

Hall Management Centre IIT Kharagpur

Date: 09th March, 2018

Sub: Meeting to Introduce ERP System

HMC is now at the stage of introducing its own ERP system for different official activities. In this regard, a meeting at **Satyajit Ray Auditorium of Azad Hall of Residence** will be held on **17.03.2018** to introduce the **hmcERP** to all regular HMC employees. It will be conducted in 3 slots as mentioned below:

- **Slot 1:** 17.03.2018, 3.00PM
- **Slot 2:** 17.03.2018, 4.00PM
- **Slot 3:** 17.03.2018, 5.00PM

All are requested to attend the meeting as per the schedule mentioned in Annexure-1. The system will start functioning from 1st April, 2018 onwards.



Chairman
Hall Management Centre

Encl: As above

Annexure-I

Sl No.	Halls	No. of. Employees	Slot timeing
1	Azad	33	<u>1st Slot : 3:00 PM to 4:00 PM</u>
2	Nehru	29	
3	Patel	11	
4	RP	34	
	Total	107	
5	BCRoy	18	<u>2nd Slot : 4:00 PM to 5:00 PM</u>
6	NVH	14	
7	MT	30	
8	LLR	4	
9	HJB	5	
10	JCB	4	
11	LBS	7	
12	MMM	6	
	Total	88	
13	RK	34	<u>3rd Slot : 5:00 Pm to 6:00 PM</u>
14	SN/IG	26	
15	SAM	2	
16	GKH	2	
17	RLB	4	
18	VS	4	
19	BRH	7	
20	MS	4	
21	ZKH	2	
22	HMC	4	
	Total	89	

Lit¹
9/3/18