



ERP POLICY



PACE

INSTITUTE OF TECHNOLOGY & SCIENCES

AUTONOMOUS

Approved by AICTE and Govt. of A.P. Accredited by NAAC(A Grade)
Recognized under 2(f) & 12(B) of UGC, Permanently Affiliated to JNTUK
An ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution

NH-16, Near Valluramma Temple, Ongole-523272, Prakasam Dist, Andhra Pradesh



SRINIVASA EDUCATIONAL SOCIETY'S
PACE INSTITUTE OF TECHNOLOGY & SCIENCES
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NH-16, Near Valuramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph: 08592 278315, 9581456310 | www.pace.ac.in

ERP Policy

About the Institution:

Pace Institute of Technology and Sciences (PACE ITS), was established Under the Srinivasa Education Society by the founders Dr. M Venugopal Rao, Chairman, and Dr. M Sridhar, Secretary & Correspondent, in 2007 at Valluru village near Ongole. It has been running successfully since the academic year 2008-09. The management has pioneered the programs such as B.Tech, M.Tech, and MBA.

Vision of the Institution:

Our vision is to impart futuristic technical education transforming the students technically superior, ethically strong and self-disciplined to serve the nation as a valuable resource.

Mission of the Institution:

- To inculcate quality education by implementing innovative teaching-learning methods and state-of-the-art facilities.
- To enrich the intellectual know-how, credibility and integrity of the students to necessitate industry.
- To recognize as scholarly and influential leaders in engineering education, and to develop human power with creativity, advanced technology and passion for the betterment of future nation.

Enterprise Resource Planning:

Enterprise Resource Planning (ERP) is an archetype Software that an Institution utilize to manage day-to-day institutional activities such as administrative data, Employee data, Accounts, Students Data, Exam Procedures, Results and many more.

Vision Enterprise resource planning Cell:

To maintain the intelligibility and accessibility of the institutional information in order to establish the effective administration system.

Objective of Committee:



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- To incorporate an integrated user-friendly accessibility of the information.
- To establish the transparent management System.
- To provide easy and swift use of Information.

Committee formation:

1. Principal as chairman.
2. One senior faculty as Convener.
3. 4 -10 faculty as coordinators.

Function and activities of Committee:

- Monitoring the regular functions of the College.
- Maintenance of faculty and student attendance details.
- Initiating Bio metric attendance.
- Sending administrative circulars, notices on line.
- Maintenance and monitoring of faculty bio-metric and student data.
- Maintaining ECAP
- To update College Website regularly.
- Promoting paperless transactions by utilizing Google Sheets, Google Docs, and Google Forms for data collection, notices and for feedbacks.
- Installation, monitoring and maintenance of CCTVs.
- To maintain the student data such as attendance, fee submission, academic performance.
- To operate all financial aspects on line including salary calculation, salary slips, disbursement of salary to the bank accounts, Provident Fund, Allowances, etc.
- To administer the examination process online.

Expected Outcome:

- Transparency in administration.
- Accuracy of Data.
- Easy access of Information.
- Better student performance.
- Loyalty Enhancement.

Audit Frequency:



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- Enterprise resource planning Cell will be reviewed twice a month.
- Enterprise resource planning Cell must publish the yearly report on the College website.

Cecilia
PRINCIPAL
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VALLUR, ONGOLE-523 272, ANDHRA PRADESH