

# **ERP document**



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC under section 2(f) of UGC Act 1956

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Institution purchased College Automation Package - ECAP from Webpros Solutions Pvt Ltd, # 39-34-15/3, Ambedkar Colony & B Junction, Visakhapatnam, Andhra Pradesh 530007, which is established in the year 2003, having registered office in Visakhapatnam, AP, India. The software here is referred as ECAP, fulfills all the requirements of Engineering Colleges including integrated campuses offering Undergraduate and Post Graduate Courses. ECAP aims at immediate availability of data in required formats ease the work of staff and management and increase in transparency and accountability in administration.

## Package Highlights:

- Internet or Intranet enabled Application.
- User Levels with Access Rights for Data Security.
- Course/Batch/Category/Student Fee Dues Reports.
- Tracks Performance of Scholarship Students.
- Fee/Attendance Reminders and Progress Reports.
- Attendance & Marks Analysis.
- Integration with Attendance Capturing Devices.
- Accounts Module similar to Tally.
- Payroll Integrated Staff Module.
- Barcode Integrated Library Module.

A central database of information also aids in improving analytics and reporting. Since an ERP records and stores all the data users input it makes for an excellent intelligence tool. As long as vendor provides strong functionality, ERP software makes it easier and faster to generate various reports. ERP stores all entered data into a single database, allowing all departments to work with the same information. Additionally, all this data can be organized, analysed and made into reports.

# ERP Document



Engineering College Automation Package

## Introduction to E CAP

Webpros Solutions Pvt Ltd, Visakhapatnam was established in the year 2003, having registered office in Visakhapatnam, AP, India. The company has been promoted by a team of qualified, skilled and experienced personnel. Since inception, the company has witnessed rapid but steady growth in the areas of operations. Apart from having business transactions, the company has comprehensively won the confidence of many esteemed clients whose continuous support and encouragement has brought success and reputation to the company in the industry.

### Divisions:

#### Software Development:

Caters to the software needs of any establishment looking for automation of their regular tasks. Division employs qualified Marketing Executives, Business Analysts, Developers, Testers and Customer Support Executives to provide best software solutions and ensure quality service support to our esteemed clients.

#### Web Development:

Caters to the software needs of any establishment looking for automation of their regular tasks. Division employs qualified Marketing Executives, Business Analysts, Developers, Testers and Customer Support Executives to provide best software solutions and ensure quality service support to our esteemed clients.

#### Biometrics:

Aims to meet the Time & Attendance & Access Control requirements of any establishment looking for tracking staff attendance and automation of payroll processing. Division possesses qualified and skilled Marketing Executives, Software

**Developers and Customer Support Executives to provide customized Time and Attendance and Access Control solutions to our valuable clients.**

#### **Barcode:**

**Meets Automatic Identification and Tracking needs of any Industry/Retail/Warehouses etc by providing robust barcode solutions including hardware and consumables. Division has qualified, skilled and experienced Marketing Professionals, Software Developers and Customer Support Executives to ensure best barcode solutions and timely service support to our valuable customers. We are the manufacturers of barcode labels and have state of art die cut machines to produce blank as well as color quality barcode labels.**

#### **Our Mission**

**Our mission is to identify the business needs of our clients and to fulfill those needs by providing the best technological solutions. Our primary commitment is achieving total client satisfaction by assisting our clients in successful selection and implementation of new technologies. We will constantly strive to be the technological leaders and the best source of solutions to our clients, which in turn will help our clients to outperform their competitors.**

#### **Infrastructure**

**The Company office is located in a flat consisting of 2000 SFT each in an apartment in posh locality in Visakhapatnam, AP, India. The office premises are well furnished with partitions and wood work to house cabins for staff and systems. Office has computer network of 20 clients and one server of latest hardware configuration and supported by 10KVA UPS to provide uninterrupted power supply. Our computer network is well connected to internet with 2 Mbps broadband internet access to ensure online support to our reputed clients.**

#### **Human Resources**

**The company employs highly qualified and motivated personnel to meet it's organizational objectives. Every employee is provided with an equal opportunity thereby encouraging diversity and respecting the views and opinions of one and all in the**

organization. All employees work in challenging work environment and to those who are really sincere and want to glorify in the career, our company will be the launching pad.

The Technologies we work on


|  |  |
|--|--|
| Web Applications   | HTML, XML, DHTML, ASP, JSP, VB.NET, J2EE, Java Script, C#, ASP.NET |
| Back End MS-SQL Server, MySql, Oracle Desktop                      |  |
| Programming Tools VB 6.0, VC++ 6.0                                 |  |
| Designing Tools Adobe Photoshop, Macromedia Flash and Dreamweaver. |  |
| Features   |  |

Welcome to the presentation of Engineering College Automation Package, designed and developed by Webpros Solutions Pvt Ltd, Visakhapatnam. The software hereinafter referred as ECAP, fulfills all the requirements of Engineering Colleges including integrated campuses offering Undergraduate and Post Graduate Courses. ECAP aims at immediate availability of data in required formats ease the work of staff and management and increase in transparency and accountability in administration.

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- o Login for Students/Parents to access data online.



**Engineering College Automation Package**

| MODULES   | Introduction to ECAP   | <i>Watch full video</i> |
|---|--|-------------------------|
| <ul style="list-style-type: none"> <li><a href="#">Administration</a></li> <li><a href="#">Academics</a></li> <li><a href="#">Accounts</a></li> <li><a href="#">Admissions</a></li> <li><a href="#">Fee Payments</a></li> <li><a href="#">Examinations</a></li> <li><a href="#">Placements</a></li> <li><a href="#">Correspondance</a></li> <li><a href="#">Library</a></li> <li><a href="#">Staff</a></li> <li><a href="#">Central Stores</a></li> <li><a href="#">Departmental Stores</a></li> <li><a href="#">Hostel</a></li> <li><a href="#">Transport</a></li> <li><a href="#">Students</a></li> </ul> | <div style="background-color: #f4a460; color: white; padding: 5px; text-align: center; margin-bottom: 10px;">Package Highlights</div> <p style="color: #f4a460; font-style: italic; text-align: right; margin-bottom: 10px;"><i>Watch module wise videos</i></p> <ul style="list-style-type: none"> <li>✓ Internet or Intranet enabled Application.</li> <li>✓ User Levels with Access Rights for Data Security.</li> <li>✓ Course/Batch/Category/Student Fee Dues Reports.</li> <li>✓ Tracks Performance of Scholarship Students.</li> <li>✓ Fee/Attendance Reminders and Progress Reports.</li> <li>✓ Attendance &amp; Marks Analysis.</li> <li>✓ Integration with Attendance Capturing Devices.</li> <li>✓ Accounts Module similar to Tally.</li> </ul> |                         |

**MODULES:**

Administration

Academics

Accounts

Admissions

Fee Payments

Examinations

## Placements

Correspondence

Library

## Staff

## Central Stores

Departmental

Stores Hostel

Transport

Students

## Administration - Features:

- Creation of Departments, Courses and Branches.
- Fees for courses along with Due Dates & Fines.
- User Levels with Access Rights on modules.
- Mapping Users to User Levels.
- Backup and Restore Data.
- Track staff Logins and Resetting Passwords.
- Complaints/Suggestions Received from Students/Staff
- Setting Academic Calendar.
- Posting News/Events for notice by Users.
- Uploading Students Data to College Website.
- Maintaining College Diary.
- Device IDs to students for capturing attendance.
- Data Backup & Restore. **Links**

| S.No | Link Name                   | Description   |
|------|-----------------------------|---|
| 1.   | <b>Academic Calendar</b>    | To set Academic Calendar for all courses.                             |
| 2.   | <b>Backup &amp; Restore</b> | To take database backup and restore manually                          |
| 3.   | <b>Branches</b>             | To create branches for various courses.                               |
| 4.   | <b>College Details</b>      | To enter college details. These details will be shown all reports.    |
| 5.   | <b>Complaints</b>           | To view complaints/suggestions posted by staff and students.          |
| 6.   | <b>Courses</b>              | To create Courses. B.Tech, MBA, MCA and M. Tech courses can be added. |
| 7.   | <b>Credits</b>              | To set credits required to promote students from one                  |

|     |                            |  |
|-----|----------------------------|--|
|     |                            | semester to next semester for any course.  |
| 8.  | <b>Departments</b>         | To create departments. These departments offer courses.  |
| 9.  | <b>Dairy</b>               | To note important events for future. This reminds day's events when logged in.   |
| 10. | <b>Fee Types</b>           | To set fee types for various courses along with due dates and fines.   |
| 11. | <b>Grading Subjects</b>    | To give grading to subjects to decide ranks in case if two or more students get same total marks.  |
| 12. | <b>Holidays</b>            | To set Holidays during academic year.  |
| 13. | <b>New Bank</b>            | To add Bank names so that they appear in Bank Drop Down in receipts/payments screens.  |
| 14. | <b>Lecture Halls</b>       | 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.         |
| 15. | <b>News &amp; Events</b>   | To add news or events for attention of all users. They scroll on top bar and catch attention of users when they login.   |
| 16. | <b>Students Passwords</b>  | To reset password for any student.   |
| 17. | <b>Seats</b>               | To enter convener and management quota seats under Direct and Later categories for courses   |
| 18. | <b>Settings</b>            | 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. |
| 19. | <b>Staff Logins</b>        | To track application login and logout timings of staff members.  |
| 20. | <b>Staff Working Hours</b> | To set working hours for staff.  |
|     |                            | To assign Numbers to students. These numbers will be   |
|     | 21. <b>Student Bio-ID</b>  | assigned to students while enrolling fingerprints in fingerprint devices to capture attendance.  |
| 22. | <b>Subjects</b>            | To add subjects for courses.   |
| 23. | <b>User Levels</b>         | To create user levels and set page level access rights on individual modules for selected user level.  |
| 24. | <b>Users</b>               | To assign User Level, Login ID and Password to staff members.  |
| 25. | <b>Web Upload</b>          | To upload students profiles, Attendance and Marks data to college website.   |
| 26. | <b>Set Maximum Marks</b>   | To set batch wise maximum and pass marks for theory, lab and project for all courses.  |



## Academics – Features:

- o Attendance & Marks Entry by Faculty.
- o Students' Attendance Analysis.
- o Student's Complete Profile in one single screen.
- o Analysis of Teaching Plan and Topics Covered.
- o Upload of Resources like notes etc for students.
- o Integration with Attendance Capturing devices.
- o Messages/Assignments by Faculty to Students
- o Students Feedback Against Faculty.
- o Attendance Shortage Notices to Parents.
- o Time Table & Faculty Teaching Assignments.
- o Academic Projects.
- o Faculty Academic Register
- o Faculty Workload
- o Faculty Adjustments
- o Circulars
- o Disciplinary Actions.
- o Faculty Performance.
- o Certificates
- o Extra Classes
- o Students Promotion & Detention.

### Links

| Sl.No | Link Name                 | Description  |
|-------|---------------------------|--|
| 1.    | <b>Absentees Report</b>   | To view absentees day wise or continuously for selected number of days for all courses.  |
| 2.    | <b>Academic Register</b>  | To generate register containing day wise attendance and exam wise marks of all students for a selected subject.  |
| 3.    | <b>Attendance</b>         | To enter period wise or cumulative attendance or upload cumulative attendance for certain number of days from excel sheet.   |
| 4.    | <b>Attendance Reports</b> | 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. |
| 5.    | <b>Batches</b>            | To divide students of selected semester into batches for attending labs simultaneously.  |
| 6.    | <b>Certificates</b>       | To issue Study, Conduct and TC certificates in standard formats  |

|     |                             |   |
|-----|-----------------------------|---|
|     |                             | to students and to track certificates issued to students.   |
| 7.  | <b>Circular</b>             | To issue circulars meant for students or staff or for both by principal or secretary of the institution.  |
| 8.  | <b>Current Time Table</b>   | To view which faculty shall be in which class room as per time table at any point of time.  |
| 9.  | <b>Disciplinary Action</b>  | To initiate disciplinary action against students and staff and track disciplinary actions taken.  |
| 10. | <b>Extra Classes</b>        | To assign extra classes to faculty in addition to regular classes.  |
| 11. | <b>Faculty</b>              | 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,   |
| 12. | <b>Faculty Adjustments</b>  | 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).   |
| 13. | <b>Feedback Questions</b>   | To add feedback questions which need to be answered by students while giving feedback against faculty.  |
| 14. | <b>Internal Marks</b>       | To enter internal marks by faculty.   |
| 15. | <b>Lab Batches</b>          | To enter number of batches into which students need to be divided to attend labs.   |
| 16. | <b>MBA</b>                  | To enter specializations for MBA course and select electives chosen by students.  |
| 17. | <b>Projects</b>             | To assign projects and project guides to students of B.Tech, MBA, MCA and M.Tech courses and track the progress of individual projects. Guides need to upload student wise project status in excel sheet at regular intervals.                                  |
| 18. | <b>Promotions</b>           | 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. |
| 19. | <b>Resources</b>            | To view what resources are available for students to download under various categories?   |
| 20. | <b>Student Profile</b>      | 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. | <b>Teaching Assignments</b> | To assign subjects to faculty.  |
| 22. | <b>Teaching Plans</b>       | To upload teaching plan and every day topics covered by faculty.  |
| 23. | <b>Time Table</b>           | To set theory and lab time tables for courses and print them.   |

|     |                         |   |
|-----|-------------------------|---|
| 24. | <b>Student Messages</b> | To post messages/assignments to selected student(s) by faculty. |
| 25. | <b>Upload Resource</b>  | To upload resources meant for students by faculty.              |

#### Accounts - Features:

- o Creation of Revenue & Expenditure Heads.
- o Department wise Budgets.
- o Head wise Revenue & Expenditure Reports.
- o Bank Accounts & Transactions.
- o Day Book & Cash Book Maintenance.
- o Profit & Loss Statement.
- o Attendance Fine & Exam Fee Collection.
- o Supplier Payments & Dues.
- o Fee Refunds to Students.
- o Loan Estimates for Students.

#### Links

| Sl.No | Link Name                  | Description  |
|-------|----------------------------|--|
| 1.    | <b>Attendance Fine</b>     | To view fine payable monthly by students for the days becoming absent and collecting fine. |
| 2.    | <b>Bank Accounts</b>       | To enter bank account details.   |
| 3.    | <b>Bank Deposits</b>       | To enter cash or cheque deposits in selected bank account.                                 |
| 4.    | <b>Bank Transactions</b>   | To view Deposits or withdrawal history of selected bank account.                           |
| 5.    | <b>Bank Withdrawals</b>    | To enter withdrawal details from selected bank account.                                    |
| 6.    | <b>Bill Clearance</b>      | To view suppliers pending bills and clearing them for payment.                             |
| 7.    | <b>Department Budgets</b>  | To set annual expenditure budgets for individual departments.                              |
| 8.    | <b>Day Book</b>            | To view financial transactions recorded during the selected day.                           |
| 9.    | <b>Expenditure Heads</b>   | To add expenditure Heads.  |
| 10.   | <b>Expenditure Reports</b> | To view had wise expenditure transactions.   |
| 11.   | <b>Fee Refunds</b>         | To refund fees already collected to students in case of college transfers etc.             |
| 12.   | <b>Profit/Loss</b>         | To view profit and loss statement during the selected period of time.                      |

|     |                         |   |
|-----|-------------------------|---|
| 13. | <b>Receipts</b>         | To enter non fee receipts.                              |
| 14. | <b>Receipts Reports</b> | To view head wise revenue reports.                      |
| 15. | <b>Revenue Heads</b>    | To add revenue heads.                                   |
| 16. | <b>Transactions</b>     | To view financial transactions and edit them if needed. |

## Admissions – Features:

- o Import of Students data from Excel Sheet.
- o Admission Register
- o Castes & Sub Castes.
- o Tracks Certificates to be Submitted by Students.
- o Re Admission of Detained students.
- o Bar-coded ID Cards for Students.
- o Scholarship Students.
- o Generates 10 digit Roll Numbers for Students.
- o Division of Students into Sections.
- o Reports.

## Links

| Sl.No | Link Name                  | Description   |
|-------|----------------------------|---|
| 1.    | <b>Admission</b>           | To enter students data through interfaces or import students data from excel sheets.  |
| 2.    | <b>Admissions Register</b> | To generate admissions register in standard format after admissions are over.         |
| 3.    | <b>Castes</b>              | To add castes.  |
| 4.    | <b>Certificates</b>        | To add list of certificates to be collected from students during admission time.      |
| 5.    | <b>Checklist</b>           | To track what certificates have been submitted by a student at the time of admission. |
| 6.    | <b>College Strength</b>    | To view total number of students basing on gender i.e male and female.                |
| 7.    | <b>Detained Students</b>   | To view or enter details of detained students and readmit them.                       |
| 8.    | <b>Generate ID Cards</b>   | To generate barcoded ID cards to students after admissions. To                        |
| 9.    | <b>Generate Roll</b>       | generate university roll numbers for students admitted during                         |

|     |                             |  |
|-----|-----------------------------|--|
|     | <b>Numbers</b>              | current academic year.   |
| 10. | <b>Scholarship Students</b> | To view details of students who are eligible for scholarships from state government.   |
| 11. | <b>Sections</b>             | To divide students into sections if a branch has more than one section.  |
| 12. | <b>Edit</b>                 | To view and edit students data.  |
| 13. | <b>Reports</b>              | To view course wise, Branch wise, seat type wise, category wise and gender wise admissions of selected batch of students. To compare current batch of students with previous three batches of students and analyze the admission trends. |

## Fee Payments – Features:

- o Fee Collection & Receipt Printing.
- o Course/Batch/Student wise Fee Dues.
- o Fee Concessions.
- o Fee Reminders to Parents.
- o Tracking Fee Reimbursement from Government.
- o Issuing Study etc. Certificates to Students.
- o Reports.

## Links

| Sl.No | Link Name                  | Description   |
|-------|----------------------------|---|
| 1.    | <b>Certificates</b>        | To issue study and conduct certificates to students and track them.   |
| 2.    | <b>Counseling Payments</b> | To enter details of payment made by the students at counseling centers.   |
| 3.    | <b>Dues List</b>           | Aggregate, Student wise- To view course wise tuition fee and other fees dues and fee wise dues of all students. |
| 4.    | <b>Fee Adjustments</b>     | To give concessions in tuition fee to certain students and set different fee due dates.                         |
| 5.    | <b>Fee Payments</b>        | To accept fee payment from students.  |
| 6.    | <b>Fee Reminders</b>       | To generate letters containing fee dues, addressed to parents.  |
| 7.    | <b>Govt Receipts</b>       | To view fee reimbursement dues from state government and enter details of payments from state government.       |
| 8.    | <b>Old Receipt</b>         | To view details of payment made by student against entered receipt number.                                      |
| 9.    | <b>Permitted Students</b>  | To view list of students who are given fee concessions and given extended time to pay fees.                     |

|     |                      |  |
|-----|----------------------|--|
| 10. | <b>Previous Dues</b> | To enter previous years fee dues   |
| 11. | <b>Reports</b>       | To view fee committed, fee paid and fee dues details of selected student. Class wise fee paid and dues reports also can be seen. |

## Examinations – Features:

- Exam Fee Collection & Exam Schedules.
- Student Registrations for Regular/Supply Exams.
- Seating Arrangement for External Exams & D-Forms.
- Entry/Upload of External/Internal Exams Marks.
- External/Internal Marks Analysis & Reports.
- Progress Reports & Attendance Reminders.
- Supplementary & Detained Students.
- Invigilation Charges for Staff.
- Reports.

## Links

| Sl.No | Link Name                   | Description  |
|-------|-----------------------------|--|
| 1.    | <b>Admissions Report</b>    | To view branch wise students admissions of selected batch in the format prescribed by the university.          |
| 2.    | <b>Backlogs</b>             | To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs. |
| 3.    | <b>D-Forms</b>              | To generate subject wise D-Forms during external examinations.   |
| 4.    | <b>Exam Fee Dues</b>        | To view list of students who are yet to pay examination fees   |
| 5.    | <b>Exam Application</b>     | To view and print exam application form for circulation among students.  |
| 6.    | <b>Question Paper</b>       | To download internal exams question papers set by faculty  |
| 7.    | <b>Exams</b>                | To set fees, due dates, exam schedules and generate seating arrangement for external examinations.             |
| 8.    | <b>Expenditure</b>          | To enter expenditure details incurred by examination section.  |
| 9.    | <b>Expenditure Report</b>   | To view expenditure incurred by examination section.   |
| 10.   | <b>External Marks</b>       | To enter external marks, analyze marks obtained and generate marks reports.                                    |
| 11.   | <b>Internal Marks</b>       | To enter attendance for internal exams, internal marks, analyze marks obtained and generate marke reports.     |
| 12.   | <b>Invigilation Charges</b> | To enter invigilation charges payable to faculty. These charges are reflected in payslips.                     |

|     |                         |  |
|-----|-------------------------|--|
| 13. | <b>Lab (External)</b>   | To generate formats for taking attendance and entering marks for lab external examinations.                  |
| 14. | <b>Progress Reports</b> | To generate progress reports containing both attendance and marks of selected exam. Progress reports contain |

## Placements – Features:

- o Companies & Correspondence.
- o Screening Students as per Company Requirements.
- o Company Offers.
- o Students Performance
- o Alumni.
- o Reports

### Links

| Sl.No | Link Name                  | Description   |
|-------|----------------------------|---|
| 1.    | <b>Companies</b>           | To add details of companies which conduct campus placements.  |
| 2.    | <b>Correspondence</b>      | To correspond with visiting companies through email or letters and track previous correspondence made with companies. |
| 3.    | <b>Offers</b>              | To post details of placements offered by visiting companies to students.  |
| 4.    | <b>Screening</b>           | To generate shortlisted students basing on requirements of visiting companies.  |
| 5.    | <b>Alumni</b>              | To maintain details of students of previous batches along with their present employment and contact details.          |
| 6.    | <b>Student Performance</b> | To view distinction students, first class and second class students with and without subject backlogs.                |
| 7.    | <b>Reports</b>             | To view batch wise placements offered by visiting companies.  |

## Correspondence - Features

- o Labs Experiments
- o Equipment & Consumables
- o Indents to Central Stores
- o Issues within Department
- o Purchases & Receipts
- o Stocks
- o Reports

## Links

| Sl.No | Link Name                              | Description   |
|-------|--|---|
| 1.    | <a href="#">Complaint/Suggestion</a>   | To post complaints or suggestions by users for attention by the administrator   |
| 2.    | <a href="#">Greetings</a>              | To generate birth day greetings for students.   |
| 3.    | <a href="#">Groups &amp; Members</a>   | To create groups and add members to them for sending common sms.  |
| 4.    | <a href="#">Inbox</a>                  | To view messages posted by other users and to compose messages to other users.  |
| 5.    | <a href="#">Parents Addresses</a>      | To view addresses of parents of students of selected semester and print them.   |
| 6.    | <a href="#">Parents Correspondence</a> | To correspond with parents of selected student(s) through email or letter.  |
| 7.    | <a href="#">Log Report</a>             | To view Undelivered SMS log report on a selected day.   |
| 8.    | <a href="#">SMS</a>                    | 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. |

## Library - Features

- Library Rules for Students & Staff.
- Entry/Upload of Books/Journals/Magazines.
- Book Bank Students & Book Reservations.
- Book Issues>Returns/Renewals.
- Printing Barcodes.
- OPAC & Search.
- Journal/Magazine Subscriptions & Renewals.
- Titles/Authors/Publishers Database.
- Backup & Restore of Library Data.
- Budget & Expenditure, Purchases & Receipts.
- Stock Verification
- Reports.

## Links

| Sl.No | Link Name                    | Description  |
|-------|------------------------------|--|
| 1.    | <a href="#">Back Volumes</a> | To enter details of national and international journals which are bound into volumes relating to certain period. |



|     |   |   |
|-----|---|---|
| 2.  | <b>Backup &amp; Restore</b>             | To backup and restore of library data.  |
| 3.  | <b>Book Status</b>                      | To view and change status of selected book from reference to Issue etc.   |
| 4.  | <b>Book Bank Students</b>               | To add and view students who availed book bank scheme.  |
| 5.  | <b>Books</b>                            | To enter books data either through interfaces or importing from excel sheets.   |
| 6.  | <b>Books Reserved</b>                   | 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. |
| 7.  | <b>Budget &amp; Expenditure</b>         | To view budget grants for library and enter expenditure details and view the report.  |
| 8.  | <b>Circulation</b>                      | To issue, return and renewal books among students and staff.  |
| 9.  | <b>Cross Check</b>                      | To view to whom a particular book was issued.   |
| 10. | <b>Dept. Library</b>                    | To transfer books from main library to departmental library and accept them back to main library.   |
| 11. | <b>Dues</b>                             | To view library dues payable by students.   |
| 12. | <b>Edit</b>                             | To edit book details.   |
| 13. | <b>OPAC</b>                             | Online Public Access Catalogue for search by users.   |
| 14. | <b>Equipment</b>                        | To post details of any equipment like Xerox machine installed in library.   |
| 15. | <b>Journals</b>                         | To post details of periodical journals received in library.   |
| 16. | <b>Authors, Titles &amp; Publishers</b> | To maintain authors, titles and publishers database.  |
| 17. | <b>Projects</b>                         | To enter details of academic projects submitted by students in library.   |
| 18. | <b>Purchases</b>                        | To purchase books for library   |
| 19. | <b>Receipts</b>                         | To receive books purchased for library  |
| 20. | <b>Requisition</b>                      | To request books to be purchased for library.   |
| 21. | <b>Rules</b>                            | To set rules i.e number of issue tickets for staff and students, lending period, renewal times and fine etc for library.  |
| 22. | <b>Search</b>                           | To search ACC No wise, author wise, title wise, publisher wise, department wise and course wise books in library.   |
| 23. | <b>Stock Verification</b>               | To compare system stock of books with physical stock taken in excel sheet.  |
| 24. | <b>Subjects</b>                         | To enter subjects for library.  |
| 25. | <b>Subscription</b>                     | To subscribe for national and international journals for library.   |
| 26. | <b>Suppliers</b>                        | To enter details of suppliers for library.  |

**Reports** To view Accession register, Library Fines, Day transactions, Pending returns, Issues , Returns, renewals , purchases and un used books etc

## Staff - Features

- o Messages among Staff Members.
- o Groups & Members.
- o SMS to Parents, Staff & Students.
- o Marks/Attendance & Fee Dues through SMS to Parents.
- o Printing Parents Addresses.
- o Correspondence Via Email/Letters with Parents.
- o Bulk SMS to Parents/Students during Admissions.
- o Birthday Greetings

## Links

| Sl.No | Link Name                     | Description   |
|-------|-------------------------------|---|
| 1.    | <b>Complaint/Suggestion</b>   | To post complaints or suggestions by users for attention by the administrator   |
| 2.    | <b>Greetings</b>              | To generate birth day greetings for students.   |
| 3.    | <b>Groups &amp; Members</b>   | To create groups and add members to them for sending common sms.  |
| 4.    | <b>Inbox</b>                  | To view messages posted by other users and to compose messages to other users.  |
| 5.    | <b>Fee Payments</b>           | To accept fee payment from students.  |
| 6.    | <b>Parents Addresses</b>      | To view addresses of parents of students of selected semester and print them.   |
| 7.    | <b>Parents Correspondence</b> | To correspond with parents of selected student(s) through email or letter.  |
| 8.    | <b>Log Report</b>             | To view Undelivered SMS log report on a selected day.   |
| 9.    | <b>SMS</b>                    | 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. |

## Central stores - Features:

- o Categories, Sub categories & Items.
- o Indents & Issues.

- Suppliers, Purchases & Receipts.
- Stock Adjustments & Stock Register.
- Pending Indents.
- Initial Stock Entry.
- Reports.

#### Links

| Sl.No | Link Name                | Description   |
|-------|--------------------------|---|
| 1.    | <b>Indents</b>           | To view department wise indents and process them.   |
| 2.    | <b>Masters</b>           | To create categories, sub categories, Items and units.  |
| 3.    | <b>Pending Indents</b>   | To view indents received from various departments yet to be processed.  |
| 4.    | <b>Purchases</b>         | To process purchase orders for purchase of various items.   |
| 5.    | <b>Receipts</b>          | To receive items ordered.   |
| 6.    | <b>Stock Entry</b>       | To enter initial stocks of various items.   |
| 7.    | <b>Stock Adjustments</b> | To adjust stocks in case of any differences with physical stock taking.   |
| 8.    | <b>Reports</b>           | To view department wise indents received, items purchased and issued to various departments, stock register, item wise issues, purchases and receipts |

### Departmental stores – Features:

- Labs
- Experiments
- Equipment & Consumables
- Indents to Central Stores
- Issues within Department
- Purchases & Receipts
- Stocks
- Reports

#### Links

| Sl.No | Link Name          | Description  |
|-------|--------------------|--|
| 1.    | <b>Consumables</b> | To enter equipment wise required consumables.                      |
| 2.    | <b>Indents</b>     | To post indents to central stores for items.                       |
| 3.    | <b>Issues</b>      | To issue items received from central stores for local consumption. |

|     |                        |  |
|-----|------------------------|--|
| 4.  | <b>Lab Equipment</b>   | To enter details of equipment used/installed in various labs of the department.  |
| 5.  | <b>Lab Experiments</b> | To enter experiments pertaining to each lab.   |
| 6.  | <b>Labs</b>            | To add labs for the department.  |
| 7.  | <b>Purchase Orders</b> | To process purchase orders for purchase of items separately.   |
| 8.  | <b>Receipts</b>        | To receive the items ordered.  |
| 9.  | <b>Stocks</b>          | To View the stocks of various items.   |
| 10. | <b>Reports</b>         | To view the indents posted to central stores, items received and purchased, consumables consumed, equipment maintenance details. |

## Hostel – Features:

- o Application for Admission into Hostel.
- o Student Registration.
- o Rooms & Room Allotment.
- o Attendance & Marks Analysis for Hostlers.
- o Hostel Dues & De-Registration.
- o Reports

## Links

| Sl.No | Link Name              | Description  |
|-------|------------------------|--|
| 1.    | <b>Application</b>     | To view details of students who applies for admission into hostel.   |
| 2.    | <b>New Room</b>        | To add rooms details.  |
| 3.    | <b>Registration</b>    | To register students by allocating room after getting hostel admission and necessary fee payment.                      |
| 4.    | <b>De-Registration</b> | To check the hostel dues payable by any hostel resident who proposes to leave the hostel.                              |
| 5.    | <b>Room Adjustment</b> | To transfer students from one room to another.   |
| 6.    | <b>Reports</b>         | To view details of students who admitted into hostel, hostel fee defaulters, academic performance of hostel residents. |

## Transport – Features:

- o Vehicles.

- o Routes & Halts.
- o Assignment of Halts to Students.
- o Expenditure Types & Expenditure Tracking.
- o Log Book & Mileage Checking.
- o Transport Fee Collection & Dues.
- o Vehicle Insurance & Premium Tracking.
- o Reports

## Links

| Sl.No | Link Name                           | Description   |
|-------|-------------------------------------|---|
| 1.    | <a href="#">De-Subscription</a>     | To check transport dues payable by any student who proposes not to use college bus.       |
| 2.    | <a href="#">Defaulters</a>          | To view details of students who need to pay transport charges beyond due date.            |
| 3.    | <a href="#">Due Date</a>            | To set due date for payment of transport fee.   |
| 4.    | <a href="#">Expenditure Report</a>  | To view bus wise expenditure incurred under various expenditure heads.                    |
| 5.    | <a href="#">Expenditure Types</a>   | To create expenditure heads for which vehicles expenditure needs to be tracked.           |
| 6.    | <a href="#">ExpHeads Mapping</a>    | To group various expenditure heads under one expenditure head created in accounts module. |
| 7.    | <a href="#">Fitness Certificate</a> | To track fitness certificates obtained for various college buses.                         |
| 8.    | <a href="#">Log Book</a>            | To enter odo meter readings daily for each vehicle to track vehicle movements.            |
| 9.    | <a href="#">New Policy</a>          | To enter insurance policy taken for college vehicles                                      |
| 10.   | <a href="#">Routes &amp; Halts</a>  | To add routes and add halts to routes along with amounts to be paid.                      |
| 11.   | <a href="#">Students Halts</a>      | To assign students to halts.  |
| 12.   | <a href="#">Subscription</a>        | To register student for bus service.  |
| 13.   | <a href="#">Vehicle Expenditure</a> | To enter expenditure incurred for a vehicle.  |
| 14.   | <a href="#">Vehicle Insurance</a>   | To track insurance premiums being paid for college buses.                                 |
| 15.   | <a href="#">Vehicles</a>            | To add new vehicles.  |
| 16.   | <a href="#">Premium Amount</a>      | To view insurance premium paid/pending details for selected vehicle                       |
| 17.   | <a href="#">Receipts</a>            | To receive transport fee from students.   |

## Students – Features:










- o Access to Attendance, Marks & Fee Data of Self.
- o Posting Feedback Against Faculty.
- o Search for Books in Library & Book Reservations.
- o Access to Resources like Notes, E-Books etc.
- o Access to Personal Messages from HOD/Faculty.
- o Access to Circulars.
- o Access to Alumni Data.

### Links

| Sl.No | Link Name                     | Description   |
|-------|-------------------------------|---|
| 1.    | <b>Academic Calendar</b>      | To view the academic calendar of the course and semester, the student currently studying.                                 |
| 2.    | <b>Attendance</b>             | Displays daily , monthly and up to date attendance of student who logged in.  |
| 3.    | <b>Backlogs</b>               | Show the subject backlogs if any of the logged in student.  |
| 4.    | <b>Book Search</b>            | To search for books in the library by the student.  |
| 5.    | <b>Circulars</b>              | To view the circulars issued by the principal and management addressed to the students.                                   |
| 6.    | <b>Complaints/Suggestions</b> | To post complaints/suggestions for attention by the administrator.  |
| 7.    | <b>Exam Schedule</b>          | To view internal and external exam schedules by students.   |
| 8.    | <b>Faculty Feedback</b>       | To post feedback against the faculty by student who logged in.  |
| 9.    | <b>Fee Details</b>            | Displays the details of fees paid by the logged in student.   |
| 10.   | <b>Fee Dues</b>               | Displays the details of fee dues payable by the logged in student.  |
| 11.   | <b>Resources</b>              | Student can view and download the resources uploaded by the faculty or librarian.   |
| 12.   | <b>Library Books</b>          | Displays history of book issues and returns from library of logged in student.  |
| 13.   | <b>Marks</b>                  | Shows student's semester wise marks with aggregate.   |
| 14.   | <b>Project Search</b>         | Student can search for academic projects titles and abstracts from library.   |
| 15.   | <b>Profile</b>                | Student 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.

| MODULES   | Contact Us   |                  |                   |                         |              |                         |             |                       |                       |  |                         |  |                       |              |                  |                  |                          |                 |               |                 |                   |                        |  |  |   |  |  |  |  |                      |  |
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| <ul style="list-style-type: none"><li>❖ Administration</li><li>❖ Academics</li><li>❖ Accounts</li><li>❖ Admissions</li><li>❖ Fee Payments</li><li>❖ Examinations</li><li>❖ Placements</li><li>❖ Correspondance</li><li>❖ Library</li><li>❖ Staff</li><li>❖ Central Stores</li><li>❖ Departmental Stores</li><li>❖ Hostel</li><li>❖ Transport</li><li>❖ Students</li></ul> | <p data-bbox="974 409 1185 451">Mrs. G. Lakshmi Bala</p> <p data-bbox="397 451 649 493">Corporate Office: ( USA )</p> <p data-bbox="397 535 722 577"><b>Excell International Group Inc.</b></p> <table border="0" data-bbox="397 588 917 850"><tr><td>27 Schall Street</td><td>Bridgewater Plaza</td></tr><tr><td>Bridgewater, NJ - 08807</td><td>250 Route 28</td></tr><tr><td>Phone No.: 908 218 1341</td><td>Suite # 205</td></tr><tr><td>Fax No.: 908 218 1441</td><td>Bridgewater, NJ 08807</td></tr><tr><td></td><td>Phone No.: 908 450 9815</td></tr><tr><td></td><td>Fax No.: 908 325 0484</td></tr></table> <p data-bbox="397 850 633 892">Offshore Office: ( India )</p> <p data-bbox="397 934 698 976"><b>Webpros Solutions Pvt. Ltd.</b></p> <table border="0" data-bbox="397 997 917 1218"><tr><td>#39-34-15/3,</td><td>#202, 6th Cross,</td></tr><tr><td>Ambedkar Colony,</td><td>K.G.F. Munireddy Layout,</td></tr><tr><td>R &amp; B Junction,</td><td>Mahadevapura,</td></tr><tr><td>Visakhapatnam ,</td><td>Bangalore 560 016</td></tr><tr><td>Andhra Pradesh 530 007</td><td></td></tr></table> <div data-bbox="974 514 1575 903"><table border="0"><tr><td data-bbox="974 514 1055 619"></td><td data-bbox="1201 514 1291 619"></td></tr><tr><td data-bbox="974 619 1136 745">Mob:<br/>+91 9866078889<br/>+91 9676907555</td><td data-bbox="1201 619 1575 787">Email:<br/>webprossolutions.vsp.bala@gmail.com<br/>bala@webprosindia.com<br/>prakash@webprosindia.com</td></tr><tr><td data-bbox="974 756 1055 861"></td><td></td></tr><tr><td data-bbox="974 861 1201 903">Whatsapp: 9866078889</td><td></td></tr></table></div> | 27 Schall Street | Bridgewater Plaza | Bridgewater, NJ - 08807 | 250 Route 28 | Phone No.: 908 218 1341 | Suite # 205 | Fax No.: 908 218 1441 | Bridgewater, NJ 08807 |  | Phone No.: 908 450 9815 |  | Fax No.: 908 325 0484 | #39-34-15/3, | #202, 6th Cross, | Ambedkar Colony, | K.G.F. Munireddy Layout, | R & B Junction, | Mahadevapura, | Visakhapatnam , | Bangalore 560 016 | Andhra Pradesh 530 007 |  |  |  | Mob:<br>+91 9866078889<br>+91 9676907555 | Email:<br>webprossolutions.vsp.bala@gmail.com<br>bala@webprosindia.com<br>prakash@webprosindia.com |  |  | Whatsapp: 9866078889 |  |
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