From

Director Genral, Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula

To

The Principals of all the Govt. Colleges in the Haryana State.

Memo No. DHE-080001/1/2023-IT CELL-DHE
Dated, Panchkula the 07-2-2024

Subject: **Regarding updation of information on various modules on ERP portal.**

Kindly refer to the subject cited above.

I am directed to inform you that a meeting was held on 18.01.2024 under the Chairmanship of Worthy Additional Chief Secretary Higher Education Department on ERP portal.

Therefore, it is directed to update the information of your college on the following modules on ERP portal by 10.02.2024:-

1. **Online Stock Register**
   - All colleges are required to maintain a comprehensive record of non-consumable IT items in the Online Stock Register.
   - Details such as Item Name, Quantity, Year of Purchase, Bill No, Bill Amount, and Bill Date should be added by the respective colleges.

2. **Time Table**
   - Colleges are instructed to upload the timetable for all courses/programs onto the ERP portal.
   - The timetable will be accessible to students through their individual logins on the ERP portal.
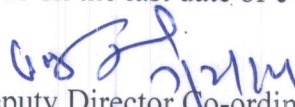
3. **Alumni Module**
   - The Alumni Module has been developed and is now available on each Government College's website.
   - Alumni Registration process:
     a. Alumni visit their respective College website.
     b. Register with their details.
     c. College administrators will approve alumni details through their admin login.
     d. Once approved, Alumni details will be visible on the College Login.

4. **Library Module**
   - All colleges are required to add the list of all available books in the College Library in College Library module.
   - Importing book lists is also an option for added convenience.

5. **Fund Management**
   - All colleges are required to update the "Head Wise" fund available in the College on the ERP portal under Fund Management.
   - Colleges shall update the availability of funds on the last date of every month.

Deputy Director Co-ordination
for Director General, Higher Education,
Haryana, Panchkula

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Dated, Panchkula, the 07-2-2024

A copy is sent to Incharge- IT Cell (Local) for uploading the same on the Department's website.

Deputy Director Co-ordination
for Director General, Higher Education,
Haryana, Panchkula