



Ref. MEMO/PGPM/2017

Date... 18/8/2017

Enterprise Resource Planning in Pahalwan Gurudeen Prasikshan Mahavidyalaya

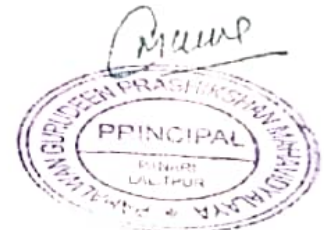
Enterprise Resource Planning (ERP) is business process management software that allows Pahalwan Gurudeen Prasikshan Mahavidyalaya, Panari, Lalitpur to use a system of integrated applications to manage and automate all the activities with respect to Academic, Administrative and other tasks in the college.

Implementation of ERP in Academic Process in Pahalwan Gurudeen Prasikshan Mahavidyalaya

The Institution maintains the data in ERP for effective resource planning. A service provider was identified for effective implementation and support activities since 2016.

The following areas of Teaching-Learning process were taken for full automation.

- 1) Pedagogical Syllabus, lesson plan, planning of teaching hours, teaching methods and aids, Student database and creation of learning resources) started from 2016 B.Ed. student.
- 2) Student Attendance (Daily attendance offline and biometric system. and master attendance for monitoring the student performance)
- 3) Student support activities (internal mark entry, compilation and conversion of internal marks, log in Email creation, online fee payment, choice of open elective and feedback system, development of student Android App)
- 4) Staff support activities (creation of database, staff personal / official portal, attendance, MIS - staff android app, MIS linked salary and compensation, leave entry, payroll connectivity and performance appraisal)
- 5) Administrative Area (Admission, Enquiry, Processing of application, student database, Transfer certificate, Project work certificates and other performance certificate)
- 6) Finance area - Accounting and report generation, pay roll, online fee payment, mobilization of funds using ERP (Student, Staff Login, Book Issue, Return, Reports, Maintenance of Books, Records and retrieval of Data etc. Generation of various reports, Payroll, Inventory, Fee, Exam, Human Resource, Academic, and Admission etc.



- 7) **Full Automation of Finance Section** (Usage of Tally for accounting and other Accounting Management system through College MIS).

College Management System 2020

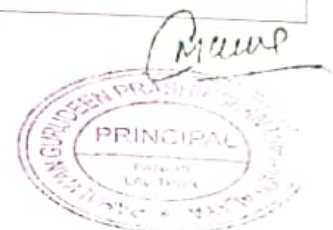
- in Pahalwan Gurudeen Prasikshan Mahavidyalaya administration & management of organizations, particularly, educational institutions, has become a tedious and complex task. It requires careful planning, systematic approach and accurate control of administrative processes to attract the best students, produce best results and project the best image. Coupled with tight competition from the industry, institutions are increasingly seeking the help of information technology to improvise the facilities and maintain a competitive edge to the educational sector. System Pahalwan Gurudeen Prasikshan Mahavidyalaya providing good extremely efficient, systematic system of examination, admission teaching learning process etc. Pahalwan Gurudeen Prasikshan Mahavidyalaya providing good **'College Management System'**.

About College Management System

- Pahalwan Gurudeen Prasikshan Mahavidyalaya is focused to overcome the major drawbacks of the existing administration system in the instituting of higher education in Pahalwan Gurudeen Prasikshan Mahavidyalaya. Outcomes with integrated solution for the entire academic and administrative requirements of the institution.
- That handles various academics & Non-academic activities of an institution.
- CMS 2020 Education Solution offers an integrated suite of modules that provides a single view of business process information to guide decision-making, with features that enhance operational efficiency; we help you upgrade your administrative functions.

Benefits of the College Management System

- ❖ Automatic Upgrade
- ❖ A Built-As-You-Grow Approach
- ❖ Relevance • Ease of Deployment
- ❖ Data Security
- ❖ Cost & Operational Efficiency
- ❖ Robust Maintenance
- ❖ Integrated Solutions
- ❖ Increase Agility
- ❖ Personalized Solution



ERP Documents and screen shots are classified as follows:

- ❖ Academic
- ❖ Administration
- ❖ Faculty / Staff information
- ❖ Examination management
- ❖ Finance / HR /
- ❖ Library Services

Major modules

- ❖ Admission and Counseling
- ❖ Student Information System
- ❖ Learning Management
- ❖ Examination Management
- ❖ Automated Online Examination – Online Test
- ❖ Admin Module – System Administration
- ❖ Staff Information
- ❖ Facility Management
- ❖ Notice Board – e-Notice / e-Communication / e-circular
- ❖ Student Feedback
- ❖ Human Resources
- ❖ Fee Management

Counseling and admission

- ❖ Temporary Logins for Student Details entry
- ❖ Institution Brochure and Application Form distribution details

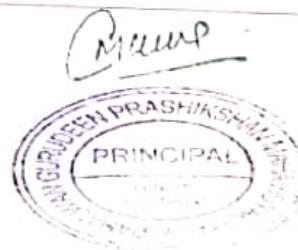
Automated Reports on admission enquiries

- ❖ Course Wise Applied List
- ❖ Course Choice
- ❖ Applicant Status
- ❖ Daily Admission Report
- ❖ Admission Register Report
- ❖ SMS & email alerts on specific events
- ❖ Payment gateway integration
- ❖ Pre Admission Enquiry
- ❖ Verification of admission criteria

Student Application Information

- ❖ Updating / Import of short listed Student Data into database along with
- ❖ Course applied
- ❖ Gender Data
- ❖ State
- ❖ Nationality
- ❖ Qualification
- ❖ Category (Gen/SC/ST etc.)
- ❖ Postal Address
- ❖ First graduate
- ❖ Transport requirements

The tutors of the respective classes will input the data and the data is retrieved from MIS based on the requirements.



Attendance Management

- ❖ Student Attendance
- ❖ Subject/ Class wise attendance (Daily, weekly, monthly view)
- ❖ Event based Alert within module / Email, SMS alert
- ❖ Graphical Representation Tools End of every semester, a pro forma is taken from the MIS for knowing the attendance status of a student.

Student MIS

- ❖ Details of admission type, seat category, etc. can be entered easily
- ❖ Personal & academic details of students can be keyed in. - Classes, batches, subjects, etc. can be assigned incl. option for repeat classes
- ❖ Student information available on one screen,
- ❖ Searchable by roll no, Name, Aadhaar Number, address etc.
- ❖ Student Feedback to be collected based on configurable parameters.
- ❖ Recording communications with students
- ❖ Digitization -Students Portal - CBCS/ Open Elective choices / free elective choice collection from student M.A., B.ED, B.SC., M.SC.
- ❖ Generation of exam application form and Hall ticket with student photograph • Online Fee payment, generation of receipts

Pedagogy (learning Management)

- ❖ Course, subjects, batches, etc. can be added, edited, removed, etc. as per institutional need -
- ❖ Approved Syllabi are uploaded by each faculty to view and verify online.
- ❖ Defining Learning pedagogy like CO & LO and mapping of PO with CO is done.
- ❖ Individual subject card is created for each subject.
- ❖ Project and Assignments is assigned by faculty and the same can be intimated to the students.
- ❖ Date of submission of assignments is defined by the faculty
- ❖ Evaluation and marks submission is done using MIS
- ❖ Timetables is prepared & viewed for each elective subject and student group
- ❖ Event Creation & management.
- ❖ Lesson Plan is prepared for each subject
- ❖ Subject progression is tracked by breaking down the subject into modules and each module to have hours of instruction associated with it.
- ❖ Remedial Classes & counseling with analysis and graphical tools.
- ❖ Content can be uploaded with association with modules.
- ❖ Study Materials are uploaded for flipping class rooms, during study, post study.
- ❖ Advanced Archiving Options of and retrieval of uploaded subject materials.
- ❖ Generation of Faculty Record report.

Report Generation

- ❖ The following reports can be viewed & printed
- ❖ Term Wise Subjects
- ❖ Subject Wise Course Coverage Report
- ❖ Student Attendance Report
- ❖ Compiled Student Attendance Report
- ❖ Course Progression Report
- ❖ Student Daily Attendance Report
- ❖ Course wise Subject Report
- ❖ Course Coverage Report
- ❖ Absentee List Report
- ❖ Fee Defaulter List Report
- ❖ Lesson Plan Status



- ❖ Course Wise Renewal Report
- ❖ Faculty Wise Attendance Report
- ❖ Subject Wise Faculty Wise Timetable
- ❖ Term Wise Timetable Report
- ❖ Faculty Wise Student Attendance
- ❖ Subject wise Student Attendance
- ❖ Master Time Table Report

Class Room Management

- ❖ Administrative user options
- ❖ Add/edit/delete a course and can assign Teacher to a particular course
- ❖ Add/ edit/ delete class room number
- ❖ Add/edit/delete/configure sessions
- ❖ Defining learning objectives, mapping,
- ❖ Material upload for flipped class rooms , during study , post study
- ❖ Worksheets, quiz & assignments & assessments
- ❖ e-Mail, student Android App & Faculty android app

Examination Management

- ❖ User Log in with specific rights:
- ❖ Generate Exam Application form for downloading
- ❖ Issuance of Hall ticket with downloading option
- ❖ Enter examination attendance
- ❖ Conduct of Examination
- ❖ Enter Grade
- ❖ Generate Results
- ❖ Promote and Demote Student
- ❖ Semester Wise Student Performance
- ❖ Exam fee applied Report
- ❖ Exam fee Paid and pending student details Report
- ❖ Department wise Exam Time Table
- ❖ Session wise Exam Time Table
- ❖ Student Individual Exam time Table
- ❖ Overall Exam time Table
- ❖ End Semester Exam Time Table
- ❖ Arrear Exam time Table
- ❖ Exam Absentees Report
- ❖ Room Allotment Report
- ❖ Room Allotment Date wise
- ❖ Exam seating Arrangement Board Copy
- ❖ Exam Room Allotment Details
- ❖ Seating arrangement details consolidated
- ❖ Exam hall Ticket
- ❖ Student duplicate Hall ticket
- ❖ Student Status Report
- ❖ Subject code wise student count
- ❖ Exam date wise Report
- ❖ Exam attendant student Signature copy
- ❖ Dummy number Generation
- ❖ Dummy number report

M. K. S.



Exam reports such as

- ❖ Class wise hall allocation Reports
- ❖ Department wise Hall allocation Report
- ❖ Exam Attendance Report
- ❖ Exam hall wise student count Report
- ❖ Exam hall wise Bundle Number generation Report
- ❖ Date wise Bundle Number generation List

Exam attendance

- ❖ Exam attendance summary
- ❖ Semester Exam absentees Report
- ❖ Consolidated Exam absentees Report
- ❖ Consolidated Practical Exam absentees report

Internal marks

- ❖ Internal Mark Report
- ❖ Internal toppers List
- ❖ Internal CIA Analysis Report
- ❖ Internal failure List
- ❖ Overall Internal Exam Result
- ❖ Continuous internal Mark statement Report
- ❖ COE Internal marks Statement Report
- ❖ CIA Result Analysis Report

Examination Result Reports

- ❖ Class wise Result Report
- ❖ Subject code wise Result Report
- ❖ Faculty wise Result analysis
- ❖ Student Performance Report
- ❖ Toppers List
- ❖ Arrear count Student wise

Mark Sheets

- ❖ Semester Mark sheet
- ❖ Duplicate Semester Mark Sheet
- ❖ Consolidated Mark Sheet
- ❖ Duplicate Consolidated Mark sheet
- ❖ Course completed Certificate
- ❖ University Formats
- ❖ Tabulation of grade list
- ❖ Printing of mark sheet, MIS report - Publishing of result on the web

Admin Module

Super admin to view the MIS functioning and monitoring

- ❖ Security Features are incorporated:
- ❖ Role based screen permission for users.
- ❖ Encrypted passwords with admin control to reset passwords

Staff Information

- ❖ Academics – Staff Log in
- ❖ Subject Card
- ❖ Circular
- ❖ Attendance Summary



Syllabus

- ❖ Course summary
- ❖ Events
- ❖ Lesson plan
- ❖ Time Table
- ❖ Internal Mark Entry
- ❖ Staff Change
- ❖ Student Attendance Cancel
- ❖ Student Attendance Search
- ❖ Student Leave
- ❖ Student Stay back
- ❖ Internals
- ❖ Course Delivery Report
- ❖ Generate Pedagogic report

Assigned Reports

- ❖ Lesson Plan
- ❖ Syllabus
- ❖ Student online Test Question/ Answer report
- ❖ Lesson plan with topic covered
- ❖ Topic Covered
- ❖ Course Delivery Details Report
- ❖ Open Elective/ CBCS Lesson plan topic with covered
- ❖ Open elective/CBCS lesson plan report
- ❖ Topics covered report

Human resource

- ❖ Staff Appraisal
- ❖ Staff extra-curricular activity

Assigned Reports

- ❖ Staff certificate Details
- ❖ Faculty alter particulars

Exam

- ❖ Practical exam Mark entry
- ❖ Student online test question answer

Facilities Management

- ❖ Seminar Hall Booking

Common assigned Reports in staff Log in

- ❖ CIA Result analysis
- ❖ Internal Test report
- ❖ Open Elective /CBCS Internal assessment Mark statement
- ❖ Open elective subject wise consolidated internal mark
- ❖ CIA open elective CBCS result analysis report



Result Analysis report- Internal & external

- ❖ Internal assessment mark statement
- ❖ Student subject attendance
- ❖ Open elective / CBCS student attendance Record
- ❖ Master attendance register Report
- ❖ Hour wise monthly attendance

Mobile APP – MIS

- ❖ Staff Log in details
- ❖ Attendance
- ❖ Internal marks
- ❖ Leave
- ❖ Permission
- ❖ OT/CCL
- ❖ Leave approval
- ❖ PR approval
- ❖ Alt Approval
- ❖ OT/CCL

Approval Student Log in details

- ❖ Mobile App Login to show the following details related to a student:
- ❖ Student Complaint • Student Profile
- ❖ Student Poll Voting
- ❖ Circular
- ❖ Class Time Table
- ❖ Subject Card
- ❖ Upload assignment
- ❖ Events
- ❖ Exam time Table
- ❖ Student Material
- ❖ Online Exam application
- ❖ Leave apply
- ❖ Syllabus

Hostel

- ❖ Apply Hostel Leave
- ❖ Hostel Application

Library

- ❖ Student Circulation History

Student Feedback

- ❖ Feedback

Fee

- ❖ Student Fee detail

