

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: 15<sup>th</sup> July, 2019

**Subject: Regarding efficient functioning of ERP Modules under DHE-IT Plan**

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In reference to the subject cited above.

It has been observed that not all the colleges are using ERP modules and mobile app. The Department has sent many letters related to using ERP modules (Placement, Assets, Complaints and Mobile App). But still many colleges are not updating data on ERP Modules. 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 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 by 25<sup>th</sup> July. (Timeline: 10 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 adding infrastructure details under Asset Management Module. (Timeline: 10 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 filled the data. However, it is requested to colleges to assign teachers to the students in case they have not been assigned. (Timeline: 20 days)

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: 10 days)

It is requested the colleges to encourage 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: 10 days)