

Respected Principal/Registrar

Date:- 11/8/2010

We appreciate your whole hearted cooperation so far we have received from your staff for implementation of VRIDDHI software successfully in your college. However we feel that still large portion of the software is not utilized as per our expectation.

To enable your staff for better administration of your college using our software, we are planning to conduct **1 Day FREE TRAINING** program from 8.00 AM to 7.00 PM for your college staff at our Head Office located at Malegaon (Nasik). This training program is available for old user colleges who have paid their AMC charges (@ Rs 8,800/- per college) or have newly purchased VRIDDHI software. You are requested to send name of minimum **2 people** from your office staff and **1 person** from your library staff willing to attend this FREE training program. No Registration or Training Charges will be applicable. No TA/ DA will be paid to the participant. However, food and accommodation will be provided for FREE. If you want to send more than 3 people, you have to send name of such additional person to our office. **Note that Last date to send name of your employee willing to attend the program is 23/8/2010.** Kindly send details of your staff in the format enclosed herewith. Use separate copy of enclosed form for each individual employee. After receiving all details from you, scheduled date (as per our time table) will be communicated to you through our **SMS** service only. **A certificate of participation will be awarded to each participant.**

Thanking you in anticipation and expecting your immediate action.

SD/-

Regards

Application for “FREE TRAINING PROGRAM” Under AMC

Name of the College	
Address For Correspondence	
College Email ID	
Principal Cell Number	
Name of employee willing to attain Free Training Program	
Designation of employee	
Cell number (Compulsory)	
Personal Email ID :	
Which office work you are performing in VRIDDHI software, Or Manually or in Ms- Excel or in Ms- Word?	
Do you have basic Knowledge of computer?	
Select the name of module in which you want to have detail training.	Students Module , Payroll Module, Account Module , Hostel Module, Library Module, MIS Module, VRIDDHI Administration Module
Do you need accommodation?	
Approximate time at which you can reach to Malegaon, Dist- Nasik	

Signature of Participant

**Signature
Registrar/ O.S. of College**

Points to be noted by Registrar & Principal

- Please start to enter all details of admission form of a student using “Back office” option in VRIDDHI software. Do not skip any field. Very soon you have to submit online eligibility on the University website. Without completing this work you cannot be able to prepare online eligibility from VRIDDHI software.
- You will need various Scholarship Report for “Samaj Kalyan Department” These reports are available in VRIDDHI software if and only if you have finished data entry work in BACK OFFICE menu.
- These reports can also be customized if there is any change in format asked by the respective authority.
- If your Back office work is completed, you can also have TC/LC, Bonafide Certificate and Character Certificate from VRIDDHI software.
- DO NOT USE “MS-EXCEL / MS-WORD” TO PREPARE THESE REPORTS AND PAYSHEET.
- VRIDDHI has facility to export any report available from it to Ms-Excel or Ms- Word.
- To obtain all these reports as per University & Govt. Requirement, you have to just finish data entry work in BACK OFFICE menu.
- To obtain eligibility list Just click on University/UGC/ZP report menu. Then select eligibility menu and select appropriate option and click OK.
- To obtain scholarship report, scholarship bill and all scholarship disbursement register as per the format prescribed by “Samaj Kalyan Department”, Just finish data entry work in BACK OFFICE menu on “Concession” page and use ZP/UGC/University report menu to get printout of all scholarship registers.