

# RF-CAMPUS<sup>©</sup>

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## RF-CAMPUS® - SOLUTION FEATURES

RF-CAMPUS® has been built mammoth efforts of year 4000+ many years in development of the solution suiting precisely the requirements of Autonomous Institutions like NIT / IIT / IIIT / Govt. Funded Institutions ....

The guidance and contribution from several Academicians i.e. Faculty & Staff at several premium Institutions in India has been put into the solution to create one of the Best Solutions. The wide variety of features in the solution is like a concentrate of what is required for every Academic Institute.

Major advantage is the solution will be fully configured & customized suiting the requirements of the Institutions giving ease to users to adapt the same.

Integration with latest technology is an added advantage to end users like SMS & Email Integration, Mobile Apps., RFID & Biometrics, Digital Payments, ...

Thus solution contributes to being in integrity & transparency in the system apart from ease of work and reducing the duplication. Majorly system becomes dependable and helps in automation of all sections in the Institute.

We are have also introduced modules like PBAS (UGC), OBE (NBA), Faculty Recruitment (MHRD Guidelines), Choice Based Credit System...

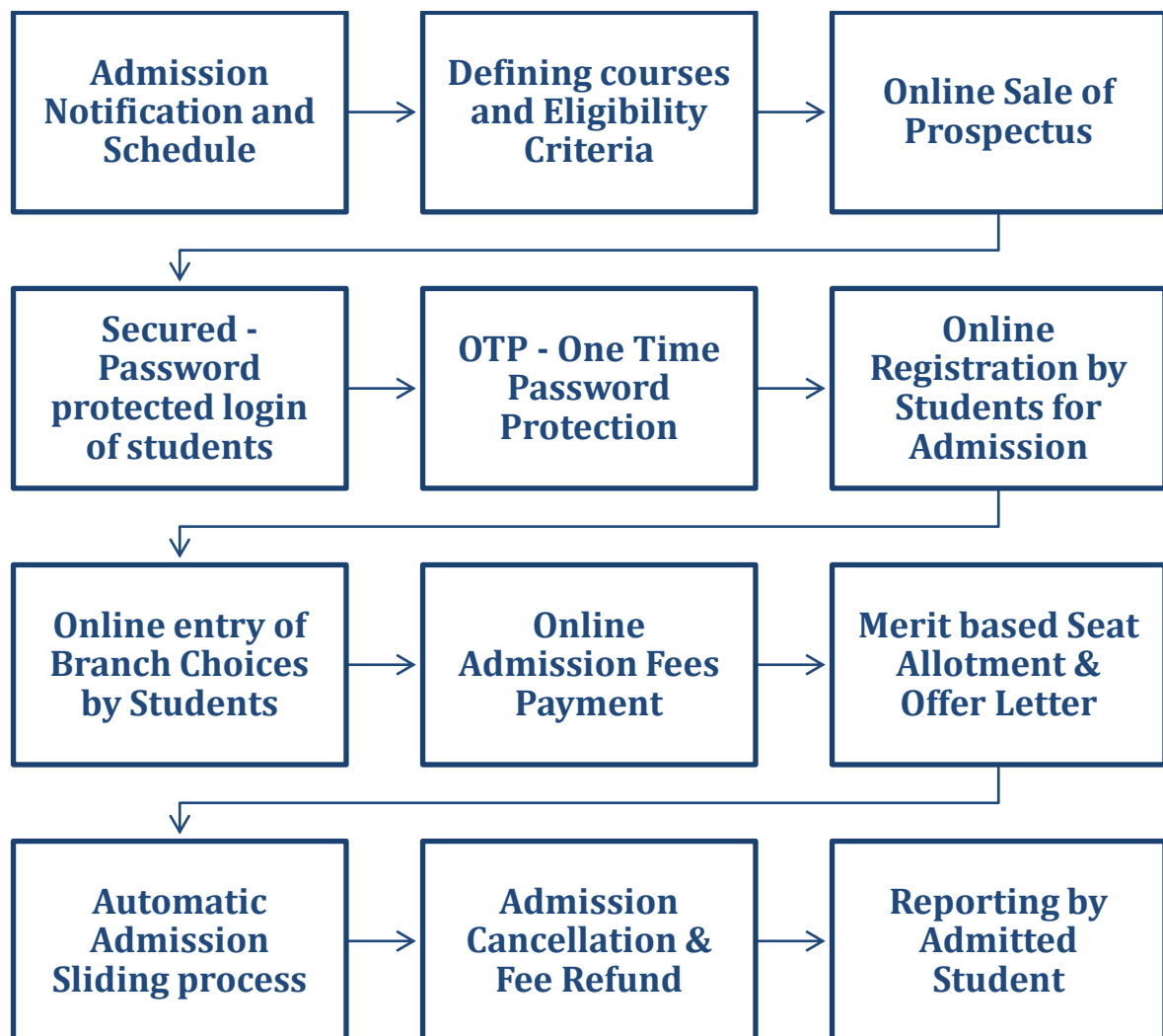
In the following section we will discuss the modules and their features in brief.

## ONLINE ADMISSION MANAGEMENT SYSTEM (OAMS)

The increasing numbers of students seeking admission in the Academic Institutes (School, Colleges, and Universities) are causing tremendous pressure on the administrative body of the institutes to manage and arrange the admission process manually. It is difficult now to conduct the process accurately and in timely manner. Hence, the need for online admission is inevitable.

The goal of 'Online Admission System' is to automate the Academic Institute's admission structure and its related operation and functionality. The objective of the initiative is to provide support to the administration and admission seeking candidates by providing a faster, transparent and easy way of keeping records and use them for reference and further proceedings.

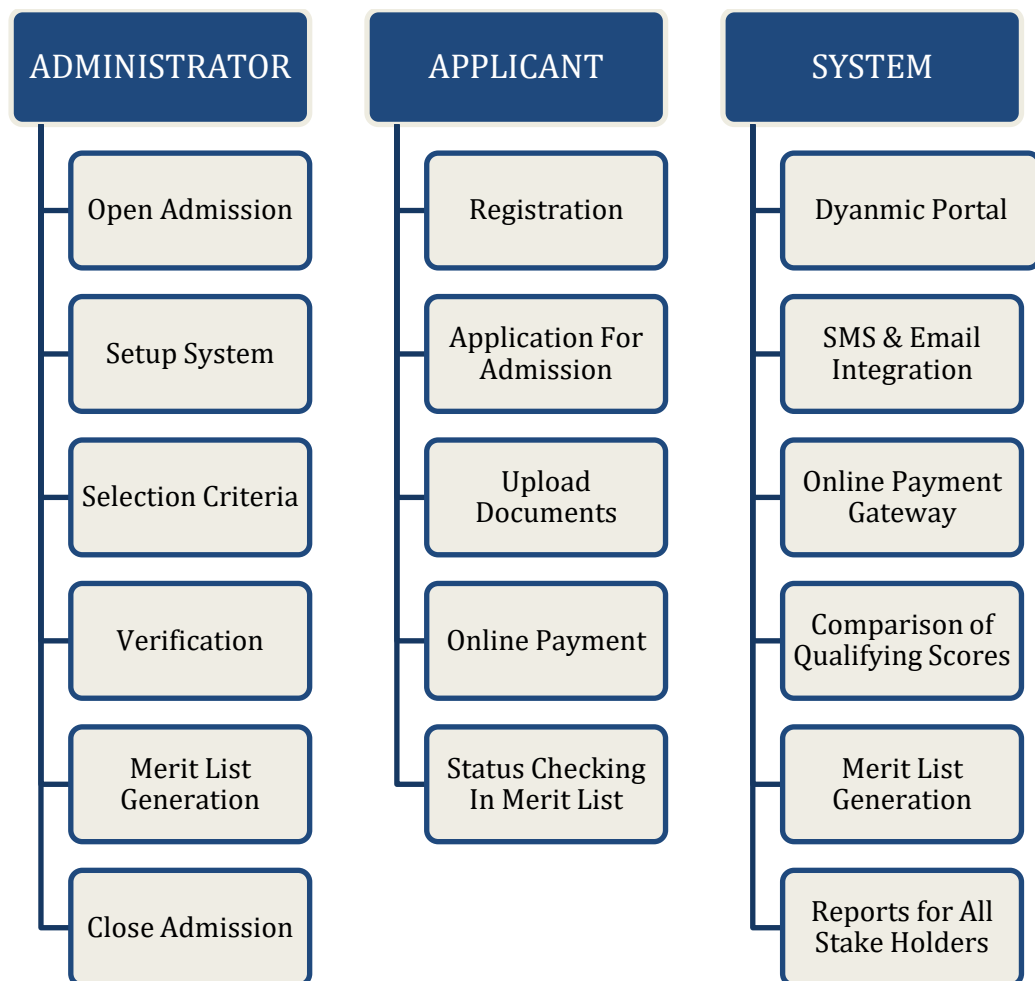
### BRIEF OVERVIEW OF OAMS





The Offered Solution is developed to help automate the admission procedure. The system is a web-based application which can be accessed anytime & from anywhere. The system has three tier access models.

1. Administrator
2. Applicants
3. System



## ADVANTAGE OF OAMS

- **Automated online software system works 24 x 7:** Minimizes time of processing - due to no time barrier, institutes admission process time is reduced. Institutes can publish their merit list lot earlier compared to manual way.
- **Avoid hectic submission process:** Allows candidates / students to fill application form at their convenient time in a comfortable environment.



- **No Geographical Boundary:** Institutes don't need take the burden of posting the application form for outstation candidates. Candidates can fill application form from anywhere i.e. convenient place.
- **No Long Queues:** Candidates don't need to stand in long queues to get their queries answered. Candidates don't need to queue up to get application form.
- **Man Power Saving:** Institutes don't need to assign additional security to manage huge crowd.
- **Reduces Paper Work**
- **Only Eligible Candidate Can Apply:** Data filtered through the eligibility criteria - checks can be provided so that only eligible candidates can apply. Moreover the candidate data is to be entered only once.
- **Reduces Human Involvement.**
- **Enhance Productivity** - as a result of this institute can utilize these man power resources in other activities. Very Accurate and Reliable - The process is very accurate and reliable due to limited human involvement.
- **Dynamic and User Friendly:** The entire process is very dynamic - any changes can be reflected in real time & will immediately reach the candidates. The process is simple & user friendly. Similar to filling a form manually, the difference is the keyboard being in use instead of pen.
- **Customizable Real Time Reports:** Institutes can monitor the ongoing process. Have day to day summary of progress of the admission.

## SPECIAL FEATURES

- The online software is fully customizable as per Institute requirements
- The system has the ability to calculate based on reservation of seats as per Govt. of India norms.
- The software has the ability to set up criteria (home student / outside students etc.) and calculate of the said basis
- The system is able to generate the selection list / merit list in a single click
- The system is stable to perform multiple registrations at a time, can handle multiple connections

## ACADEMIC MANAGEMENT SYSTEM (AMS)

AMS is web based generic software for computerization of complete Academic activities of students from Admissions to his Degree printing. This is of great use to Autonomous Engineering Institutes. This is being used by around Ten NITS & ten another major Autonomous Institutes from last several years. The latest version of ASM is having following modules. ASM supports various technologies such as On Line Fess payment, SMS, smart cards, bio-matrix attendance, UHF based attendance, email alerts..... This is a fully integrated, multi-user system with full protection against un-authorized Access. This provides secured, accurate & timely information to Users at all levels for better decision making. This improves the overall efficiency various Users & hence improves the performance as a whole. The modules of Academic Management System are:

- ☑ Institute Set-up
- ☑ Admissions & Fees Collection
  - Pre Admission Process
  - Admission Process (Counseling)
  - Fess Collection & Reports
- ☑ Student Administration
- ☑ Teaching Department Activities –
  - Course Registration
  - Academic Calendar, Teaching Plan, Time Table & Attendance
- ☑ Examination –
  - Pre-Examination work
  - Post Examination work

## INSTITUTE SET-UP

Define following Academic information of the Institute.

- Courses offered - B. Tech, M, Tech, M. Sc. , MCA, MBA....
- Teaching Departments - Mechanical, Civil, Electrical ...
- Branches Offered – Mining Engineering, Civil Engineering, Computer Technology, Information Technology.....
- Academic session - like ODD 2010-11, EVEN 2010-11, SUMMER– 10-11..... Define session name, start/end date & status.
- Internal Examinations - Define flexible exam pattern by defining no. of sessional, practical and end semester examination etc.
- Examination schemes - Define semester / batch wise scheme or year-wise schemes.
- Courses (subjects) under scheme- Define course code, course name, credits, elective, maximum marks for each exam defined in exam creation.
- Creation of sections & batches.

## ADMISSIONS & FEES COLLECTION

### PRE ADMISSION PROCESS

- Prospectus sale - Sale of Prospectus with Registration Forms.
- Submission of Registration Form by students and temporary record creation (State CET / AIEEE / other entrance)
- Merit List Generation - Generation of various types of merit lists for categories such as General, Minority, caste category wise & Combined. ( According to Entrance examinations). Merit list criteria can be - CET score, PCM (12<sup>th</sup>) marks, 10<sup>th</sup> maths score..... Provisions for multiple rounds of admission process.
- Display of Merit list on the college web site

### ADMISSION PROCESS (COUNSELING)

- Document Verification
- Record creation in MIS from the Registration data

### FEES COLLECTION & REPORTS

- Fees Collection - Challan /counter receipt /on line payment
- Issue of Admission Slip
- Late Fees Collection
- Refund of Fees
- Receipt cancellation & reprinting of receipts
- Daily Collection Register, Fees Head Report etc. Demand Creation Report
- Lock Fee Collection

### DEFINING FEES COLLECTION PRE-REQUISITES

- Fee Type – Define Fee Types such as General fee, various Fee Concessions, AICTE Tuition fee, Fee Waiver Scheme 100%.....
- Fee Receipt types – Define different types of Fee Receipts like Tuition fee, Exam fee, Hostel fee, Prospectus fee. In each Fee Receipt type, 30 different Fees Heads can be defined.
- Fees heads – Define fee heads like Admission fee, Development fee, Identity Card etc. in each *Fee Receipt Type* defined.
- Standard fees – Define standard fees according to Fee receipt type, Degree, Branch, Admission batch, and Fee type for each semester.
- Demand Creation – Create demand for single student as well as in bulk. Demand can be created for current as well as next semesters.
- Receipt type modes for fees collection – Bank Challan, Counter Collection , on line

- Create counter for specific Users.

## STUDENT ADMINISTRATION

- Registration / Enrolment Number Generation for each student
- Change of Branch of student.
- Faculty advisor Allotment to Students.
- Examination Scheme Allotment to Students.
- Section and Roll No. allotment to Students.
- Student Reports like Roll List, Admission Register, branch wise registration, semester wise, section wise, student ledger ....
- Identity Card
- Semester Promotion
- Certificates – Transfer / Leaving, Bonafide, Character

## TEACHING DEPARTMENT ACTIVITIES

### COURSE (SUBJECT) REGISTRATION

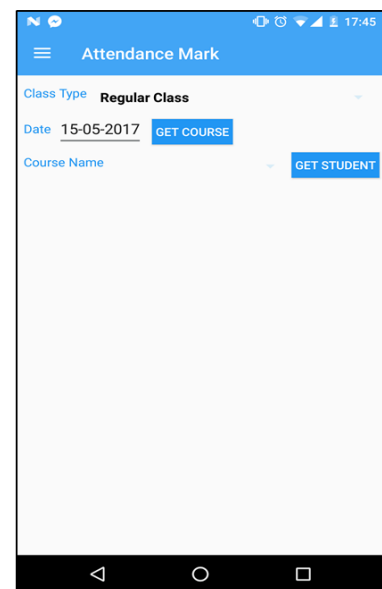
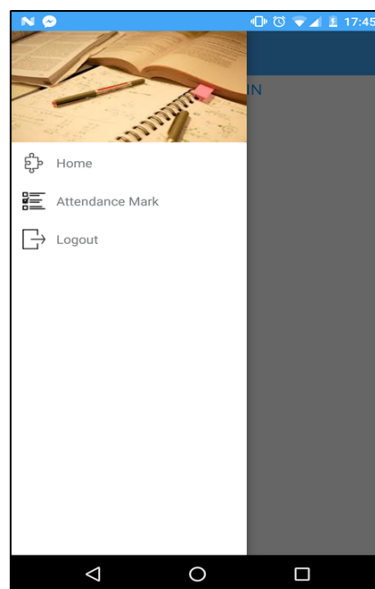
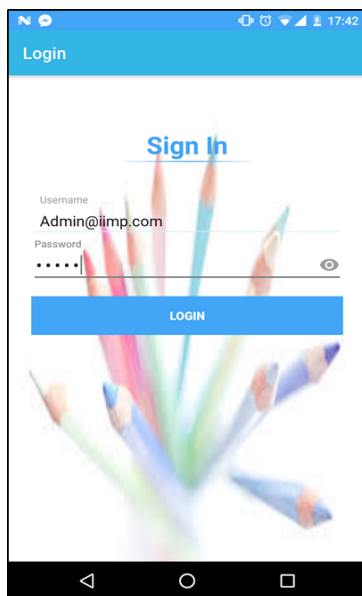
- Course Registration means Registration of courses (subjects) for each student as per the scheme allotted.
  - Single Student Course Registration – Select a Student & his possible courses as per scheme allotted are shown. Select the courses (subjects) and student gets registered.
  - Bulk Student Course Registration – Select Session & Scheme. All the students are shown. Select all or desired students and select courses for registration.
- Course Allotment – Allotment of faculties for each course section wise / practical batch wise.
- Teacher Allotment – Allotment of faculties for each course section wise / practical batch wise to students
- Course wise registration report, Course Registration List

### ACADEMIC CALENDAR, TEACHING PLAN, TIME TABLE & ATTENDANCE

- Degree wise Academic Calendar – Define Academic Events & Holidays.
- Teaching Plan Entry – Entry of Teaching Plan which includes unit no., topic code, its detail against the days which are available for the teaching.
- Teaching Plan Adjustment Entry – Provision for adjusting the lecture with another faculties lecture.
- Define Time Table Slots for each degree (eg. B.E., M.Tech., MCA, MBA etc.)
- Define Floor and Room Master.
- Creation of Time Table – Define Time Table Scheme / Semester / Section-wise, Room-wise.

- Time Table Report – Class-wise, Faculty-wise & Room-wise
- Teaching Plan Compliance – Reports of Planned Vs Executed Lectures by faculty
- Daily Attendance – Faculty can enter date-wise information of classes taken, topic covered, absentee in the class, mass bunk if any, extra classes taken by him if any.
- Attendance Report
  - Blank Attendance Sheet as per the course
  - Course-wise, Percentagewise, Day-wise monthly attendance Report
  - Attendance Report of Single Student
  - Poor Attendance Report
  - Communication letter to parents
- Detention Entry – Detain Students for entire semester or for particular course

## ATCOVATION – MOBILE APP. FOR ATTENDANCE



**Attendance Mark**

Class Type **Regular Class**

Date **15-05-2017** [GET COURSE](#)

**Accounting for Business Decisions MBA SEM -1 LECTI**  
**Business De-**

**Attendance Mark**

Class Type **Regular Class**

Date **15-05-2017** [GET COURSE](#)

Course Name **Accounting for Business De-** [GET STUDENT](#)

1. Shreya Uday Abhyankar	P
2. Radheya Bharat Adhav	L
3. Sanket Deelip Aher	A
4. Sanket Nitin Atre	P
5. Nikhil Laxman Bhalke	A
6. Satyaajeet satish Bhujbal	A
7. Gunjan Kaushik	A
8. Trupti Manoj Upadhyay	A
9. Ashwini Sanjay Velankar	A
10. Pratik Ramanlal Bagade	A

[SUBMIT](#)

**Attendance Mark**

Class Type **Regular Class**

Date **15-05-2017** [GET COURSE](#)

Course Name **Accounting for Business De-** [GET STUDENT](#)

1. Shreya Uday Abhyankar	P
2. Radheya Bharat Adhav	L
3. Sanket Deelip Aher	A
4. Sanket Nitin Atre	P
5. Nikhil Laxman Bhalke	A
6. Satyaajeet satish Bhujbal	A
7. Gunjan Kaushik	A
8. Trupti Manoj Upadhyay	A
9. Ashwini Sanjay Velankar	A
10. Pratik Ramanlal Bagade	A

[SUBMIT](#)

Attendance Mark successfully



## EXAMINATION MANAGEMENT SYSTEM

### PRE-EXAMINATION WORK

- Exam Registration - On line Examination Form filling
- Data entry of Examination Forms – On line by Students / Data Entry Operator
- Verification of Exam Forms
- Roll number allotment to eligible students
- Exam Time Table Entry
- Admission / Hall tickets and Roll list printing for attendance
- Numerical Returns – Course-wise, center-wise – subject-wise number of student appearing for the examination
- Retrieving of old marks / Grades of ex (Failure) Students
- Exam Seating Arrangement: College can Define rooms, seating capacity in rooms & courses to be mixed on one bench. Computerized Plan for seating arrangement can be generated. Manual changes are possible.

### EXAMINER / VALUERS REGISTRATION

- Registration of new Examiner with subjects & specialization
- Renewal of existing Examiners
- Types of Examiners & Exams
- Approval by Board of studies
- Preparation of Examiner panel
- Appointments of Examiner and generation of e-mails / appointment letters
- Mailing labels
- MIS / Statistical Reports

### POST EXAMINATION WORK

- Internal marks entry by colleges on-line & locking
- Internal Marks reports subject wise& consolidated
- Reminders to colleges for In-complete internal marks entry
- Absentee / un-fair means / copy entry by Exam-Centre In-Charge after each paper
- Dispatch of Answer Books to University Exam section
- Code number generation for Answer books & Code-No-Roll-No relation Reports
- Code no. pasting by Examination staff on Answer Books
- Control sheets For Code number wise marks entry by Valuer
- Dispatch of coded Answer Books, Control sheets to Valuer
- Answer Book Valuation by faculty & filling of Marks on Control sheet



- Reminder for valuation to Valuer for un-submitted marks via e-mail / SMS/ Letter
- Marks entry by Data Entry Operator / on-line by Valuer ; verification and locking
- Code No Decoding to Roll Number
- Absolute or Relative Grading – Allot absolute or relative grades for each course.
- Result Preparation –Grades, SGPA & CGPA calculation by applying Exam Ordinances
- First TR Printing
- Scrutiny of TR
- Corrections in Marks data with higher log-ins
- Final Result Calculation
- Tabulation Register - TR, College wise Mark sheet / Grade Cards & Gazette and other reports printing
- Result SMS To students
- Dispatch of Mark sheets / Grade cards to colleges
- Provisional Degree Certificate and Degree.
- MIS Reports – according to semester, subject, gender, grade etc.

## RE-CHECKING & REVALUATION SYSTEM

- Data entry of Re-checking / re-valuation Forms
- Locating bundles & retrieving Answer books
- Calling Examiners for Re-Valuation
- Revaluation by Valuer
- Marks Entry
- Result Processing
- New TR, Mark sheet / Grade cards Printing
- Locking
- Storage of data

## DEGREE, TRANSCRIPT & CONVOCATION

- Provisional Degree, Degree, Transcript printing with photo
- Transcript / Degree verification system
- Eligible list of candidates of Convocation
- On line application for convocation for students
- Annual convocation list
- Convocation labels, slip & letters
- Convocation press list
- Faculty wise summary
- MIS Reports
- Convocation Fees Reports

## DIGITIZATION OF OLD EXAMINATION RESULT RECORD

- Scanning of various sizes of old Records related to Result Section and storing in PDF Format. Scanned image encryption facility.
- Uploading of Images into Application Software.
- Data Entry of Student key Information into Application Software such as Name, Roll Number, Course, College , Enrolment No, final result , Exam name & year etc.,
- Indexing of scanned records on key fields such as Enrolment no.
- Fast & Quick Retrieval of document on key fields such as - Enrolment No / Name of student & printing.
- Powerful Search engine to search the data. Numeric , Text & combinational searches
- Training for staff with a user friendly software shall be developed & implemented by the agency.
- Generation of various reports related to scanning process.
- Record Management Solution for Result Section for Quick and Physical Retrievals
- Bar Code / UHF RFID Tags for Result Registers
- Disaster Recovery Solution
- Backup of Entire Scanned Images in PDF Format on DVD

## HRMS – HUMAN RESOURCE MANAGEMENT SYSTEM

The modules of Academic Management System are:

- ☑ ONLINE RECRUITMENT
- ☑ PAYROLL MANAGEMENT
- ☑ ESTABLISHMENT
- ☑ SERVICE BOOK
- ☑ LEAVE MANAGEMENT
- ☑ PERFORMANCE BASED APPRAISAL SYSTEM
- ☑ PENSION

## ON-LINE FACULTY RECRUITMENT PORTAL (E-RECRUITS)

For every institute, to progress and achieve its mission, it is important to have best People in the Campus. With growing demand for best people, manpower attrition rate is much higher & hence there are repetitive Recruitment cycles. Traditional Recruitment process is always a time consuming & challenging for any Institute. Lot of manpower is to be used in scrutinizing the hard copy applications received, classifying & entering unstructured application data in computer. Even with best efforts, Accuracy & Transparency in Traditional Recruitment Process is always an un-necessary challenge for the Institute. On many occasions there are Legal cases.

**E-recruits provide an easy – Fast - on-line – Transparent – Accurate - paperless system for Faculty & Staff recruitment in Higher Education Institutions.** By implementing Faculty Recruitment Program, institutions have the ability to receive online applications from eligible & interested Applicants.

The important components of e-Recruit System are Applicants, Administrator, Scrutiny committee, Interview committee..... E-recruit can be customized as per requirements of the Institutes. This can be used for any number of vacancies & verity of posts. Since the data is entered by Applicant himself, data is accurate. Moreover Data is in structured format decided by Institute and therefore scrutiny is easy & very fast. Applicant is also is ensured about accuracy of his data submitted & scrutiny. Transparency in Recruitment is achieved.

### OBJECTIVES E-RECRUITS

Objectives of the web/ cloud based – on-line Faculty Recruitment System are to facilitate Applicants to submit their Job application through the use of internet and

- To have a transparent, time saving and economical process
- To facilitate quality service to Applicants
- Online availability of instructions regarding online submission to the Applicants
- Online payment of the fees
- FAQ regarding technical aspects of online submission.

- To enable Only Eligible Applicant to Participate in Recruitment Process

## SCOPE E-RECRUITS

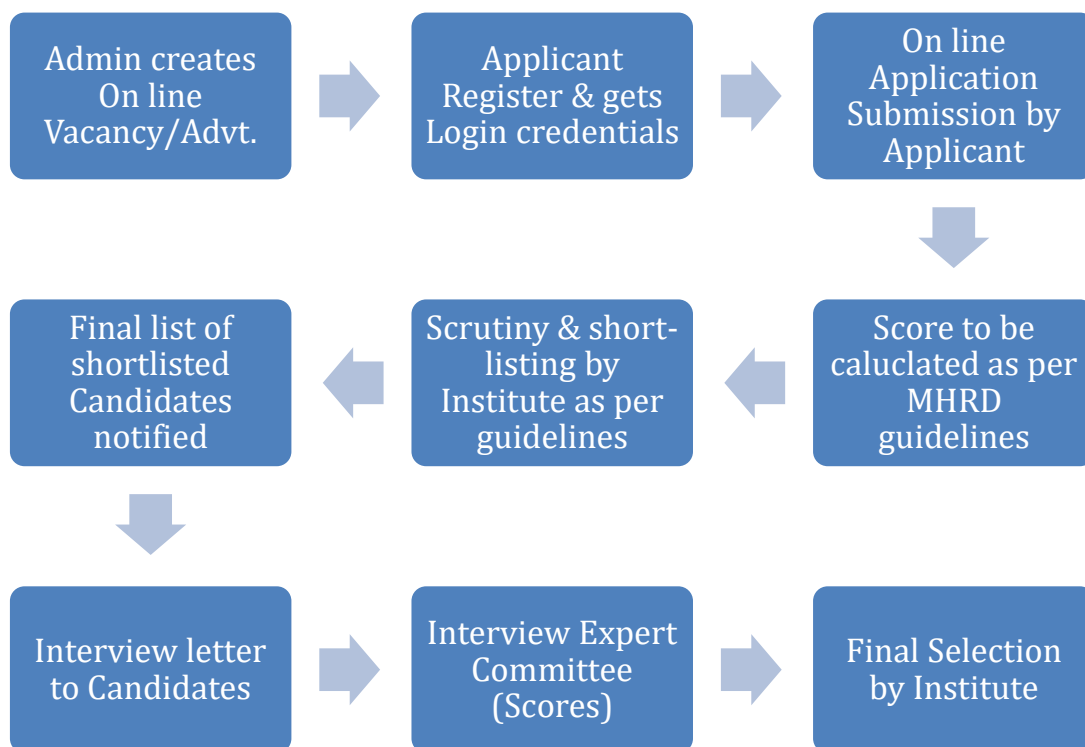
Portal divides Recruitment process in following parts

- Creation of vacancy by Campus
- On-line Application by Job Applicants
- On-line Scrutiny by Scrutiny committee
- On-line Data access to all members of Interview Committee
- Communication with Applicants & Updating final results

The Portal is divided into two parts. i.e., Part-1 for general viewing - containing general instruction to applicants for online submission of application and details of vacancy etc. The second part is secured for a Closed User Group (with login password for restricted access).

## PROCESS E-RECRUITS

This flow is explained in following diagram.



- Institute creates Advertisement by defining various vacant posts & eligibility criteria for each post, Instructions to applicants about filling of the on-line-Form.
- Applicants Registers themselves on line by providing basic information. System generates login credentials for each applicant & is sent to the Applicants via SMS / email.
- On-line Payment can be done by Applicant on the Portal.

- Now applicant can upload his complete information on-line along with attachment of Scan certificates and after through checking & satisfaction can lock the data.
- The Portal will not allow non-eligible Applicants to participate as per the pre-defined Eligibility criteria for the advertised Post. Institute can also relax the Eligibility norms.
- Finally submitted Applications are scrutinized by Departmental Scrutiny committee & shortlisted application list is sent to Interview committee.
- Interview letters are emailed to eligible candidates.
- Interview Expert Committee can see the Applicants list & complete data of individual applicant on-line through their secured login.

## Applicant Login

This provides an easy & User friendly interface to all the eligible Applicants to on line apply for vacant posts. Initially Applicant has to register himself on line for the Recruitment program by submitting minimum eligibility information such as Name, DOB, qualification etc. System creates & sends login & password details to Applicant via email & SMS. Using this login credentials, Applicant now has to submit all the details in the following listed categories along with scans copies of necessary papers. Applicant can modify the information several times till final submission. Applicant can take a printout of his on-line application after final submission.

- ☐ Educational Qualification
- ☐ PG & Ph.D. Details
- ☐ Teaching Experience
- ☐ Research Experience
- ☐ Industrial Experience
- ☐ Research Publications
- ☐ Book Publication
- ☐ Research Project Supervised
- ☐ No. Of PG Dissertations / Ph. D. Thesis Guided
- ☐ Patents
- ☐ Consultancy
- ☐ Professional References

On successfully scrutiny by scrutiny committee, Applicant gets an Interview call letter via email.

## Administrator

- **Advertisement:** Administrator creates Advertisement for vacant posts by defining Post name, Department, minimum qualification, age limit, Description, Start & end date of application...
- **Monitoring :**Administrator can on line monitor status of each application.

- Can take daily backup of data of the portal
- Creates login for Departmental User, Scrutiny committee experts & Interview Committee members.....
- **Assistance:** On request of Applicant, Administrator un-locks the Final submitted application before final due date.

### Scrutiny & Expert Committee

- Scrutiny committee scrutinises the applications of Applicants on-line using the Portal & sends interview letters using Portal to shortlisted Applicants. Various MIS reports are provided to Scrutiny committee.
- Interview
- Interview Expert panel have on-line access to summary & detailed information of shortlisted applicants.
- Interview Assessment marks entry by Interview Committee.
- Assessment Report

### Advantages & Features of E-Recruit Portal

- Fully secured, Ready to use – Cloud / web based System.
- No limits for the Institute. Can create any no. of Advertisements & Posts /vacancies in each advertisement.
- Customizable as per Institute needs.
- Can achieve 100% paperless Recruitment Process.
- **Zero errors in data.** Applicants himself enters & submit his own details on-line with care. So no errors.
- No data entry work for Institute - Ready to use data in desired format for Direct Scrutiny & Expert committee. So fast & accurate scrutiny.
- SMS & email notifications to Applicants at every stage.
- Secured log-in for Applicants, Scrutiny committee & Expert Committee.
- Applicants can modify application any number of times.
- Several MIS reports for Institute.
- Distribution of work - Department level administrators.
- Easy monitoring by System Administrator.
- Provision for online payment to be made through appropriate portal.
- Applicant & other Users can reset the password.
- Well test system for accuracy, quality and performance.
- Cloud with high bandwidth is provided to avoid congestion.
- Cloud based Portal with continues auto backup and well planned Disaster recovery management.
- On Cloud – so no scope for any loss of data due to disaster/power breakdown or other such unforeseen circumstances.
- Data export to Excel, Word, PDF....
- Customized reports



## PAYROLL MANAGEMENT SYSTEM (PMS)

Payroll Management System PMS® provides a total on line solution for Payroll of any Academic Institutions such as University, Deemed University, Autonomous colleges, colleges & Schools. This system is being used by around 500+ Educational Institutions in India. The important features are:

- Total on-line multi-user cloud / web / Intranet based system.
- A fully integrated system. Avoids duplication of work.
- Useful for Teaching, Non-teaching, Adhoc employees & Pensioners.
- In built smart card & Bio matrix support for Employees.
- Authenticated User ID and Password for Employees to login
- Restricted access to menus as per User Role
- Secured 24 x 7 Access to personal data from anywhere to Employees.
- Reports can be printed in Excel, Word, PDF, etc formats.
- Emails & SMS alerts to Employees
- Employee history search using his login & password
- Reports Printing in Legal, A4, A3, etc. paper size
- Latest technology

### MODULES OF PMS – Payroll Management System

- ☐ Salary / Payroll Processing
- ☐ Income Tax
- ☐ Cheque Printing
- ☐ Establishment / Service Book
- ☐ Leave Management
- ☐ PF (GPF / CPF)
- ☐ Cheque Printing
- ☐ Bio-metric Attendance
- ☐ SMS & E-Mails
- ☐ Pension & Gratuity

In Following Section Modules Details are Described:

#### CREATION OF NEW EMPLOYEE

Create data of newly joined employees by defining his name, designation, increment, pay scale, retirement date, Date of birth, Staff type, physically handicapped ?, quarter allotment, GPF No, CPF No, Bank A/c No., PF A/c No. etc.



## ***SALARY / PAYROLL PROCESSING***

This module computerizes monthly Payroll Processing & generates various reports. It includes User defined 15 Earnings such as Basic, DA, HRA, TA, CLA..... & 30 Deductions heads such as PF, PT, LIC, GSLI, Income Tax, PF Loans, ESIC, Bank Loans, Society loans..... It provides User defined rules for calculation of various pay heads like DA, HRA, TA, CLA, GPF, PT etc.

- Supports 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> or any other User defined Pay-rules.
- User can create setup of Institute by defining multiple Masters such as :
  - Departments – Electrical, Chemistry, Electronics, Accounts.....
  - Designations – Professor, Lecturer, Clerk, Registrar.....
  - Pay scales – 16400-520-22000 , 15400-7000-39000
  - Salary Banks – SBI & Bank of Maharashtra,,,
  - Appointment type – Full time, part time, Adhoc, Clock Hour Basis...
  - Staff type – vocational, non-vocational
  - Supplementary bill Heads – LTC, Arrears, Bonus, DA Arrears, .....
  - Caste category – Open, SC , ST, NT...
  - Religion – Hindu, Muslim, Christian, Sikh.....

## ***MONTHLY PAY BILL PROCESS***

- Decide the Increments of employees
- Update changes in deduction columns – such as Bank / Society loans,
- Monthly installment Creation – Create details of new loans, LICs, RDs, Credit society by defining, monthly installment, no. of installments left.
- Update Leave without Pay (LWP)
- Process Payroll & verify payroll results
- Locks for every month processed salary
- Supplementary bills Processing – LTC, Arrears.....
- Income Tax calculation – Form No. 16 & 24 Q

## ***PAYROLL REPORTS***

- Salary Register & Abstract
- Pay Slips / Salary Certificate
- Other Reports – All types of Earning / Deduction heads (Single / Multiple Column)
- Bank Statement
- Monthly installment Reports
- Comparison of previous and current month salary
- Monthly Budget Report
- Schedules of
  - PF
  - LIC

- GSLI
- PT
- Other deductions
- Single / Multiple Column Report (All / Staff wise)
- Bank , Other Societies Loan Installment Report
- Income Tax Report & Form 16, 24Q, Annexure
- Employee's personal information reports
- Annual Salary Reports
- Employee Identity Card
- User defined Reports
- Salary budget for next subsequent months
- Leave Reports – EL, CL, PL, ML etc.
- MIS (Statistical) Reports - according to - Pay scale, Designation, Departments, Caste Category, etc.

### INCOME TAX

- Defining Income tax rule for the Year - slabs, deduction heads, Chapter 6 Heads.....
- IT configuration- TAN NO of Institute, Employer Address, Bank & Branch name, Tax income limit (Male & Female), Education cess.
- Employee IT Declaration form entry
- Calculation of expected Income tax for employees at the start of Financial Year
- Income Tax deposited Challan Entry
- Income tax reports – Form 16, 24 Q, 12BA
- Investment Report

## ESTABLISHMENT

### SERVICE BOOK

Entry & reporting of all the service book entries such as –

- Personnel memoranda
- Appointment details
- Family details
- Qualification
- Previous qualifying services
- GPF Loan & advances details
- Nomination details
- Disciplinary action details
- Pay revisions
- Yearly increments

- Leave
- Promotion & transfer
- Change of pay scale
- LTC
- Training Programme etc.
- Scanning, storage & retrieval of original documents of Employee's personal file.

## PENSION & GRATUITY

- Extracting last 10 months salary data from Payroll or last 10 months salary entry
- Pension & Gratuity Calculation – (Pension case file) - Calculation of
  - Qualifying service
  - Pensionable pay
  - Pension
  - DCRG
  - Family Pension
  - Commutation of pension

## LEAVE MANAGEMENT

- Define leave types such as CL – Casual Leave, EL-Earned Leave, HPL-Half Pay Leave, ML- Maternity leave .....
- Define Flexible Leave Rules –Such for CL – Maximum 10 days & can not be carried to next year, credited at the start of the year & applicable to Male & Female both.
- Leave Opening balance entries
- Up-date leave transactions on day to day basis
- Periodic crediting of leave such as CL,EL to employee A/c
- Detention leave calculation of vocational staff
- Carry Closing balance of leave as next year Opening balance
- Scanning & attachment of Leave sanction papers

## PF (GPF / CPF / NPS)

- Loan application & sanction
- Bulk proceedings
- Loan refund
- Interest calculation
- Monthly subscription
- Personal Ledger A/c

## BIO-METRIC ATTENDANCE

This module computerizes all the activities related to Employee's attendance. In built smart card & Bio-matrix support for Employees. Once employee mark his attendance in Bio-matrix reflects immediately in software.

- Holiday & week of days entry
- Employee Data – In & Out time – Directly from Bio-matrix device
- Employee Leave & Tour entry on day to day basis

## ESTABLISHMENT REPORTS

- Absentee Report : Show list of employees with their photographs who are on Official tour or on leave or Absent without any notice.
- Attendance report - Date Wise, Monthly , Yearly
- Average Work hours of Employees – Weekly , Monthly , Yearly
- Total hours worked
- Holidays , Leaves & Tour entry reports
- All / Particular Employees Attendance reports
- Analysis of attendance
- Poor attendance report
- List of Employees according to Department, Gender, Date of joining.....
- Communication (Letter / Email)
- Employee Leave Report - Shows details of various leave taken by an employee from desired date.

## PERFORMANCE BASED APPRAISAL SYSTEM (PBAS)

PBAS module enables faculty to enter information as per UGC norms to calculate Academic Performance Indicators (API). Following information is entered by each Faculty member:.

**Part A:** Personal Information, Appointment & Courses attended

**Part B:** API – Academic Performance Indicator

- Teaching, Learning and Evaluation related activities.
- Co-Curricular, Extension and Professional Development Related Activities and
- Research & Academic Contributions.

**PART C:** Other Relevant information

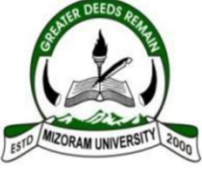
## BULK SMS & GROUP MAILS

To Employees for

- Notices / Circulars
- Holidays

- Attendance
- SMS History and Logs etc.

## MOBILE APPS. FOR FACULTY & STAFF



ESTD 2000

Username  
MZUT182

Password  
\*\*\*\*\*

☒ Remember Password

Login

Leaves

APPLY LEAVE SANCTION LEAVE

Leave Name **Casual Leave**

Leave Type ☒ Full Day ☐ Half Day

Leave Balance 3.00

From Date 23-12-2016 To Date 23-12-2016

Days

Joining Date 23-12-2016 FN

Certificates ☒ Fit ☐ Unfit

Leave Reason

Address

Charge Handover **Vice Chancellor**

Path **HOD(Information Technology)->Dean SET->Vice Chancellor**

SUBMIT

Service Book

PERSONAL FAMILY QUALIFICATION TRAINING

Employee Code MZUT182

Employee Name Mr. Somen Debnath

Designation Assistant Professor

Department Information Technology

Joining Date 01/08/2012

Dob 09/05/1986

Retirement Date 31/05/2051

Scale 15600-39100(6000)

Basic 19030

Staff Teaching

Gender M

Nationality INDIAN

Religion OBC

Category

Email Id somen.nit@gmail.com

Present Address KIMI Complex, Near the MZU 2nd Gate, Tanhril, 799004, Mizoram

Service Book

PERSONAL FAMILY QUALIFICATION TRAINING

Family Member Saraswati Debnath

Family Dob 05/09/1964

Age 51

Relation Mother

Annual Income

Family Member Sunil Ch Debnath

Family Dob 01/01/1957

Age 59

Relation Father

Annual Income 36000

Service Book

PERSONAL FAMILY QUALIFICATION TRAINING PREVIOUS EXP

Exam Name Class 10

Inst Name Tripura Board of Secondary Education

Passing Year 2002

Division First

Exam Name Class 12

Inst Name Tripura Board of Secondary Education

Passing Year 2004

Division First

Exam Name B.E

Inst Name National Institute of Technology, Agartala

Passing Year 2009

Division First

Exam Name M.Tech

Service Book

QUALIFICATION TRAINING PREVIOUS EXP

Course Name Information and Communication Technology Opportunities & Cha

Inst Name Birla Institute of Technology

From Date 04/02/2011

To Date 05/02/2011

Remark

Course Name Rough Sets, Fuzzy sets and Their Applications

Inst Name Dept. of Mathematics, Tripura University

From Date 07/04/2010

To Date 07/04/2010

Remark

Course Name Short term practical training

Inst Name SDE (Administration), O/o the General Manager, BSNL

From Date 20/05/2008

Service Book

ON TRAINING PREVIOUS EXP NOMINEE MA

From Date 8/3/2011 12:00:00 AM

To Date 5/14/2012 12:00:00 AM

Inst Name Assistant Professor, National Institute of Technology, Manipur

Reason NIL

From Date 7/1/2010 12:00:00 AM

To Date 6/17/2011 12:00:00 AM

Inst Name Guest Lecturer, Govt. Degree College, Khumulwng

Reason NIL

## LIBRARY MANAGEMENT SYSTEM (LIB - MAN©)

This is a fully integrated, user friendly, multi-user package, for all the in-house operations of the Library. The present client base is 300 libraries. The Library Application Software is powerful, and easy to use. The software is developed in-consultation with many senior Library Professionals. The client-Server version of Lib-Man is embedded with free Devnagari Fonts. Lib Man includes free Bar Code fonts.

### Modules of LIB-MAN© are:

- ☐ ACQUISITION & CATALOGUING
- ☐ CIRCULATION
- ☐ OPAC - ON-LINE PUBLIC ACCESS CATALOGUE
- ☐ SERIAL CONTROL
- ☐ MIS REPORTS
- ☐ M-OPAC

### Major Facilities & Features of Various Modules of LIB-MAN in Brief Are

#### ACQUISITION & CATALOGUING

- Requisition
- Vendor Quotation & Comparative Statement
- Supply order
- Purchase Order & Follow-up
- Invoicing & Accessioning
- Payment Requisition & Payment Record Updates
- Book Binding
- Withdrawal / Write off Books/Remote Access
- Loss of Books / Missing / Display
- Stock Verification
- Budget Utilization Analysis
- Book Indexing
- Dissertation/Thesis and Belonging Type Entry
- Department wise Transfer of Books

#### REPORTS

- Accession Register
- Catalogue as per AACR2 Norms (Subject-wise, Author-wise, Title-wise)
- Documents / Titles purchase analysis according to Subject, Vendor & Publisher
- Bar Code and Spine Labels
- Invoice / Bill register
- List of Books in Various Optional Modules



- Circulation & Reference Books
- New Arrivals
- Selected Field Reports
- Vendor/Publisher Mailing List

## **CIRCULATION**

- B.T. Records
- Document Circulation - Issue, Return & Renewals
- Reference Book Issue Return
- Reservation / Claims
- Overdue / Recall Notices
- Holidays
- Book Binding
- Library clearance
- Notices and Reminder
- Book Bank
- Fine Management
- Student Searching

## **REPORTS**

- BT History
- Document Utilization History
- Circulation Register
- Documents Utilization Analysis
- Borrower Information Searching
- Email, SMS, Notices to Borrower
- Available Claim of Book
- Borrower Late Fee Reports
- Issue Book Reports

## **OPAC - ON-LINE PUBLIC ACCESS CATALOGUE**

- Information about documents can be searched using powerful search engine according to:
  - Title
  - Accession No.
  - Author, Co-Author
  - Subject, Publisher
  - Class No., ISBN No.
  - Publication Year
  - Publication Place



- Word in a Title Search
- Combinational Search
- Editor
- Translated Books
- Type of Document
- Dissertation/Thesis Search
- Claim & Reservation to Books
- Belonging Search
- Keyword Search

## SERIAL CONTROLS

- New / Renewal Subscription Order
- Reminders for Non-Receipts of Serials
- Binding of Serials
- Accession of Serials
- Serial OPAC
- Daily Newspaper Entry
- Paper Cutting Storage
- Payment Notices
- Indexing/Journal Articles/Newspaper Articles
- Bound Volume Creation
- Journal Binding
- Journal Issue Return
- Single Journal Issue Return
- Serial OPAC Check for Duplication
- Serial OPAC for Newspapers

## REPORTS

- Binder Orders
- Accession Register
- Current Arrivals
- Budget Analysis
- Expected Periodicals List
- Bound Volume Records
- Monthly Bill of Newspaper(s)

## MIS REPORTS

- Utilization of documents, Most Utilized documents, Least Utilized Documents
- Budget Analysis
- Reservation / Claim(s) Analysis

- Lost / Missing / Withdrawal Documents Analysis
- Yearly Statistical Report & Graphical Reports
- Year-wise Purchase Title-wise Copy in Department
- Yearly Investment
- Summary of Documents – In Bindery, Present, Issued, Lost & Written-off
- Various Statistical/Graphical MIS reports

## LIB-MAN® UTILITIES

- Defining Library Users & Their Privileges
- Network Backup & Recovery
- Merging of data like Vendor, Publisher, Author, Department etc.
- Calculator & Work-pad
- Address Book
- User Login Details
- Keyboard Setup...

## KEY FEATURES of LIB-MAN®

- Fully Secured & Maintenance Free Software
- Fully Documented User Manual.
- 100 % Accuracy and Security of Data.
- Extensive Backup & recovery Utilities
- Bar Code Support
- Any Number of Computer Nodes Can Be Connected
- Reports Export Facility in Various Formats
- Any number of computers can be connected/ Check for Duplication
- No Duplication of Work
- No Limitations of Book Entry
- No Restrictions & no Hidden Costs
- No Upper Limits on Number of Document(s)/Journal(s)/Periodical(s) entries
- User Can Print Report in A4, Legal 132, 80 Column Reports.
- User Friendly Software with Well Documented User Manual.
- Report(s) Export Facility to MS Word, MS Excel, PDF Formats etc.
- User Defined privileges

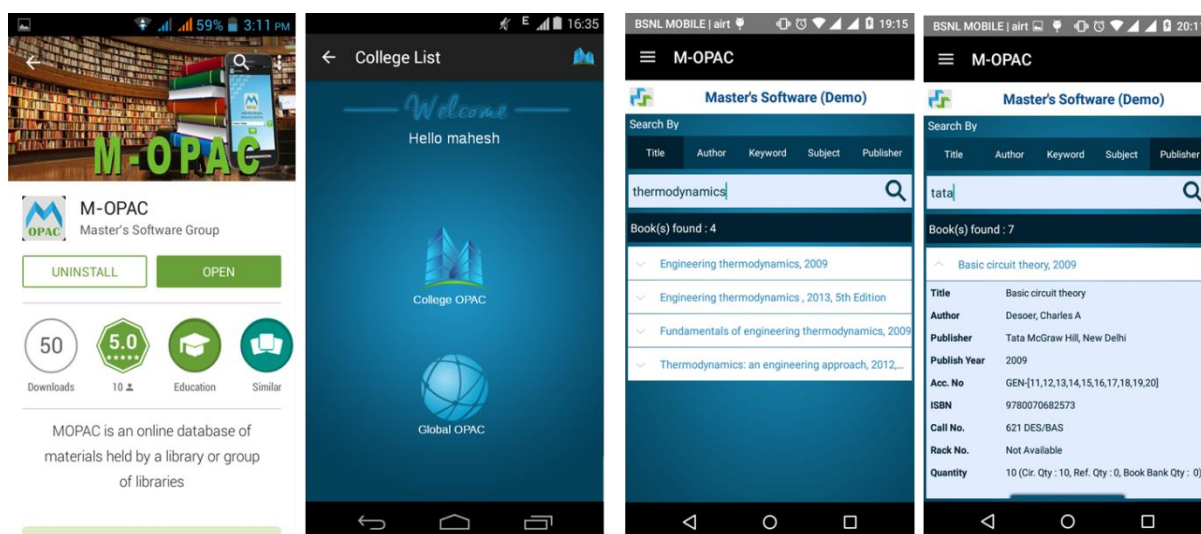
## Mobile based Online Public Access Catalogue (M-OPAC)

Students today expect immediate, personal, easy access to information regarding items available in Library on their mobile devices. They want mobile access to library systems and more. To meet these demands, M-OPAC of mobile enhancements specifically designed to meet the unique needs of Patrons/Students/Libraries.

M-OPAC is not simply defining particular college data rather than it allows gathering multiple colleges' data at one place. By redesigning the process, we are giving the system a more active role in the student experience and taking advantage of the multiple user-interaction gateways that mobile devices offer.

In addition, the framework upon which the new M-OPACmobile features are designed will allow institutions to easily brand, customize, and extend the Smart phone application to provide maximum value to students through their mobile devices.

### Enhanced User Experience:-



The new mobile features allow a student to take action on and manage key processes through a native, secure, Smartphone application. These features will allow students with their mobile device to:

- Colleges have to register through [www.mopac.in](http://www.mopac.in) website
- After verification of college registration, college admin can upload their library catalog data in given excel format on the server.
- Uploaded library data will appear on M-OPAC mobile app.
- User has to download M-OPAC app from Google Play store and register himself.
- Register User then can search books from data.
- Download MOPAC app free from Google Play Store.

### M-OPAC Features

- In single click patron can search desired book across all registered libraries.
- M-OPAC is a tool which consolidated library data at single place, across different colleges.
- Patron can search books by Title, Author, Publisher, Subject and Keywords.

- Patron can see the information of a book in particular college like Author, Publishers, Publish year, Accession numbers with Series code, ISBN, Call No (Classification Number + Book Number), Quantity of book.
- M-OPAC mobile app always asks for registration, registration process is performed single time and provide more facilities of M-OPAC. M-OPAC is also worked for Guest Users
- Patron can find a rare book available in across registered colleges.
- Patron can search book available in single college.
- Patron can search books in available local language like Devnagari, Tamil, etc. (Unicode compatible).
- Patron can send a request to librarian for a book and able to check request status.
- Patron can do quick searching and save time in library

## FINANCE & ACCOUNTS

The Finance module of RF-CAMPUS is a Browser Based ERP E-Governance System which can be divided in to following main modules. All the following sub-modules are integrated & to avoid duplication of work.

- ☐ Student Fees Collection & Other Receipts
- ☐ Scholarships & Stipends
- ☐ Budget preparation & Bill Passing
- ☐ Purchase & Stores
- ☐ Core Accounting
- ☐ Cheque Printing
- ☐ Payroll & Pensions, Income Tax and PF

## STUDENT FEES COLLECTION & OTHER RECEIPTS

### Fees Collection Masters Creation

- Payment Type – Define Fee Payment Type like General, Fee Concession 50%, AICTE Tuition, Fee Waiver Scheme 100%...
- Receipt Type – Define different types of receipt-types like Tuition fee, Exam fee , Hostel fee, Prospectus fee
- Fees Head – Define 40 short and long fee head names like tuition fee, development fee, identity card etc.
- Standard Fees – Define standard fees according to Receipt type, Degree, Branch, Admission batch, and Payment typewise for each semester.
- Demand Creation – Create demand for single student as well as in bulk. Demand can be created for current as well as next semester.
- Demand Modification – Modify existing demand of student for any fee head
- Receipt type modes for fees collection – Bank Challan, Counter Collection, Payment Gateway
- Create counter for specific User.
- Fees payment Mode – Select Receipt Type Mode, Enter Pay Type 'C' (Cash) or 'D' (Demand Draft) & Collect the fees

### Fees Collection Work

- Fees collection
- Late Fees Collection
- Refund of Fees
- Receipt Reprinting
- Cancel Receipt – Cancel the existing receipt
- Lock Fee Collection

### ***Fees Reports***

- Daily Collection Register
- Fees Headwise summary Report etc.
- Demand Creation Report
- Outstanding Fees Reports
- Bank wise DD collection report
- Cancel Receipt Report etc.

## **SCHOLARSHIP & STIPENDS**

### ***Scholarship***

- Scholarship Form Entry
- Scholarship typewise Bill preparation
- Scholarship Disbursement Register & Reports

### ***Stipends***

- Stipend Definition
- Stipend Monthly bill based on attendance & performance by faculty
- Stipend Bill Report

## **BUDGET & BILL PASSING**

### **Budget**

- Define Flexible budget heads and subheads for Plan, Non Plan... expenditures and Amounts
- Purchase Proposal Preparation & submission by Departments to Director / Vice Chancellor via User defined passing authority Channel – Say - Faculty-HOD-Dean-Director.... & Sanctions
- Purchase Process through Store module / Manual
- Bill passing through User defined passing authority Channel – Say - Faculty-HOD-Dean-Director.... & Sanctions
- Payment process & Cheque printing in Core Accounting module
- Reports related Balance budget, order under pipeline, order executed etc..

### **Bill Preparation & Passing**

- TA-DA Bill
- LTC Bill



- Medical Bill
- Testing & Consultancy Bill
- Imprest Accounting

## CORE ACCOUNTING

### Accounts Master creation

User can create

- Any number of Cash Books (companies)
- Any No of Ledger heads in every cash books
- User defined Final accounts main & sub heads & assignment to Ledger

### Accounts Day To Day Entry

- On line Receipt entries transfer to Accounts module while collecting fees & receipts
- On line Payment entries transfer Accounts module while generating payment voucher
- Contra & JV voucher entries
- Option to transfer Students Fees to Accounts module at the day end – one entry per student per fees head or only one summary entry of all the fess collected in a day.
- Fees receipt & other receipt Voucher printing
- Off Line Fees & other Receipts entries and Payment entries in Accounts module
- Direct Transfer of Payroll entries to Accounts or Off line entry of Payroll entries
- Direct Transfer of Stores Bills to Accounts module or Off line entry of Stores entries
- Bank Reconciliation and related reports

### Accounts Reports

- Cash Book
- Bank Book
- JV Book
- Day book
- Ledgers
- Trial balance
- Balance sheet
- Receipt & Payment
- Income & Expenditure statement

### Accounts Configuration

- Single Mode receipt / payment / Contra entry
- Per entry narration or single narration

- Auto generated voucher number - Yes / No
- Enable SMS for every payment transaction
- Facility to upload voucher scanned copy with every transaction
- Auto generate schedule number or manual numbering
- Allow Cash in hand and Bank ledger for JV Entry
- Auto generated ledger code Yes / No
- Auto generated Cheque range Yes / No

## CHEQUE PRINTING

- Transfer of payment entry for Bill Entry and Cheque preparation
- Individual Cheque printing
- Bulk Cheque printing
- Cheque Issue Register
- Canceled Cheque Reports
- Configurable Cheque stationary dimensions
- Bank wise Cheque number tracking
- Letter generation to concerned department for issue of Cheque

## PURCHASE & STORES

Stores and purchase is a web application commonly used to maintain record of Purchase and stock items. It is multi-user application where user can generate Requisition, Quotation calling letter, Comparative statement, Purchase order, Invoice and Stock report. The proposed software may use in –

- To enter items details, generate requisition and its approval, generate quotation calling letter, comparative statement, Purchase order and its approval etc.
- You can get Summarized reports to know stock of items department wise, invoice details Etc.

### Functions

- Create department user for different level.
- Create Items list with opening balances.
- Generate vendor lists based on different category.
- Quotation letter, quotation entry and comparative statement generation.
- Approval of comparative statement.
- Purchase order preparation for different vendors and its approval.
- Invoice entry and its reports.
- Issue items against requisition
- Get reports of Stock.

### Department user creation

- Department User creation, Admin can create department user which give approval level to every individual users. If department user not created user cannot access the page from his login.
- Department users give approval level to user such as Requisition, Approval or Admin.
- **Borrowers** – There are separate types Approval level Requisition, Approval or Admin.
- It is used for give permission level to user.
- User has to add requisition from user login.

### Requisition and Approval

- Requisition can be sent by different authorities for approval. Based on requisition, store admin can issue items to different users.
- Approver can approve requisitions sent by users.
- Requisition follows approval path as defined in Passing Authority path. Approver can edit or delete items from requisition.

### Requisition

- It is used to send requirements by user to Approval authorities.
- It is used to issue items against user.

- User sends requirements of items.
- Every user needs some items from store department.
- On the basis of requisition Store admin can issue items to user and generate indent.
- User can send requirement online from their login.
- Issue items to user against approved requisition.
- Create indent based on requisition.

### **Indent Preparation**

- Indent can be prepared from approved requisition.
- In indent preparation store admin can also edit items.
- Store admin can create indent from more than one requisition.
- It is used to create indent from multiple approved requisitions. In indent preparation store admin will decide whether indent will go for Quotation or Tender.
- Indent can generate from multiple requisition as required by store admin. In indent store admin can change items detail like rate, quantity etc. Here user will decide indent will follow the path for quotation or tender.

### **Quotation Letter, Quotation Entry and Comparative Statement**

- Store admin can generate quotation letter for different vendors. Based on quotation sent by vendors store admin can generate comparative statement to identify lowest rates sent by vendors.
- It uses to generate quotation letters, enter quotation rates and generate comparative statement.
- In Quotation enquiry form store admin can create quotation from already prepared indent. Items detail is editable and generate quotation letter for selected vendors. Store admin have to enter rates sent by vendors and can generate comparative statements.
- Generate comparative statement goes for approval to sanctioned authority. Admin can create purchase order only after approval of comparative statement.

### **Purchase Order**

- Based on recommended vendor and items, store admin can generate purchase order. User can define their terms and conditions for every purchase order and generate the report.
- It is used to generate purchase order depends on the recommended vendors and items.
- User can edit items in purchase order generation and generate report.
- User has to select quotation and based on recommendations on vendors and items, user can generate Purchase order.
- User can create purchase order directly without creating quotation, comparative statement and recommendation based on process selected in indent preparation.
- Submitted purchase order can print and send to vendors.

## Invoicing and Acceptance

- Here invoice entry has to be done by store admin. This invoice entry can be done directly or by using purchase order. Here user can enter extra charges required for purchase of item.
- Based on invoice entry item receipt entry can be done.
- Received invoice is to be entering from this form.
- Invoice can create based on purchase order or without purchase order.
- After acceptance items can be included in stock.
- In invoice entry form store admin can enter invoice received from vendors. Invoice entry can be done by selecting purchase order.
- Items and taxes are automatically fetched from PO after selecting purchase order. User can add items and taxes in invoice entry form.
- Additional charges required for invoice can be entered and total amount is calculated based on items rates, taxes and additional charges.
- User can create invoice directly without purchase order. Here user does not need to follow previous process for invoice entry. Invoice entry also contains Memo no.
- After invoice entry user can print created invoice.
- Invoice items have to accept from Item acceptance form. After accepting items, Items are added in stock of organization.

## Issue and Receipt

- Store admin can issue items against approved requisition and user has to accept item from item acceptance form.
- Here store admin can issue items against requisition or invoice.
- Issued items can accept by different faculties based on requisition or issued no.
- After selecting requisition/invoice related items are displayed on form. Users have to enter quantity to be issued based on availability of items.
- After issue of items, related user has to accept items from their login.
- User can also reject the items from item acceptance form.

## Issue to Department and Return Item

- Store admin can issue and return items to department without requisition. This forms are mainly use for asset management.
- Here store admin can issue and return items to particular department.
- Items of asset can return to main store with respect to serial no.
- After selecting department, items and quantity user have to add items. After adding items user can insert serial no, vendor, purchase no, condition on grid.
- After issue items from this form it is affected on stock of main store.
- On the basis of serial no user can return the selected item to main store.
- Department wise report shows all the items on particular department. This report can use for audit purpose.

## Sample Reports

- Department User form
- Requisition calling and its approval from authorities
- Quotation calling
- Comparative statement
- Approval of comparative statement
- Purchase order generation
- Invoicing and issue items
- Tax and added amount calculation on invoice
- Various reports which require for audit
- Indent preparation
- Stock register
- Invoice register
- Invoice generation
- Item issue to various departments/faculties



## HOSTEL MANAGEMENT

Hostel module is used computerize complete work of Hostel main office and various Hostel offices. This module computerizes Hostel activities/ work such as: Defining Hostels, Hostel admissions & fees, room & mess allotment, monthly mess bill calculation, student certificates & reports, Hostel Stores & Accounts, Hostel staff Payroll....

- Hostels: Define each Hostel by defining its wings / Blocks, floors, rooms, type of rooms, Assets in rooms, Eligibility for room allotment, Hostel management committees
- Mess : Create Mess, attach one / multiple Hostels to it & define mess bill expenditure heads
- Students Application for Hostel
- Merit List Generation
- Hostel & Room Allotment – Merit basis / First come first / Lottery
- Hostel Admissions, Create Fee Demand & accept Fees
- Asset allotment to room / students
- Mess allotment
- Mess bill calculation – based on Monthly Expenditure / Fixed rate / Contract basis
- Hostel Attendance – Biometric / Manual
- Hostel Fine
- Hostel Adhoc staff Payroll
- **Financial Accounting** – Cash, bank , JV entries **Reports:** Cash – Bank Books, Ledgers, Trial balance & Final Accounts....
- **Hostel Stores** – material Purchase & issue entries, Stock Register, Balance quantity report , item Ledger

### Hostel Reports

- ☐ Room wise list of students
- ☐ vacant room report
- ☐ Hostel ID cards
- ☐ Attendance report
- ☐ student Address labels
- ☐ Hostel certificates
- ☐ Mess Bills & Balance Payment
- ☐ Payroll register
- ☐ Financial Accounting reports
- ☐ Stock register
- ☐ Fine report
- ☐ Students complete information
- ☐ Dues & Refund report at the end of sem. / year
- ☐ **SMS / Email** – alerts to students, parents, wardens, Guardian

## WEB PORTAL & ALUMNI

Web Portal designed by us gives your Institute a global gateway & Recognition through an elegant web design. Web Portal will be content based, Professional, Creative, Attractive and of highest standards. We provide smooth functioning and User-friendly website. The sites designed will be easy to navigate, and Search Engine optimized.

The sites will be high-tech & fully secured against hacking threats. Security codes are regularly up-dated for new Hacking threats. We assure 100% up-time of your site by hosting sites on world standard & world-wide mirrored Servers.

Web portal is linked with other modules of ERP applications such as - Admission & Fees, Time table & Student attendance, e-Learning, Results, T& P etc. Every student, Parent, faculty & staff can access the relevant information through password based individual login. The sites developed will be mobile responsive.

### Web Services Includes

- Web Design – Full Dynamic (Content based)
- Web Email solution
- SEO-Search Engine Optimization
- Domain Booking & Web Hosting
- Site Maintenance & monitoring
- Site link-up with Social networking sites such as Face Book, Twitter, LinkedIn...

### Create Your Own Website - Dynamic Web Portal

We provide a fully Dynamic web site / portal with great flexibility for you to independently design most of your own web-pages & manage their contents easily. You can design your own Menu links & sub-links structure. For Designing web Pages (Links), you get a powerful Text Editor. The site Visitor can select the color theme from several color themes defined by you. You can add / delete News in News room option. You can define multiple photo galleries with any number of photos in each Gallery. You can up-load files & images (Videos / PDF / JPG / Word / XL.....) on site.

Various Departments can have their own home page, independent Menus & submenus and authorities for page creations for that Department including news room & quick links. Department can have their own web Admin for designing & monitoring Departmental site.

Following Major tools & utilities are provided for designing site.

## WEB PAGE TOOLS & LINKS BY INSTITUTE

- **Defining Menu Links** : Define Menu links such as Home, Departments, Infrastructure, contact-us ..... by defining Menu-link name, tool tip, Parent Menu link & position of the link in menu structure. This Menu link defined can be linked with - your own created pages, your uploaded files, any external URL or to system pages.

- **Page Design** :You can design pages using pre-defined templates. Customized web pages can be designed in a simple way using a power full Text Editor similar to MS-Word.
- **Upcoming News:** You can define brief news which will appear on the Home page in NEWS BOX window. Define news title (Description), Expiry date of news and re-adjust News sequence. You can give different news rooms to different Teaching Departments / sections.
- **Photo & Video Gallery:** Create several Photo-Albums which will be shown in Photo Gallery window and can add any number of photos (with titles & Description) in each Album. You can add / delete photos in Album or you can remove Albums from Photo Gallery. Similarly you can upload Videos also.
- **Up-Load Files** : You can up-load files & images (Videos / PDF / JPG / Word / XL.....) on site which can be further treated as web-links for down-load and images can be also be inserted in the Web page while designing.
- **Member Creation** :You can create any number of members by giving User name & password who will maintain the various links of the site. You can assign various Duties (Roles) for maintaining the site to such Members.
- **User Role Creations** :You can create various Roles of Users such as Admin, Photo up-loader, Page Designer, Forum Master, News creator..... and assign the permission to handle the various appropriate sub-modules such as Menu, Page, Links, Forum, Photo Gallery, News.
- **Admin** : ADMIN Module is used to define masters such as Country, State, City, Departments, Designation, Degree, Branch, Course, Role, and Module. It is also used to add / Modify contents of Dynamic links such as - News, Announcements, Citation, Useful Information, Latest Event, Latest Event (Alumni), Scrolling Top Links, Internal Circulars, Send Message (SMS & E-mail), RTI matter, Feedback, Inquiry.

## LINKS & SUB-LINKS

- **Central Facilities**– Canteen, Bank, Library, Hospital, Shops, Gym, Sports & Entertainment club, Post office...
- **Academics** - Course Offered, Admission Procedures & Fees Structure, Scholarships, Academic Calendar, Holiday List
- **Departments**- Labs, Class rooms & seminar halls, Faculty & staff, Syllabus, Departmental events & seminars, Publications, Achievements.
- **Library** – Infrastructure Photos; Book & Journal Summary; Facilities - Book Bank, Reading room, Digital Library
- **Student Section** – Syllabus, old Question Papers, Results, Attendance, Notices, Class & Exam Time table, Training& Placement
- **Events & Awards** - Other - Seminars, Events & Conferences, Awards & Achievements, Merit Students, Sports facilities & Achievements, Social Events – Social Gathering, NSS & NCC activities
- Links to other sites of your choice

## ADDITIONAL DYNAMIC LINKS

- **Forums** : Web site Visitor can request for creation of various Forums which can be created / maintained by Administrator of the site. The contents in the Forum are always published after approval by the Administrator or Member with Administrator's permission to monitor Forum.
- **Dashboard** : Every registered User (Faculty member & staff of the organization) can have his own dashboard - A common notice board. Dashboard shows internal circulars posted by Administrator and User can see general inquiries forwarded by Administrator.
- **System** : Here you can configure SMS Sender phone no. & Name and Senders e-mail.
- **Employee** : This Module is used to View the registered Employee information. Web Administrator can change the profile, privileges (Roles for web site Management) of an Employee or can activate / deactivate Employee from web site.
- **Alumni** : ALUMNI Module is used to View, Activate / deactivates any Registered Alumnus from the web.
- **Tender** : TENDER Module is used to add new Tenders on the site and to remove old Tenders from the site. Define Tender title, last date & Tender contents, Download file etc.
- **SMS & Email List** : You can create for member list – name, mobile nos. & e-mail for sending SMS & emails.
- **Linking with ERP**: Web site can be linked with our web based ERP applications such as Admission & Fees, Time table & Student attendance, e-Learning, Results, T& P etc. Every student, Parent, faculty & staff can access the relevant information through password based individual login.
  - Web-mail
  - Announcements
  - Site Visitor Feed back
  - Events
  - Scrolling Top Links
  - Exam Results
  - Payment Gateways for fees
  - People Search
  - Feed Back
  - FAQ
  - Any other link as per your requirements

## E-LEARNING (ITLE)

E-Learning, also known as **ITLE- (Interactive Teaching and Learning Environment)** is an On-Line Teaching - Learning process using modern Technologies - such as Computer, Internet, Smart-phones, SMS & a software interlinking these all. This is an additional tool to class room teaching / Learning. E-Learning is also known as Online learning / education; Distance education/ learning; Technology-based training and Web-based learning / training.

To achieve its objectives, **E-Learning** have a rich set of tools and resources such as online Test – Descriptive & MCQ, online learning facility, assignment, E-library, announcement on virtual board, discussion forum, teaching plan, syllabus and result report etc. The important participants are Faculty members & Students. Faculty gets links for following activities.

## FACULTY LOGIN

Various options available to Faculty are :

- **Create Assignment** – For creating various Assignments for students.
- **Create Announcement** creates Announcement for students.
- **Create E-Library** is used for creating E-Library links.
- **Create Syllabus** is used for Creating Syllabus.
- **Create Lecture Notes** – Using this, faculty can create Lecture Notes.
- **Create Teaching Plan** – is useful for defining / modifying Teaching Plan.
- **Create Forum** is for creating Forum for Technical discussions.
- **Discussion Forum** – is for communication between student and Faculty.
- **Mail Message** – is used for Mail between student and Faculty.
- **Create Question Bank** – is used to create question bank which will be used while On-Line Test Creation.
- **Import Question Bank from Excel** – imports questions from excel file.
- **Test creation** creates Test for Student.
- **Student Roll List Report** – generates student roll list report.
- **Assignment Result Report** – is used for giving Student Assignment Result report.
- **Test Result Report** gives Student Test Result report.
- **Subject Wise Test Result Report** – gives subject-wise Student Test Result report.
- **Answer sheet copy of Student** – generates print-out of Student Test Result answer sheet.
- **Student Log History Report** gives Student e-learning Log History.
- **Bulk Student Login Creation** - It is used by ITLE admin (may be Faculty) to create multiple students Login at a time. Faculty can also assign ITLE pages Link to the students.
- **Allow Retest** – Faculty can Allow students to give Online Test second time due to some valid reason.



- **Faculty Achievements** - Faculty can define own achievements like - awards, fellowship or any other special achievements.
- **Mark Entry for Descriptive Test** Faculty evaluates Descriptive Type Test and enters marks obtained in each questions.
- **Reply to FAQ**– Faculty can reply to FAQ sent by different students.
- **Chat Registration and send Friend Request**– User just registers him-self in a chatting group and can send friend request to friends, accept their friend request and can chat with online Friends.
- **File Size Configurations**– Using this form, User can define the maximum size of attachment files which will be attached by different Users like faculty, students and admin etc.

## STUDENT LOGIN

- **Student Assignment** – Student can view and submit the assignment of a course through this link.
- **Personal Calendar** - Students can make records of events like exam date, birthdays etc. on personal calendar.
- **View Announcement** – Student can view announcement created by the faculty for the course
- **Access E-Library** – Student can view the details of the book for the course in the library
- **View Teaching plan** – Student can view the teaching plan created by faculty for the course
- **View Syllabus** – Student can view the syllabus for the course
- **Forum** – Student can post message i.e. can reply for the forum created by the faculty for the subject



## TRAINING & PLACEMENT

**Training and Placement module** is used by T & P department. T & P department creates students & company database, allows student to update part of Biodata, invites companies for Placement, provides student list as per selection criteria to Company, facilitates interviews, Announces selected student list, updates acceptance from students and maintains records of various T & P activities with it for years to come. Each Student, Company & T & P staff have login rights with different options available to perform their jobs. This module is linked with Academic module.

## ROLE OF T & P DEPARTMENT

- **Configuring T & P module:** T & P staff defines common masters such as
  - Job Location - Delhi, Mumbai, Bangalore.....
  - Work areas as – Development, Testing, Maintenance, Operations, R & D ....
  - Job types - Full Time, Part Time, Bond Job...
  - Company categories – Government, Public sector, Defence, IT, Real Estate, MNC....
  - Selection method – Written Test, Group Discussion, and personal Interview.... etc.
- Invitation to companies Training / Placement
- Defining Companies & Approval to on-line applied companies for Training / Placement
- Approval of registration of students in T & P
- Seminar / Workshop Announcement
- Details of previously employed students in companies for reference to current students

## PLACEMENT WORK

- **Announcing Placement Schedule :** Either company on-line requests for interview schedule with student selection criteria & / or T & P staff can create such schedule. Based on available slots, Placement schedule is announced. Same is visible to eligible students for that Company.
- Short listing Student For Interviews.
- Selection Process : Defining selection process & Roundwise selected student list
- Final selection by company & Updating this on T & P portal
- Acceptance by Student
- Workshop / Seminar Announcement.
- T & P notices / SMS / Email alerts to companies & students

## IN PLANT TRAINING WORK & INDUSTRIAL VISIT

- Displaying list of Training Companies with number of students allowed & branches
- Student applies on line

- Merit list For Training
- Allotment of companies for Training as per merit list

## ROLE OF COMPANIES

Companies can register with T & P department by providing basic details of company - company name, Director name, contact details, etc. Company can request for Placement schedule and can define selection criteria – UG / PG / Both students, desired Branches, Bond yes / No, Minimum percentage / CGPA desired any other special criteria.... Students can apply against this schedule. Company can check the interested student list on-line before coming to Campus.

## ROLE OF STUDENTS

Students can register in T & P portal for participating Industrial Training & Placement activities. Student can enter & update their Bio-data details such as - Personal, Academic, Industrial Training, Preferences for Jobs, Curriculum Project, Extra training & achievements..... Students can apply for interviews of various company. If selected & he desires to accept, he can confirm the Placement.

## GENERAL ADMINISTRATION

Following modules are covered in automation of General Administration of Institute.

- ❑ File Movement & Tracking
- ❑ Document Management ( Storage & Retrieval)
- ❑ Meeting Management
- ❑ Dispatch Management (Inward-Outward)
- ❑ Repair & Maintenance
- ❑ Estate / Quarter Management
- ❑ Vehicle Management
- ❑ Guest House
- ❑ Central Facilities Management
- ❑ Legal Matters Management
- ❑ Engineering Unit
- ❑ Health Center

## FILE MOVEMENT & TRACKING

File Movement & Tracking module is used to speed up the file movement from Departments to Authority & vice-versa and to know the up-to-date status of each files. This module deals with activities such as section creation, file creation & then its movement from one desk to another.

- **Creation of File** :File No., Name, name, Owner, Department, Description, Date, Type, status,
- **Define File Path**
- Receive File, Approve it & send to further higher authority in Path / Send back to Owner / lower sections in the file path for further clarifications
- Track a file on-line

## DOCUMENT MANAGEMENT(Storage & Retrieval)

Document management system creates Secured Repository of scanned/ Digitized Documents of the Institute with proper Categorization and provides access to authorized Users based on their privileges & authorities. It also maintains User wise – Document-wise Access log. Users can create hierarchy of directory and assigns rights to access. The module provides following features.

- Define hierarchy of Category - sub-categories ....further subcategory.....of documents
- Administrator gives limited access to various Users based on their authorities & work / role.

- User uploads scanned documents in different subcategories & defines keyword, Title, Description of Documents etc.
- Document Search & viewing by - Title, Category & Keyword.....

## MEETING MANAGEMENT

This module is used for managing the working of various committees – defining committees & members, meeting schedules-agenda & minutes. Following options are available:

- Define various committees – BOG, Finance, Purchase...
- Define Members of Committee – Name, Designation, organization, nominee, membership start & end date, Contact details
- Define meeting date, time & venue of a Committee meeting
- Preparation of agenda – Define agenda items & attach documents to each Agenda one – by – one
- Communication to committee members & with Agenda, attachments for Meeting
- Conduction of meeting
- Recording minutes of meeting with necessary file attachments
- SMS / email alerts to members
- TA / DA payments
- Keyword global search for members for Agenda / Minutes

## DISPATCH MANAGEMENT

Inward and Dispatch module maintains all the information related to received and dispatch letters. Inwards & outward are categorized as - Internal & External. Internal means communication within the Institute and External means communication outside the Campus. For In-ward / out-ward document unique in-ward / outward numbers are given & separate In-ward / Out-ward Register are maintained.

## REPAIR & MAINTENANCE

This module deals with the various processes from Complaint registration to its rectification. Campus User records the complaint On-line. These complaints are allotted on-line to various Complaint Cells, Complaints are solved by staff & status is updated. This is flexible module – and you can create/define any number of Complaint sections / Cells, can define multiple staff in each section. The flow is :

- On-line Complaints booking by Users for Repairs / services
- Allotment Of Complaint To Complaint Cell Staff
- Reporting of complaints solved by staff
- Stock management

## Reports

- Daily workout report – for each staff
- Complaint status
- Complaint Register
- Pending Complaints / Completed Complaints

## ESTATE/ QUARTER MANAGEMENT

Estate Module is used to for management of staff Quarters. It computerizes activities such as – On-line application for Quarter, Quarter & Asset allotment, Vacating Quarter, monthly energy & water meter reading & calculating bills, and generating various monthly reports. Define various Quarter Types, Qt. Blocks, Area of each Quarter, Meter Type, Quarter number, Meter number, Asset type... Process Computerize are:

- Quarter Online Application
- Quartet Allotment
- Quartet Asset Allotment
- Vacating Quarter
- Meter Change
- Energy & Water meter reading
- Quarter rent, energy bill & water bill calculation

## REPORTS

- Energy Bill & Water Bill
- Vacant Quarter Report
- Asset Register

## VEHICLE MANAGEMENT

- **Masters** : Passengers, Drivers, Trip Type, Workshop & Car Dealers
- **Procurement details of Vehicle** – Name, make year, color, Model, Registration no. & date, engine no., chassis number, Tax, R. C. book details, Permit no., vendor, Insurance details
- Vehicle wise logbook entry – Travel date & time, route, Passengers, type of tour, KM traveled, start & end meter reading...
- Inventory for each vehicle
- Fuel entry & utilization
- Advances & Expenditure submission
- Servicing & Repair entry of each vehicle
- On-line status checking/booking
- Schedule trip management

- Rented vehicle management
- Alerts for Tax/insurance premium

## Reports

- Log Book Register
- Fuel register
- Serving register
- Insurance register
- Road Tax register
- Transaction register

## GUEST HOUSE

- Defining Guest House Rooms, Rent & Taxes, Guest Category, Guest house types, Seminar halls
- Advance Online booking by guest, Approval by Guest House In-Charge, Confirmation to Guest
- Bulk Booking
- Guest Checking & Check-out, Room change, Billing & receipt of payments
- Status checking & Cancellation by Guest
- List of available Guest House rooms
- On-line Payment
- Guest Register / Cash Receipt Register

## CENTRAL FACILITIES MANAGEMENT

- Booking of Central Facilities like Seminar Hall, Meeting Rooms, Board Room, Auditorium, Sports Facilities
- Cancellation of Bookings
- Receipt of payment....

## LEGAL MATTERS MANAGEMENT

Legal matter module is used for maintaining & searching the record of Legal matters like case Entry, Progress Report Entry, Search etc.

- Defining courts, Location, opposite Parties, advocates, case type.....
- Defining Case – Legal case information such as court name & place, filed by, filed by advocate name, case number, date of case, particulars of case, Institute advocate name, filed against whom etc.
- Case Progress Entry– Define progress entry Such as date of case, advocate name, Progress on the day, , next hearing date, case closed etc



## Reports

- Detailed- data by date – progress report of a case, Court wise pending cases, Cases on the day / week/month
- Statistical analysis of cases of Students, Employee, Admissions, Service cases....
- Case search by keywords – Court name, date, filed by, Particulars....

## ENGINEERING UNIT

Engineering Unit module is used in Construction work management such as - Cost Estimation of Construction work using PWD / CPWD data sheet, Inviting Quotations / Tenders, work allotment to contractors & signing Agreement, Work done monitoring & stage certificates, Part payment calculation & release, Tax deductions, final settlement & certification....

- *Define* master entries - contractors, CPWD data Heads, items, taxes, head of account, conveyance etc.
- Defining Work data book (main data sheet) from PWD / CPWD data book for any construction work.
- Defining new civil work
- Preparation of work data sheet for the new work
- Preparation of estimate
- Preparation of tender / quotation document
- Selling & receipt of quotations / tenders
- Recommendation of work
- Agreement with contractor
- Work Progress entries (Measurement Book)
- Preparation of bill for payments
- Part & Full Payments
- REPORTS - Various reports of engineering unit - Form No. 46 A, Form No. 21 C, Welfare fund, Register of work & Entry pass
- Asset Register entries & Report

## HEALTH CENTER

- **Employee & his Family member Record Creation:** Name, Designation, Department, Gender, Contact details, Details of members of family, Medical history of each family member - such chronic diseases, regular medicines, allergy, Blood group, Height & current weight..
- **Students Master Creation :** Name, Gender, contact details – Local & permanent, medical history of family, allergy details
- **OPD Management**–Patients can request for appointment time on-line or at reception. All the doctors can use this system. Module shows patients previous complete medical history from recent to old - on screen to Doctor and Doctor will further update record current complaints, findings, investigation, diagnosis,

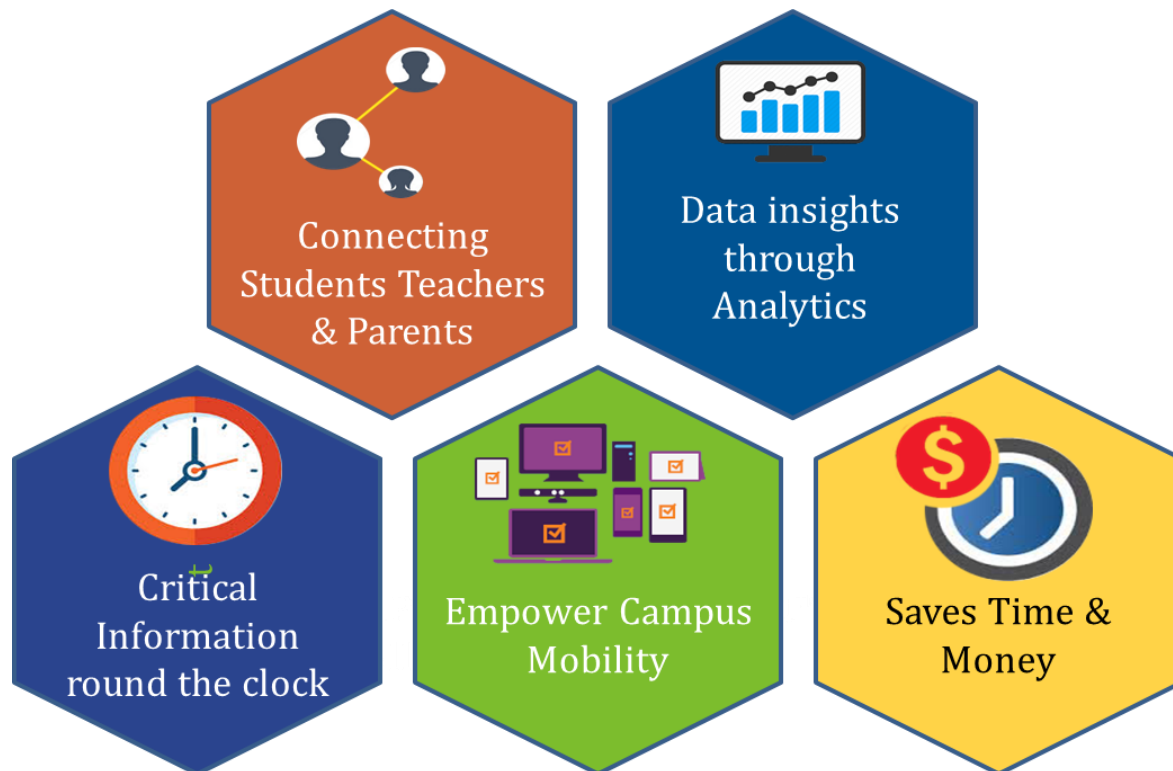
treatment, prescription & instructions. Doctor can Record parameters of BP, weight, height, Sugar, temperature... in table form for further studies. Hospital Staff can Upload ECG, MRI, CT-Scan, X-ray & other reports in OPD module for Doctors study.. Complete medical record of patient is stored in Health module. Doctor can print Reference letter / Advise to refer the patient to super specialist / other hospital / Diagnostic centers for further check-up.

- **Medicine Dispensary & Stores** – Procurement process by stores, issue medicine to Dispensary –in turn Dispensary to patients, Payments to Vendors, Stock register, Advances (Imprest) of Health Centre, Re Order level alerts, return of expired medicines, Stores reports
- Pathology Lab Management - Defining
- Medical Reimbursement of Employees
- Advance Management

## Reports

- Medical Fitness / Unfit certificate& Medical Leave report
- OPD Register / / X-Ray/ ECG - Registers
- Pathology Lab Register & individual reports to Patient
- Prescription for outside medicine
- Reference letter for further Diagnosis
- Stock / Equipment register
- Students needing attention report
- Appointment remainders to patient through email / SMS alerts
- High Risk patients list
- List of patient with particular disease - BP , Asthma, Sugar...
- Email / SMS alerts to patients for : Regular checkup / Health camp / Latest information
- Blood donors
- Full History of a patient&Full medical file of a family
- Growth monitoring of children
- Immunization schedules for children
- Disease wise statistical Analysis

## STUDENT DAIRY - MOBILE APP.



The Student Diary App provides a smart phone interface to the ERP of the Institute so that the registered Students, Parents, Faculty Members & Officials can access the information anytime. Powered by Analytics and Cross platform compatibility, it will add feather in the Institute's dream of Smart Campus.

Student diary will certainly help to achieve the digital enablement of the Institute and will increase the efficient flow of vital information among the Students and Parents. It will also help the Institute to save money spent on SMS and letters as the key information is available round the clock. It provides following options / information to students.

- Personal Information
- Fees Paid & Outstanding fees details
- Class & Exam time table
- Attendance reports & Analysis
- Library Issue-return details
- Exam Results & Analysis
- Student contact details & Address
- Library OPAC
- News, Notifications and Updates.
- Notices
- Student doubt solving by faculty
- Change of password

## Current Challenges

- No real time availability of Student's Academic details to students & Faculties.
- No information to Parents about Performance of ward
- No easy way of communication between Faculty – Administration with Parents.
- Low computer literacy among parents.
- Rising cost of Digital and postal communication.

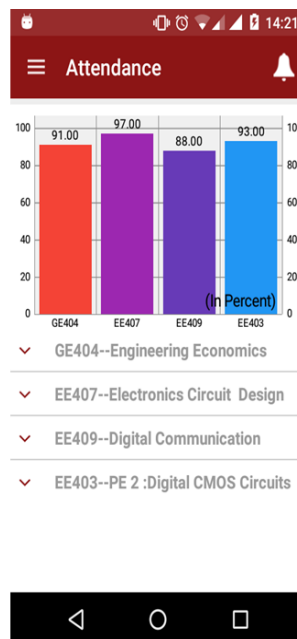
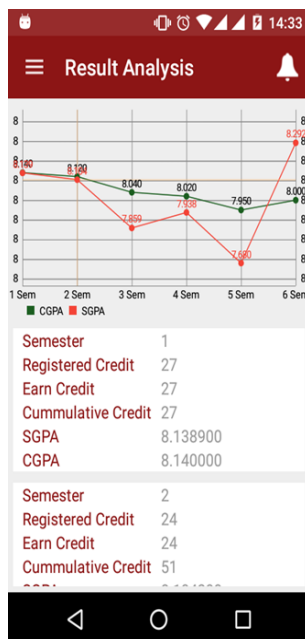
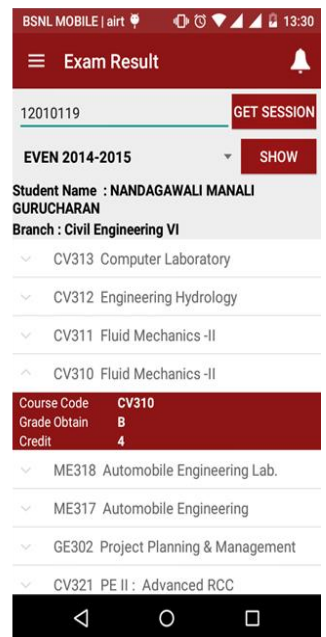
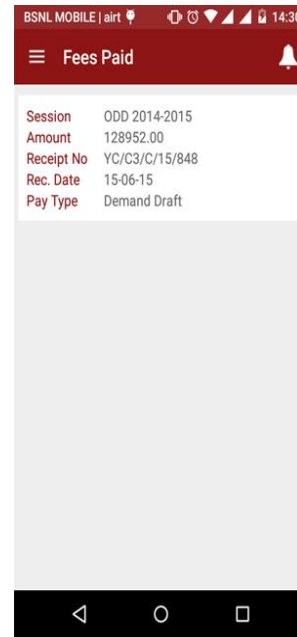
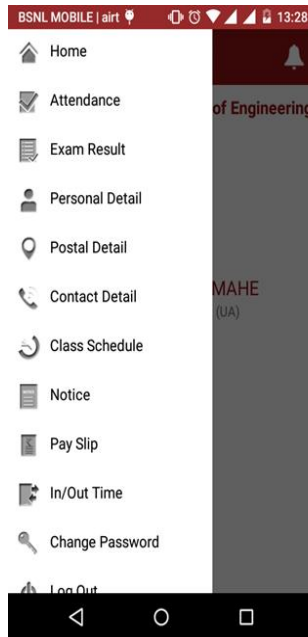
## Goals/Objectives

- Mobile enablement of the Institute.
- Update parents about performance of their ward
- Communicate and collaborate with Students and Parents more effectively to achieve Institute's performance goals.
- Increase the student performance with real time – on time review of data by Parents and Faculties.
- Integrated with data analytics to have better perspective of Student's growth.
- Ease in administrative operations.

## Features

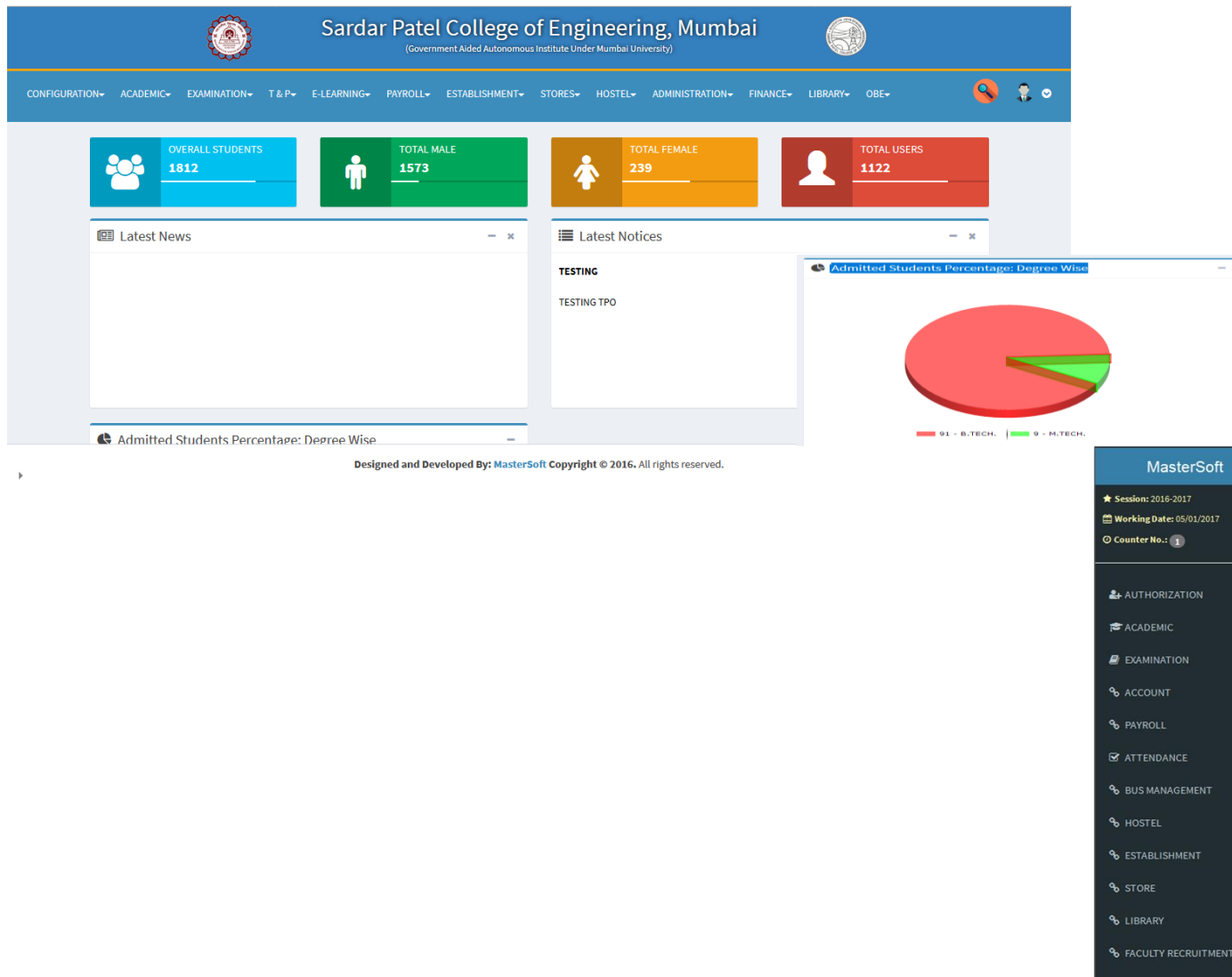
- Smart phone App. Easy to Use. No training required.
- Integration with all the major modules of ERP.
- Secured Logins for students, faculty and parents.
- Reminders through push notifications.
- Special features like feedback, M-Connect and Complaint

## SAMPLE SCREENS

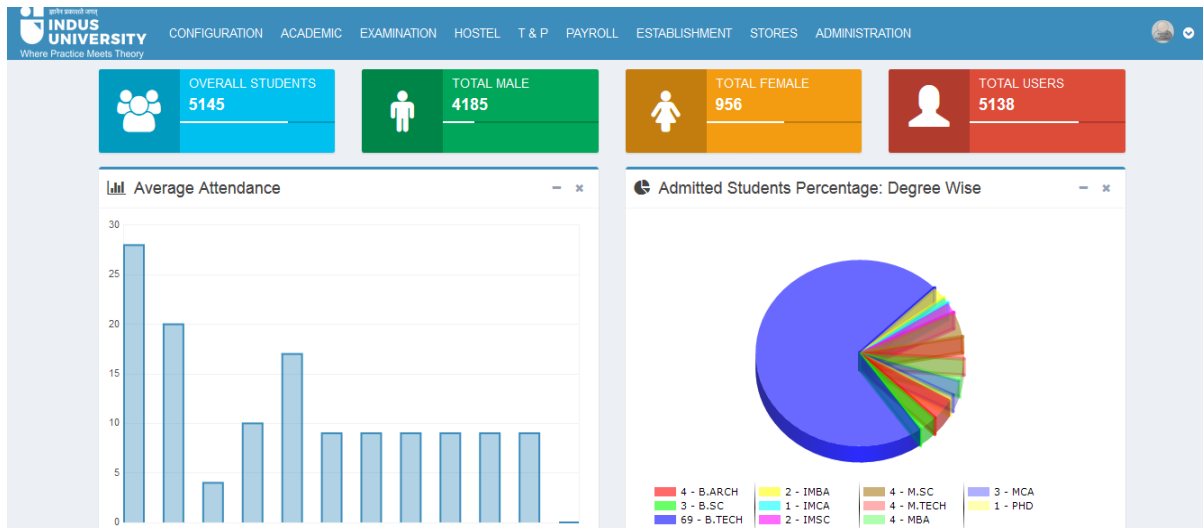


Date	In Time	Out Time
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03-08-2015	09:05:00	17:26:00
04-08-2015	09:02:00	17:37:00
05-08-2015	17:09:00	17:10:00
06-08-2015	09:00:00	17:06:00
07-08-2015	09:05:00	17:17:00
08-08-2015	08:59:00	16:09:00
10-08-2015	09:07:00	19:45:00
11-08-2015	09:03:00	18:23:00
12-08-2015	17:55:00	
13-08-2015	09:03:00	16:29:00
14-08-2015	09:08:00	14:56:00
15-08-2015	08:20:00	
17-08-2015	09:02:00	17:41:00
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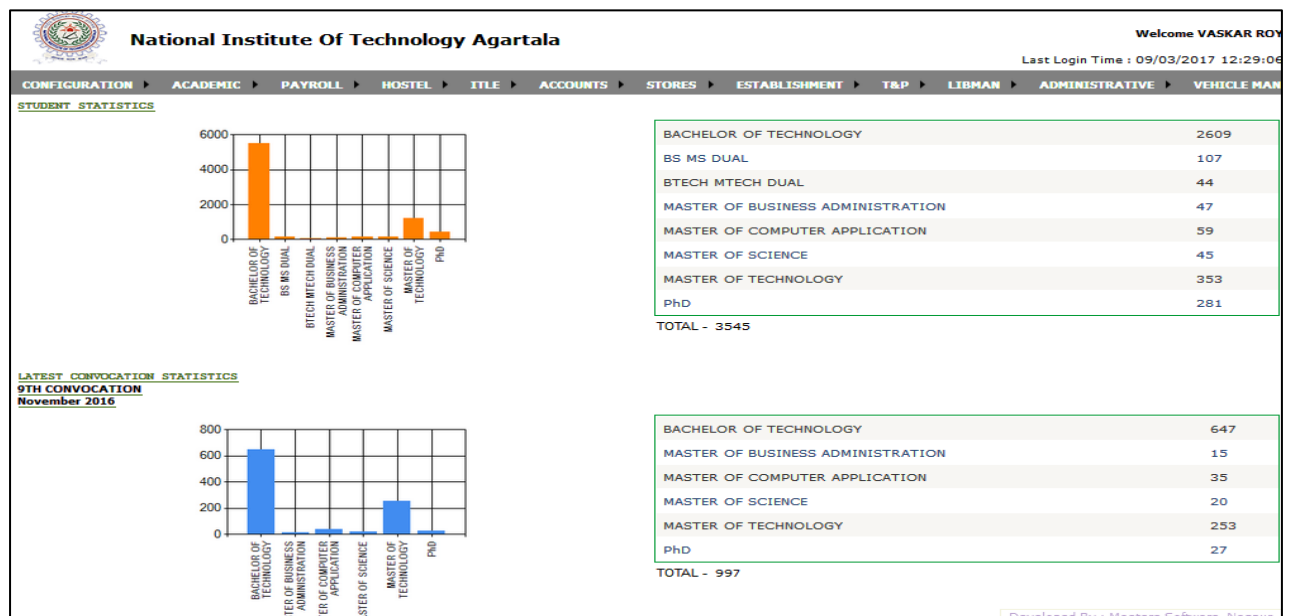
## DASHBOARDS

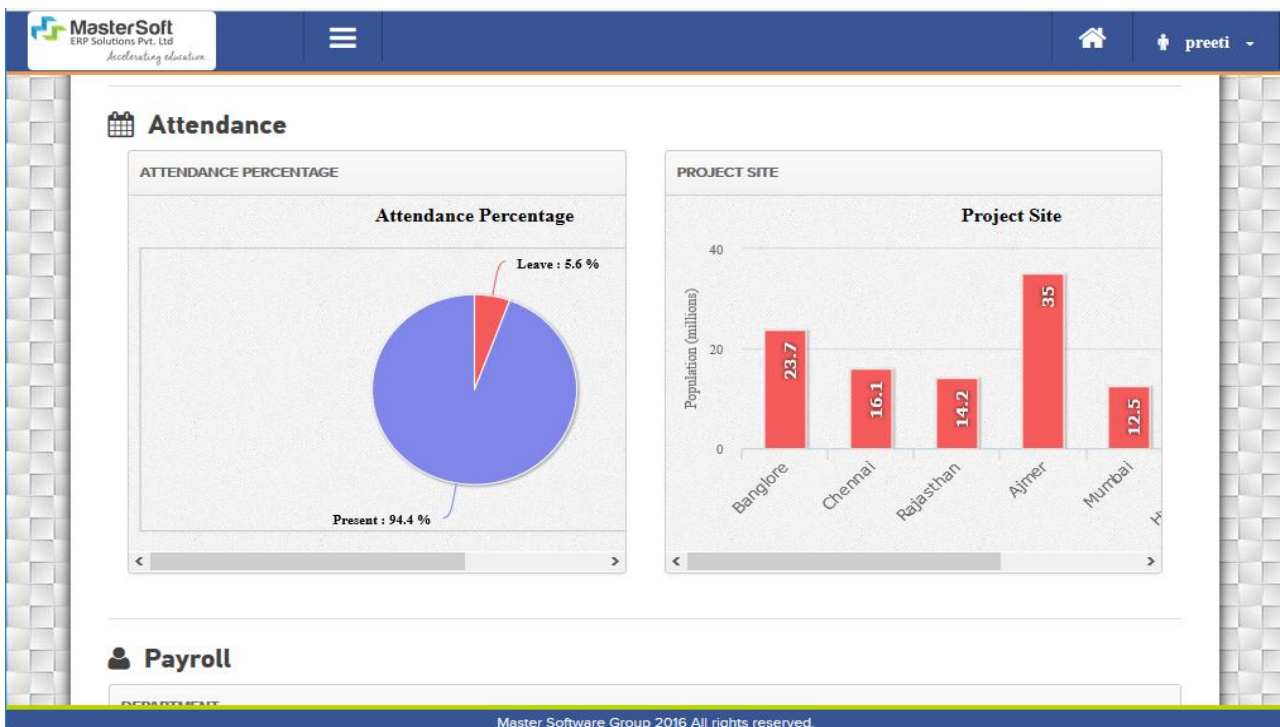
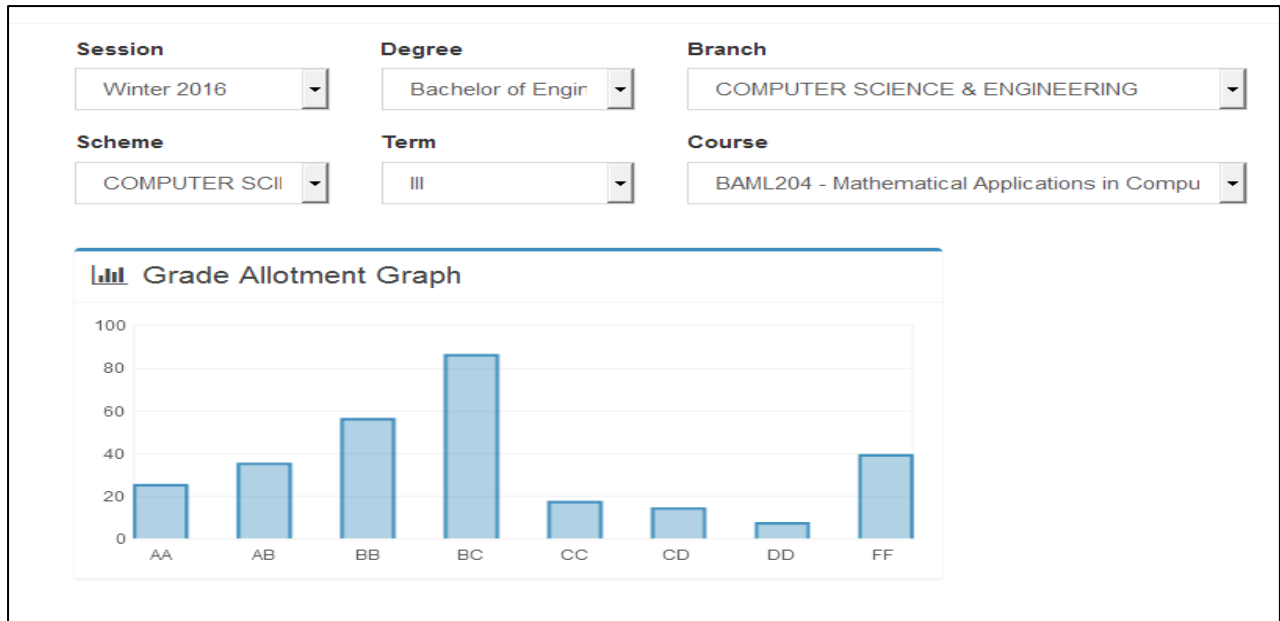






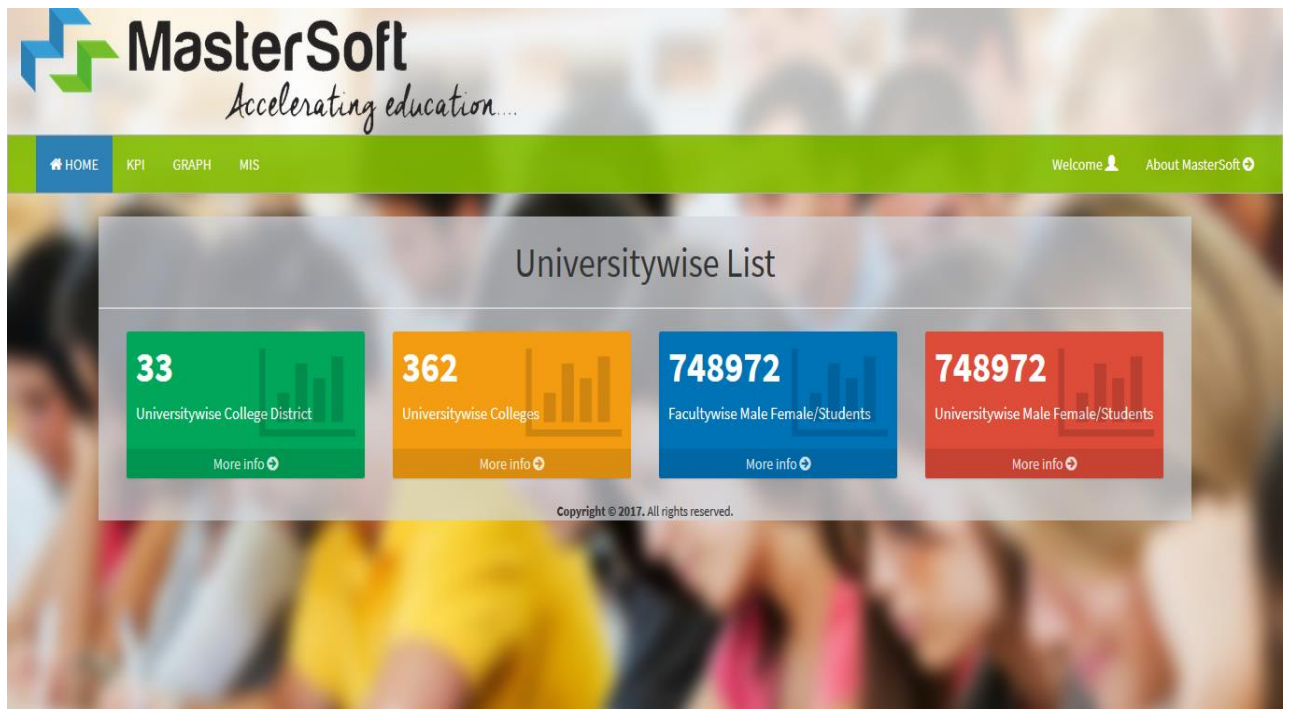
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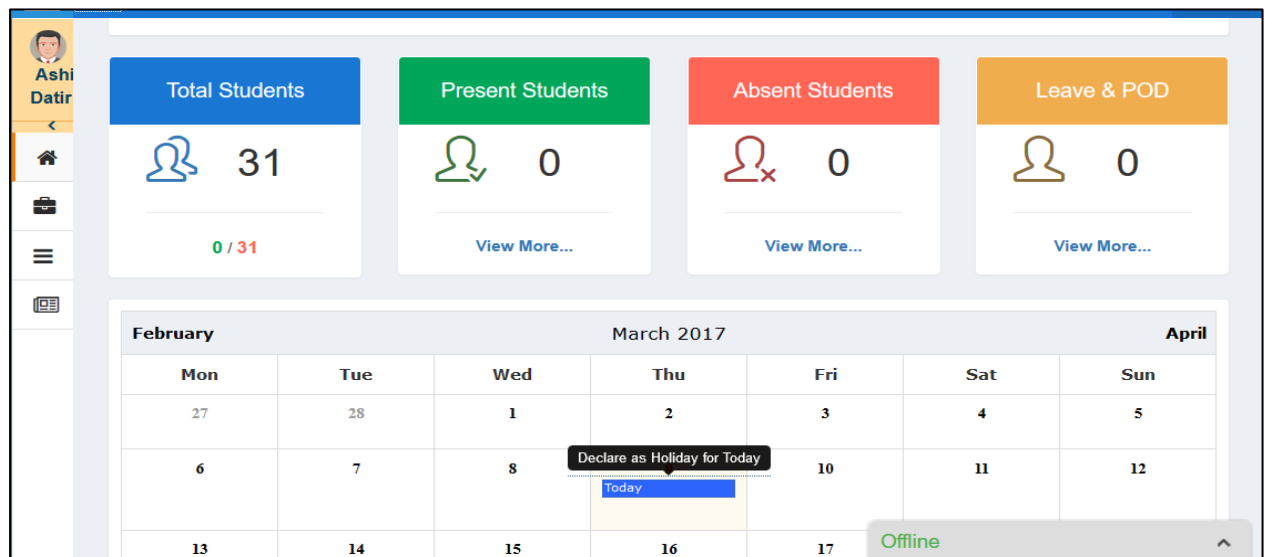




## MANAGEMENT DASHBOARD




## ATCOVATION DASHBOARD



## DASHBOARD FOR PARENTS

Attendance, Communication, Innovation



**भाषट शिवलकर**

Home

Apply Leave

Attendance Details

Print Attendance


**आशीष शिवलकर**  
Student

Login Attempts 323

Username PA2

Contacts 9503366936

E-Mail mr.ashishdatir@gmail.com

About Class

**Father & Mother Details**

Father Name भाषट

Mobile No. 9503366936


Email mr.ashishdatir@gmail

Mother Name कशीतरा

Mobile No. 8585652536

Update Details

**Current Address Details**



Address Kalmeshwar

City Nagpur

State Maharashtra

Update Address Details

**Permanant Address Details**

Offline