6.2.3 ERP document

Educational Enterprise Resource Planning
And Management System (EERPMS)

In order to promote e-governance for the smooth functioning of all the academic and administrative activities in all SDM Educational Institutions, SDM Educational Society(R), Ujire, has developed an indigenous software 'Educational Enterprise Resource Planning and Management System' (EERPMS) with cloud 180 HB in 2004 which is extended to SDM College also. A team of software developers, Engineers and other clerical staff are appointed by the society exclusively for the operation and maintenance of the software in the Software Cell. EERPMS is also available as a mobile application.

E-governance services are made available to all the stakeholders-Management, Staff members, Students and parents, providing electronic information dissemination in a convenient, efficient and transparent manner by various means, such as web-based service delivery, Digital democracy and Establishment of a secure and cooperative interaction.

The college has taken Green Initiative by practicing Paperless Office through EERPMS. From the year 2018 onwards, meeting minutes of all functional committees including Core Committee/Academic Planning and Audit Committee (APAC) and HoD's meetings are maintained electronically so that they can be accessed and downloaded anytime.

There are seven different modules in EERPMS as given below:

Administration Management Module of the EERPMS provides online user management that provides access to the information of the portal by various members of the administration through specific user IDs and passwords. The Admin has all the rights to set, add, edit, update and delete the information of the Portal. The EERPMS facilitates generation of customized reports in various fields.

All sections of the college office such as College Website, Student Applications and Admission, Hostel Admission, Fee payment and Attendance Monitoring, Absentee information to parents through SMS, Schedule meeting and Recording Meeting Minutes, Survey on various aspects, Students' Feedback on Teachers' Performance, Self Appraisal by Staff, Digi locker are managed effectively through EERPMS. There is provision for Alumnae Registration. All stakeholders can register their Grievance and see the development or the process of redressing.

Academic Management Module provides access to Students Profile, Students' Course Details, Class wise, Combination wise, Subject wise Attendance, Fees Collection and details. There is an option for marking attendance for Multiple Students (Same Course term) who are Present/Absent for all classes between two given dates. This is useful when students go out for sports meets, absent for many days due to some reasons. There is provision to generate reports on hourly, monthly attendance which helps in monitoring shortage of attendance and follow up action.

Question banks (MCQ) prepared by the faculty uploaded to EERPMS facilitate the Exam Office to conduct Online Tests with an option to shuffle questions through EERPMS. Descriptive type question Pares set by the faculty uploaded to EERPMS enables the exam section to generate internal question papers for off line semester end exam written exam also.

Registrar of Evaluation and limited staff in the Exam Office are authorized to access exam section in the EERPMS to generate question papers, hall tickets, entry marks and generate / delete marks cards, Students' Documents (Degree Certificates, Achievement Certificates, Other documents) are uploaded to Digi locker by the Exam office so that students can download it anytime, anywhere.

The faculty can post their e-contents, lecture notes and e-learning materials which are accessible to students on students' portal. The faculty can also conduct online quizzes and give assignments. The staff and students' activity in terms of participation in various academic events, Research work, Publications, Research Projects, Awards and Achievements can be entered and customised reports can be generated as and when required.

A Record of Scholarships given to students by different committees or organisations is available. Mapping of students to mentors is also done here.

Students have the access to EERPMS through Student Portal on College Website using specific user ID and Password provided by the college. They can access all study materials uploaded by the faculty, attendance details including library hours, activity details in terms of participation in various competitions, awards won and other achievement details through student portal.

Human Resource Management Module has Employee Registration and Staff Profile. Basic Informations such as Qualifications, Previous Experience, Languages Known, Achievements, IDs, Status, Job Description are available here. The staff can access this externally by specific password and user id. This enables them to apply for leave on line, access details on CL and EL availed, Number of library hours attended, Books borrowed from the library, Salary and Increment details, Loans availed and advances details. Payroll generation and management, Service details like superannuation, promotions and increment dates are registered here.

Library Management Module Library management is effectively done using EERPMS. By OPAC one can search books by their title, accession no. author/publisher, subject etc., and reserve books online. Book issue details, Periodicals and Journal subscription order and purchase details, Department wise budgeting options and remaining fund details, Library user's Attendance Monitoring, Calculation of the average and Selection of the Best Library user can be done. Library Stock verification process is made easy.

Hostel Management Module enables managing Student registration to hostel, Room and Bed allotment, Mess bill generation, Fees collection, Changing Room or bed.

Accounts Management Module enables Receipts and Payments, Cash Sale and Cash Purchase, Credit Sale and Credit Purchase, Tax etc.There is also provision for Audit comment.

Inventory Management Module helps in Storage location, Asset Management, Billing and Transfers and stock entry. Updating Opening stock and Material consumption can be done in this module. Stock Register is managed through a model which helps in stock verification also.

E- Governance in Administration

Sub modules	Description	Year
Employee monthly attendance	Attendance details for a given month	2008
Employee outstanding balance	Details of outstanding amount receivable or payable to employees	2008
Assessment definition	Creating a question paper	2010
Assessment question paper for faculties /others	Defining question paper (selecting faculties / others), (On whom the assessment will be taken)	2010
Assessment report	Report based on the assessment with question wise graph and grouped with departments	2010
Assessment department wise	Report based on the assessment for the selected department	2010
Assessment summary	Assessment report for the set of question papers	2010
Assessment group average	Displays the average of selected question papers	2010
Participant / group attach	Attaching participants (employee/student/other)with the role to the activity	2011
Photo/file attachment	Attach photo/files to the activity	2011
Employee registration	Registration of employee with some basic data	2012
Payroll register	Includes defining components with their properties like (link A/c ID, dependency type, percentage/flat for the range of values and formula etc.)	2012
Payroll profile	Mapping each employee to the payroll register and define the salary structure	2012
Calendar	Define calendar	2012
Attendance	Mark attendance for each day (single/multiple session)	2012
Payroll generation	Generating salary	2012
Payment	Payment is done for payroll generation, arrears generation &leave encashment	2012
Award attachment	Attaching awards to the participants	2012

Bank payment report	Bank statement which can be sent to bank	2013
Leave credits/debits	Define credits/debits to the employee for each leave types	2013
Close profile & de-register	Close the profile and de-register the employee.	2013
Leave	Leave application, recommendation & sanction	2014
Student Event Cancellation	Students each activity (Academies activity like admission, promotion , allotment of division etc) is recorded and incase it has to be reversed it can Be done by cancelling the event	2014
Loans/advances	Make entry of loans/advances taken and payment can be made here or deducted through salary	2015
Arrears generation	Generating arrears	2015
Leave encashment	Same as payroll generation. Employees are selected based on the EL encashment rules.	2015
Block / release payment	Salary can be generated but here employee (s) can be blocked for payment	2015
Teacher Scheduled v/s Actuals	Name, Scheduled, Conducted Not Conducted, Not Marked, Extra Classes of a given date range n given faculty will be displayed	2015
Student v/s Subjects	Grid report(subjects columns with students as the first columns. Subjects opted by students marked)	2015
CB Unit completion / activation (Multi Unit active options)	Introduced option to have multiple units of different batches to be active simultaneously	2016
Schedule of meeting	Created before the meeting with SMS &E mail option	2016
Minutes of meeting	Created after the meeting with Email and print option. (Minute point can be linked to the task module and track the status)	2016
Upload Student Photo	Attaching students photo to their profile	2017
Alumni Registration	Registering Alumni	2017
Activity details report	Activity details containing all fields(Facility provided to create set of templates containing only selected set of fields and display activity details for a given activity template)	2017

Multi Students Receipt	Interface to enter receipts received from Banks (Payment made at Banks/Online payment)	2018
Multi Students JV	Option to make JVs against a student	2018
Student Chart	Has two panels. Left panel contains course chart,right panel displays student list against the course chart division selected in left panel	2018
Class list report	List of students with their Roll No, Name, Course Term, Division will be displayed with corresponding attended class details for a given theme, date, schedule type, course, batch, unit, faculty and subject	2018
Course Chart Define/ Close course syllabus	Define Syllabus for a given term	2018
Communication management	Recording inward/outward of letters/emails. Then work can be assigned to the other members and track is maintained. Filter options are given (status, date, party, subject) for searching with SMS option	2018
Alumni Registration :	Confirming Alumni who registered online	2018
Mentor wise student list	List of students for a given mentor	2018
Hostel Student Attendance	List of students absent in a hostel for a given date	2018
Transfer Certificate	Facility to generate TC instantly with proper backup and option to issue Duplicate copy if needed	2019
Bonafide certificate	Facility to generate the certificate for currently studying students instantly with proper backup and option to Issue duplicate copy if needed	2019
Grants/ Awards /	Defining Awards, Recognitions and Grants that were received by the Institution or Faculties	2020
Students Scholarships	Record Scholarships given to students by different committees or organizations	2020
Faculty Attendance Credit	Credits given to faculties who were not able to take classes as they were out on duty	2020
Committee	Created Committee & Members attached to it.	2020
Teacher's Lesson Plan	Creating Lesson Plan for the Academic year by the Faculty	2020

Employee confirmation	Employee confirmation is given. If not confirmed, employee name will not appear for salary generation.	2021
Student placement	Record details of all placement events that took place in the college campus along with details of the participants.	2021

E- Governance in Finance and Accounts

Sub modules	Description	Year
Address	Address of the parties	2006
Masters	Under which various units of the college,hostel can be created	2006
Unit Account Chart	Various heads of accounts can be created	2006
Primary books	Various accounts related by books can be created	2006
External Documents	Various external documents can be created	2006
Unit Account Chart (Tax)	Various tax slabs / percentage can be created	2007
Cash & Bank , Journal	Accounts by books	2007
Purchase & Sale Order	Purchase order can be created	2010
Credit Sales	Credit bills can be created	2010
GRN	Goods received note entry	2010
Stock Entry	Entries of stock register	2010
Trial balance	Trial balance of a given accounting unit for a given transaction date range	2010
Balance sheet	Balance sheet of a given accounting unit for a given transaction date range	2010
Profit and loss	Profit and loss of a given accounting unit for a given transaction date range	2010
Financial ledger	Ledger details of a given accounting unit for a given transaction date range and account name	2010
Stock Balance Report	Stock balance of a given accounting unit for a given transaction date range	2010
Stock ledger	Ledger details of a given accounting unit for a given transaction date range and product name wise	2010
Delivery Note (DN)	Entry of delivery note	2011
Material Consumptions	Entries for consumables	2011
Material Transfer	Entries for T/F of materials	2012
Update opening stock	Can update opening stock balance	2012
Budget v/s actual report	It has proposed, approved and actual amount columns for a given financial year	2013
Comments List	It has various comments such as auditor's remarks, comments targeting certain users etc. Comments type : General, Inspection, Audit, System Generated	2015

Cash Purchase (retail /nonretail)	Cash purchase bills can be created	2017
Credit Purchase cum GRN	Credits purchase bills can be Created	2017
Academic fee template	Various types of fees can be entered	2017
Fee Collection - Other charges(payment/ collection)	Collection and payment of other charges	2018
Audit Comment	Auditor can put comments / observations	2020

E- Governance in Student Admission and Support

Sub modules	Description	Year
Data structure	User defined structure for collecting students personal/academic data	2007
Course chart	Define course structure	2007
Course batch & unit	Define course batch (academic year) and terms (unit) under it	2007
Course batch category	Define student's categories which will be admitted for that batch	2007
Course batch unit details	Mapping syllabus to course chart	2007
Course batch sub division	Creating sub divisions	2007
Subject definition	Defining subjects and mapping them to course terms	2007
Applicant registration, provisional admission, student registration	Inputting applicant details making provisional admission for shortlisted Students and finally registering confirmed students	2007
Allot division, allot subject, allot roll no. Allot sub division	Allotment of division , sub div roll numbers and optional subjects to students	2007
Student attendance list(subject wise)	Present, absent, credit, percentage details of a given set of subjects. Date Filter, class filter and other display related filters also provided	2007
Time table, class wise attendance	Defining time table based on the themes. Marking students attendance where SMS will be sent to parents whose ward was absent for the class.	2008
Student deregistration & re-registration	Deregistering a student if course is discontinued.	2008
Student account financial info	Financial transaction related details of all students in a given unit	2008
Students address list	List of addresses for a given course, course batch and course batch category	2008
Student event details	System logs of a student's events From admission to completion of a course	2008

Fee billing & collection	Fee billing & collection	2009
Mass demand	Raising fee demand	2009
Daily fee collection	Displays list of students having fees Paid for the given date	2009
Map template & course batch	Mapping of fee structure to course Batch category (category wise fee structure)	2009
Student promotion, promotional transfer, course batch &course transfer	Promote/transfer students to next term or different course	2009
Student category change	Change students category	2009
Class wise attendance details	Full details of each class conducted for a given theme, date, schedule type, course, batch, unit, faculty and subject	2009
Student applicants list	List of applicants applied for a given course	2010
Students registered list	List of students registered for a given Course	2010
Students course batch categorywise list	List of students having relevant details for a given course batch category such as2A,2B etc.	2010
Time table list	List of classes with time, room ,subject and teacher for a given date range	2010
Student fee bill	Category, fee rate, billable, billed, balance columns in the report for a given accounting unit, course, course batch unit	2010
Calendar	Full month expansion of a given month having date, day, day type and description	2010
Student class absentee list	List of absentee details for a given course batch unit	2010
Student attendance list(session wise)	Present, absent, credit, percentage details.Date filter, class filter and other display related filters also provided	2010
Mass attendance	Option for marking attendance for multiple students (same course term) who are present/absent for all classes between two given dates. Useful when students go out for sports meet, absent for many days due to some reasons etc	2011
OPAC	Open public access catalogue - for searching books on many parameters (like title, accession no. Author/publisher, subject etc.). On that result, list of matching item/book definitions will be shown and on click of that, book definition details & stock details (accession no, storage location, price & issued/on hand) will be displayed. Item booking & reservation option is there for the members.	2011

Students attendance credits	Allotting credits to students who were attending/participating in some event	2014
Send absednteeism SMS	Sending message to students' parents who were absent for the given day	2018
Learning notes	Feature to upload text for the syllabus which is available for the students to refer in students space	2018
SDM Digi Lock	Uploading documents to students profile which will be available to students in digi lock through students' space.	2020
E - magazine	College magazine is made available to students in students' space.	2020

E – Governance in Examination

Sub modules	Description	Year
Exam definition, subject definition and evaluation	Defining exam, mapping courses and subjects for that exam. Entering of marks scored for each subject.	2009
Question paper creation	Include options like shuffling of questions and answers; immediate marks display; display of all questions/ single question at a time, random/ same set of questions.	2010
Online Exam	Will be taken on exam code. For objective type, MCQ type, and for subjective type, full answers have to be typed and it will be verified by lecturer later.	2010, 2018 (objective)
Statement of marks	Marks list slip intended to give students and parents for a given exam	2010
Exam absentee list	List of absentees	2010
Some changes (subject wise question bank, result published/unpublished, grace marks)	Creating question bank for online exams. Publishing the results in students' space. Option to enter grace marks.	2015
Question bank – question types map question bank, change option	Question bank for online exams	2017
Exam results sheet	Full list of marks of all students of all subjects for a given exam	2017
Question paper creation (offline)	This is for offline examination (any no. Of sets can be created and one will be selected)	2018
Hall ticket	Hall ticket for a given examination	2018
Exam section (registered users, multiple students upload/re-upload/Delete marks card)	Register users to upload question paper and marks card	2020

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