



Key Indicator 6.2- Strategy Development and Deployment

METRIC NO.:- 6. 2. 2. Implementation of e-governance in areas of operation

e-Governance (ERP) Policy

INTROCUCTION:

ERP software is working at Sanstha Level and provide the facilities to all the stakeholders of the colleges under the LTJSS (**Lokmanya Tilak Jankalyan Shikshan Sanstha**). ERP LTJSS software is designed and developed in house with the help of developer team working in the LTJSS. This software aims to minimize the manual efforts, to bring transparency in the system, and to be cost & time effective. This software is used to organize institution's work on centralize server and to facilitate to plan and utilize all the resources available for working of the staff and students of the colleges to maintain their regular work. This software access is based on user authentication. The staff and students are required to use login-id and password for authentication. Some of the Modules available in the ERP software are as below:

1. Students Admission

A. Newly admitted students:

This module is used for the new student's admission process.

The admission process creates unique ERP-ID and password for each newly admitted students on the basis of students basic details and admission details. After that it allows students to log in to the

ERP system using their ERP-id and password provided to them.

Student then can further update his/her personal, educational qualification, and admitted course details in the system to complete the admission process.

B. Re-admission for already admitted students to the Next academic year:

This module is use to update existing eligible students to continue their admission to the next academic session every year till their course duration/completion.



2. Academic (for teaching faculty to maintain students' academic record):

The module comprises of following points.

Preparation of Section wise Roll list as per student's course & semester.

Allotment of subject to the students as per their course and semester.

Preparation of academic time table for students for their regular academic activity.

Allotment of subject to the teaching faculty as per course and semester.

Preparation of Teaching plan by teaching faculty.

Allotment of class room to the respective course, semester & section.

After execution of academic activity by faculty, the data entry of student's attendance is required in the ERP system.

Attendance report, subject teaching report, topic covered by the faculty are available to all the faculty in their personal ERP login.

College level academic reports are available to the head of the department and other academic in charges of the college.

3. Student's Support (Facilities for students):

Online Re-admission form available to the students as per therequirement.

Online examination form is available to the students as per therequirement.

Online request form for certificate (TC, Character certificate) is available to students.

Online document uploading facility is available to students in their erp panel.

Online payment (Tuition fee, University Exam fee, Training fee) facility is available to the students in their erp panel. Personal biodata is available to students in their erp panel as per their current academic status.

Facility for updation of examination details after passing particular semester is available to the students in their erp panel.

Online feedback (Teaching Faculty members, Students Satisfaction survey, Infrastructure facility) is available to the student as per the institution policy and requirement.

Learning subject material is available to the student as per their course and semester.

Online Notices are available to the students as published by Students section In charges time to time.

4. Online Payment Facility:



This module is designed to receive all types of payments from the students. Students can pay their all types of fees to the college account through this facility.

-Online Examination form (for students to apply and pay online exam fees to college)

5. Administration:

To manage staff details, their different type of Leave records.

Students fees record, Scholarship records are maintained by the account staff in ERP.

Monthly Biometric attendance of college staff is available in the ERP system.

Joining, Re-joining and termination of staff member in the institute.

On the basis of attendance report - salary generation is done through ERP account module

6. Maintenance:

A. Complaint management/service:

This module receives the request related to non-functioning of different devices and equipment available in the college departments.

The service request is automatically taken care by the maintenance department.

B. Stock Management:

This module maintain all the details of the equipment and devices in the college at the department level with their current status.

Stock reports is available for department use.

Different reports are also available for Departmental academic staff and office staff:

Secured Internet access: Every staff and student get internet access through their ERP user id and password.

Note: This ERP software is developed by the independent ERP section at sanstha level where software developer & other team members are working for administering and managing the software.