



# SRI BHARATHI

ENGINEERING COLLEGE FOR WOMEN

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
Kaikkurichi, Pudukkottai -622 303

[www.sbec.edu.in](http://www.sbec.edu.in)

## NAAC DOCUMENTS



Quality Indicator Frame Work

Criterion – 6

**Governance, Leadership and Management**

Submitted by

**IQAC**

**Internal Quality Assurance Cell**

**Sri Bharathi Engineering College for Women**



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## **ERP Policy Document**

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Pudukkottai - Aranthangi Road,  
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Date : .....

## E GOVERNANCE POLICY

Our institution implemented E-Governance for the utilization of Information and Communication Technology (ICT) to enable paperless work in necessary services, exchange of information, communication, transaction and integration of diverse standalone systems and services to meet out transparency and data automation system.

Area of E-Governance:

The policy covers the following areas:

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination
- Library

Objectives:

- The objective of the ERP implementation in our institution is to introduce E-Governance across all its operational departments for the purpose of enhancing transparency, efficiency and simplification of data management.
- The ERP policy is designed and framed to make every function accountable and accomplishing a paperless work campus and closely monitoring all college activities.

Administration:

- The policy requires the student details with respect to fees collection database.
- The ERP software is generated with the details of student admission and fee billing book.

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## Finance and accounts:

- A policy has been established to generate payment profit and loss that is generated exclusively through software.
- The ERP software is generated with the details of fee and receipt, trial balance and accounts.

## Student Admission and Support:

- The policy has been established to ensure a transparent and open approach to the admission process.
- The ERP software included the details of student profile, student admission, courses offered, eligibility and fees structure.

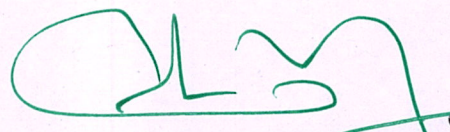
## Examination:

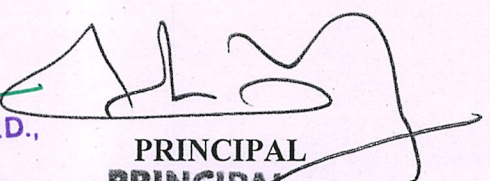
- This policy allows the students to view their marks and attendance periodically.
- The ERP software is allowed the students to view their attendance, marks and overall report.
- It is also allowed staff to store and generate report for student's attendance and marks.

## Library:

- The policy has been established to maintain various library books and journals detail in the format of stock records.
- The policy has been taken to use a bar code device for book lending and entry.
- Additionally, the policy has been used the digital library which includes user entry and file reservation detail for students and staff, file issue and file return detail for students and staff.

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