ERP Policy Document of Lyallpur Khalsa College

Vision: To create a technology-oriented work environment by implementing e-governance in various institutional activities for efficiency in institutional functioning.

Mission: To introduce, supplement and augment the use of information technology in the institutional processes to serve in a better way the various stakeholders in education process.

The Policy

1. The institution shall try to introduce, supplement and augment e governance in its working. By working is meant students enrolment, student support, accounts and finance, administration and planning and development.

2. The institution shall also try to supplement and augment electronic mode in teaching learning process.

3. The Principal, acting as the CEO of the institution shall be responsible for implementation and proper working of e governance.

4. For proper functioning of e-governance system, the Principal shall form e-Governance Affairs Committee with 4-6 members from teaching and non teaching staff members. The committee shall be headed by a senior faculty member, and it shall look after the e- governance affairs. It shall be also be responsible for preparing Annual e-Governance Report of the institution.

5. To introduce e governance, software and hardware requirements shall be forwarded to the e-Governance Affairs Committee through the head of the department / in charge concerned. The committee shall forward and recommend the same to the Principal after scrutiny of the requirement. The Principal shall take needed decision and issue the orders for the procurement of the same.

6. Various hardware and software purchased in this context shall be maintained preferably under annual maintenance contracts. In otherwise cases, maintenance and such support services will be procured on priority basis.

7. The teaching departments shall employ electronic mode in communicating, and sharing and exchanging information with one another and with college office. The heads of various departments shall ensure this thing.

8. Various committees formed for institutional working shall employ electronic mode in communicating, and sharing and exchanging information with one another and with college office. The in-charges of various committees shall ensure this thing.

9. Paperless working shall be promoted in the institution.

Jasreen Bam
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(Principal)