | Thursday | Admission | 1. Merit list Export (Excel).  2. Admit / Transfer and Cancel Admission  3. Student Enrollment in CMS. |
| 03/012025 | Friday | Odoo CMS | 1.Student Verification  2.Study Scheme (Curriculum) |
| 06/01/2025 | Monday | Registration Module | 1.Program Batch  2.Class Generation  3. Course Bulk Registration  4. Attendance Generation  5. Reports. |
| 07/01/2025 | Tuesday | Student Exam | 1. Exam Registration Number Setup and Allotment |
| 08/01/2025 | Wednesday | Surveys | 1. Student Survey Generation (For Course and Teacher Evaluation)  2. Reports Generation |
| 09 /01/2025 | Thursday | Employee | 1. Employee Creation  2. Change State  3. Reports |
| 10/01/2025 | Friday | Pay Roll | 1. Salary Creation,  2. Report Generation  3. One Time Charges (Allowance and Deduction)  4. Allowance Creation /Addition /Deletion / Archive |
| 13/01/2025 | Monday | Admission | 1. Register Creation  2. Program Setup, Fee Setup,  3. Application Correction etc. |
| 14/01/2025 | Tuesday | Selection Board | 1. Register Creation  2. Post Creation  3. Application Processing Fee  4. Correction in Application  5. Reports Generation  6. Paper Verification (QEC) |
| 15/01/2025 | Wednesday | Hostel Management | 1. Hostel Type Creation  2. Hostel Creation  3. Floor Creation  4. Hostel Warden Information  5. Hostel Allotment  6. Cancellation  7. Reports Generation |