



# St. Edmund's College

(Affiliated to North Eastern Hill University, Shillong)  
Recognized by the University Grant Commission under 2 (f) and 12 (B) of UGC act 1956  
Laitumkrah, Shillong – 793003, Meghalaya, India

E-mail: [stedmundscollege@gmail.com](mailto:stedmundscollege@gmail.com)

Website: <http://sec.edu.in>

## ERP [Enterprise Resource Planning] Document

### E- Governance Area

### Enterprise Resource Planning

#### Administration

1. Regular meetings between the heads of the department and the principal/management are conducted, the minutes of such meeting are transmitted electronically.
2. The minutes of the departmental meeting are sent to the principal/management via electronic mode.
3. The minutes of the Executive Committee (EC) and Governing Body (GB) of the college are circulated among the esteemed members through electronically.
4. The leave applications, communications to from the staff(s) are done electronically to minimize paperwork.
5. The college having dedicated internet service from BSNL, NELINE desires to implement GO GREEN-SAVE TREES in all its future administrative deliberations.
6. Online admission process is encouraged to maintain transparencies. The college has current data inputs through AISHE portal, Ministry of Education, Govt. of India. The college maintains an MIS through the Linways Management System (Vendor).

#### Finance and Accounts

1. The college uses Tally ERP (Multiuser) for bookkeeping, PFMS for central funds accounting, SBI Collect for collection of students fee to minimize paperwork and maintain a CASHLESS campus.
2. The Internal Audit at the end of each financial year is undertaken by M/s Kiron Joshi Associates, Shillong whereas for State government funds, the Directorate of Local Fund Audit, Govt of Meghalaya does the Audit and place before the college its observations regarding usage of the funds. Majority of the account details are transferred digitally.
3. The college being sponsored by CCBI, New Delhi sends all the accounts statement electronically to it headquarter for subsequent audit by Mr S K Mahajan, New Delhi.
4. The salary for all the staff of the college is sent through direct bank transfer from designated bank accounts of the college to the individual account holders.
5. The fund received under Central Sponsored schemes are audited separately and the audited balance statements are uploaded to PFMS. Any interest accrued on the Central Govt. funding are to be transferred electronically to NTR Portal of Govt. of India.
6. The college propose to reduce the paperwork in the accounts section and convert most of the balance sheet in digital format.



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## Examination

1. The internal assessment for the students is carried using LMS services whereby questions for sessional test, assignments, group seminars, feedback are posted which are easily accessible by the students. The students in return send the inputs via the LMS which are then subsequently evaluated.
2. The question papers for the internal examination for all semesters are typed and send to the office of examination in-charge of the college via e-mode.
3. The evaluated marks are sent from the respected departments to the office of the principal on a standard format, electronically.
4. The results are published in the college website; students and their parents are informed accordingly via MIS/Linways.
5. There is a provision for submission of online assignment, projects, mock test as well as chat boxes.

## Student Admission and Support

1. The college follows an open admission process whereby details of admission criteria; number of seats available are published in the college website. Admission is given on merit.
2. Presently the admission process is partially digitalized, and the fee is collected via SBI Collect Online.
3. Using MIS/Linways the departments deliver notes and course materials to the learners for easy accessibility.
4. The monthly planner that mentions the no of academic days, holidays, events etc are uploaded in the college website.
5. Placement and career guidance is managed through the college Placement Cell, internal networks and social media. Student mentoring and counselling is done both internally (department level) and externally through skill professionals.