



Lokmanya Tilak Jankalyan Shikshan Sanstha's  
**PRIYADARSHINI BHAGWATI COLLEGE OF ENGINEERING**  
Harpur Nagar, Umred Road (Near Bada Tajbagh), Nagpur-24  
(Approved by AICTE, New Delhi, Govt. of Maharashtra  
and affiliated to Rashtrasant Tukdoji Maharaj Nagpur University)  
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## E-GOVERNANCE POLICY

E-governance is the integration of information and communication technology (ICT) aims to save time and money by reducing the need for human effort, improving communication, and offering a transparent system for E-Governance the ERP (Enterprise Resource Planning) software implemented at Sanstha Level provides various facilities to all the stakeholders associated with the colleges under the Lokmanya Tilak Jankalyan Shikshan Sanstha (LTJSS). This in-house developed ERP software has been created with the assistance of a dedicated developer team within the LTJSS. The primary objectives of this software are to reduce manual efforts, enhance transparency within the system, and optimize cost and time efficiency. The ERP software is designed to centralize the organization's operations on a server and to aid in planning and utilizing all available resources for the staff and students of the colleges, thereby streamlining their regular tasks. Access to this software is secure and requires user authentication. Both staff and students are provided with login IDs and passwords for authentication.

Some of the Modules available in the ERP software are as below:

**1. Personal Module** The institute employs ICT to organise academic events, activities, and college activities, including personal emails and Whatsapp. Using IMPRES ERP software, the college creates lesson plans, assesses each student's performance individually, and obtains feedback from the students. Staff and students can also receive notifications, reports, and other vital information via emails and Whatsapp. With Google Drive, Sheet, and Form, among other tools, the aim of paperless operations and communication is currently being achieved.

**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 proceed to the Next academic year: This module is use to update existing eligible students to



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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 is comprising of following points. Preparation of Section wise Roll list as per students 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 the requirement. Online examination form is available to the students as per the requirement. 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) 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 updating of examination details after passing particular semester is available to the students in their 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 Student section In charges time to time

**4. Online Payment Facility :** This module is designed to receive all types of payments for 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.



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**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 maintains 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 Santha level where software developer & other team members are working for administering and managing the software.