GIET ENGINEERING COLLEGE
NH-16, Chaitanya Knowledge City, GIET Campus, Rajamahendravaram-533296, AP, India.
Phone: 96529 29111, Website: www.gietec.ac.in,Email: principalgec@giet.ac.in

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 purchased automation package (ECAP) from Webpros solutions private limited in the year 2017. The ERP software hereinafter referred to as ECAP, fulfils all the requirements of our institution which includes Academic and Administrative activities of undergraduate and postgraduate programs with transparency.

The features of ECAP software are listed below;

- Internet or intranet enabled application
- User levels with access rights for data security
- Program/batch/category student fee due reports
- Tracks student's scholarship status
- Fee/Attendance Reminders and Progress reports

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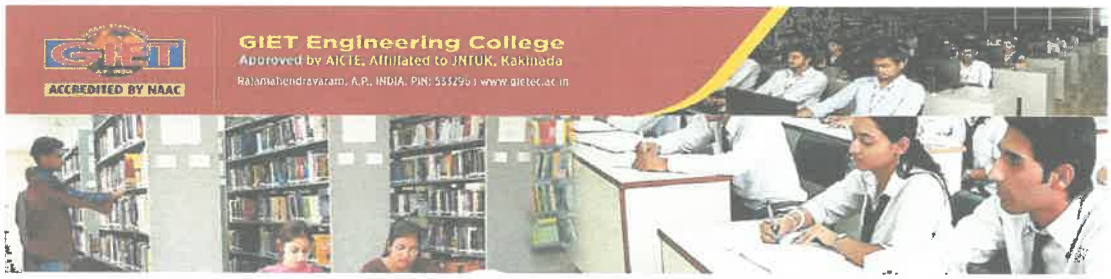
- Attendance and Marks analysis
- Integration with Attendance Capturing Devices
- Accounts Module similar to Tally
- Barcode Integrated Library Module
- Login for Students/ Parents to access data online

The ERP software is linked to the college website, wherein accessibility is provided to employees, students and parents. The options exercised will determine 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.



The main modules which are used by the institution are as follows

Academics

Administration

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Admission

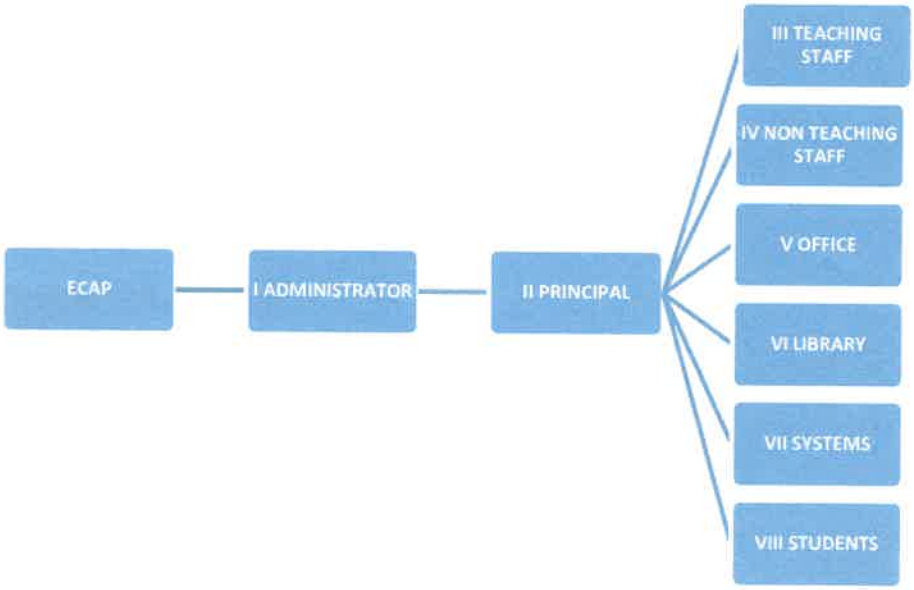
Accounts

Examination

Library

Placements

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



Administration

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Faculty

Accounts

Library

Examination section

Supporting staff

Students/Parents

I. ADMINISTRATOR

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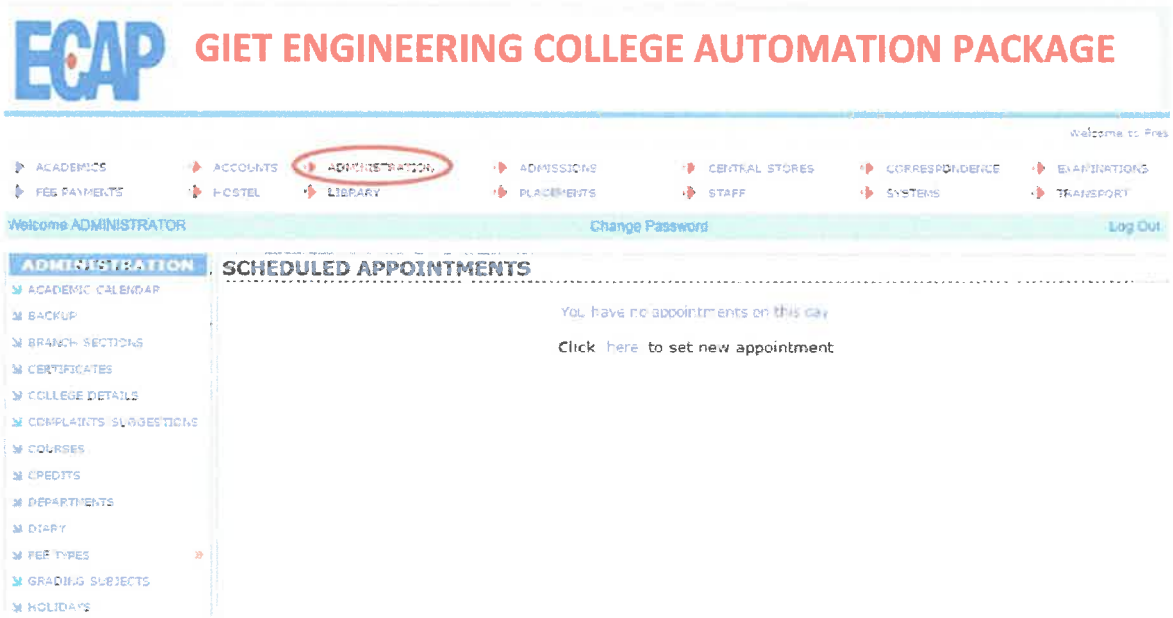
The administrator login has the access privileges to the following modules Academics, Administration, Admissions, Correspondence, Examinations, Library, Placements and Staff.

The functions of the administrator are as follows:



S.No	Modules
1	Academics
2	Account
3	Administration
4	Admissions
5	Central Stroes
6	Correspondence
7	Examinations
8	Fee payments
9	Hostels
10	Library
11	Placements
12	Staff
13	System

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14	Transport

II. Principal

The main modules which are used by the principal are as follows

S. No	Modules
1	Admin
2	Fee payments
3	Examinations
4	Employee
5	Correspondence
6	System
7	Hostel
8	Admissions
9	Academics
10	Placements
11	Transport
12	Central stores
13	Library

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1. Admin Module

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S.No.	Functions	Descriptions
1	**Academic calendars**	An academic calendar serves as a reminder of important events for students, instructors, and staff during the academic year and semester. Parents, alumni, and potential students all benefit from it. Every educational establishment has its own academic calendar with specific dates on it.
2	**Branch Sections**	To assign or modify students to number of sections
3	**Branches**	To assign or modify students to a branch such as B. Tech
4	**Certificates**	To provide the certificates such as study, course completion, conduct, college leaving, date of birth proof certificate etc to the students
5	**College details**	To provide the full address of the college including phone number, email and website address etc..,
6	**Complaints/Suggestions**	To view complaint or suggestions posted by staff and students.
7	**Course**	To provide the information about the course offered in the institute.
8	**Credits**	It gives the information about the credit needed to the students to promote the next semester.

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9	**Departments**	It provides the information about the different department in the college.
10	**Resource types**	It provides the resources available in the college such as library, e-resource, question bank, interview tips, notes, lectures, and other information's.
11	**Set max marks**	The maximum mark of the each subject set in the ecap as per the direction of JNTUK.
12	**Students link**	It provide the details needed to the students such as lecture, eBooks, notes, exam schedule, fee details, attendance, mark obtained.
13	**subjects**	It gives the subject details present in the each course as per the JNTUK.
14	**circular**	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.
15	**Library books**	To get the details of the books that were issued check the status of the same.
16	**Leave history**	To generate the leaves that are utilized and can check the available leaves of the individuals.

2. Fee Payments

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S. No	Functions	Descriptions
1	**Reports**	It provides the fee payments of each students in the institute.
2	**Circular**	To generate the circulars and look at the status of the same related to fee payments.
3	**Library Books**	To gives the information about available book in the library.
4	**Leave History**	To fix the leave for faculties per annum and check the status of the leaves taken by the staff.

3. Examinations

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S. No	Functions	Descriptions
1	**Admission reports**	To enter the data through interfaces or import students data from excel sheets
2	**Backlogs**	To give the information about the subjects holded by the students in all semesters
3	**D Forms**	To provide the information of seating plan of the students during the external exam.
4	**Dues list**	To provide the knowledge of the fee due list of the students who were not paid the tuition fee in each semester.
5	**Exam application**	It gives Jntuk exam applications of the students in semester – wise.
6	**Exam name**	To provide the information about the internal exam which is an conducted in the college during the each semester
7	**Exam paper**	To provide the information about name of the exam paper conducted in the college during the semester
8	**Expenditure**	It provides the expenditure details of the college such amount paid to the university and with in the college related to exam

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		cell
10	**Expenditure report**	It gives the statement of the expenditure of the college between the selected time duration related to exam cell
11	**External**	It gives the information of mark analysis, attendance, mark entry, reports, students mark and topper list etc..,
12	**Grants**	To provide the information about the grants received from the university and college
13	**Grant reports**	It gives the statement of the grants reports of the examination cell between the selected time duration
14	**Internals**	It provides the internal mark analysis, internal attendance, exam types, mark entry, mark report and set average or best mark
15	**Invigilation charges**	It gives the information of examination charges, designation, duties and posting of the facukty related to exam.
16	**Progress reports**	Progress of the internal and external provided here.
17	**Registered students**	It gives the details of each semester the registered students of GIET Engineering College, Jntuk
18	**Registration**	Here the details of the off line, online, report and print of these can access
19	**Transactions**	The amount of transaction related to exam cell provide here
20	**Update the roll no**	To provide the examination roll no of the student in semester wise
21	**circular**	To provide the time table of the exam to the students
22	**Library book**	The book issued from the library
23	**Leave history**	The leaves taken for the examination during the semester

4. Employee Module

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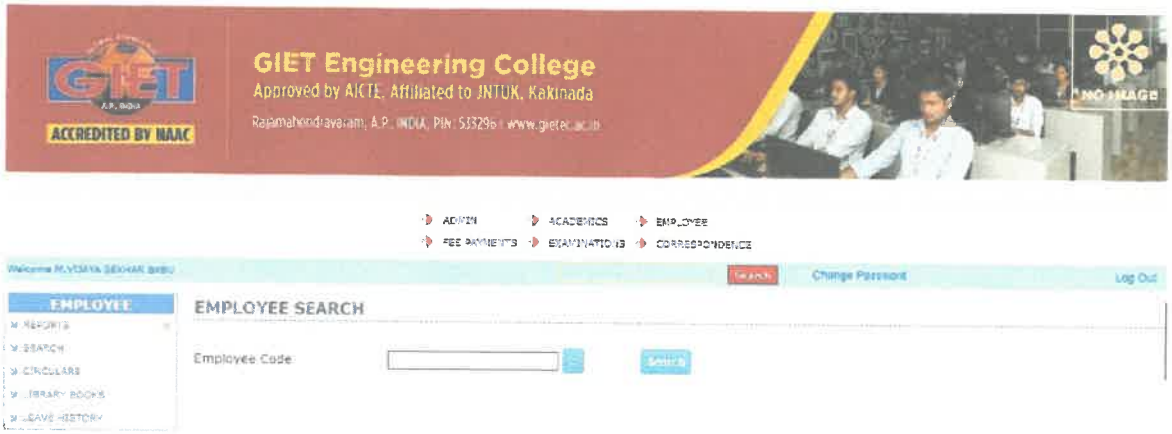
The employee module provide the information of additional work, assignments, attendance, attendance download, certificates, checklist, designations, employee, employee loans, increments, leave management, pay roll, reports, search, starch, staff Vs courses, circulars, library books leave history.



5. CORRESPONDENCE

The module provide the details of complaint/ suggestion, greetings, groups & memners, inbox,mail, parents address, parents correspondence, sms, sms credits, sms log, staff list, students list, circulars, library books, and leave history.

8. ADMISSIONS

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S.No.	Functions	Descriptions
1	**Admission**	To enter students' data through interface or import students' data and contains students list for academic year
2	**Admission register**	To generate admission, register in standard format after admissions are over
3	**Castes**	It gives the information about the list of castes coming under which category like OC, BC, SC & ST etc.,
4	**Check list**	List of admitted students in college and certificates are uploaded a per roll no. provided in college
5	**College strength**	Gives the information about college strength for the academic year categorized into gender, transportation, hostel, seat type and caste category
6	**Detained students**	To enter the student for re-joining into the course. Contains report of detained and rejoiced list of students
7	**Generate ID cards**	To generate ID card for student or faculty and to enter the details of individuals
8	**Location report**	To see the student's location details
9	**Re-join date**	To enter the student details, date for re-joining and to change the same

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10	**Report**	To view the student's admission details and comparative analysis of students as per student category wise, student seat type if eligible for fee reimbursement etc. details for particular academic year
11	**sections**	Used to divide the student of semester into two sections for sooth academic functioning
12	**Transfer**	To see the list of the students who got transferred and discontinued from the college along with student profiles
13	**circulars**	To view the circulars however this is being exercised manually if needed
14	**Library books**	To get the details of the books that were issued and check the status of the same
15	**Leave history**	To see the status of the used and available leaves of the staff

9. ACADEMICS

Academic module provides Absent Faculty, Absentees Report, Academic Register, Assignments, Attendance, Attendance Reports, Batches, Certificates, Circular Entry, Counseling, Current Time Table, Disciplinary Action, Electives, Extra Class, Faculty, Faculty Adjustments, Feedback, questions, Feedback Report, Feedback Settings, Internal Marks, Lab Batches, Leaves, Lesson Plan, Periods, Projects, Resources, Roll. No Barcode, Student, Student Profile, Substitute, Teaching Assignments, Teaching Load Distribution, Teaching Plan, Teaching Plan Verify, Teaching Schedule, Time Table, Upload Resource, Circulars, Library Books, Leave History. The main important functions of admission module are as give below.

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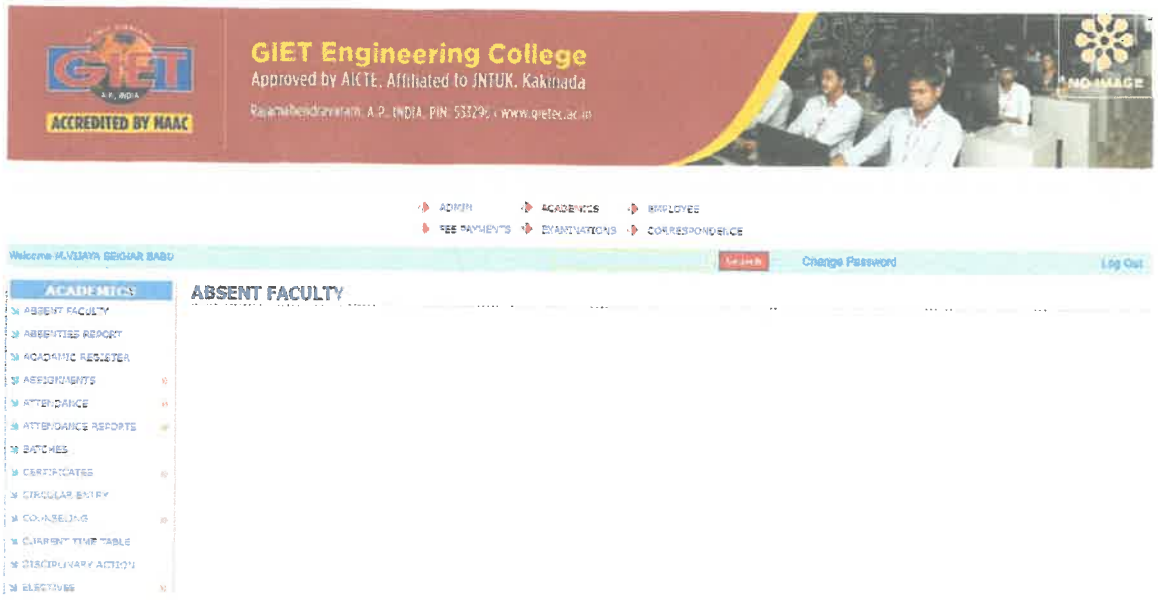

S.NO.	Functions	Descriptions
1	**Absentees report**	To view absentees day wise or continuously for selected number of days for all courses
2	**Attendance reports**	To view class wise, day wise, monthly attendance reports. Attendance register, student wise and subject wise attendance reports can also 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 class**	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

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11	**student**	To view the student achievements however this is being carried out manually
12	**Student profile**	To view the complete data of selected student in one single screen. This screen contains Bio-Data, performance in current semester, performance up to the current semester, fee payment details and backlogs details of selected students
13	**Time table**	To set history and lab time tables for courses and generate the report of the same.

10. LIBRARY

The library module provides back volumes, barchart, carcodes, book status, bookbank students, books, book reserved, budget & expenditures, circulation, cross check, dept. Library, dues, edit, equipment, journals, OPAC, others, projects, purchase order, receipts, reports, requisition, rules.

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III. TEACHING STAFF:

S. No.	Modules
1	Admin
2	Academics
3	Employee
4	Department stores
5	Library
6	Admissions
7	Examinations
8	Correspondence
9	Central stores
10	General

1. ADMIN

Admin module provides academic calendar, complaints" suggestions, holidays, lecture halls, staff logins, staff working hours, student bio-ID subjects, circulars, library books, leave history etc.

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2. ACADEMICS

The academic module provides assignments, attendance, attendance reports, batches, certificates, counseling, current time table, extra class, faculty, faculty adjustments, feedback report, internal marks, lab batches, leaves, lesson plan, projects, resources, student, student profile, substitutes, teaching assignments, teaching load distribution, teaching plan, teaching plan verify, time table, upload resource, circulars, library books, and leave history etc.

3. EMPLOYEE

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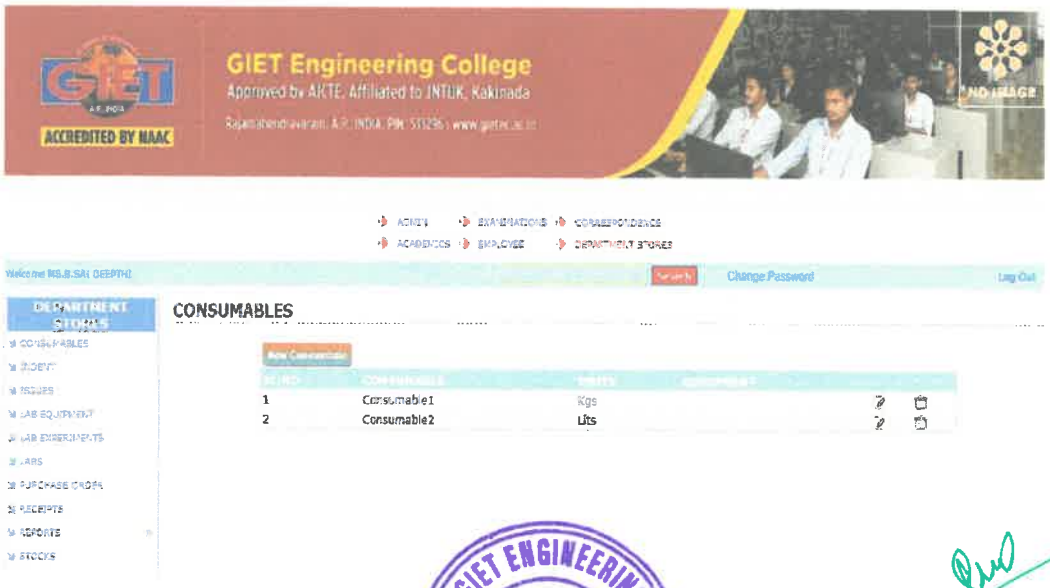
The employee module consist of employee, pay roll, reports, search, staff Vs courses, circulars, library books and leave history etc.

4. DEPARTMENT STORES

The department stores module provides consumables, indents, issues, lab equipment, lab experiments, labs, purchase order, receipts, reports, stoocks, ciculars, library books and leave history.



5. LIBRARY

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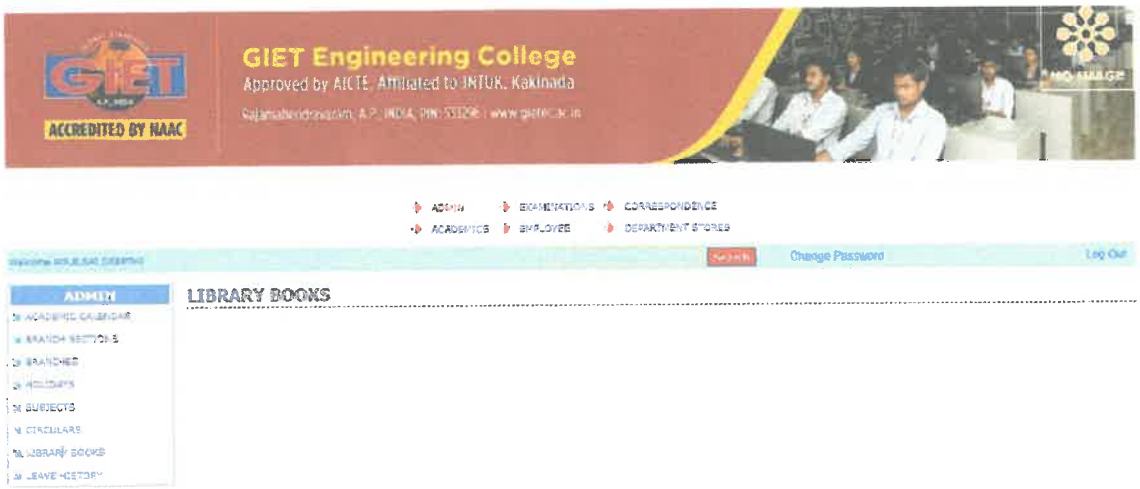
The library module provides back volumes, bar chart, barcodes, book status, book bank students, books, books reserved, budget & expenditure, circulation, cross check, department library, dues, edit, equipment, journals, OPAC, others, projects, purchase order, receipts, rejection, rules, search, stock verification, subjects, subscription, suppliers, circulars, library books and leave history.



6. ADMISSION

The admission module provides admission, admission register, and detained students, re-join date, scholarship students, sections, transfer, circulars, library books, leave history.

7. EXAMINATIONS

The examinations module provides external, internal, circulars, library books, leave histroy etc.

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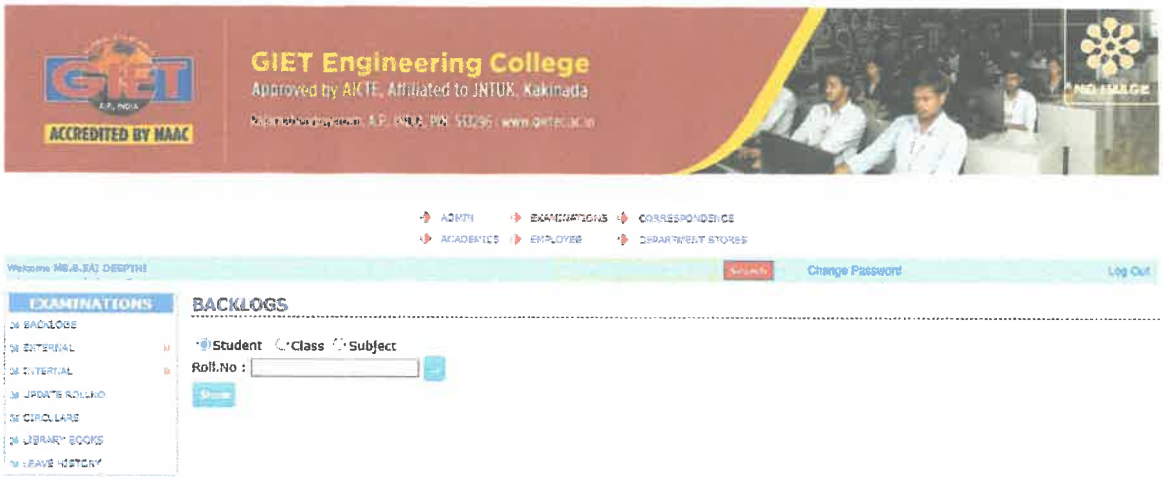
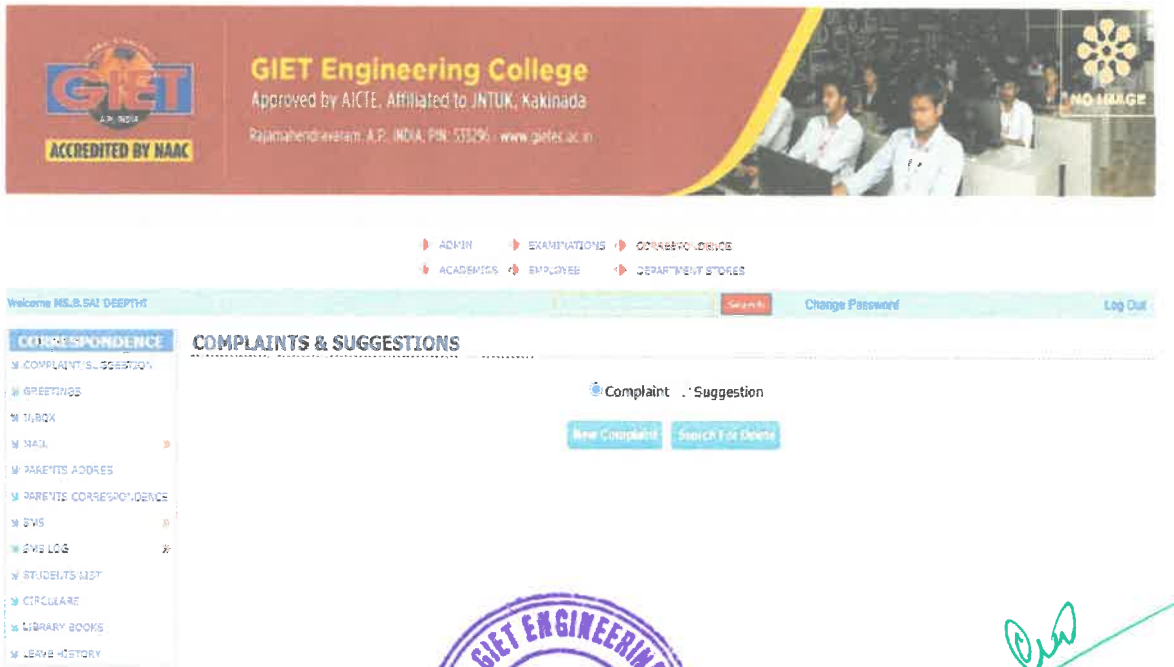


8. CORRESPONDANCE

The correspondence module provides complaint/suggestion, greetings, groups & members, inbox, mail, parents address, parent's correspondence, sms, sms credits, sms log, staff list, student's list circulars, library books.



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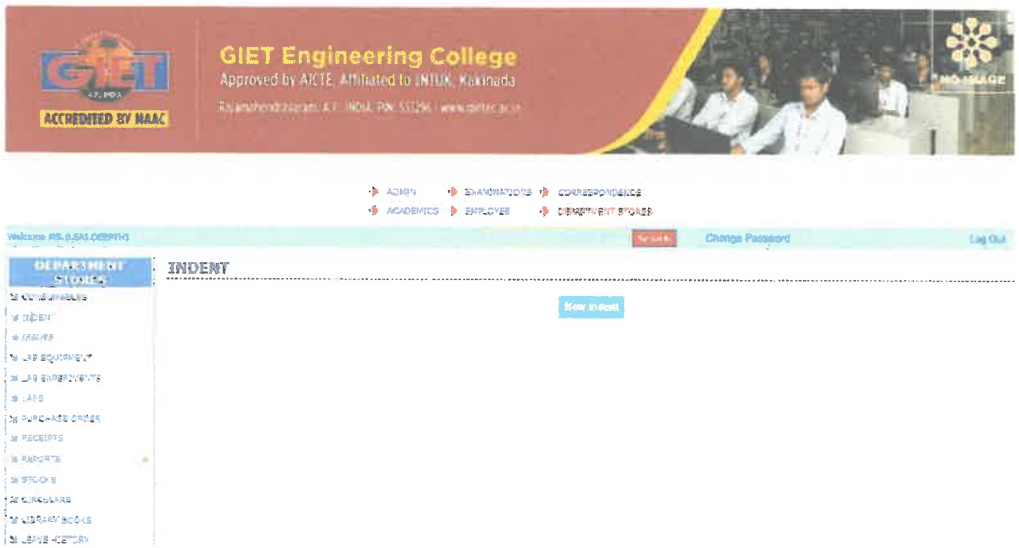
9. GENRAL STORES

Indents, issues, masters, pending indents, purchases, receipts, reports, stock adjustments, stock entry, circulars, library books and leave history.



10. GENERAL

The general module provides holidays, circulars, library books and leave history etc.

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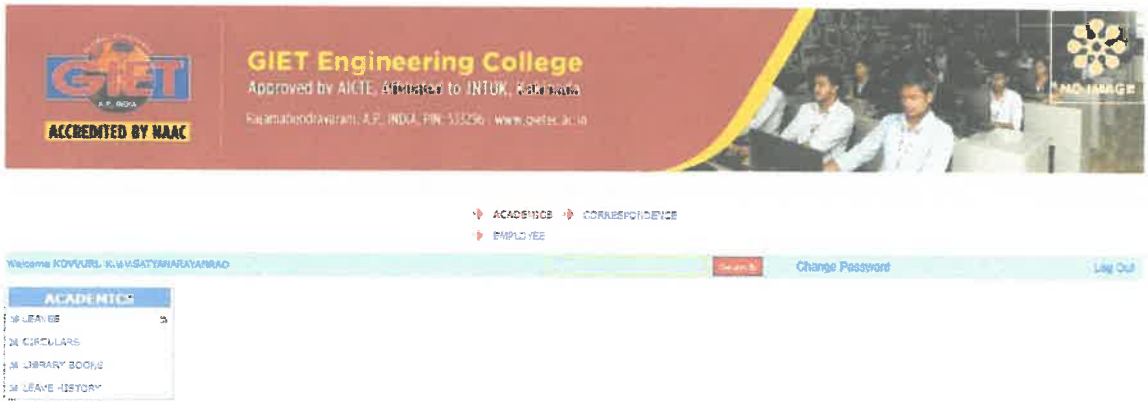
IV. NON-TEACHING STAFF

The Non Teaching Staff login has the access privileges to the following modules Academics and Correspondence. The functions of the Non Teaching staff are displayed in the table below.

1. ACADEMICS

S.NO.	Functions	Descriptions
1	Leaves	Used to apply for leaves and to cancel the same if not to avail
2	Circulars	To view the circulars however this is being exercised manually
3	Leave history	To generate tire leaves that are utilized and can check the available leaves of the personal



2. CORRESPONDENCE

S.NO.	Functions	Descriptions
1	Complaint/suggestion	To post complaints or suggestions by the user for attention by the administrator
2	Inbox	To view messages posted by the other users and to compose messages to other users
3	Students list	To correspond with parents of selected students through email or letter
4	Circulars	To view the circulars however this is being exercised manually

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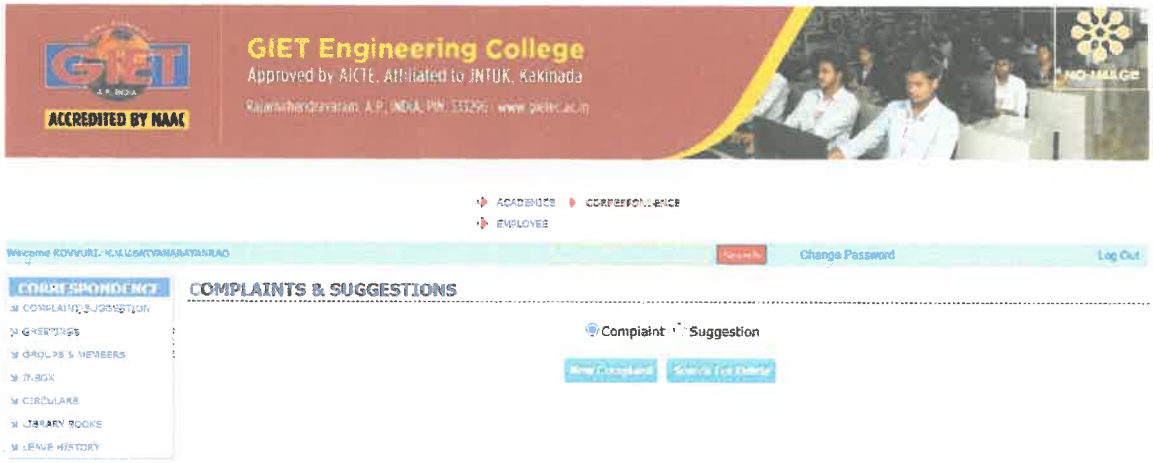
5	**Leave history**	To generate tire leaves that are utilized and can check the available leaves of the personal



V. OFFICE

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

1. ADMIN

The Admin module which has Backup, Fee Types, Circulars, Library Books, Leave History. This module is helpful in backup of database, entering and maintain student fee details along with the dates and fine amounts.

2. FEE PAYMENTS

The Fee Payments module which has Reports, Circulars, Library Books, Leave History. This module is helpful in maintenance of student fee card and to view the circulars however this is being exercised manually.

3. EXAMINATIONS

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The Fee Payments module which has Update Roll NO, Circulars, Library Books, Leave History. This module is helpful in updating student Roll NO of particular course and year for smooth functioning of college academics.

4. CORRESPONDANCE

The Correspondence module has Complaint/Suggestion, Greetings, Inbox, Sms, Students List, Circulars, Library Books, and Leave History. This module is helpful in to post complaints or suggestions by the user for attention by the administrator, Seeing the Birthday greetings, student list and circulars.

5. ADMISSIONS

The Admissions module has Admission, Admission Register, Check List, College Strength, Detained Students, Scholarship Students, Transfer, Circulars, Library Books, and Leave History. This module is helpful in getting details of student admission, getting student register details, strength of college, and scholarship list of students, as well as other student related details for efficient maintain of student record.

6. ACADEMICS

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The Academic module has Leaves, Circulars, Library Books, and Leave History. This module is helpful to generate tire leaves that are utilized and can check the available leaves of the personal along with leave history. And to view the circulars however this is being exercised manually.

7. EMPLOYEE

The Employee module has Reports, Circulars, Library Books, Leave History. This module is helpful to view the list of the staff with the respective departments under staff list and to see monthly status and work duration of the personal.

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VI. LIBRARY

1. ADMIN

The admin model provides the academic calendar, certificates, college details, complaints/ suggestions, courses, credits, holidays, lecture halls, news & events, seat types, set max marks, subjects, circulars, library books and leave history.

2. EMPLOYEE

The employee module provides the additional work, certificates, checklist, employee, employee loans, increments, leave management, pay roll, reports, search, circulars, library books and leave history.

3. LIBRARY

Library module provides back volumes, barchart, barcodes, book status, book bank, students, books, book reserved, budget & expenditure, circulation, cross check, department, dues, edit, equipment, journal, QRAC, others, projects, purchase order, receipts, reports, requisition, rules, search, stock verification, subjects, subscription, suppliers, circulars, library books and leave history.

4. ACADEMICS

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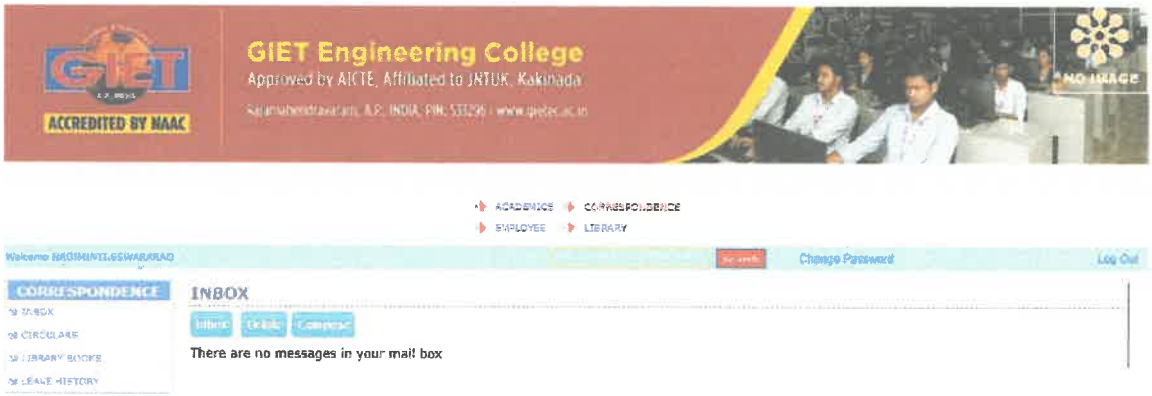
The Academic module has Leaves, Circulars, Library Books, and Leave History. This module is helpful to generate tire leaves that are utilized and can check the available leaves of the personal along with leave history. And to view the circulars however this is being exercised manually.

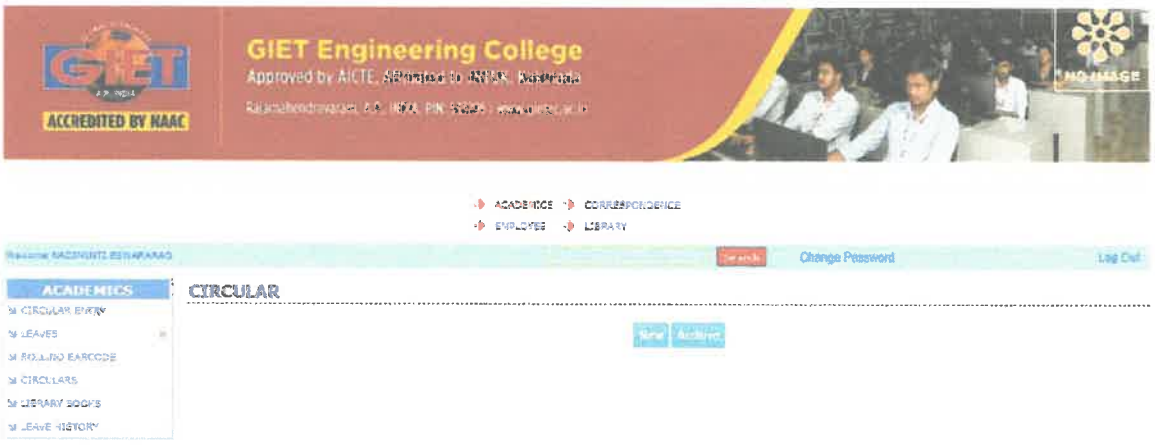
5. CORESPONDANCES

The correspondences provide inbox, circulars, library books, leaves history.



6. GENERAL

The general module provides the academic calendar, holidays, circulars, library books and leave history etc.



VII. STUDENTS

1. The student login consist of feedback, online payment and online transactions

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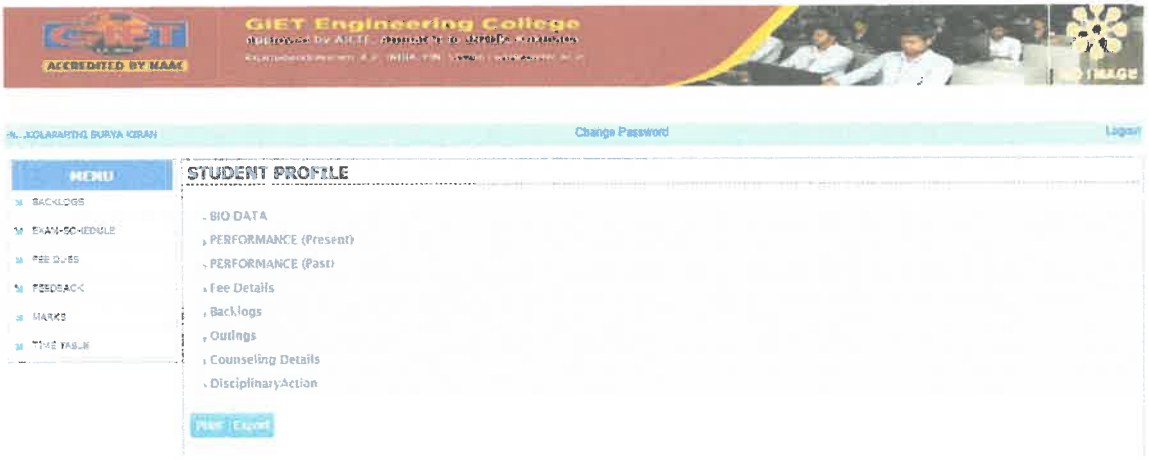

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