

From

The Director,  
Department of Higher Education  
Panchkula, Haryana

To

All the Principals of Govt. Colleges of Haryana State

Memo No. 29/6-2018 Co.(2)

Dated: 14.11.2019

Subject:

Regarding efficient functioning of ERP Modules under DHE-IT Plan

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In reference to the trainings for ERP Modules held at district/zone level, It has been observed that still many colleges are not using ERP modules and mobile app. The Department has sent many reminder letters related to using ERP modules (Placement, Assets, Student Information, Complaints and Mobile App). We have received some data in the modules by some colleges. You are requested to use the following instructions for efficient working in ERP Modules:

It is informed that the colleges have been provided with an Interface in ERP under HR Management Module to add a new employee or edit their details of the employee existing in the list. It is informed that Department has imported the Teachers' data from MIS System. It is requested to direct the teaching staff to update their record for the efficient functioning of related modules and MIS Reports. Also teachers are directed to submit information regarding their research publications under HR module.

(Timeline: 7 days)

It is informed that the colleges have been provided with an interface for Placement record in ERP. Where colleges can record their Job/Placement Events and Placement data. But till the date many colleges has not updated their information in Placement Module. It is requested to all the colleges to add their Job Events details along with Placed Student records under the placement module.

(Timeline: 7 days)

It is informed that Master categories of the Inventory followed by their sub categories have been duly added. It is further requested to all colleges for making stock entry and add adding infrastructure details under Asset Management Module.

(Timeline: 7 days)

It is informed that for the convenience of the faculty and students, an interface was developed wherein the HOD was facilitated to associate the teachers to the course and assign students for scheduling attendance. It is informed that most of the colleges have not filled the data. It is requested to colleges to assign teachers to the students in case they have not been assigned till the date. This teacher, Student mapping will also help in LMS (Learning Management System) to configure / import the data in LMS.

(Timeline: 7 days)

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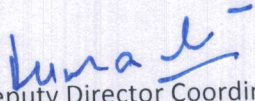
It is informed that the students have registered complaints at the portal. It is thus, requested to colleges to process the applications within 15 days of the student registering the complaints. Furthermore, more students should be informed of the segment to register their grievances, if any. (Timeline: 7 days)

It is requested the colleges to encourage teachers/students for downloading and use "Shiksha Setu" Mobile App for marking and checking attendance respectively and notice for inter departmental and department to college communications. (Timeline: 7 days)

It is informed that the Department has recently introduced the LMS (Learning Management System) for 113 Govt. Colleges. To start working on LMS, Colleges have to complete Student/Teacher (HOD link in ERP) mapping in their College ERP. You are also requested to start working on LMS application and uploaded your digitally signed course related content on LMS applications.

Progress of above points shall be entered in 'Annexure-I' and submit it by 23 Nov 2019. It will be reviewed by the Director Higher Education and any delay will be viewed seriously.

This may be given top priority.

  
Deputy Director Coordination  
for Director Higher Education, Haryana

'Annexure-I'

College Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sr. No.	Module Name	Status (Number of Entries)
1.	HR Module	
2.	Assets Management	
3.	HOD (Student Teacher Mapping)	
4.	Placement	
5.	Complaints Module	
6.	Attendance	
7.	Web Portal	
8.	Academic Calendar	
9.	Mobile App (Downloads)	
10.	LMS (Learning Management System)	

*Munish*