

Applying for Financial Support through ERP for Conferences, Workshops , Seminar and FDPs

Guidelines for Applicants

Instructions

- ◆ Please keep soft copies of certificates of participation of any one conference /workshop / seminar and certificate of completion of a Faculty Development programme ready
- ◆ Programmes organized by institutions/organizations other than by MAHER shall only be considered
- ◆ It is mandatory that the certificates of both the above mentioned programmes are to be uploaded to be eligible for availing financial support
- ◆ FDPs organized by SWAYAM/NPTEL/Malaviya Mission Teacher Training Programme or those which are of at least 5 days duration shall be preferred
- ◆ For conferences/workshops/seminars, supporting documents like brochure, ID card of the event, certificate of paper presentation can also be uploaded (not mandatory)

Login into MAHER ERP Portal: <https://maher.mastersofterp.in/>

maher.mastersofterp.in/itmsv4eGq0RuNHb0G5WbhLmTKLmTO7YBcJ4RHuXxCNPvulw=?enc=IF6gEp4ArHiXP7jJ9QlgUyiC5t8GbTA5A/9xbk1Vtqk=

MEENAKSHI
ACADEMY OF HIGHER EDUCATION & RESEARCH
DEEMED TO BE UNIVERSITY U/S 3 OF UGC ACT, 1956
12, Vembuliamman Koil St, Annaji Nagar, KK Nagar West,
Chennai, Tamil Nadu - 600078

Sign In

User Name

Password

3 2 1 0 Captcha

Remember Me

Sign In

[Forgot Password / UserName](#)

Site Compatible - Google Chrome 70+, Firefox 65+, Microsoft Edge 89+

Click the tab, “**Master**” by navigating using this path in ERP:
Administration > File Movement > Master

The screenshot displays the MEENAKSHI ERP system interface. The navigation menu at the top includes: Academic, Examination, Lms, Establishment, Stores, Administration, and File Movement. The 'Administration' and 'File Movement' menus are circled in red, and the 'Master' option under 'File Movement' is also circled in red. The interface features several dashboard widgets: Biometric Attendance (0.00%), Casual Leave Balance (3.00), Upcoming Holidays Mar, and Last Login (11:49 AM). Below these are sections for Today's Time Table, Attendance (%), Active Notice/News, Old Notice/News, Class Time Table, Invigilation Schedule, In / Out Time, Exam Time Table, Employee Birthday List, Quick Access, and Tasks. The URL at the bottom is <https://maher.mastersofterp.in/Links.aspx?PgNo=1710&UaNo=58&MastNo=1709> and the copyright notice is © 2026 MasterSoft. All Rights Reserved.

1. The fields under the tabs, “File No”, “Owner Name” & “Department” are auto populated.
2. Under the tab, “File Name”, type **Financial Support for Conferences / Workshops / Seminars**

The screenshot shows a web browser window with the URL maher.mastersofterp.in/FileMovementTracking/Master/iitmsmceDO0S/BdKc9q8QILVChKxRCWGrRygdMCfy881jOaQ=?enc=M1EsHDAeRhaekowzmtdknLxcsKz05DggX8owpcQ7yc=. The page header includes the MEENAKSHI logo and navigation menus for Academic, Examination, Lms, Establishment, Stores, and Administration. A search bar and user profile icon are also present.

The main content area is titled "FILE CREATION" and contains the following sections:

- File Details:**
 - *File No: MAHER/COE/E-GOV/2026/00001
 - *File Name: (This field is circled in red in the image)
 - *Owner Name: P Manodh
 - *Department: COE Section
 - *File Description: (Empty text area)
 - *Creation Date: 02/03/2026
 - *Document Type: Please Select
 - *Keywords: (Empty text area)
 - *File Creator's Role: Please Select
- Receiver Details:**
 - *Send To User: Enter Character to Search
 - *Send To User Role: (Empty dropdown menu)
 - *Add Note: (Empty text area)
- Upload New Documents:**
 - Note: Your Upload File Name Should Not Contain Any " _ , - "
 - Choose File: No file chosen
 - Add Documents: (Button)

At the bottom of the form, there are three buttons: Submit, Report, and Cancel.

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3. Under the tab, “File Description”, type in the complete name of the conference/workshop/seminar

maher.mastersofterp.in/FileMovementTracking/Master/iitm-sm-ceDO0S/BdKc9q8QILVChKxRCWGrRygdMCfy881jOaQ=?enc=M1EsHDAeRhaekowzmtddknLxcsKz05DggX8owpcQ7yc=

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Academic Examination Lms Establishment Stores Administration

Sub Menu

- File Master

FILE CREATION

File Details

*File No	*File Name	*Owner Name	*Department
MASTERCONF-E-GOV/2026/00001		P Manodh	COE Section
*File Description	*Creation Date	*Document Type	*Keywords
	02/03/2026	Please Select	
*File Creator's Role			
Please Select			

Receiver Details

*Send To User	*Send To User Role	*Add Note
Enter Character to Search		*Note

Upload New Documents

Note: Your Upload File Name Should Not Contain Any " _ , - "

Choose File No file chosen

Add Documents

Submit Report Cancel

When typing the name of the event attended, please specify the complete name of the event, name of organization, venue, starting and ending date (as mentioned below in the examples)

- ◇ **NAPCON 2025 27th Joint National Conference on Pulmonary Diseases** under the aegis of Indian Chest Society (ICS) and National College of Chest Physicians (India) at Patna from Dec 11 to 14, 2025
- ◇ **NURSICON 2025 12th Annual International Nursing Conference** organized by Department of Nursing, Rajiv Gandhi Cancer Institute and Research Centre (RGCIRC), New Delhi from Nov 21 to 25, 2025
- ◇ **Two-Day Online National Level Workshop on Future-Ready Faculty: OBE, Digital Pedagogy & AI** organized by St. James College of Nursing, Chalakudy in collaboration with Kerala State Higher Education Council from 13 to 14 March 2025

4. Under the tab, “Document Type”, select the option “File”

5. Under the tab, “Keywords”, type in Conference or Workshop or Seminar depending on the type of program attended

The screenshot shows a web browser window with the URL maher.mastersofterp.in/FileMovementTracking/Master/jitm-sm-ceDO0S/BdKc9q8QLVChKxRCWGrRygdMcfy881jOaQ=?enc=M1EsHDAeRhaekcwzmtddknLxcsKz05DggX8cwpccQ7yc=. The page header includes the MEENAKSHI logo and navigation menus for Academic, Examination, Lms, Establishment, Stores, and Administration. A sub-menu on the left shows 'File Master' selected. The main content area is titled 'FILE CREATION' and contains several sections:

- File Details:** Includes fields for File No (MAHER/COE/E-GOV/2026/00001), File Name, Owner Name (B. Mahodhi), Department (COE Section), File Description, Creation Date (02/03/2026), and File Creator's Role (Please Select).
- Receiver Details:** Includes fields for Send To User (Enter Character to Search) and Send To User Role.
- Add Note:** A text area for entering a note.
- Upload New Documents:** A section with a note: "Note: Your Upload File Name Should Not Contain Any ' _ , - '", an 'Add Documents' button, and a 'Choose File' button with the text 'No file chosen'.

At the bottom of the form are 'Submit', 'Report', and 'Cancel' buttons. Two red circles highlight the 'Document Type' dropdown menu (currently showing 'Please Select') and the 'Keywords' text input field.

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6. Under the tab, “**File Creator’s Role**”, select the option “**Requester**”

7. Under the tab, “**Send To User**” (found under the tab, “**Receiver Details**”,) type Name of your HoD /Dean / Principal / Immediate Superior Authority and select the respective name in the options shown

8. Under the tab “**Send To User Role**”, select the option “**Forwarder**” to forward to the respective immediate superior authority

The screenshot shows a web application interface for file creation. The browser address bar displays the URL: maher.mastersofterp.in/FileMovementTracking/Master/itmsm.ceDO0S/BdKc9q8QILVChKRCWGRygcMcfy881jOaQ=?enc=M1EsHDAeRhaekowzmtddknLxcsKz05DggX8cwpqQ7yc=. The page header includes the logo for MEENAKSHI ACADEMY OF HIGHER EDUCATION & RESEARCH and navigation menus for Academic, Examination, Lms, Establishment, Stores, and Administration. The main content area is titled 'FILE CREATION' and contains the following fields:

- File Details:**
 - *File No: MAHER/COE/E-GOV/2026/00002
 - *File Name: (empty)
 - *Owner Name: P Manodh
 - *Department: COE Section
 - *File Description: (empty)
 - *Creation Date: 04/03/2026
 - *Document Type: Please Select
 - *Keywords: (empty)
 - *File Creator's Role: Forwarder
- Receiver Details:**
 - *Send To User: Shyam (dropdown menu open showing options: Shyamrani Y (Meenakshi College of Physiotherapy), *Shyam Sundar S (Prosthod), *Shyam Sivasamy (IQAC))
 - *Send To User Role: Forwarder
 - *Note: (empty)

Buttons: Add Documents, Submit, Report, Cancel.

Footer: © 2026 MasterSoft. All Rights Reserved. Activate Windows watermark.

9. Under the tab, “Note”, type the complete name of FPD attended as shown below:

a) NEP 2020 Orientation & Sensitization Programme under Malaviya Mission Teacher Training Programme organized by Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram from 02.12.25 to 17.12.2025 (SAMPLE)

b) Online NPTEL-AICTE Faculty Development Programme on Python for Data Science (4 weeks duration) (SAMPLE)

The screenshot shows the 'FILE CREATION' interface in the MAHER Mastersoft ERP system. The page is divided into several sections:

- File Details:** Includes fields for File No (MAHER/COE/E-GOV/2026/00002), File Name, Owner Name (P Manodh), Department (COE Section), File Description, Creation Date (04/03/2026), Document Type (Please Select), Keywords, and File Creator's Role (Forwarder).
- Receiver Details:** Includes Send To User (Shyam), Send To User Role, and a list of users: 13-----*Shyamrani Y (Meenakshi College of Physiotherapy), 51-----*Shyam Sundar S (Prosthod), and 68-----*Shyam Sivasamy (IQAC).
- File Entry List:** Includes a search field and an 'Add Documents' button.
- Buttons:** 'Add Documents', 'Submit', 'Report', and 'Cancel' buttons are visible.
- Annotations:** The 'Add Note' label and its corresponding text area are circled in red.

At the bottom of the page, there is a copyright notice: © 2026 MasterSoft. All Rights Reserved.

10. Under the tab, “**Upload New Documents**”, click “**Choose File**” to upload certificate of the programme attended

11. Click the tab “**Add Documents**” to upload documents one after another

maher.mastersofterp.in/FileMovementTracking/Master/iitm sm ceDO0S/BdKc9q8QILVChKxRCWGrRygdMCfy881jOaQ=?enc=M1EsHDAeRhaekowzm tddknLxcsKz05DggX8cwpccQ7yc=

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ORIGINATED BY THE UNIVERSITY OF JALGAON, 1982

Academic Examination Lms Establishment Stores Administration

Sub Menu
File Master

FILE CREATION

File Details

*File No: MAHER/COE/E-GOV/2026/00002

*File Name:

*Owner Name: P Manodh

*Department: COE Section

*File Description:

*Creation Date: 04/03/2026

*Document Type: Please Select

*Keywords:

*File Creator's Role: Please Select

Receiver Details

*Send To User: Enter Character to Search

*Send To User Role:

Add Note

*Note:

Upload New Documents

Note: Your Upload File Name Should Not Contain Any " , - "

Choose File File movement.docx

Add Documents

Submit Report Cancel

File Entry List

Search:

Activate Windows
Go to Settings to activate Windows.

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12. After uploading, ensure that all the uploaded documents are shown as a list under “Attachments”

13. Then, click “Submit” to submit the documents to the immediate superior authority

The screenshot displays the MAHER Mastersoft ERP interface for File Movement Tracking. The browser address bar shows the URL: `maher.mastersofterp.in/FileMovementTracking/Master/iitmsmcDO0S/BdKc9q8QILVChKxRCWGrRygcMCfy881jOaQ=?pageno=1712`. The page header includes the MEENAKSHI logo and navigation menus for Academic, Examination, Lms, Establishment, Stores, and Administration. A sidebar on the left shows the 'File Master' menu.

The main content area is divided into several sections:

- File Creator's Role:** A dropdown menu with 'Please Select'.
- Receiver Details:** Includes fields for '*Send To User' (with a search input), '*Send To User Role' (dropdown), and '*Note' (text area).
- Add Note:** A text area for adding notes.
- Upload New Documents:** A section with a note: "Note: Your Upload File Name Should Not Contain Any ' _ , - ' ". It includes a 'Choose File' button (showing 'No file chosen') and an 'Add Documents' button.
- Attachments:** A table with columns 'Action', 'Attachments', and 'Download'. A red circle highlights the 'Attachments' column. The table contains one entry: 'Attachment File movement.docx (850 KB)' with a download icon.
- File Entry List:** A table with columns: VIEW, FILE NO., FILE NAME, OWNER NAME, CREATION DATE, DOCUMENT TYPE, STATUS, and MOVEMENT STATUS. The table shows one entry: MAHER/PharmVE-GOV/2026/00001, tst, P Manodh, 02-Mar-2026, File, Active, MOVE.

At the bottom, there are 'Submit', 'Report', and 'Cancel' buttons. The footer includes the copyright notice: © 2026 MasterSoft. All Rights Reserved.