

# CAMPUS @ CLOUD FEATURES

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# 1 About Us

Syntaxmatic Technologies is a services path for providing our valuable clients with all IT solutions such as Software Development, CCTV camera installation, Graphics Designing, Website Design and Development, Web Applications Development, Android Mobile Apps Development, IOS Mobile App Development, Domain Registration, web hosting, Cloud Services, Search Engine Optimization and Web Traffic Management.

Syntaxmatic Technologies is a Trusted Name among the IT Solution Industry that comprises of experts and experienced team who have more than ample experience in the emerging field of Information technology. We have been servicing startups, SMEs, web design/development and IT consulting firms across the world. We have an excellent track record of consistent growth since we have come ahead to service you better.

Syntaxmatic Technologies is founded and led by foreign qualified professionals who have a vast experience in IT industry.

We consistently improvise on our processes to enhance our service standards to fulfill customer expectations, always.

We believably believe in the old edge that the customer is always right and our teams will walk that extra mile to ensure that all of our clients' requirements are met to their satisfaction level. As a knowing company, we know that relationship with clients takes time to mature and we're ready to nurture time and effort to this end.

## 1.1 *Vision*

Our Vision is to be the best icon among our competitors by offering cost effective Innovative Technology Solutions for our Customers with a responsibility and care for the Growth & Development of Information Technology around the community. We strive our best to be your right choice that make us your first choice for your growth ahead in your business.

## 1.2 *Mission*

Our mission and core values are to assist and support people and businesses through our broad spectrum in context with all IT solutions. We want to be the best company of the era and bring all in one solutions within a company under a roof in one meeting by making your solutions at right time and right place. We want to cover all the milestones in coming times.

## 1.3 *Our Business Philosophy*

Crucial importance of your growth instills within the growth of those who are standby you. Make Believe in growing with the growth of your clients and your team members. Rather making promises, we deliver result-oriented news. We are keenly the Customer Focused Organization. We never go against customer's will.

You think, We do, We deliver, You go ahead.

## 1.4 *Our Services*

- Software Development
- CCTV camera installation
- Graphics Designing
- Website Design and Development
- Web Applications Development
- Android Mobile Apps Development
- IOS Mobile App Development
- Domain Registration
- Web Hosting
- Cloud Services
- Search Engine Optimization
- Web Traffic Management

## 1.5 *Our Product*

### 1.5.1 *CAMPUS @ CLOUD*

CAMPUS @ CLOUD is Powerful, Flexible and Comprehensive solution for Schools, Colleges and Universities. It is specifically tailored to the requirements of education industry. CAMPUS @ CLOUD is engineered and designed considering wide range of management functions within the school, college or university.

CAMPUS @ CLOUD comprises of different modules like Admissions, Fee Management, Scholarships, Course Management, Courses Registration, Examinations, Students Feed Backs, Human Resources Management, Appraisals, Tasks and Team Management, Payroll, Financial & Accounting, Assets Management, Vendors Management, Sales/Purchase Management, Transport and Help Desk. With the use of CAMPUS @ CLOUD staff can be more accountable as it helps to know the performance of each department in just few seconds. CAMPUS @ CLOUD helps to assign the responsibilities to employees and can reduce time wastage and speed up the administrative functions.

## 2 Background of CAMPUS @ CLOUD

Presently in Pakistan, HEIS have very limited automation with respect to information management system. Most of the work is carried out manually. Manual processing of data makes it hard to force standards and improve the quality of the educational services across various units of the University. Processing data of thousands of students in traditional way is very time consuming and has very poor accuracy. Students from other cities have to travel to main campus to obtain degrees, result cards, verifications, NOCs and other related matters. It is very difficult to collaborate and communicate between head office and its campuses/divisions/affiliated colleges to utilize the resources efficiently. With these limitation, to provide high quality education with the help of Technology, University must have a complete University Management System (UMS) that has the capability to automate its processes in order to improve the quality of its services. Thus Syntaxmatic Technologies developed a customized system that not only caters to the HEIs in all respects but also comply with the HEC's relevant procedures and regulations.

## 3 Introduction

Syntaxmatic Technologies developed ERP@CLOUD, a web based comprehensive, powerful, flexible, user friendly, secure and integrated automation system for universities academic and administrative processes that may run on a cloud infrastructure or may be installed locally in the university. system provides automation in line with Higher Education Commission(HEC) Mission and official activities are carried out in a paperless, quick, easy and effective manner and at the same time it brings greater transparency and accountability. ERP@CLOUD is equipped with modern technologies such as Cloud Computing, Big Data, Online Payment Gateway and Auto SMS/Email. The system provides secure, accurate and timely information to all users at all levels for better information and decision making. The objectives of the ERP@CLOUD are to facilitate all the different stake holders of the university in their relevant area such as Admissions, Fee, Scholarships, Courses Registration, Examinations, Students Feed Backs, Human Resources, Finance & Accounting, Assets, Sales and Purchase, Self Service, Transport and Help Desk, in a more secure and error free manner. It improves transparency and accountability in various processes followed at institute and assists to comply HEC guidelines.

The core modules are:

- 1) Organizational Structure
- 2) Admissions
- 3) Academics Management
- 4) Teacher Portal
- 5) Students Portal
- 6) Examinations
- 7) Human Resource (HR) Management
- 8) Procurement Management
- 9) Sales Management
- 10) Accounting & Finance
- 11) Business Partners
- 12) Inventory
- 13) Reports & Analytics

## 4 Organization Management System

### 4.1 *Organization*

- Incorporates sophisticated Organizational unit's functionality enabling user definition of administrative and academic entities (e.g. Institution, Campus, School, Faculty; Department, Section etc.)
- Supports an alpha numeric coding schema
- Maintains status codes e.g., active, inactive, effective date
- Allows that Users are assigned to Organization units
- Allows multiple phones and phone types to be stored against the Organization units such as Institution and Campus
- Ability to manage Campus and Sub Campus
- Define Organizational Hierarchies
- Ability to manage Faculties
- Ability to manage Departments
- Ability to manage Programs
- Ability to manage Batches
- Ability to manage Committees for Approvals
- Ability to manage Languages

### 4.2 *Academic*

- Ability to manage Academic Parameters (Program type, Qualification Type, Test Type, Student Category, Calendar Activities, Evaluation Types, Course Status, Program Shift, Session Type, Academic Years, Student Status, Program Level, Course Sections, Section Distribution Policy)

### 4.3 *Users*

- Ability to manage Roles
- Assign/Edit/Delete/View User Roles

### 4.4 *Fee & Accounts*

- Ability to manage Fee Categories
- Ability to manage Fee Particulars
- Ability to manage Fine Categories & Parameters
- Ability to manage Bank Accounts
- Ability to manage GL Parameters (Account Type, Journal Type, Payment References, Financial Preferences)
- Ability to manage Financial Parameters (Transaction Type, Transaction Status, Account Type, Discount Terms, Payment Terms)
- Ability to manage Currency

### 4.5 *HR*

- Ability to manage HR Core Parameters (Basic Grades, Employment Types, Employment Status, Salary Category, Positions, Benefits, Guardian, Religion, Sponsors and Bank)
- Ability to manage Designations

- Ability to manage Banks
- Ability to manage Personal Details Parameters (Benefits, Study Area, Institute, Skill Level, Professional Trainings, Assets Type, Memberships, Skills, Industry)
- Ability to manage Leaves Types
- Ability to manage Appraisals Parameters
- Ability to manage Training Parameters
- Ability to manage Resign Parameters
- Ability to manage Payroll Parameters

#### 4.6 ***Business Partners***

- Ability to manage Business Partners Individuals as well as vendors.

#### 4.7 ***Inventory***

- Ability to manage Inventory Parameters (Item Type, Item Category, Item Group, Unit of Measure, Shipping Type, Manufacturer, Movement Type)

#### 4.8 ***Biographic / Demographic Management***

- Ability to create and maintain data about people and organizations
- Ability to store numerous types (home, business, campus, billing, etc.) of contact data (addresses, phones, email)
- Ability to identify preferred name out of First, Middle and Last name. Ability to capture emergency contacts. Ability to identify primary address for billing and emergency purposes
- Ability to store various information about a person such as relationship, emergency contact, work experience, health information, languages, photos, visa, passport details, education history
- Able to maintain data integrity where the entry of duplicate or multiple records is minimized using search/match to define criteria to check if a student record already exist in the system
- Ability to manage Countries, Cities, Provinces, Districts

#### 4.9 ***Community Directory***

- Ability to view contact information for students, employees, and alumni on-line

## 5 Students Management System

### 5.1 *Applicant Information*

- Maintains applicant information in the system
- Provides facilities for applicants/students to apply and register on multiple programs/ specialization and sub-specialization
- Enables to have admission period flexibility to invite applications from new applicants/ students before each semester or academic year starts
- Enables to apply through different means such as mailing of an on or offline application form.
- Enable to record the receipt date and the details of the applicants on an individual basis Details of the applicants will include personal data such as name, address, and contact phone no. etc
- Provides a course table be created/ maintained to include the necessary attributes of courses on offer in each semester.
- Provides a program table be created/ maintained to include the necessary attributes of programs offered. This will be the basis for verification of the program applied
- Allows students to change program choices, and applicants to change their personal information as well.
- Provides facilities to let students transfer, defer and withdraw from programs/ courses
- Maintains different status for students i.e. Active or Non Active, Special Leave, freeze/ unfreeze Semester
- Provides services relating to Reporting and Analysis

### 5.2 *Correspondence*

- CAMPUS @ CLOUD generates correspondence to prospects, students maintained in the database
- CAMPUS @ CLOUD generates correspondence to members of staff, sponsors and other persons maintained in the database
- Communication records can be created, tracked, and tied to external Organizations
- Ability to generate correspondence via softcopy (email) or notifications via SMS

### 5.3 *Online Admissions Application*

- Offers an Online Admissions application for the electronic submission of applications by the applicants
- Supports online tracking of application statuses
- Maintains multiple applications for an individual applicant
- Allows detailed capture of the application details including the following data:
  - a. Application Entry
  - b. Admission Type
  - c. National Ids
  - d. Relationships
  - e. Addresses
  - f. Country/ State
  - g. Emails/ Phone Nos

- h. Religion
- i. Citizenship
- j. Publications
- k. External Degrees
- l. Test Results
- m. Professional Courses
- n. Honors and Awards
- o. Extracurricular
- p. Education
- q. Work Experience
- r. Any other defined field

#### 5.4 ***Tracking Admission Fees***

System is able to maintain and record the following fees at the time of application and admission

- Application Processing Fees
- Prospectus Fees
- Admission Fees and any other desired.

#### 5.5 ***Admission Selection and Admission Decision***

- All the applications received are reviewed by the nominated Admission Officer and finally approved by the Committee or the Admissions Head.
- System allows generation of Selection List based on user defined criterion
- Tracks admission decisions and application statuses (Admitted, Rejected, Offer Accepted, Offer Rejected, Waitlisted)
- System tracks admission offers sent to applicants
- Applicants are sent email and SMS notifications for admission offers and important events like updates to selection lists
- System tracks the applicant responses to admission offers sent
- System allows manual corrections in applications statuses

#### 5.6 ***Upload and download of Applications' Data***

- System provides the feature to upload the scanned copies of pictures, academic, CNIC, Passport and any other documents of each individual.
- System also provides the ability to download the applications data from the system to facilitate the admissions' decision finalization outside the system.

#### 5.7 ***Students ID Card***

- Generation of Students ID cards from the system automatically Individually, Program wise or batch wise.

#### 5.8 ***Student Records***

- Provides flexibility of searching on different criteria
- Provides services for address details, including:
  - a) Home address
  - b) Multiple phone and email addresses with identification of preferred
  - c) Preferred billing address
  - d) Emergency contact details

- e) mobile number and a separate SMS phone
- Maintains user definable titles e.g. Mr., Ms, Dr etc. d. Records and maintains the following information about students and other persons as a single model:
  - a. name (title, surname; first, second)
  - b. awards/honours
  - c. preferred name (for use in most system related applications)
- date of birth, gender (including a value of 'undisclosed' or similar) e. a staff indicator f. a student indicator

### 5.9 *Student's Academic History*

- Records and maintains a person's secondary education details, e.g. school, subjects, grades achieved, year achieved, aggregate scores etc.
- Records and maintains a person's tertiary education studies undertaken at other institutions, including course title, level, year/s undertaken, progression status, aggregate scores (e.g. GPA) and individual subject marks and grades, exclusion details
- Records and maintains a person's overseas secondary education details e.g. schools, subjects, grades achieved, year, aggregate scores, etc.
- Records and maintains a person's tertiary education studies undertaken at overseas institutions, including course title, level, year(s) undertaken, progression status, aggregate scores (e.g. Division, Grade, GPA and CGPA) and individual subject marks and grades, exclusion details, etc.
- Records and maintains work experience
- Records details and outcomes of tests and other qualifications (e.g. English Proficiency Tests, GMAT, GRE Local and International etc.), including scores on individual sub-tests
- Enables users to record assessment details, rankings and other decisions/outcomes both in the context of individual qualification assessments and admission application instances
- Enables users to indicate the applicant's education details - test results, previous studies such as degrees, diplomas and subject details - and use these as a basis of the applicant's basis of admission. Using this information, users can manually weight or rank these qualifications, add feedback and order in priority
- Assigns levels of service such as positive and negative indicators; ∅ Positive indicators can be used to provide preferential levels of service ∅ Negative indicators can be used to withhold service
- Reports enrolment, graduation or demographic statistics
- Maintains grading information
- Alerts applicants on the course choices if there are any associated compulsory/advisory pre-requisites
- Once a record has been created, the activities taken place subsequently for the student including award of any advanced standing (credit transfer), financial assistance, course and program information, intended program of award, progress on the course and program, course result grade, top student award on a course basis, award granted, misconduct, disciplinary action, etc. will become part of the student record

Provides flexibility to maintain a complete, accurate and updated record for a student to include his/her study in the university offered in different modes, e.g. in distance learning and/or full-time study, etc.

### 5.10 *Student Financials & Financial Aid*

- Calculate tuition based upon student enrollment or other criteria and be able to set effective dates for each rule
- configuration System should capturing fee variability such as Campus, Terms, Programs, Career, Intake/ Batch
- System should calculate fee based upon number of credit hours/units taken in a course
- System should have the provision to setup fee based upon different rates for different components of a course i.e. Laboratory/Lecture, Primary/Secondary etc.

- System should have the flexibility to cater fee setup for different class sections of a course based upon number of students being enrolled in that course
- System should have the provision of making adjustments in fee based upon students going for On Job Trainings, or Work Study etc.
- System should have the facility to set criteria based upon Student Category/Academic Level of the student i.e. First Year/Second Year, Morning/Afternoon
- System have the concept of partial reversals for both charges and payments
- System support complete fee breakdown on the Student bills
- Student account depicts detailed description of both type of bills i.e. Paid and unpaid with dates
- System should be able to print complete installment plan at student bill before and after payments have been made
- System should be able to link student fee with attendance in case of fee defaulters
- There must be unique identification of students paying via installments and those paying in cash and system should have this provision of setting up separate fee structures for both type of students
- At the time of tuition calculation, system should be able to distinguish between students paying in full vs students paying in installments.
- Able to recalculate fees if the students add or drop classes
- Able to calculate fees for one student or by batch and to have tuition calculation controls such as by career, program, terms, etc.)
- Able to define waivers (fee concessions, subsidy or discounts)
- Able to cater for changes in fee policies for new student intake while the previous student intake will follow the previous fee charges
- Able to have an administrator view of student account which allows drilling into by term/semester and each item types (charges) and payment history
- Able to process refunds for an individual student w. Posts financial aid disbursements to the student account
- When an application is accepted, application information including claim details, personal data and payment details will be captured into the system
- Able to define the accounting entries for each item type and when the accounting entries are generated
- Able to offer scholarships to students to accept/decline online

Post financial aid disbursements to the student account

## 6 Academics Management

### 6.1 Academics

- CAMPUS @ CLOUD Maintains program (program name, short name, type, total semester, total credit hours, shifts, program level, session started and offered by department).
- Defines Program Shifts (Morning, Evening and etc.).
- Defines Program Types (Full Time, Week end, Evening and etc).
- Sets up batches in each program.
- Manages Active and Inactive Batches.
- Manages Semester offered in each batch of the program.
- Define Session Types (Summer, Fall, Spring).
- Defines Session Start/End Dates.
- Manages Sessions in each academic year.
- Creates Yearly Academic Calendar
- Creates Different Academic Activities.
- Defines HEC policy for each educational level (maximum course load in each semester, minimum course load, summer semester load, maximum program

duration, maximum course repeats allowed).

- Defines Qualification Types (Matric, Intermediate, Graduation, Master, MS, PhD)
- Defines Different Test Types (GRE, GMAT, NTS and etc)
- Defines Student Category (Regular Student, Alumni, Staff Kids and etc)
- Defines Different Evaluation Types (Assignment, Quizzes, Attendance, Projects, Labs and etc)
- Defines Different Course Statuses (Applied, Approved, Dropped, Withdrawal and etc).
- Defines Different Student Statuses (Approved, Drop Out, Left, Passed Out, rejected, waiting approval and etc.).
- Defines Maximum No of Course sections.
- Defines Section Distribution Policy (Even, Odd, Random).
- Defines Class Type (Theory, Lab and etc.).

## 6.2 *Course Registration*

- Manages Students and Course Registrations (Current Academic Session, Open Registration)
- System provide an interactive functionality for administratively enrolling students into group of courses
- System facilitate the administrative enrollment by saving a named collection of courses/ classes used in an enrollment. The named collection should be available for a quick data entry in the subsequent enrollments.
- System support enrolling batch of students in a batch of classes in one go providing an interactive interface for identifying the student population and the classes population.
- In case of Batch enrollments, system support selecting students and classes on the basis of flexible parameter such as Departments, School, Campus etc.

## 6.3 *Curriculum (Courses, Study Areas, and Units)*

- The Curriculum module is used to define information relating to the academic offerings of the University including courses, study areas (majors, minors, etc.), units, classes, their activities (lectures, tutorials, etc.) and their awards.
- Links courses, study areas and units to security roles based on Organizational unit e.g. Faculty of Business staff can view all courses, study areas and units, but can only update courses, study areas and units 'owned' by the Faculty of Business

## 6.4 *Course Details*

- Course details (Short Name, Course Title, No of Theory Credit Hours, Lab Credit Hours, Course Offered by the Department) may be added by the relevant department based on the roles allocated.
- Pre- Requisite of each course is also defined by the authorized person.

## 6.5 *Scheme of Studies*

- System is capable to create the Scheme of studies for each new batch of a program.
- System shows the scheme of studies for each batch of the program.

## 6.6 *Course Offering*

- Defines Course offerings in two different ways
  - According to Scheme of Studies (Automatic Course offering to the relevant batches of the program according to scheme of studies).

- Manual Course Offerings
- A course may be offered to different semesters of a batch in different programs.
- A course may be offered in multiple semester and programs.

### 6.7 *Course Request*

- A request for a course may be submitted by any designated person on behalf of a student to get registered in any offered course.
- Any designated person has the right to accept or reject the course request by the students.

### 6.8 *Section Management*

- After the course has been offered the System generates section for each course.
- Multiple section may be created for each course.
- Theory and Lab Sections may be created separately in the system.
- After Creation of each section either lab or theory, teacher are allocated to that section.
- Reviewer of each teacher of the section is set in the system. Reviewer reviews the results of the students submitted by the teacher.
- After section creation and teacher allocation students are enrolled in each section.
- Students may be enrolled individually or batch wise.
- System provides the facility to the designated person to drop the students from course.
- If there are more than one section, student distribution may be even, odd or random.

### 6.9 *Academic Calendar*

- System provides the facility to add different activities in an academic calendar.
- Incorporates a calendar enabling user definition of all significant periods of time (e.g. teaching periods, fee periods)
- Incorporates calendar contingent issues including, but not limited to, timing of fees invoices, monitoring for course completion, identifying students eligible for probation, and the web interface providing information regarding enrolment deadlines for adding and withdrawing units, etc.
- Provides the ability to link calendars via relationships e.g. teaching periods within an academic year
- Allows Calendars to support spanning years
- Provides a flexible calendaring facility, enabling institution definition of all significant periods of time including, but not limited to, definitions of:
  - a) Academic periods
  - b) Enrolment periods
  - c) Teaching periods
  - d) Fee assessment periods
  - e) Examination periods
  - f) Academic progression periods
  - g) Graduation periods
- Electronically rolls calendars into the following 'year'
- Incorporates a number of dates recorded within the academic calendar. These dates are user definable and determine admission and enrolment periods, grading, discontinuation and withdrawals etc

## 7 **Teacher Portal**

- Able to- access information via Faculty Centre
- Able to view personal information online

- Able to view teaching schedule online
- Able to access class roster to view student who have enrolled, dropped, waitlisted
- Able to access grade roster to view, add, update final grades
- Able to access grade book to view and grade assignments
- Able to import grades from Excel
- Able to have access to student information such as personal information, and view service indicators
- Able to communicate with students online (selected students, all students)
- Instructors are able to see their attendance summary and detail of their classes through Self-Service
- Teacher defines the course policy at the start of the semester for each course that includes:
  - No of Quizzes in each semester
  - No of Assignments in each semester
  - No of Midterm and Final term Exams
  - Weightage of each evaluation type.
  - Course outline
  - Course Objectives
  - Total No of lectures
  - Class Timings
  - Class room
  - Teacher contact details
- System captures and stores course related books information including author name, edition, publisher and ISBN.
- System captures and stores any information about the course that teacher wants his/her students to download from some other sources.
- System Stores information about FAQs related to a course.
- System stores information about glossary related to a course.
- System will store the information about each lecture that includes
  - Lecture No
  - Lecture Learning Out comes
  - Lecture Title
  - Lecture Date
- System will store information about each lecture delivered that includes:
  - Topics covered in each lecture
  - Teacher may upload any related material on the system to give to students in prescribed formats like word, pdf and etc.
- System captures any announcements made by the teacher according to the Academic Calendar.
- Teacher may upload any assignment given to the students on the system. It includes:
  - File to be uploaded on the system
  - Dead line for submission
  - Marks for each assignment.
- Teacher may download or view the assignments submitted by the students online.
- Teacher may grade the assignments.
- Teacher may grade the assignments directly on the system or may upload the excel file.
- Teacher may mark the attendance of the students for each class.
- Teacher may put marks for all the evaluate types defined in the system.
- At the end of the semester teacher may submit the result to the result reviewer. If any error occurs the reviewer will send it back to the teacher to amend it.
- After the result has been submitted teacher does not have access on the result and he/she cannot access it.

## 8 Examination Management System

### 8.1 *Transcript*

- System gives the option to print out the result card of each semester.
- System gives the option of generating transcripts at different levels career-wise, program-wise, specialization-wise.

### 8.2 *Grade Book*

- Provides facility, i.e. when a course starts to run at the beginning of a semester, the assessment parameters will be set up in the system to define the criteria for the calculation of the assignment marks and the overall continuous assessment score. This comprise of flexible assessment structure containing as many levels as desired.
- Generates letters to inform students about their attendance, computer marked assignments scores, change of assignments scores due to error in marking, rejection of late assignment, etc.
- At the end of the presentation of the course and before the course final examination takes place, the overall continuous assessment score of a course will be calculated by the system based on the assessment parameters maintained in the system
- Provides flexibility to handle the assignment process for students on different mode of study with a different timetable
- Before the semester starts, the permissible range of course score, overall examination score, overall continuous assessment score governing the determination of course result grade will be set up and maintained in the system
- Before the final examination of a course starts, the parameters will be set up in the system to define the criteria for the calculation of the overall examination marks based on component scores, if any, and the final course score based on the continuous assessment and examination scores. This will include relative and absolute grading
- System should have the provision of allowing designated authorities to modify the final grades once it has been posted
- System should have the provision of allowing designated authorities to modify the grades/ marks of the underlying categories such as Final, Mid-Term etc. that make up the final grade after the grade had been posted. The final grade should also be updated automatically once the underlying marks/ grades are changed.
- System should have the provision of doing relative grading
- System should give the provision of recording marks based grading
- Allows to calculate and round off the GPA up to configurable number of decimal places
- Allows to enquire/check the assignments scores by users/students via Learner Self Service
- Ability to define the course assessment to be an exam-only assessment, or a combination of assessments and exams for a single component of the course, or for multiple components
- Ability to define multi-levels of assessment requirements at course level, component level, etc. e.g. Course A will have Field Work, Course Work, Project, Attendance, Exam as Level 1 assessment requirements. Level 1 "Project" assessment will have Level 2 assessments such as "Group Project" and "Individual Project". Level 3 assessments for "Group Project" can then be broken down into "Teamwork" and "Leadership skill" while "Individual Project" can be broken down into "Essay Writing" and "Presentation Skills". Different weightages can be applied at various levels
- Ability to view the configuration and relationship of these multilevel assessments in a tree hierarchical manner

## 9 Students Portal

- Able to access information via Student Centre
- Able to view personal information such as addresses, contact numbers, emails, emergency contacts, extracurricular activities, work experiences, honors and awards

- online
- Able to update personal information
- Able to view program advisor that has been assigned
- Able to view personalized individual course schedule in a list view or calendar view
- Able to view lecturer, venue, date, time information for each class
- Able to have date range and day range to view calendar view
- Able to perform search for available courses / subjects and view information of each course
- Able to drop classes from enrolled classes
- Able to view grade (current and history) online
- Able to request for official and unofficial transcript
- Able to apply for graduation
- Able to view outstanding payment amount details and payment history
- Able to communicate with program advisors online
- Students should be able to see their attendance summary and detail through Self-Service
- Students should be able to see the attendance shortfall percentage through Self-Service.
- Students should be able to print their Statement of Account through Self-Service
- Students should be able to see the class-wise student-wise attendance shortfall percentages through Self-Service
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## 10 Reports

Following reports will be required from the system:

- Batch Wise Student Count
- Course Enrollment
- Course Offering Detail
- Enrolled/Passed out comparison
- Faculty Course Load
- Program List
- Program wise Student Status of Every batch
- Scheme of Study
- Student List
- Enrolled/Left/Passed Out Comparison
- Students Without Registration #
- Total Students in a Program (Session/Batch)
- Daily Log Summary
- Daily Login Report
- Daily User Activities
- System Usage by User
- Result Card
- Student Transcript

- General Ledger
- Trial Balance
- Complete Batch Attendance
- Course Attendance Summary
- Student Aggregate Degree Attendance
- Student Attendance
- And any more with mutual agreement

## 11 Human Resources Management (HRM) System

### 11.1 *Employees Basic Details*

- System stores employee's information that includes:
  - Name
  - CNIC
  - Father Name
  - Gender
  - Marital Status
  - Date of Birth
- System is able to store multiple address, contact numbers and email address.
- System is able to store Employees professional experience.
- System may keep soft copies of the any documents related to employee.
- System is able to keep record of the qualification.
- System is able to keep record of the bank account details of the employee.
- System is able to keep record of the multiple interests of the employee.
- System is able to keep record of the different skill set of the employees.
- System generates the complete list of employees.

### 11.2 *Employees Recruitment*

- System is capable of generating employees request that includes:
  - Employees requested by
  - Request date
  - Request nature (New Addition or replacement)
  - Job Source
  - Employee type (Administrative or Faculty)
  - Position
  - Location
  - Gender
  - Minimum experience required
  - Maximum experience required
  - Required from date
  - Minimum and maximum Salary
  - Age limit
  - Job Description
  - Key responsibilities
  - Reason for hiring

- Skills required
- Qualification required
- System stores the applicant information that includes basic information, address details, qualification, degree, skills and etc.
- System generates the list of candidates.
- System generates email for interview/ test to the applicant.
- System stores the marks of test conducted.
- System generates the list of short listed candidates.
- System generates email to the selected candidates.
- After the selection of the candidate the system stores that information as an employee. The information of the employees stores consists of:
  - Joining Date
  - Employee No
- Does that employee has any decision power or no in the system
  - Hired By
  - Designation
  - Department
  - Employee Type (Faculty or administrative)
  - System stores any information about the perks given to a specific employee that includes:
    - Benefit type (car, House, mobile and etc)
    - Amount
    - Any remarks
    - Perks start date
    - Perks end date
  - Bank details of employees are stored in the system for automatic salary transfer purposes.
  - System is able to do the Employees posting to any other campus location or department.
  - System is able to renew the contract of the employee.
  - System is able to confirm the status of the employee on the completion of his/her probation period.

### 11.3 *Leaves Management*

- System may take the leave Request for an employee.
- System shows the Leave balance of an employee.
- System is able to handle Leave Encashment.

### 11.4 *Separations*

- System is able to store the information about Employee Separation that includes
  - Resign Date
  - Reason for leaving
  - Last working day
  - Remarks
- System calculates the Full & Final Settlement
- System is also able to calculate the End of Service Benefits

### 11.5 *Appraisal*

- System is able to perform Appraisal Planning.
- System is able to Defining Employees Objectives.
- System is able to manage Performance Appraisals.
- System is able to store and manage Appraisal Objectives.
- System is able to calculate Appraisal Results.
- On the predefined criteria system suggest for Increment.

### 11.6 *Trainings*

- System is able to make Training Plans
- System is able to manage Planning/Recommending Trainings

### 11.7 *Increment*

- Increment Setup

### 11.8 *Promotions*

- System is able to manage Employees Promotion
- System is able to manage Change of Job

### 11.9 *Succession Planning*

- System is able to manage Employee Succession
- System is able to manage Position Succession

### 11.10 *Temporary Job*

- System is able to manage any temporary Job Assignment
- System is able to Renewal or Cancel any temporary job.

### 11.11 *Deputation*

- System is able to manage Deputation Decision
- System is able to manage Deputation Process

## **12 Procurement Management System**

- System is able to manage Purchase Request
- System is able to manage Purchase Quotation
- System is able to manage New Vendor (Individual, Corporate)
- System is able to manage Purchase Order
- System is able to manage Purchase Return
- System is able to manage Goods Receipt
- System is able to manage Quotation Comparison
- System is able to manage Vendor List
- System is able to manage Purchase Enquiry

## **13 Sales Management System**

- System is able to manage Sales Order
- System is able to manage Sale Delivery
- System is able to manage New Customer (Individual, Corporate)
- System is able to manage Sales Return
- System is able to manage Credit Memo
- System is able to manage Sales Quotation
- System is able to manage Customer List
- System is able to manage Sales Enquiry

## **14 Accounting & Finance**

- System is able to manage Journal Entry
- System is able to manage Chart of Accounts
- System is able to manage Journal Vouchers
- System is able to manage Posting Vouchers
- System is able to manage Posting Purchase Invoice
- System is able to manage Issuing Credit Memo
- System is able to manage Posting Sales Invoice
- System is able to manage Fee Collections
- System is able to manage Day Book
- System is able to manage Trial Balance
- System is able to manage General Ledger
- System is able to manage profit and loss of individual campus or the organization
- System is able to manage partner payments.

## **15 System Integration**

- Provides integration with Learning management system like Moodle
- Provide integration with Library management system like Koha
- Provide integration with Scheduling software like Unitime.