



## GURU GOBIND SINGH COLLEGE FOR WOMEN

SECTOR 26, CHANDIGARH - 160019

(Affiliated to Panjab University Chandigarh)

(Re-accredited by National Assessment & Accreditation Council, Bangalore)



### **ERP POLICY DOCUMENT**

Guru Gobind Singh College for Women, Sector -26, Chandigarh drafted its policy for the implementation of E – Governance in various administrative and academic activities of the college from the academic year 2017-18. The policy outlines the principles, guidelines, and procedures governing the use of electronic means to manage and deliver academic and administrative services within the institution. The policy aims to:

- Leverage technology to enhance efficiency and transparency in various processes.
- Reduce the usage of paper in administration of the institution.
- Achieve the aim of being an environmental and user-friendly institution.
- Facilitate easy access to the information and maintain the database in a secure environment.

The ERP of the institution would be focusing specifically on the following modules:

1. Administration
2. Payroll / Finance
3. Student Admission and Support Module
4. Student Examination
5. Hostel

### **THE ADMINISTRATION MODULE:**

The administration module of an e-governance policy typically refers to the component or set of features within an electronic governance system that deals with the management, coordination, and execution of administrative functions. The module basically helps to streamline and manage the administrative processes within the institution. The system administrator could create users and assign password to each user. Each user should be provided access to the options based on his role. However, complete transparency needs to be maintained for shareable information. The rights to the access of sensitive information should be given accordingly.

### **THE PAYROLL/ FINANCE MODULE**

The payroll module should include the following

- Staff salary settings
- Increments /Deductions on the basis of leaves
- Pay Slip generation
- Staff salary reports including information on EPF, TDS etc



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### THE STUDENT ADMISSION AND SUPPORT MODULE:

The module aims to provide students with an Admission Portal where they could easily fill the admission form of the college. A separate link should be there both for new and ongoing students to facilitate hassle - free admissions. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. The module to allow faculty members to scrutinize the admission forms through their official ID's and passwords. The module to also record the student attendance and student returns sent to the university.

### THE EXAMINATION MODULE:

This module would allow students to fill their examination form, pay the examination fee, view the date sheet both for mid – semester and final university examination and see their results of both mid – semester and final university examination. The module to allow faculty members to upload the internal assessments, upload the results of the mid – semester examination and view previous university semester result of the student. Utmost secrecy and confidentiality need to be maintained while handling examinations work.

### HOSTEL

The module to allow store the data related to hostel admissions including all required information from the student; payment of hostel and messing bill; and to allow to keep a track on room allocations.

For the implementation of the policy the college would also enhance its server space, website space and Wi – fi speed. Anything required for the smooth running of the ERP resources would also be taken into account on timely basis.