

ADITYA ENGINEERING COLLEGE

An Autonomous Institution

Approved by AICTE • Permanently Affiliated to JNTUK • Accredited by NAAC with 'A' Grade
Recognised by UGC under sections 2(f) and 12(B) of UGC Act, 1956

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ERP Document

Enterprise Resource Planning (ERP) has to be utilized by the Institution for a smooth and better functioning with a centralized and integrated system. The Institution has to manage the data of the stakeholders (Students, Staff, Parents) and also the issues related to administration, accounts, examination, library and transport by utilizing the ERP software.

ERP unifies many functional areas of the Institution that have many sub functions associated which are related to stakeholders. Based on the organizational hierarchy, privileges are assigned to exercise and execute day to day activities. With the centralized database of the ERP system the data will be retrieved more easily and precisely and the data thus extracted can be utilized to prepare and analyze the reports. As long as the vendor provides assistance to the software and maintenance, the ERP will be an excellent tool to manage the activities of the institute.

The Institution has purchased Engineering College Automation Package (ECAP) from Webpros Solutions Private Limited in the year 2017, earlier to this another ERP named EzSchool a product of VolkSoft Technologies Private Limited was in work force. This decision was taken by the Governing Body based on the feedback given by the stakeholders and recommendations made by the Academic Council.

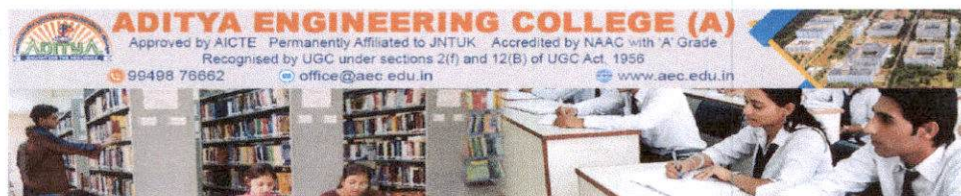
The ERP software hereinafter referred as ECAP, fulfills all the requirements of our Institution which includes Academic and Administrative activities of undergraduate and postgraduate programmes with transparency. The features of ECAP software are listed below

- Internet or Intranet enabled Application
- User Levels with Access Rights for Data Security
- Programme / Batch / Category / Student Fee Dues Reports
- Tracks student's scholarship status
- Fee / Attendance Reminders and Progress Reports
- Attendance & Marks Analysis
- Integration with Attendance Capturing Devices
- Accounts Module similar to Tally
- Barcode Integrated Library Module
- Login for Students / Parents to access data online

The ERP software is linked to the college website, wherein accessibility is provided to Employees, Students and Parents. The options exercised will be determining the functions / domains that can be accessed by the user. Employees have more options when compared to students and parents, whereas the students and parents have only a restricted access to check the performance of day-to-day activities.

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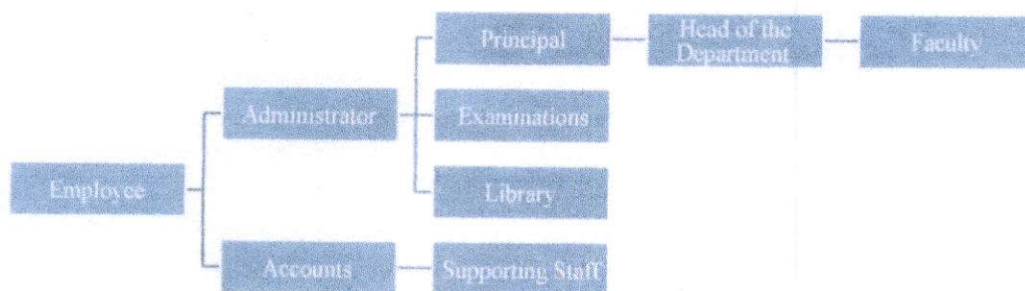
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The main modules which are used by the Institution are as follows:

1. Academics
2. Administration
3. Admissions
4. Accounts
5. Examination
6. Library
7. Placements

The above main modules contains sub modules that are being used for better governance, the ECAP consists of several levels of authentication which are listed below.




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1. Administrator
2. Principal
3. Head of the Department
4. Faculty
5. Accounts
6. Library
7. Examination Section
8. Supporting Staff
9. Students / Parents

Administrator

The administrator login have the access privileges to the following modules Academics, Administration, Admissions, Correspondence, Examinations, Library, Placements, Staff. The functions of the administrator are as follows.

S No	Modules
1.	Academics
2.	Administration
3.	Admission
4.	Correspondence
5.	Examinations
6.	Library
7.	Placements

1.Academics Module

S No	Function	Description
1.	Absent / Leave Faculty	To view the list of faculty who didn't attend the college on the selected date
2.	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses.
3.	Academic Register	To generate register containing day wise attendance and exam wise marks of all students for a selected subject.
4.	Attendance	To enter period wise or cumulative attendance or upload cumulative attendance for certain number of days from excel sheet.
5.	Attendance Permission	To view the data of the persons who availed permissions on the selected date


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6.	Attendance Reports	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance reports can also be viewed. Attendance shortage report also can be seen.
7.	Batches	To divide students of selected semester into batches for attending labs simultaneously.
8.	Certificates	To issue Study, Conduct and TC certificates in standard formats to students and to track certificates issued to students.
9.	Circular Entry	To issue circulars meant for students or staff or for both by principal or secretary of the institution.
10.	Counseling	To monitor the counseling data and generate the report of the same
11.	Current Time Table	To view which faculty shall be in which class room as per time table at any point of time.
12.	Disciplinary Action	To initiate disciplinary action against students and staff and track disciplinary actions taken.
13.	Electives	To assign the electives to the respective students.
14.	Extra Classes	To assign extra classes to faculty in addition to regular classes.
15.	Faculty	To view faculty performance i.e class taken, marks obtained etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty,
16.	Faculty Adjustments	To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s).
17.	Feedback Questions	To add feedback questions which need to be answered by students while giving feedback against faculty.
18.	Feedback Report	To generate a report of the feedback
19.	Feedback Settings	To add/edit the questions that will be exercised for collecting the feedback
20.	Internal Marks	To enter internal marks by faculty.
21.	Lab Batches	To enter number of batches into which students need to be divided to attend labs.
22.	Leaves	To generate the report of the leaves availed by the staff personals
23.	Projects	To assign projects and project guides to students of B.Tech, M.Tech courses and track the progress of individual projects. Guides need to upload student wise project status in excel sheet at regular intervals.
24.	Promotions	To view students who are qualified with credits and attendance for promotion from current semester to next semester. Reasons will be indicated against students who are not qualified for promotion. However they can also be qualified for promotion manually.
25.	Resources	To view what resources are available for students to download under various categories.
26.	Student Profile	To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance upto the current semester, fee payment details and Backlogs details of selected student.

27.	Teaching Plan	To upload teaching plan and every day topics covered by faculty.
28.	Time Table	To set theory and lab time tables for courses and print them.
29.	Upload Resource	To upload resources meant for students by faculty.

2. Administration Module

S No	Function	Description
1.	Academic Calendar	To set Academic Calendar for all courses.
2.	Backup	To take database back up
3.	Branch Sections	To create branches for various courses.
4.	College Details	To enter college details. These details will be shown all reports.
5.	Complaints / Suggestions	To view complaints/suggestions posted by staff and students.
6.	Departments	To create departments. These departments offer courses.
7.	Dairy	To note important events for future. This reminds day's events when logged in.
8.	Holidays	To set Holidays during academic year.
9.	Paytm Transactions	To add Bank names so that they appear in Bank Drop Down in receipts/payments screens.
10.	Lecture Halls	To add Lecture Halls details along with number of benches (No of rows and columns). This data is used while generating Seating Arrangement during external examinations.
11.	News & Events	To add news or events for attention of all users. They scroll on top bar and catch attention of users when they login.
12.	Reset Students Passwords	To reset password for any student.
13.	Seat types	To enter convener and management quota seats under Direct and Later categories for courses
14.	Settings	To configure GPRS modem, set Attendance fine payable per day by students, set Admission Number and Receipt Number to start with, set batch wise regulations for selected course.
15.	Staff Logins	To track application login and logout timings of staff members.
16.	Staff Working Hours	To set working hours for staff.
17.	Student Bio-ID	To assign Numbers to students. These numbers will be assigned to students while enrolling fingerprints in fingerprint devices to capture attendance.
18.	Subjects	To add subjects for courses.
19.	User Levels	To create user levels and set page level access rights on individual modules for selected user level.
20.	Users	To assign User Level, Login ID and Password to staff members.

3. Admission Module

S No	Function	Description
1.	Admission	To enter students data through interfaces or import students data from excel sheets.
2.	Admissions Register	To generate admissions register in standard format after admissions are over.
3.	Transfer	To add list of certificates to be collected from students during admission time.
4.	Re-join Date	To track what certificates have been submitted by a student at the time of admission.
5.	Sections	To view total number of students basing on course he/she has opted for
6.	Detained Students	To view or enter details of detained students and readmit them.

4. Correspondence Module

S No	Function	Description
1.	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2.	Greetings	To generate birth day greetings for students.
3.	Groups & Members	To create groups and add members to them for sending common SMS.
4.	Inbox	To view messages posted by other users and to compose messages to other users.
5.	Parents Addresses	To view addresses of parents of students of selected semester and print them.
6.	Parents Correspondence	To correspond with parents of selected student(s) through email or letter.
7.	SMS Credits	To view Undelivered SMS log report on a selected day.
8.	SMS	To send attendance, marks, fee dues sms to parents and students. To send sms to staff, students and parents. To send promotional sms to parents of prospective students during admissions time.


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5. Examinations Module

S No	Function	Description
1.	Admissions Report	To view branch wise students admissions of selected batch in the format prescribed by the university.
2.	Backlogs	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs.
3.	Dues List	To view list of students who are yet to pay examination fees prescribed by the university
4.	Exam Application	To view and print exam application form for circulation among students. However this is being exercised from the ADITYA ENGINEERING COLLEGE(A) Portal
5.	Exam Schedule	To view and circulate the exam schedules obtained from the ADITYA ENGINEERING COLLEGE(A) Portal
6.	Exams	To view the details about Regular / Supply examinations obtained from the ADITYA ENGINEERING COLLEGE(A) Portal
7.	Expenditure	To enter expenditure details incurred by examination section. However this is being exercised manually
8.	Expenditure Report	To view expenditure incurred by examination section. However this is being exercised manually
9.	External Marks	To enter external marks, analyze marks obtained and generate marks reports.
10.	Internal Marks	To enter attendance for internal exams, internal marks, analyze marks obtained and generate marks report.
11.	Invigilation Charges	To enter invigilation charges payable to faculty. However this is being exercised manually
12.	Lab (External)	To generate formats for taking attendance and entering marks for lab external examinations. However this is being exercised from the ADITYA ENGINEERING COLLEGE(A) Portal
13.	Progress Reports	To generate progress reports containing both attendance and marks of selected exam. Progress reports contain

6.Placements

S No	Function	Description
1.	Student Performance	To view distinction students, first class and second class students with and without subject backlogs.


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Principal

The Principal login has the access privileges to the following modules Academics, Employee, Library, Examinations and Correspondence. The functions of the Principal are displayed in the table below

S No	Functions
1.	Academics
2.	Examination
3.	Employee
4.	Correspondence
5.	Library

1. Academics

S No	Function	Description
1	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses.
2	Attendance Reports	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance reports can also be viewed. Attendance shortage report also can be seen.
3	Counseling	To assign students to faculty for counseling and generate the report of the same
4	Current Time Table	To view which faculty shall be in which class room as per time table at any point of time.
5	Extra Classes	To assign extra classes to faculty in addition to regular classes.
6	Faculty	To view faculty performance i.e class taken, faculty work load, faculty work schedule and set special assignments to faculty, providing attendance to students on day-to day basis
7	Internal Marks	To enter internal marks by faculty.
8	Lesson Plan	To enter the lesson plan and generate a report of the same.
9	Projects	To view the project reports and reviews of the same
10	Resources	To view what resources are available for students to download under various categories.
11	Student	To view the student achievements however this is being carried out manually
12	Student Profile	To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance upto the current semester, fee payment details and Backlogs details of selected student.

13	Time Table	To set theory and lab time tables for courses and generate the report of the same
14	Upload Resource	To upload resources meant for students by faculty.
15	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
16	Library Books	To get the details of the books that were issued and check the status of the same
17	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

2. Examination

S No	Function	Description
1	Exam Schedule	To view and circulate the exam schedules in
2	External	To enter external marks, analyze marks obtained and generate marks reports.
3	Progress Reports	To generate progress reports containing both attendance and marks of selected exam. Progress reports contain
4	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
5	Library Books	To get the details of the books that were issued and check the status of the same
6	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

3. Employee

S No	Function	Description
1	Reports	To view the attendance registers of the employee
2	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
3	Library Books	To get the details of the books that were issued and check the status of the same
4	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal



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4. Correspondence

S No	Function	Description
1.	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2.	Greetings	To generate birth day greetings for students.
3.	Groups & Members	To create groups and add members to them for sending common sms.
4.	Inbox	To view messages posted by other users and to compose messages to other users.
5.	Staff List	To view the list of the staff with the respective departments.
6.	Students List	To correspond with parents of selected student(s) through email or letter.
7.	Circulars	To view the circulars however this is being exercised manually
8.	Library Books	To get the details of the books that were issued and check the status of the same
9.	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

5. Library

S No	Function	Description
1.	OPAC	Online Public Access Catalogue for search by users.
2.	Search	To search ACC No wise, author wise, title wise, publisher wise, department wise and course wise books in library.
3.	Circulars	To view the circulars however this is being exercised manually
4.	Library Books	To get the details of the books that were issued and check the status of the same
5.	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal


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Head of the Department

The Head of the Department login has the access privileges to the following modules Admissions, Examinations, Academics, Employee, Placement and Correspondence. The functions of the Head of the Department are displayed in the table below.


S No	Functions
1.	Admissions
2.	Academics
3.	Examination
4.	Placements
5.	Employee
6.	Correspondence

1. Admissions

S No	Function	Description
1.	Admission Register	To generate admissions register in standard format after admissions are over.
2.	College Strength	To view the total strength of the college and generate a report of the same
3.	Detained Students	To view or enter details of detained students and readmit them.
4.	Transfer	To view the details of transferred students
5.	Circulars	To view the circulars however this is being exercised manually
6.	Library Books	To get the details of the books that were issued and check the status of the same
7.	Leave History	To generate the leaves that are utilized and can check the available leaves of the personal

2. Academics

S No	Function	Description
1	Absent/Leave Faculty	To view the list of faculty who didn't attend the college on the selected date
2	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses.


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3	Academic Register	To generate register containing day wise attendance and exam wise marks of all students for a selected subject.
4	Attendance	To Modify the attendance this function is used, where the person can delete an entry
5	Attendance Reports	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance reports can also be viewed. Attendance shortage report also can be seen.
6	Batches	To divide students of selected semester into batches for attending labs simultaneously.
7	Counseling	To assign students to faculty for counseling and generate the report of the same
8	Current Time Table	To view which faculty shall be in which class room as per time table at any point of time.
9	Disciplinary Action	To initiate disciplinary action against students and staff and track disciplinary actions taken.
10	Electives	To assign the electives to the respective students. Or batch of students
11	Extra Classes	To assign extra classes to faculty in addition to regular classes.
12	Faculty	To view faculty performance i.e class taken, faculty work load, faculty work schedule and set special assignments to faculty, providing attendance to students on day-to day basis
13	Faculty Adjustments	To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s).
14	Feedback Questions	To add feedback questions which need to be answered by students while giving feedback against faculty.
15	Feedback Report	To view the report of faculty on a general view, faculty wise, previous, student wise an subject wise
16	Feedback Settings	To mark the settings according to the course, semester and branches
17	Internal Marks	To enter internal marks by faculty.
18	Lab Batches	To enter number of batches into which students need to be divided to attend labs.
19	Resources	To view what resources are available for students to download under various categories.
20	Student Profile	To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance upto the current semester, fee payment details and Backlogs details of selected student.
21	Circulars	
22	Teaching Assignments	To assign subjects to faculty.
23	Teaching Load Distribution	To generate report of the work load for a semester or department wise
24	Time Table	To set theory and lab time tables for courses and print them.

25	Upload Resource	To upload resources meant for students by faculty.
26	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

3.Examination

S No	Function	Description
1	Exam Schedule	Generates a report of the Exams schedule report
2	External	To generate an analysis report, toppers for respective examinations
3	Internal	To enter internal marks, generate a report of the same
4	Leave History	To generate the leaves that are utilized and can check the available leaves of the personal

4.Placements

S No	Function	Description
1.	Student Performance	Generates a report of the students fulfilling the mini criteria which is customizable
2.	Circulars	To view at the circulars, however this function is not being exercised
3.	Library Books	To enter internal marks, generate a report of the same
4.	Leave History	To generate the leaves that are utilized and can check the available leaves of the personal

5. Employee

S No	Function	Description
1	Reports	To view the attendance muster , attendance register and late inn & early outs
2	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
3	Library Books	To get the details of the books that were issued and check the status of the same
4	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

6. Correspondence

S No	Function	Description
1.	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2.	Greetings	To generate birth day greetings for students.


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3.	Groups & Members	To create groups and add members to them for sending common sms.
4.	Inbox	To view messages posted by other users and to compose messages to other users.
5.	Staff List	To view the list of the staff with the respective departments.
6.	Students List	To correspond with parents of selected student(s) through email or letter.
7.	Circulars	To view the circulars however this is being exercised manually
8.	Library Books	To get the details of the books that were issued and check the status of the same
9.	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

Faculty

The faculty login has the access privileges to the following modules Academics, Employee, Correspondence, Examinations, Library. The functions of the faculty are displayed in the table below.

S No	Functions
1.	Academics
2.	Examination
3.	Library
4.	Employee
5.	Correspondence

1.Academics

S No	Function	Description
1	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses.
2	Attendance Reports	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance reports can also be viewed. Attendance shortage report also can be seen.
3	Counseling	To assign students to faculty for counseling and generate the report of the same
4	Extra Classes	To assign extra classes to faculty in addition to regular classes.
5	Faculty	To view faculty performance i.e class taken, faculty work load, faculty work schedule and set special assignments to faculty, providing attendance to students on day-to day basis
6	Faculty Adjustments	To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s).
7	Internal Marks	To enter internal marks by faculty.

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8	Lab Batches	To enter number of batches into which students need to be divided to attend labs.
9	Resources	To view what resources are available for students to download under various categories.
10	Student Profile	To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance upto the current semester, fee payment details and Backlogs details of selected student.
11	Teaching Assignments	To assign subjects to faculty.
12	Teaching Load Distribution	To generate report of the work load for a semester or department wise
13	Time Table	To set theory and lab time tables for courses and print them.
14	Upload Resource	To upload resources meant for students by faculty.
15	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

2.Examinations

S No	Function	Description
1	Exam Schedule	Generates a report of the Exams schedule report
2	External	To generate an analysis report, toppers for respective examinations
3	Progress Report	To generate a report of the external and internal marks of students
4	Circulars	To view the circulars however this is being exercised manually
5	Library Books	To get the details of the books that were issued and check the status of the same
6	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

3.Library

S No	Function	Description
1.	OPAC	Online Public Access Catalogue for search by users.
2.	Search	To search ACC No wise, author wise, title wise, publisher wise, department wise and course wise books in library.
3.	Circulars	To view the circulars however this is being exercised manually
4.	Library Books	To get the details of the books that were issued and check the status of the same
5.	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal


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4.Employee

S No	Function	Description
1	Reports	To view the attendance register
2	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
3	Library Books	To get the details of the books that were issued and check the status of the same
4	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

5.Correspondence

S No	Function	Description
1.	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2.	Greetings	To generate birth day greetings for students.
3.	Groups & Members	To create groups and add members to them for sending common sms.
4.	Inbox	To view messages posted by other users and to compose messages to other users.
5.	Staff List	To view the list of the staff with the respective departments.
6.	Students List	To correspond with parents of selected student(s) through email or letter.
7.	Circulars	To view the circulars however this is being exercised manually
8.	Library Books	To get the details of the books that were issued and check the status of the same
9.	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal



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Accounts

The accounts login has the access privileges to the following modules Fee Payments, Correspondence. However the rest of the functions that are exercised are dissipated among supporting staff module as well. The functions of the Accounts and supporting staff are displayed in the table below

S No	Functions	Description
1.	Attendance Fine	To view fine payable monthly by students for the days becoming absent and collecting fine.
2.	Bank Accounts	To enter bank account details.
3.	Bank Deposits	To enter cash or cheque deposits in selected bank account.
4.	Bank Transactions	To view Deposits or withdrawal history of selected bank account.
5.	Bank Withdrawals	To enter withdrawal details from selected bank account.
6.	Bill Clearance	To view suppliers pending bills and clearing them for payment.
7.	Department Budgets	To set annual expenditure budgets for individual departments.
8.	Day Book	To view financial transactions recorded during the selected day.
9.	Expenditure Heads	To add expenditure Heads.
10.	Expenditure Reports	To view had wise expenditure transactions.
11.	Fee Refunds	To refund fees already collected to students in case of college transfers etc.
12.	Profit/Loss	To view profit and loss statement during the selected period of time.
13.	Receipts	To enter non fee receipts.
14.	Receipts Reports	To view head wise revenue reports.
15.	Revenue Heads	To add revenue heads.
16.	Transactions	To view financial transactions and edit them if needed.

Library

The library login has the access privileges to the following modules Library, Examinations and Correspondence. The functions of the supporting staff are displayed in the table below.

S No	Function	Description
1.	Back Volumes	To enter details of national and international journals which are bound into volumes relating to certain period.
2.	Book Status	To view and change status of selected book from reference to Issue etc.



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3.	Book Bank Students	To add and view students who availed book bank scheme.
4.	Books	To enter books data either through interfaces or importing from excel sheets.
5.	Books Reserved	To view the details of books which are reserved by students and staff. Librarian can consider calling them when reserved books are being returned by somebody else.
6.	Budget & Expenditure	To view budget grants for library and enter expenditure details and view the report.
7.	Circulation	To issue, return and renewal books among students and staff.
8.	Cross Check	To view to whom a particular book was issued.
9.	Dept. Library	To transfer books from main library to departmental library and accept them back to main library.
10.	Dues	To view library dues payable by students.
11.	Edit	To edit book details.
12.	OPAC	Online Public Access Catalogue for search by users.
13.	Equipment	To post details of any equipment like Xerox machine installed in library.
14.	Journals	To post details of periodical journals received in library.
15.	Projects	To enter details of academic projects submitted by students in library.
16.	Purchase Order	To purchase books for library
17.	Receipts	To receive books purchased for library
18.	Requisition	To request books to be purchased for library.
19.	Rules	To set rules i.e number of issue tickets for staff and students, lending period, renewal times and fine etc for library.
20.	Search	To search ACC No wise, author wise, title wise, publisher wise, department wise and course wise books in library.
21.	Stock Verification	To compare system stock of books with physical stock taken in excel sheet.
22.	Subjects	To enter subjects for library.
23.	Subscription	To subscribe for national and international journals for library.
24.	Suppliers	To enter details of suppliers for library.
25.	Reports	To view Accession register, Library Fines, Day transactions, Pending returns, Issues , Returns, renewals , purchases and un used books etc


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7. Library

S No	Function	Description
1.	Back Volumes	To enter details of national and international journals which are bound into volumes relating to certain period.
2.	Book Status	To view and change status of selected book from reference to Issue etc.
3.	Book Bank Students	To add and view students who availed book bank scheme.
4.	Books	To enter books data either through interfaces or importing from excel sheets.
5.	Books Reserved	To view the details of books which are reserved by students and staff. Librarian can consider calling them when reserved books are being returned by somebody else.
6.	Budget & Expenditure	To view budget grants for library and enter expenditure details and view the report.
7.	Circulation	To issue, return and renewal books among students and staff.
8.	Cross Check	To view to whom a particular book was issued.
9.	Dept. Library	To transfer books from main library to departmental library and accept them back to main library.
10.	Dues	To view library dues payable by students.
11.	Edit	To edit book details.
12.	OPAC	Online Public Access Catalogue for search by users.
13.	Equipment	To post details of any equipment like Xerox machine installed in library.
14.	Journals	To post details of periodical journals received in library.
15.	Projects	To enter details of academic projects submitted by students in library.
16.	Purchase Order	To purchase books for library
17.	Receipts	To receive books purchased for library
18.	Requisition	To request books to be purchased for library.
19.	Rules	To set rules i.e number of issue tickets for staff and students, lending period, renewal times and fine etc for library.
20.	Search	To search ACC No wise, author wise, title wise, publisher wise, department wise and course wise books in library.
21.	Stock Verification	To compare system stock of books with physical stock taken in excel sheet.
22.	Subjects	To enter subjects for library.
23.	Subscription	To subscribe for national and international journals for library.
24.	Suppliers	To enter details of suppliers for library.
25.	Reports	To view Accession register, Library Fines, Day transactions, Pending returns, Issues , Returns, renewals , purchases and un used books etc


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Examination Section

The examination section login has the access privileges to the following modules Admin, Academics, Employee, Correspondence, Examinations, Placements, Admissions, Employee. The functions of the examination section are displayed in the table below .

S No	Function	Description
1.	Admissions Report	To view branch wise students admissions of selected batch in the format prescribed by the university.
2.	Backlogs	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs.
3.	Dues List	To view list of students who are yet to pay examination fees prescribed by the university
4.	Exam Application	To view and print exam application form for circulation among students. However this is being exercised from the ADITYA ENGINEERING COLLEGE(A) Portal
5.	Exam Schedule	To view and circulate the exam schedules obtained from the ADITYA ENGINEERING COLLEGE(A) Portal
6.	Exams	To view the details about Reg/Supply examinations obtained from the ADITYA ENGINEERING COLLEGE(A) Portal
7.	Expenditure	To enter expenditure details incurred by examination section. However this is being exercised manually
8.	Expenditure Report	To view expenditure incurred by examination section. However this is being exercised manually
9.	External Marks	To enter external marks, analyze marks obtained and generate marks reports.
10.	Internal Marks	To enter attendance for internal exams, internal marks, analyze marks obtained and generate marks report.
11.	Invigilation Charges	To enter invigilation charges payable to faculty. However this is being exercised manually
12.	Lab (External)	To generate formats for taking attendance and entering marks for lab external examinations. However this is being exercised from the ADITYA ENGINEERING COLLEGE(A) Portal
13.	Progress Reports	To generate progress reports containing both attendance and marks of selected exam. Progress reports contain


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Supporting Staff

The supporting staff login has the access privileges to the following modules Academics, Employee, Correspondence, Examinations, Placements, Admissions. The functions of the supporting staff are displayed in the table below

S No	Module
1	Admin
2.	Admissions
3.	Academics
4.	Examinations
5.	Placements
6.	Employee
7.	Correspondence

1.Admin

S No	Function	Description
1	Branch Sections	To assign or modify students to a branch
2	OTPS	To view the reports of the OTPS generated to the students
3	Reset Student Password	To reset the password of a particular student
4	Subjects	To add or modify the subjects in a respective semester according to the academic regulation
5	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
6	Library Books	To get the details of the books that were issued and check the status of the same
7	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal


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2. Admissions

S No	Function	Description
1	Admission	To enter the details of the students and generate a report of the same
2	Admission Register	To generate the report of the student details and the category of seat that the individual is admitted
3	Detained Students	To generate a report of the detained students
4	Re-join date	To generate a report of the rejoin details
5	Transfer	To generate the report of the transferred or discontinued students
6	Library Books	To get the details of the books that were issued and check the status of the same
7	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

3. Academics

S No	Function	Description
1	Absent/Leave Faculty	To view the list of faculty who didn't attend the college on the selected date
2	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses.
3	Academic Register	To generate register containing day wise attendance and exam wise marks of all students for a selected subject.
4	Attendance	To Modify the attendance this function is used, where the person can delete an entry
5	Attendance Reports	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance reports can also be viewed. Attendance shortage report also can be seen.
6	Batches	To divide students of selected semester into batches for attending labs simultaneously.
7	Counseling	To assign students to faculty for counseling and generate the report of the same
8	Current Time Table	To view which faculty shall be in which class room as per time table at any point of time.
9	Disciplinary Action	To initiate disciplinary action against students and staff and track disciplinary actions taken.
10	Electives	To assign the electives to the respective students. Or batch of students
11	Extra Classes	To assign extra classes to faculty in addition to regular classes.
12	Faculty	To view faculty performance i.e class taken, faculty work load, faculty work schedule and set special assignments to faculty, providing attendance to students on day-to day basis


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13	Faculty Adjustments	To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s).
14	Feedback Questions	To add feedback questions which need to be answered by students while giving feedback against faculty.
15	Feedback Report	To view the report of faculty on a general view, faculty wise, previous, student wise an subject wise
16	Feedback Settings	To mark the settings according to the course, semester and branches
17	Internal Marks	To enter internal marks by faculty.
18	Lab Batches	To enter number of batches into which students need to be divided to attend labs.
19	Resources	To view what resources are available for students to download under various categories.
20	Student Profile	To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance upto the current semester, fee payment details and Backlogs details of selected student.
21	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
22	Teaching Assignments	To assign subjects to faculty.
23	Teaching Load Distribution	To generate report of the work load for a semester or department wise
24	Time Table	To set theory and lab time tables for courses and print them.
25	Upload Resource	To upload resources meant for students by faculty.
26	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

4. Examinations

S No	Function	Description
1	Admissions Report	To generate a report of the total students along with the roll numbers from starting no to the ending no
2	Backlogs	To view the status of the backlog subjects of an individual student
3	Exam Schedule	To generate a report of the exam-schedule
4	External	To generate an analysis report of the students along with the toppers list
5	Internal	To generate an analysis report of the students along with the previous marks
6	Progress Report	To generate a report of the internals and externals of the students


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7	Registration	To view and generate a report of the students who have paid respective fee on a selected dates
8	Update RollNo	To update the roll no of the rejoining students
9	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
10	Library Books	To get the details of the books that were issued and check the status of the same
11	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

5.Placements

S No	Function	Description
1.	Student Performance	Generates a report of the students fulfilling the mini criteria which is customizable
2.	Circulars	To view at the circulars, however this function is not being exercised
3.	Library Books	To enter internal marks, generate a report of the same
4.	Leave History	To generate the leaves that are utilized and can check the available leaves of the personal

6.Employee

S No	Function	Description
1	Reports	To view the attendance muster , attendance register and late inn & early outs
2	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
3	Library Books	To get the details of the books that were issued and check the status of the same
4	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

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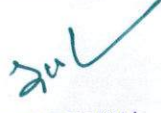
7. Correspondence

S No	Function	Description
1.	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2.	Greetings	To generate birth day greetings for students.
3.	Groups & Members	To create groups and add members to them for sending common sms.
4.	Inbox	To view messages posted by other users and to compose messages to other users.
5.	Staff List	To view the list of the staff with the respective departments.
6.	Students List	To correspond with parents of selected student(s) through email or letter.
7.	Circulars	To view the circulars however this is being exercised manually
8.	Library Books	To get the details of the books that were issued and check the status of the same
9.	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personal

Student / Parent

The functions of the student / parent is displayed in the below screenshot.

S No	Function	Description
1.	Academic Calendar	To view the academic calendar of the course and semester, the student currently studying.
2.	Attendance	Displays daily , monthly and up to date attendance of student who logged in.
3.	Backlogs	Show the subject backlogs if any of the logged in student.
4.	Book Search	To search for books in the library by the student.
5.	Circulars	To view the circulars issued by the principal and management addressed to the students.
6.	Complaints/Suggestions	To post complaints/suggestions for attention by the administrator.
7.	Exam Schedule	To view internal and external exam schedules by students.
8.	Faculty Feedback	To post feedback against the faculty by student who logged in.
9.	Fee Details	Displays the details of fees paid by the logged in student.
10.	Fee Dues	Displays the details of fee dues payable by the logged in student and the same is reflected to the parent as well.
11.	Resources	Student/parent can view and download the resources uploaded by the faculty or librarian.
12.	Library Books	Displays history of book issues and returns from library of logged in student.


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13.	Marks	Shows parent/student's semester wise marks with aggregate.
14.	Project Search	Student/parents can search for academic projects titles and abstracts from library.
15.	Profile	Student / parent can view Bio Data, Performance in current semester and previous semesters, fee payment details, backlogs details.
16.	Time Table	Student can view class time table.

The access authorization is restricted specifically for various stakeholders to maintain confidentiality for better governance. The main modules which are already listed above are exercised as follows.


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