

EOI Form Fee Rs. 25,000/-

भारतीय सूचना प्रौद्योगिकी संस्थान,  
नागपुर - 440006

Indian Institute of Information Technology,  
Nagpur - 440006



**(Second Call)**

**INVITING EXPRESSION OF INTEREST (EOI) FOR  
Hosting, Implementing and Maintaining ERP/MIS System for  
Educational Campus Management**

EOI NO.: IITN/ ERP / EOI /2018-2019/04

*Date 30.01.2019*

DATE OF ISSUE OF EOI

: 30<sup>th</sup> January 2019 at 10.00 AM

LAST DATE OF SUBMISSION APPLICATION OF EOI : 15<sup>th</sup> February 2019 at 5.30 PM

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR - 440006**

EOI NOTICE No. : IIITN/ERP/EOI/2018-2019/04 Dt. 30/01/2019 (Second Call)

**Sealed EOIs are invited for “Hosting, Implementing and Maintaining ERP/MIS System for Educational Campus Management”**

The interested bidders can collect the EOI documents / forms containing detailed specification, terms and conditions of EOI, by mentioning the EOI NOTICE No. **IIITN/ERP/EOI/2018-2019/04 Dt. 30.01.2019** from **30.01.2019** to **15.02.2019** in person or sending self addressed Envelope, invariably along-with Bank Draft of **Rs. 25,000/- (Rs. Twenty Five Thousand Only, Non-refundable)** (**Bidders participated in first call have to pay the difference amount of Rs. 15,000/- Only**) drawn in favor of The Director, IIIT Nagpur, towards the cost of each EOI form.

IIIT Nagpur will not be responsible for postal delay/ non-receipt of EOI form/DD sent through the post. EOI forms duly filled in all respect in original prescribed format only, supplied by the IIIT Nagpur duly super-scribed, with name of EOI No. IIITN/ERP/EOI/2018-2019/04 Dt. 30-01-2019, to The Director, RTTC-BSNL, Near TV Tower, Beside Balaji Temple, Seminary Hills, Nagpur, 400006, Maharashtra on or before 15-02-2019 up to 5.30 P.M. The Director, IIIT Nagpur reserves the right to accept or reject any or all EOI offer. EOIs received without EOI fee and received after stipulated date & time will not be accepted.

Agency/company/firm interested can visit our website: [www.iiitn.ac.in](http://www.iiitn.ac.in) (**Tender Tab**) and download EOI document or collect Form from IIIT Nagpur office and submit the same along with Bank Draft of Rs. 25,000/- (Rs. Twenty Five Thousand Only, Non-refundable) (**Bidders participated in first call have to pay the difference amount of Rs. 15,000/- Only**) drawn in favor of The Director, IIIT Nagpur, towards the cost of each EOI form.

For inquiries, Contact: Dr. Jitendra V. Tembhone, IIIT Nagpur. Telephone No.: **0712-2985010**.

**Director  
IIIT Nagpur**

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## SECTION - I

### BRIEF PARTICULARS OF THE ASSIGNMENTS

#### 1. Salient features of the institute

Pursuant to the sanctioning of new Indian Institute of Information Technology (PPP Mode) by the Ministry of Human Recourse Development, Government of India, at Nagpur in Maharashtra State. IIIT, Nagpur desires to appoint well-established firms for the subject assignments.

In the light of the above, I/c Registrar, Indian Institute of Information Technology, Nagpur hereby invites Expression of Interest (EOI) for providing ERP/ MIS educational campus management systems implementation and execution from qualified, experienced, competent and financially sound firms for IIIT Nagpur, Maharashtra.

IIIT Nagpur intends to especially venture in the field of e-governance and ERP/MIS implementation in the higher education sector. Quick market response and systematic business development being of paramount importance the Institute recognize the need to enter into a contract with the credible organization for supply of an ERP/MIS system for Campus Management. In this context, IIIT is looking for services of highly competent service providers for supply of client educational web based comprehensive and integrated automated system for its institutions for their academic and administrative processes that run on a cloud infrastructure also. It is intended that the system will provide automation in line with Government of India's Digital India Mission and official activities are carried out in a paperless, quick, easy and effective manner and at the same time it brings greater transparency, efficiency and accountability.

The system should be equipped with modern technologies such as Cloud Computing, Big Data, Online Payment Gateway, Auto SMS/Email, RFID and Biometric and futuristic IoT integration and automation, Third party product Integration. The system should provide secure, accurate and timely information to all users at all levels for better information and decision making.

The objectives of the automation are to facilitate student related services such as attendance management, registration process, fee payment, examination registrations, view exam results, college related services such as affiliation and related services, conduct end semester examination, in a more secure and error free manner. It should improve transparency and accountability in various processes followed at the Institute level and assist appointments/selections to comply Institute mandate on online admissions. It will support Institute to monitor record and improve on many of the NAAC/NBA accreditation parameters.

Through EoI, IIIT Nagpur intends to provide a platform to the competent vendors to demonstrate their product and services and the features. This way IIITN will get in depth idea of the variety of products and services provided by various vendors. *After understanding the scenario thoroughly IIIT*

*Nagpur intends to select agency /company/ service provider/firm through open bidding process in near future.*

## **2. List of Proposed and intended modules by IITN but not limited to,**

Given below is a brief description of each module under desired Campus Management System. Bidders are requested to see **Appendix - A** for complete details of scope of work.

### **1. Admission Management**

#### **1.1 Application Management**

This module shall manage receipt and processing of online applications, and enable approval and rejection of applications and includes filling, submission, scrutiny, verification, approval or rejection of online application. It shall capture relevant questions and details that an aspirant needs to answer and provide as part of the requirements of the institutions. It should also include option of online payment gateways for any fees/registration payment.

#### **1.2 Counselling Management**

This module shall support centralized online counselling along with Live Counselling Display. Live display shall include details of seat vacancies that are updated on real-time basis based on the seats that get filled during counselling. Scrolling shall be enabled on screens so that it is continuous display of available seats. This module shall also support merit list generation, SMS and e-mail communication of call letters to applicants, seat allotment.

#### **1.3 Admission Process**

The admission module shall manage key admission activities such as processing of applicants through various admission stages including registration and admission fees payments, processing of various admission process steps along with verification of student details after admission, generation and printing of admission letters and generation of student identity cards.

## **2. Academics Management**

### **2.1 Student Data Management**

The student management module shall help the institutions to maintain the student records of all the students admitted into affiliated institutions and make these details available to students, parents and other stakeholders. It shall have a provision to keep a record of the basic, academic and personal details of the students, their 360 degree view of academic performance and all institute interactions, ability to upload student academic and extracurricular documents.

### **2.2 Student Timetable and Attendance Management**

This module shall help in creating and managing timetables, marking student attendance. It should have provision for daily and weekly view of timetable, automatic generation of timetable based on rules, support for student selected time table. Provision of Self service capabilities for students to see the timetable, their attendance. Biometric integration to capture student attendance is also required.

### **2.3 Student Leave Management**

This module shall have provision for students to apply for leave; view the approval status and leave history through Self Service. The leave workflow shall be configurable based on institute needs. Facility where the approver can approve or reject the request is also needed. While applying for leave, the student shall be able to view the sessions that he/she will be missing, on the academic timetable.

### **2.4 Student Discipline Management**

This module shall support for efficient management of the Discipline related incidents. Support needed for applying disciplinary action, applying fine, restricting access to Library and/or Hostel, generation of Warning/Action letter.

### **2.5 Student Feedback Management**

This module shall provide an configurable capability to custom create student feedback templates. It shall help in configuring and capturing responses of students, faculty, employees and other stakeholders of the Institutes. It should have support for analysing feedback responses

### **2.6 Letter Management**

This module shall help in designing any letter formats needed in the life cycle of a student. Eg student letters, administrative letters, ID cards, certificates and many more, as required by the institute. There should be provision for students to apply for a letter and admin to approve or reject.

### **2.7 Student Self Service**

This module shall provide a configurable capability to provide all the relevant student information in one place. Student shall be able to view information and also place a request like request for duplicate ID card.

## **3. Exam and Grading Management**

The Examination and Grading module shall have provision to plan, administer, evaluate and generate the results of students. It shall have support for various types of grading methods to cater the needs of every educational institution. It should be possible to manage entire examination cycle from exam roll number/enrolment number generation, registration and enrolment, till mark sheet /reports card generation.

There shall be provision to;

- *Define Exams and Configure Exam Pattern:* Based on institute's specific needs, the exam structure should be completely configurable, in a hierarchical manner.
- *Configure various exam related rules:* Different rules regarding processing and adjustment of marks like rules for Grace Marks, Normalization, Eligibility, and Absence.
- *Define Grade and Configure Grading Scheme:* Shall support quantitative and qualitative grading schemes

- *Copy Coding*: Support for copy coding of answer sheets
- *Exam Enrolment*: Provision for students to register for an exam
- *Faculty Authorization for Marks Capturing*: Support to ensure only authorized faculty can capture the marks
- *Student Score/Grade capturing*: Capturing the score for batches, session wise and class wise. Support for bulk upload is needed. Provision needed to edit the captured score.
- *Processing Scores*: Support to process the captured marks to arrive at the grade based on the grading scheme.
- *Customizable Report Card*: Ability to create a custom report card
- *Managing Student Promotion*: Provision to promote or demote a student. Backlog creation to be supported in case a student fails to get the minimum grade.
- *Publishing results*: Declare results based on score. Students shall be able to see the score in their self service module.

#### **4. Digital Evaluation**

This module should provide an effective medium for faster and accurate evaluation of answer scripts. All the peripheral tasks of totalling, validation of maximum marks awarded, ensuring all answers are marked and taking care of optional sections/ questions should be taken care by the system. Additionally, the system should have the option for “review” by an assigned supervisor in cases of conflict.

#### **5. Fees Management**

The Fee Management module shall cater to all types of fees to be paid by the students to the institute. This module shall be designed to be used by the student throughout their respective course of study. This module must be able to generate automatic notifications/reminders etc. and shall have provisions to automatically send them to students and parents through automated emails, automated SMS. Also, it must be fully integrated with accounts management system of the institute.

#### **6. Hostel Management**

This module shall support in managing hostel resources, processing hostel requests for students and faculties, tracking student activity, managing resources and rooms within the hostel block(s), management of fees and various charges/fines incurred by students, marking hostel attendance, and maintaining a gate register.

#### **7. Transport Management**

This module shall support in managing transport facilities for employees and students of an institution. It should support vehicle details, driver details, route details and mapping of students or employees to these routes. There shall be support to manage transport fees.

#### **8. Library Management**

This module shall support in managing the various resources in a library, and maintaining the catalogue of items, processing issues and returns, booking and prioritization, binding, and other vendor interactions

and management & collection of late fee and damages from students or faculty. Support for “Dewey Decimal Classification (DDC)” is needed.

## **9. Faculty and Non Faculty Management and Payroll**

### **9.1 Faculty and Non Faculty Management**

This module shall support complete faculty and non faculty life cycle management, from recruitment to separation, including career development of employees through promotions, appraisals and tracks the parameters such as induction, leave, attendance, loans, qualification, claims, project research and consultancy (for faculty) training records.

This module shall supports;

- *Recruitment and Employee Maintenance*: Complete recruitment process, with ability for candidate to apply online.
- *Leave and Attendance*: Capture of attendance through bio-metric or direct attendance upload.
- *Employee Benefits*: Provision to define claim, advance and loan.
- *Training*: Provision to prepare training courses, training calendars and plans, faculty details, training budget details, capture training attendance, employees feedback about training, maintain training history.
- *Performance Appraisal and Promotion*: Performance appraisal of employees. Support for defining goal measures (KRA), competency master, and performance planning cycle.
- *Work-list*: Ability to show all employee actions in one place. This can be approval step for any request, or checking of any of self-raised request.
- *Biometric Integration*: Should support recording of employee attendance with biometric systems and integrated with leave module so that attendance can be calculated automatically.

### **9.2 Payroll Processing**

This module shall provide complete payroll processing support. Ability to define payments and deductions. Generate salary slips and mail to employees. Generation of eTDS text file to submit online income tax returns. Support for Income Tax, Form-16, Investment declaration. Should be integrated with Employee Management module to take employee attendance to compute payroll. Should be integrated with Finance and Accounting module to direct post salary data.

## **10. Finance and Accounting**

This module should support all the Finance and Accounting needs of an institute - general ledger accounting, accounts payable, accounts receivable, taxation, fixed assets, creation and approval of vouchers and invoices. It shall also provide support for various reports related to taxation, ledgers and transactions done.

It shall support



- Creation of Chart of Accounts, Opening vouchers for General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR) and ledger wise user access control.
- Provision for creation of Journal Vouchers, creation of Purchase Vouchers, Expense Vouchers, Payment Vouchers, and Receipt Vouchers, Creation of Debit and Credit Notes, viewing sales invoices, carrying out inter unit transactions, and clearing customer balances
- Taxation and Budget: Support for different type of taxes, tax registers, creation and modification of the budgets and to control of operations. Generation of VAT Registers, CST Registers, Excise Registers, TDS Register, and Service Tax Registers. Provision for creating a Budget and tracking it, and comparing same with actual expenses.

### **11. Procurement and Inventory Management**

This module shall support complete procure to pay cycle and also helps in managing and monitoring inventory across the organization. This shall provide support for managing vendor quotations, automatic generation of purchase request when item inventory goes below the minimum stock.

This shall supports;

- Procurement: Raising purchase requisition, Quotation creation and approval. Purchase Order creation and approval.
- Inventory – Support for automated inventory management. Goods Receipt Note (GRN), unplanned/cash purchases, indent raising, dispatch of items, stock adjustments.
- Online E-Tendering

### **12. Course Management**

System should provide a comprehensive learning platform to create courses for various topics and subjects engaging members of the institutions in a collaborative learning environment . It should also provide a private social collaboration framework to various stakeholders of the institute . It should be a comprehensive learning management system

### **13. College Affiliation Management**

This module shall support end to end process for accreditation of colleges for affiliation - complete affiliation cycle from application to grant of affiliation including the renewal of same.

This module shall supports;

- Announcement of affiliation cycles, required documents for the affiliation and guidelines for preparation of affiliation documents
- Affiliation application form online
- Payment of affiliation fees online
- Recording of observations of in-person visitation
- Grant or reject of affiliation

#### **14. Additional Services**

- a) Data Migration : Transfer of existing data to new platform (Compulsory)
- b) Change Request (CR) Development: Any request regarding change in particular module according to user requirement after implementation of ERP. (Compulsory)
- c) Integration Services development : ERP models to be integrated with any other existing running software (Compulsory)
- d) Report development : Development of any report other than specified in the ERP (Compulsory)
- e) Certificate / Degree Printing with at least 2 security feature on high quality paper (Compulsory)
- f) Digitization of Document and Archival : Per Record ( 1 page having 100 characters) (Optional)

**SECTION - II**  
**INFORMATION AND INSTRUCTIONS TO THE APPLICANTS**

**1. General**

- a) Format for submission of the application and the documents are given in this section.
- b) All information called for in the formats enclosed should be properly and correctly filled in all respects. If any information called for is not relevant or no information is to be given “NIL” entry should be made. If any query is not applicable the same should be entered in the format as “not applicable”.
- c) The application and all the relevant documents are to be type written and the applicant should put his signature at the bottom of every page.
- d) References, information and certificates from respective clients or any other information has to be authenticated by signatures of responsible officers concerned.
- e) The applicant is welcome to submit any additional information if he feels is necessary to establish his credentials. But, acceptance of such information is subject to the discretion of the Evaluation Committee appointed by IIIT Nagpur.
- f) Bidder should mention page nos. on each page along with signature and stamp, failure of this may result in to rejection of form.
- g) Incomplete form should be summarily rejected.
- h) All information called for in the enclosed forms should be furnished in the respective column in the forms. If the information is furnished in the separate document, reference to the same should be given in such case.
- i) Any amendments / corrigendum will be published only on institute web site. Please see the web site before submitting the document.
- j) No conditional EOI shall be accepted

**2. Mode of Submission of EOI**

- i) The application along with all the required documents shall be placed in a sealed envelope, which shall be super scribed “**EOI for Hosting, Implementing and Maintaining ERP/MIS System for Educational Campus Management for IIIT Nagpur**”.
- ii) The EOI documents shall be hand delivered or sent by post/courier at the Following address on or before **15-02-2019 (5.30 PM)**. **EOIs received after stipulated date and time will not be accepted.**

**To,**

**The Director,**

**IIIT Nagpur,**

**RTTC, BSNL, Near TV Tower, Beside Balaji Temple,**

**Seminary Hills, Nagpur - 400006, Maharashtra.**

iii) This EOI Notice is uploaded on IIIT Nagpur website – <http://www.iiitn.ac.in> (under Tender Tab)

### **3. Process of Participation in EOI**

#### ***Stage 1: Scrutiny of applications of Expression of Interest (EOI)***

All the applications submitted by the vendors before due date and time will be scrutinized by a committee constituted by The Director, IIIT Nagpur. The Bidders will be short-listed for further presentation stage.

#### ***Stage 2: Presentation by the Shortlisted Bidders***

All the short-listed bidders of Stage 1 will be called for presentation stage. The time and date of the presentation will be intimated and informed by the institute through E-Mail/SMS/Website updates.

For presentation a team of maximum three (03) members will be allowed and such team should involve persons from Technical as well Sales/Commercial department.

<b>Total Time</b>	<b>ERP/MIS presentation (PPT) cum demonstration time</b>	<b>Questions</b>
45 Minutes	40 Minutes	05 Minutes

List of essential documents to be submitted along with the application (additionally bidders may submit other relevant documents in support of their application)

1. Cover Letter
2. EOI form with list of Prominent Educational Institutional Clients (FORM - A)
3. Details of Team Members for Presentation from Company / Firm (FORM - B)
4. Technical Credentials of the Company / Firm (FORM - C)

## **Cover letter for Expression of Interest (EOI)**

**(To be printed on the company / firm letter head)**

To,  
The Director,  
IIIT Nagpur,  
RTTC, BSNL, Near TV Tower, Beside Balaji Temple,  
Seminary Hills, Nagpur - 400006, Maharashtra.

**Subject: Hosting, Implementing and Maintaining ERP/MIS System for Educational Campus Management.**

Ref: IIITN/ERP/EOI/2018-2019/04

Date: 30-01-2019

Respected Sir,

In response to the Invitation for Expressions of Interest published on 30-01-2019 for hosting, implementing and maintaining ERP/MIS system for educational campus management at IIIT Nagpur, we \_\_\_\_\_ (hereby referred as Applicant) would like to express our interest to undertake the activity of ERP/MIS system for Campus Management as mentioned in the notification. As instructed, we have enclosed all the necessary documents, as per the guidelines/format provided, for your information and records.

Thank You

Sincerely,

(Signature)

Name:

Designation:

Seal

**FORM - A**

**EOI FORM**

Name of the company/firm:	
Type of the company	
Year of Establishment and duration of work experience with the Company/Firm (in years):	
Name of the owner and contact Details (Phone/ E-mail):	
Name of the representative as primary contact with designation and contact details. (Phone/ E-mail):	
Address of company/firm:	
Regional presence (Nagpur) and address of regional offices:	
Number of employees working:	
Description of company/firm (including technical strengths, services and type of business) :	

Information about products and services (including platform, features, etc. attach additional sheets if necessary)			
Is AMC provided by the company/firm:			
Company / Firm turnover (In Crore):	<b>Year (2016-17)</b>	<b>Year (2017-18)</b>	<b>Year (2018-19)</b>
Nationality:			
Summary of relevant experience (Campus Management System):			
<p><b>Certification</b></p> <p>I, the undersigned, certify that the above provided data is correct and confirm my availability to the firm for the proposed work should it be awarded to the firm.</p>			
[Signature of authority]	Date:		
Full Name of the authority			

## FORM - B

### Details of Team Members for Presentation from the Company / Firm

Name of the company/firm:	
Address of company/firm with contact details:	
<b>Name of the Team member 1:</b>	
Current designation, with details of responsibilities assigned at the firm:	
Duration of work experience with the Company/Firm (in years):	
Contact details (including mobile no & email id):	
<b>Name of the Team member 2:</b>	
Current designation, with details of responsibilities assigned at the firm:	
Duration of work experience with the Company/Firm (in years):	
Contact details (including mobile no & email id):	
<b>Name of the Team member 3:</b>	
Current designation, with details of responsibilities assigned at the firm:	
Duration of work experience with the Company/Firm (in years):	
Contact details (including mobile no & email id)	
<p>Certification:</p> <p>I, the undersigned, certify that the above provided data is correct and confirm my availability to the firm for the proposed work should it be awarded to the firm.</p>	
[Signature of authority]	Date:
Full Name of the authority	



## FORM - C

### Technical Credentials of the Company/Firm

Details of the work and services of implementing and maintaining ERP/MIS system for educational institutions undertaken by the applicant  
(including the on-going projects)

Sr. No.	Name of the Project	Name of the Customer	Scope of work	Duration of Contract			Contract price (Rs. Cr)
				Start date	Completion date	Performance test date	
1							
2							
3							
4							

\* use additional sheets if required

## APPENDIX - A

1. **ORGANIZATION MODULE:** *It should be a structural module on which the complete administrative software shall be built up with all the global parameters defined in it to understand the complete functioning of an institution comprehensively. Functions such as Institutes information, University list, Education streams, Departments under each institution, Institution-wise Course details, Course-wise subject details Campus space, Buildings and its utility, building layout details, Room capacity details.*
2. **ROLEBASED ADMIN MODULE:** *The administration module of ERP/MIS shall bend the functioning of the integrated software into an enhanced role based architecture, where the work-wise functions are assigned to an individual. Here it provides the access rights with respect to the role of an individual in the organization.*
3. **ENQUIRY MODULE:** *An online application window for students seeking admission or any other academic related inquiry from the Institution or for an individual seeking employment, any individual seeking any information from the Institute can drop an online application through this window.*
4. **STUDENT MODULE:** *Student information system is designed to store all the vital information about a student which is shared and updated from all other integrated modules. The system maintains all the details of a student from the point of admission to forever to the institution. Any information can be fetched at any point of time with a single click over the mouse. All the forms are user friendly and are provided with a search tool which helps a user in retrieving a student's particulars. Functions like Student record creation - Details of - admission, qualifying examination, personal info, documents received, photo, fee etc University reports Roll list, Identity cards & Mailing labels Certificates - TC, Clearance, Bonafide, NOC, Appearing.. Admission cancellation Students Strength report - According to Branch, Sex, Year, ERP/MIS Category, Religion, Domicile, etc.*
5. **STUDENT SELF REGISTRATION MODULE:** *With this module of ERP/MIS the student would be in a position to register themselves into the system thus saving much crucial time of management spend on data entry of student details.*
6. **ADMISSION MODULE:** *It includes the entire process for online admission, such as Processing of online applications, Merit list generation, Admission schedule notifications, Online admission process.*
7. **EMPLOYEE MODULE:** *It helps in maintaining all the information of an employee right from the date of joining the organization and it keeps a track of all information like the designation, personal*

details, family details, etc. of an employee and generates all the reports related with AICTE, NBA Total number of employees under the Institution, Department wise employee list, Institute wise employee list, Grade wise & Designation wise employee list, Qualification wise employee list, Experience wise employee list, Job status wise (Permanent, Temporary, Adhoc, Regular, etc.) employee details, Employee portfolio, Salary pattern wise employee details (Consolidated/structured/hourly-basis), E-Service Book, Employee attendance details.

8. **EMPLOYEE SELF REGISTRATION MODULE:** with this module of ERP/MIS the employees would themselves be in a position to update all their required data such as qualification details, work-experiences, rewards, achievements, etc. respectively.
9. **SELF APPRAISAL MODULE:** This is a login window provided to each employee of the Institution to update their respective achievements academic/ non-academic in the system, where based upon the set parameters the system itself evaluates the level of appraisals to be offered to the eligible.
10. **ONLINE LEAVE MGMT SYSTEM:** The leave management system of ERP/MIS allows the employees to generate online leave application followed by its acceptance and rejection notifications by the escalating authorities.
11. **FEEDBACK MGMT SYSTEM:** With ERP//MIS's feedback management system the feedback activity becomes more effective and prominent and helps in improving the organization standard.
12. **ACCOUNT MODULE:** Healthy account system means healthy management. All institutes have to keep, up to date accounts for the smooth functioning of the institution. Only advance software can perform all types of accounting operations smoothly, the account module can generate numerous reports needed by the management for the periodical assessment such as Accounts List, Institution wise as well as Consolidated - Balance sheets, Trial balance report, Income & Expenditure, ERP/MIS bank summary, Payment statements, Receipt statements, Receipt & Payment report, ERP/MIS book details, Bank book details, General Ledger, Other ledgers, Individual balances.
13. **FEES MODULE:** It is an automatic fee receivable generation system as per the norms defined for the academic fees. Different types of fee structures can be defined such as academic, library, miscellaneous, etc. with the complete settings for them such as number of instalments, any exemption given, span for instalments, late fees if any. Program is completely parameter based, different combinational settings and dependencies can be defined. Receipt Statistics at (Institute Level -> Branch wise/ Student wise/ Course year wise), Fees Outstanding (Receivable, Receipt, concession,

refund, balance from student & Scholarship) details institution wise as well as consolidated, Student wise personal ledger, Monthly fee collection reports, Daily fee collection reports, Defaulter list, Fee structure reports.

**14. BUDGET MGMT SYSTEM:** This module helps in defining the annual budget and allocating it for resources by maintaining an updated record of the total outstanding financial position of the organization thus helping immensely in standard development of the institution.

**15. SALARY MODULE:** Payroll management has always been a complex function that requires comprehensive, flexible solutions to fit the way you do business. With the salary module you can choose a mixture of services that best suits your needs .It's a completely user defined payroll system with finance Dashboards indicating key financial & operational metrics related to payroll. Institution wise as well as Consolidated -Salary Summary, Staff salary details (staff wise & Month wise), Net payable Salary, Salary Sheet, Salary Abstract register, Designation wise pay scale report, Lender details, Employee loan details, Insurance details, Salary increment-Decrement Register, Pension management.

**16. AUTOMATIC TIME TABLE MODULE:** The time table module has been introduced to automate and analyze staff schedules efficiently. It generates the timetable according to the passed parameters and fully using the available resources.

**17. LIBRARY MODULE:** Library in any college deals with a delicate transactions of books those are worthy for knowledge. Library information system is the name of the package that saves all the time and energy over the manual work spent in organizing a library. Purchase process - Requisition, Comparative statement & Purchase order Invoicing & Accessioning ,Payments & Invoice / Bill register Binding, Write - off Documents/ Lost Documents ,Bar code generation ,Stock Verification ,Catalogue as per AACR2 norms - Subject wise, Author wise, Title wise, B.T. Records ,Circulation - Issue, Return, Renewals ,Reservation / Claims & Overdue / Recall notices , Library clearance & Fines Book Bank ,Reference book circulation.

**18. INVENTORY MANAGEMENT SYSTEM:** The inventory module provided to you is more than everything that you might have expected in a store with the ease of efficiency, flexibility and accuracy. In addition the inventory module leads you into next generation by providing multiuser module that helps you to maintain the store faster than ever before. Defining Vendor, item, Departments, Old stock register computerization ,Vendor invoice details entries ,Stock transactions - Issue / Return / Write - off Centralized 7 Department wise stock register - single / all items. Daily goods receipt / issue

register, Current Stock Position of single / all item (quantity & Value), Stock Ledger - single / all items for single/ all departments ,reorder level report ,Requisition slip Invoice-wise balance item report.

- 19. PROCUREMENT MODULE:** The procurement module helps you in organizing the purchasing of products and service. This module enables you to automate workflows, consolidate ordering, and provide a complete purchasing status and history 24x7.
- 20. MAINTAINANCE & SUPPORT MGMT:** This module of ERP keeps a track record of all the maintenance & support work of the infrastructure such as labs, electrical, building ,etc, thus ensuring a very smooth functioning of the organization
- 21. EXAM & INTERNAL ASESSMENT:** This module helps to keep the track of all the internal & external exams conducted in the college. It also keeps a track record of roll no. allotment and the seating arrangement of the candidates. Report writer tool enables the user to design the mark-sheet in user definable format.
- 22. MARKSHEET MODULE:** The Mark Sheet module helps in maintaining the complete data record of marks scored in examination as per the desired format and also generates student wise mark sheets instantly. Also facilitates generation of mark sheets for internal as well as external examinations.
- 23. ONLINE EXAMINATION SYSTEM:** The web based online examination system of ERP/MIS gives a boost to the academic activity as it enhances the examination pattern with more options and makes evaluation equally easy.
- 24. RESULT ANALYSIS:** The result analysis system analyses the overall academic performance with regards to previous examinations and provides a detailed reporting of the area of improvements and excellence.
- 25. TRAINING & PLACEMENT MODULE:** The T&P module helps in conducting and materializing training programs for students and also provides the required information about the eligible candidates and the companies visiting the campus for recruitment, thus containing all the fields related to placement.
- 26. HOSTEL MODULE:** Hostel module provides all the occupancy details with full requirements and amenities for the betterment of the occupants and also facilitates reservation facilities for students.

*Hostel Fee Collection Allotment of rooms & mess, Monthly mess bill & dues calculation, Yearly refund / recovery, Hostel financial accounting, Hostel stores, Lining of hostel fees with hostel accounts, Hostel fees / Challan & fees collection register, Hostel Admission register & Hostel list, Mess Bill reports, Yearly refund / recovery statement & refund / due list, User defined reports.*

**27. VEHICLE MODULE:** *Vehicles are the mode of transportation for different purposes of the college. The information about the vehicles hired, bought, assigned to locations for pickup & drop facility are easily manageable with this module*

**28. ALUMNI MODULE:** *The alumni module keeps the track record of the entire alumnus associated with the organization and also of all alumni activities.*

**29. COMMUNICATOR MODULE:** *The communicator module helps to propagate & circulate useful and important information to the respective recipients through SMS or EMAIL alerts.*

**30. ACADEMIC MONITORING SYSTEM:** *This system maintains an up to date record of the academic activities of the organization thus giving a boost to the institution's academic culture. Dashboard facility with Key Performance Indicators at Trust level indicating the overall consolidated Academic status of every institutions of the Trust as well as the same reports can be drilled to down to the institute and its department level under the heads such as:*

*Total number of Students in each institution. Total number of Faculties in each institution. Total number of Departments and its sections. Overall Syllabus completion status and its breakup into section wise. Compliance report of Action plan/Lesson plan of each individual faculty.*

*Total period materialized and immaterialized as per the time table with attendance status report of both Faculty as well as student. Daily/Weekly faculty wise academic activity report periodically feedback reports of every faculty. Student academic portfolio reports Institution wise overall result analysis Stream & Branch wise Analysis report Subject wise comparison of results with Faculty details and their respective feedback. Graphical analysis of areas where much efforts and emphasis are required. Comparison of yesteryears performance Institute wise/ Branch wise/ subject wise/Faculty wise/ Student wise.*

**31. FINANCE MONITORING SYSTEM:** *A single screen drill down approach highlighting the present financial status of the institution, group of institution and the society/ Trust. Reports highlighting the area of expenses, productivity, savings, etc. Dashboard facility with Key Performance Indicators at Trust level indicating the overall consolidated financial status of every institutions of the Trust as well as the same reports can be drilled to down to the institute and its department level under the heads*

such as: Total Teaching & Non-Teaching staff, Total Number of students Total amount of ERP/MIS in hand Total amount of ERP/MIS in Bank Total Fees Outstanding, Total Scholarship Claims Total current liability Total Sundry Credit Institute wise financial Weekly/Monthly/Yearly statements Budgeted Report Monitoring Entities for Fuel & Electricity Key ratios such as Fees Received and Expenditures, etc. Total Sanctioned Student intake of individual institutions. Institute/Branch/Department wise weekly admission status and seat vacant report. Human Resource report such as total job vacancies and its fulfilment accordingly. Stock position reports Certain Central Store reports such as: Indents from store pending for approval, pending purchase orders, Indents approved but purchase order not made, GRN pending for bill passing, etc.

**32. E-LEARNING MODULE:** In this era of immense competition in education domain, graphics and media plays an important role to enhance the technical skills of an individual thus ERP's E-LEARNING concept helps in cementing the knowledge gap thus furnishing a student into a skilled professional. This creates a totally on line Browser based learning environment for faculty & students. Following facilities are provided Uploading of assignments, study material, technical papers reports etc (any format) by Faculty On line submission of assignments by students Announcement facility for faculty Online test & evaluation Online lesson plan Subject wise roll list Subject wise discussion forum, Digital library, syllabus, work bin, FAQ etc.

**33. WEB PORTALS:** This is a unique feature provided by ERP/MIS. It provides a web portal for the college. The entire information is updated on the portal through which **student, employee, management members, parents & guests** can access the information with the given privileges accordingly.

- 1. STUDENT WEB PORTAL:** Personal data updation, net attendance, job reminder, upload & download of assignments/ note/ manuals, results, Library information's, fees & Fines details, time table, grievances, Exam details, T&P details, notices, syllabus, Faculty feedback, certificate requests, etc.
- 2. FACULTY WEB PORTAL:** Personal & professional data updation, self appraisal, subject allocation request ,subject teaching action plan, daily action plan status, self time-table, attendance scroll, job reminder, upload & download of assignments/ notes/ manuals, results, time table, grievances, broad ERP/MIS notices, syllabus, internal marks allotment, feedback report, Leave requests, Indent generation, salary details etc.
- 3. DIRECTORS WEB PORTAL:** College/ Society/ Trust details, student data sheet, employees data sheet, academic performance details, college achievements, broad ERP/MIS notices, daily financial statements, Store details, HR details, Student intake details, etc.

**4. PARENT WEB PORTAL:** *Ward's Fees information, academic performance, net attendance, exam results, memo/notices, grievances, Student data sheet, suggestion box to college, etc.*

**34. JOB MANAGER:** *The job manager actively monitors the assigned activities to the individuals by keeping them alert about the pending tasks/jobs assigned to them through an onscreen alert system.*

**35. RF-ID & BIOMETRIC COMPATABILITY:** *ERP/MIS is very much compatible with the RF-ID & Biometric concept which helps in keeping a strong vigil at the entry & exit points, Attendance as well as manages the accessing areas as privileged with records directly reflected in the database of ERP/MIS.*

**36. RECOGNITION @ ENTRANCE MODULE:** *A card swipe/thumb impression at the entrance to the officials room would make them easily aware of the entrants profile.*

**37. DOCUMENTS STORAGE & RETRIEVAL:** *All the essential documents in the form of electronic copies can be stored and maintained in the Documents base and can be retrieved whenever necessary.*

**38. D-WALLET Module:** *It is an online personal document management system, where the archived personal documents in the system can be accessed globally for perusal and other use.*

**39. Inward/Outward Management system:** *This module handles the flow of document from inward section to its respective recipient. And manages the process of an outward document. Keeps a complete track record of distribution.*

**40. Online Receipt Management system:** *With the use of Payment Gateways the payments can be made online and the systems generates online receipts for the transaction and automatically make the necessary postings in the respective Account heads.*

**41. Online Payment Request Approval system:** *Facilities like processing of Bill payments, Fund transfer, Transfer entry, Investment, expenditure vouchers have been brought online with multiple level authorization process further keeping a complete validated transaction record.*

**42. General Purpose Report Designer:** *This is a phenomenon which is required to maintain the ethics of a business, thus keeping this into consideration has integrated a pack of inbuilt reports where a report pattern can be defined easily subject to its content. This is a facility of dynamic report designing where the Institute can design its own required reports from the database.*



**43. GUEST HOUSE MANAGEMENT MODULE:** *Guest House management module provides all the occupancy details with full requirements and amenities for the betterment of the occupants and also facilitates reservation facilities for Guests based upon approval. Rooms can be segregated into categories such as normal occupancy, VIP occupancy, VVIP occupancy. System keeps a track record of the maintenance and hospitality parameters for the Guest house.*

**44. EXAM MANAGEMENT MODULE:** *Online registration of students. A separate list showing list of backlog students in each subject, Able to generate attendance sheet for sessionals and ESE including backlog students, Online filling of marks for all exams, compilation of result for sessional exams, compilation of final grades along with credit calculations, Generation of grade sheet, Generation of seating plan of students for exam, Database for storing scanned copies of mark lists/grade sheets, generate time table of exams without clashes, Able to generate Room wise seating plan, To be able to analyse results, Able to send communication to students and faculty members, attendance record of students for theory and lab classes, Grade point calculations and eligibility for getting degree calculations, A feature to customize list of eligible students for ESE depending on their percentage attendance and other eligibility criterion, PhD./M. Tech. students grades/marks list/attendance.*