OFFICE ORDER

Implementation of Coll Poll ERP Software in Gateway Higher Education

Principal GCAD
Principal GIET

Dear Leaders,

As you are aware Gateway Higher Education had purchased the subject ERP solution approx two years back. The software is in various stages of implementation in both the colleges and needs to be exploited to its full potential. I am confident the same will lead to streamlined collaboration, efficient data management, improved decision making, enhanced productivity and also scalability once we attain the autonomous status/become a University in due course of time.

In order to achieve the above it is requested to nominate one faculty each from your colleges designated as **'Faculty Coordinator ERP'** will directly report implementation progress to Assistant Professor Sunny Singla, Dean Academics. Gateway Higher Education who will be the **'Institute Coordinator ERP'** and shall be the single point of contact between Gateway education and Coll Poll ERP. The details of the nominated leader be mailed to Dean Academics at the earliest under intimation to all concerned.

The Coll Poll ERP solution consists of broadly 3 modules of Administration, Academics and Experience with sub modules under each. The current status of their implementation along with functional heads responsibility with target implementation date is attached at **'Appendix A'** for information and necessary action of all concerned.

Dean Academics under the overall mentorship of Principal GIET is requested to call for regular meetings of the team both within Gateway higher education with Coll Poll of the stakeholders as on required basis and ensure successful implementation of the ERP to accrue benefits and as above.

I hope all processes would be implemented in a time bound manner.

Thankyou for your cooperation & commitment.

Dr. (Col) A Garg
Director General

Encl: As above.

Distribution:

Director Admissions & Placements, Principal GCAD, Principal GIET, Academic Coordinator (GCAD), Dean Academics (GIET), HoD DCS (GIET), HoD DMS (GIET), Administrative Officer (GCAD), Deputy Registrar (GIET), Administrator (GIET), HR & Placement Officer, HoD Accounts, Accounts (HE), Head Purchase, Head Maintenance.

Copy to: Chairman, Executive Chairman & Executive Directors

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S.No	Modules	Sub Modules	Current Status	Functional Head Responsibility	Target Date of full implementation
1	Administration	Admission	Not Implemented	Director Admission & Placement	01-Mar-24
2		Fee	Not Implemented	HoD Accounts/ Accountant Higher Education	01-Apr-24
3		Hostel	Not Implemented	Administrator	01-Apr-24
4		Placement	Not Implemented	Director Admission & Placement	01-May-24
5	Academics	Academic Management	Partially Implemented	Dean Academics, Faculty Coordinators, ERP (GIET & GCAD)	01-Mar-24
6		LMS	Partially Implemented	Dean Academics, Faculty Coordinators, ERP (GIET & GCAD)	01-Mar-24
7		Examination	Not Implemented	Dean Academics, Faculty Coordinators, ERP (GIET & GCAD)	01-Mar-24
8	Experience	Mess Automation	Not Implemented	Administrator	01-Apr-24
9		Gate Pass	Not Implemented	Dean Academics & Faculty Coordinators, ERP (GIET & GCAD)	01-May-24
10		Visitor Pass	Not Implemented	Administrator	01-May-24
11		Communication + Polls Survey	Partially Implemented	Dean Academics, Faculty Coordinators, ERP (GIET & GCAD)	01-Mar-24

Dr. (Col) A Garg
Director General