GIET SCHOOL OF PHARMACY

(SRI KOUNDINYA EDUCATIONAL SOCIETY)
(Affilliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, **RAJAMAHENDRAVARAM** - 533 296. E.G.District., (A.P.)

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ERP DOCUMENT

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

ERP unifies many functional areas of the institution that have many sub functions associated which are related to stakeholders. Based on the organizational hierarchy, privileges are assigned to exercise and execute day to day activities. With the centralized database of the ERP system the data will be retrieved more easily and precisely and the data thus extracted can be utilized to prepare and analyze the reports.

As long as the vendor provides assistance to the software and maintenance, the ERP will be an excellent tool to manage the activities of the institute. The institution purchased automation package (ECAP) from Webpros solutions private limited in the year 2017. The ERP software hereinafter referred as ECAP, fulfils all the requirements of our institution which includes Academic and Administrative activities of undergraduate and postgraduate programs with transparency.

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**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

- 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 be determining the functions/domains that can be accessed by the user. Employees have more options when compared to students and parents, whereas the students and parents have only a restricted access to check the performance of day-to-day activities.
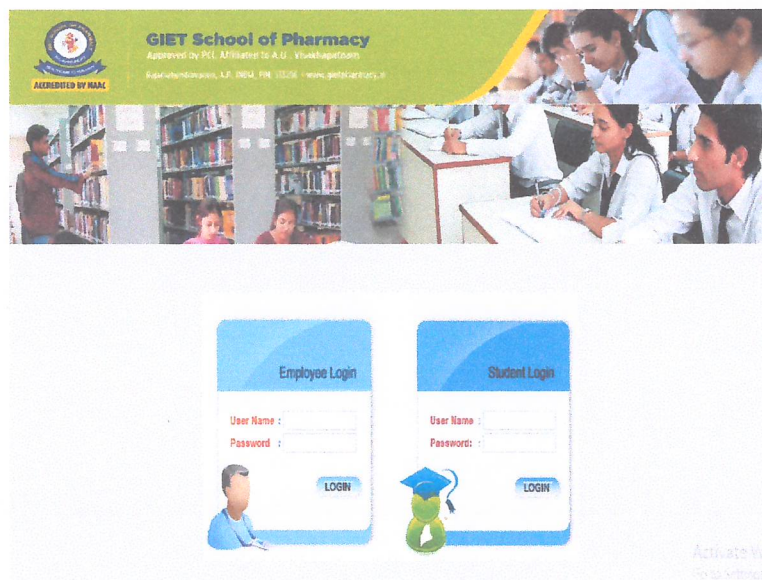
The main modules which are used by the institution are as follows

Academics

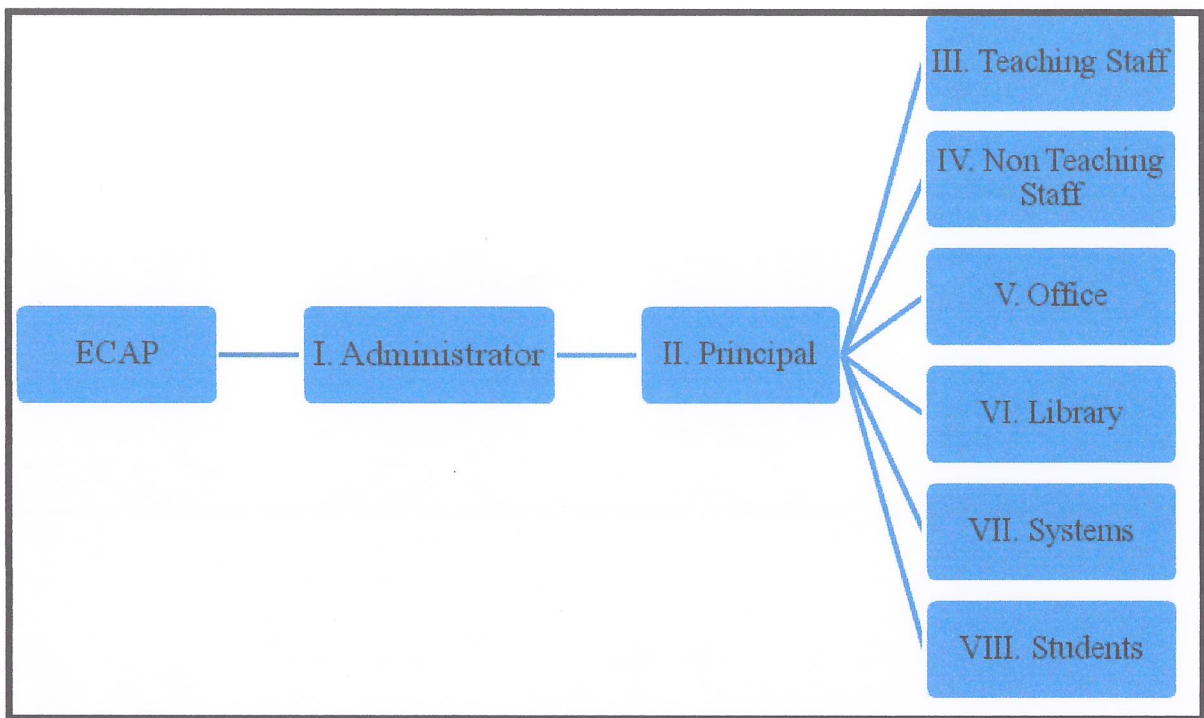Administration

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

Principal

Faculty

Accounts

Library

Examination section

Supporting staff

Students/ Parents

I. ADMINISTRATOR

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:

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

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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

1. Admin Module

S.No	Functions	Descriptions
1	Academic calenders	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.Pharm, M.Pharm and Pharm D
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.
9	**Departments**	It provide 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 informations.
11	**Set Max Marks**	The maximum mark of the each subject set in the ecap as per the direction of Andhra university.
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 andhra university.
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 mannually.
15	**Library Books**	To get the deatils 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**

S.No	Functions	Descriptions
1	**Reports**	It provide 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 Histroy**	To fix the leave for faculties per annum and check the status of the leaves taken by the staff.

3. Examinations

S.No	Functions	Descriptions
1	**Admission reports**	To enter tudents data through interfaces or import students data form excel sheets
2	**Backlogs**	To give the information about the subjects holded by the students in all the 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

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		who were not paid the tution fee in each semester.
5	**Exam Applications**	It gives the Andhra University exam applications of the students in semester –wise.
6	**Exam Name**	To provide the information about the internal exam which is 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 each semester .
8	**Expenditure**	It provides the expenditue details of the college such amount paid to the university and with in the college related to exam 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	**Invigillation charges**	It gives the information of examination charges, designation, duties and posting of the faculty related to exam.
16	**Progess reports**	Progess of the internal and external provided here.
17	**Registered students**	It gives the details of each semester the registered students of GIET School of Pharmacy in Andhra University, visakhapatnam.
18	**Registation**	Here the deatils of the off line, online, report and print of these can assess.
19	**Transcations**	The amount of transcation related to exam cell provided here.
20	**Update the roll no**	To provide the examination roll no of the student in semesterwise.

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21	**Circular**	To provide the timetable 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

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.

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6.SYSTEM

This module provide the AMC, compnent repairs, defective complonent, hardware, indent, installation, In-warrenty, issues, qut-warrant, purchase order, receipts, service supports, suppliers, circulars, library books, leave histry.

7. HOSTEL

The hostel module provides adjust room allotment, application, de-degistration, employee subscription, expenditure, types, quiting, registration, reports, circulars, library books, leave history.

8. ADMISSIONS

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 categorised 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 students location details
9	Re-Join date	To enter the student details, date for re-joining and to change the same
10	Report	To view the Students 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 particular semester into two sections for sooth academic functioning
12	Transfer	To see the list of the student who got transferred and discontinued from the college along with student

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|		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, Absenties Report, Academic Register, Assignments, Attendance, Attendance Reports, Batches, Certificates, Circular Entry, Counselling, 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.

S.No	Functions	Descriptions
1	Absenties 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	Counselling	To assign students to Faculty for counselling 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
11	Student	To view the student achievements however this is being carried out manually
12	Student Profile	To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance up to the current semester, fee payment details and Backlogs details of selected students.
13	Time Table	To set theory and lab time tables for courses and generate the report of the same

10. PLACEMENTS

The Placements module provides Companies, Internship, Offers, Reports, Student Performance, Circulars, Library Books and Leave History. These functions are utilized in recording new companies for offering placements, internship to student and maintaining the reports of the same
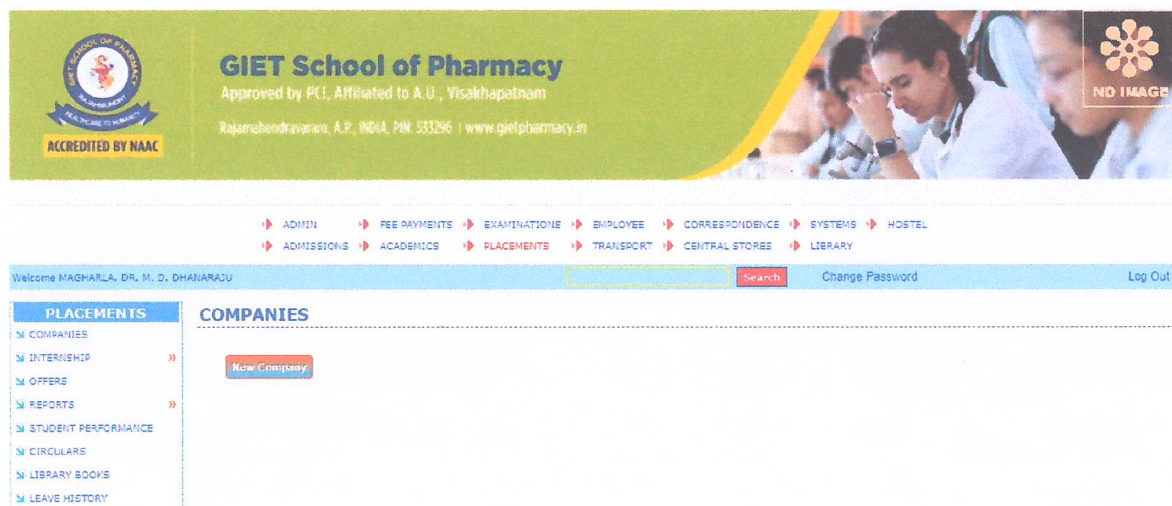
11. TRANSPORT

The transport module provides Defaulters List, De-Subscription, Employee Subscription, Expenditure Heads, Expenditure Report, Fitness Certificate, Insurance, Log Book, Renewals, Reports, Students Halts, Subscription, Vehicle Expenditure, Vehicles, Circulars, Library Books, Leave History. These options are utilized maintaining the record for both faculty and student utilizing transport facility details. The maintenance of the vehicle fitness is recorded of the same.

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12. CENTRAL STORES

The Central Stores module provides Indents, Issues, Masters, Pending Indents, Purchases, Receipts, Reports, Stock Adjustments, Stock Entry, Circulars, Library Books, Leave History. This module is helpful in placing indents maintain receipts and maintain stocks of required materials for smooth functioning of college academics.

13. 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,

search, stock verification, subjects, subscription, supplier, circular, library books, leave history etc.,

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
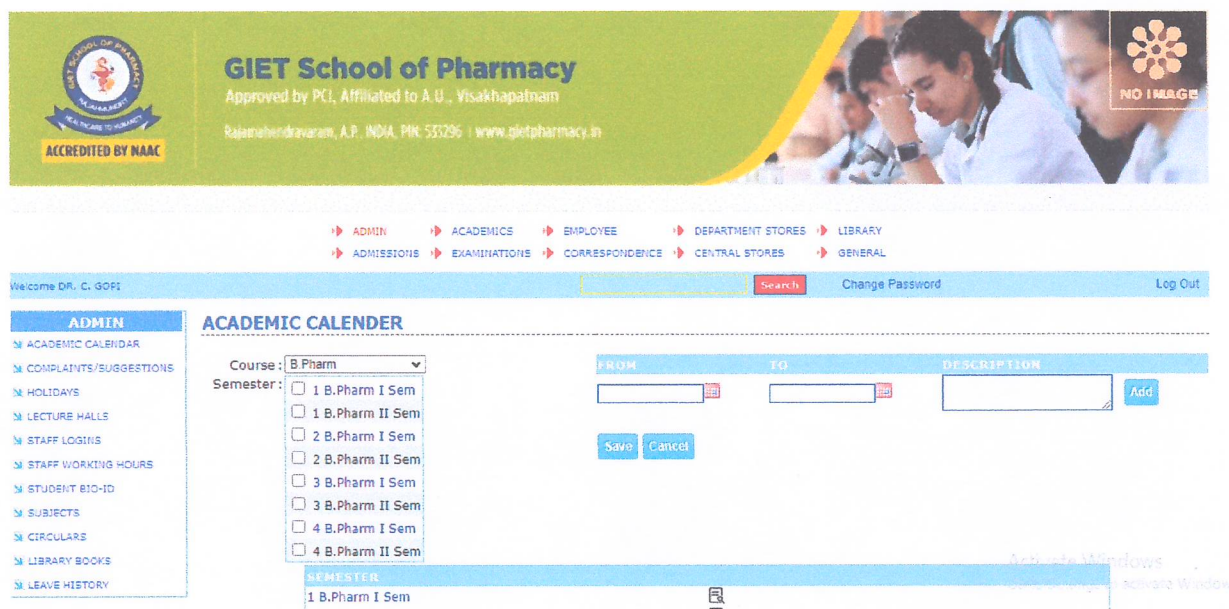
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1. ADMIN

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

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, lession plan, projects, resources, student, student profile, substitues, teaching assignments, teaching load distribution, teaching plan, teaching plan varify, time table, upload resource, circulars, library books, and leave history etc.,

BATCHES

Course: [B.Pharm ▾]
Semester: [1 B.Pharm I Sem ▾]
Branch: [B.Pharm ▾]
[Section1 ▾]
Batch: [-Select- ▾]
[Show..]

ACADEMICS
- ASSIGNMENTS »
- ATTENDANCE »
- ATTENDANCE REPORTS »
- BATCHES
- CERTIFICATES »
- COUNSELING »
- CURRENT TIME TABLE
- EXTRA CLASS »
- FACULTY »
- FACULTY ADJUSTMENTS »
- FEEDBACK REPORT »
- INTERNAL MARKS

3. EMPLOYEE

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

EMPLOYEE SEARCH

Employee Code   [   ] [..]   [Search]

EMPLOYEE
- EMPLOYEE »
- PAY ROLL »
- REPORTS »
- SEARCH
- STAFF VS COURSES
- CIRCULARS
- LIBRARY BOOKS
- LEAVE HISTORY

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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

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

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6. ADMISSION

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

7. EXAMINATIONS

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

8. CORRESPONDENCE

The correspondence module provides complaint/suggesion, greetings, groups & members, inbox, mail, parents address, parents correspondence, sms, sms credits, sms log, staff list, students list circulars, library books.

9. GENERAL 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.,

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 vie messages posted by the other users and to

			compose messages to other users
3	**Students List**		To correspond with parents of selected student(s) through email or letter.
4	**Circulars**		To view the circulars however this is being exercised manually
5	**Leave History**		To generate tire leaves that are utilized and can check the available leaves of the personal

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NO IMAGE

▸▶ ACADEMICS
▸▶ CORRESPONDENCE

Welcome K PRASANNA   Search   Change Password   Log Out

CORRESPONDENCE
◾ COMPLAINT/SUGGESTION
◾ INBOX
◾ STUDENTS LIST
◾ CIRCULARS
◾ LIBRARY BOOKS
◾ LEAVE HISTORY

COMPLAINTS & SUGGESTIONS

◉ Complaint ◯ Suggestion

New Complaint   Search For Delete

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.
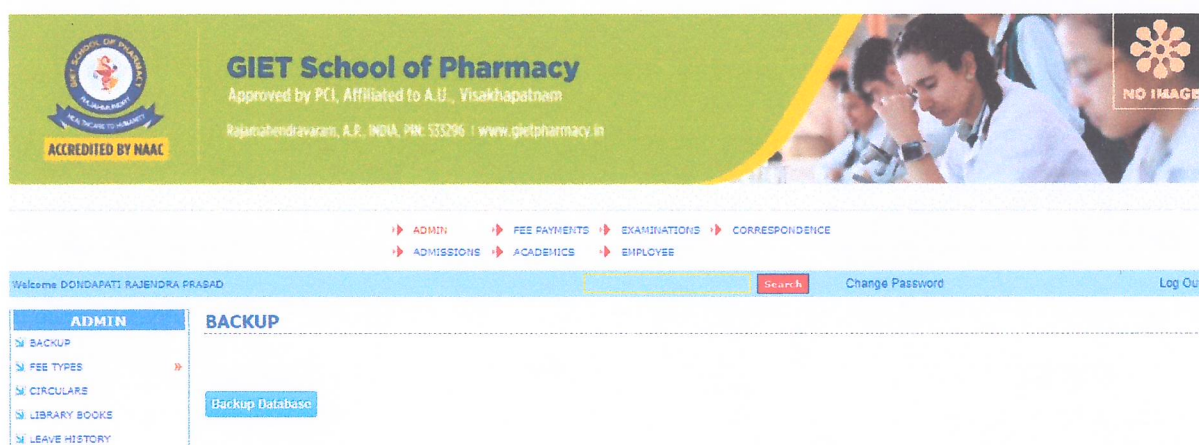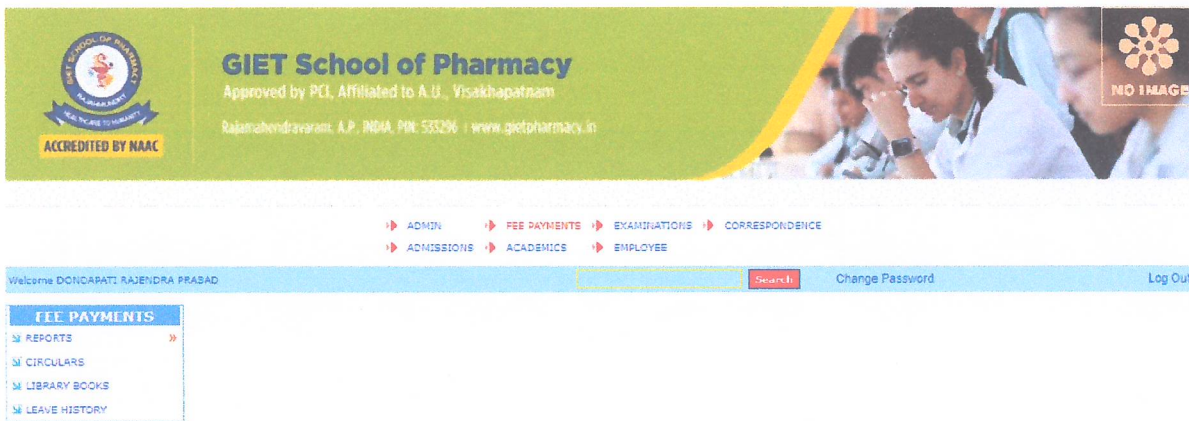

2. FEE PAYMENTS

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.
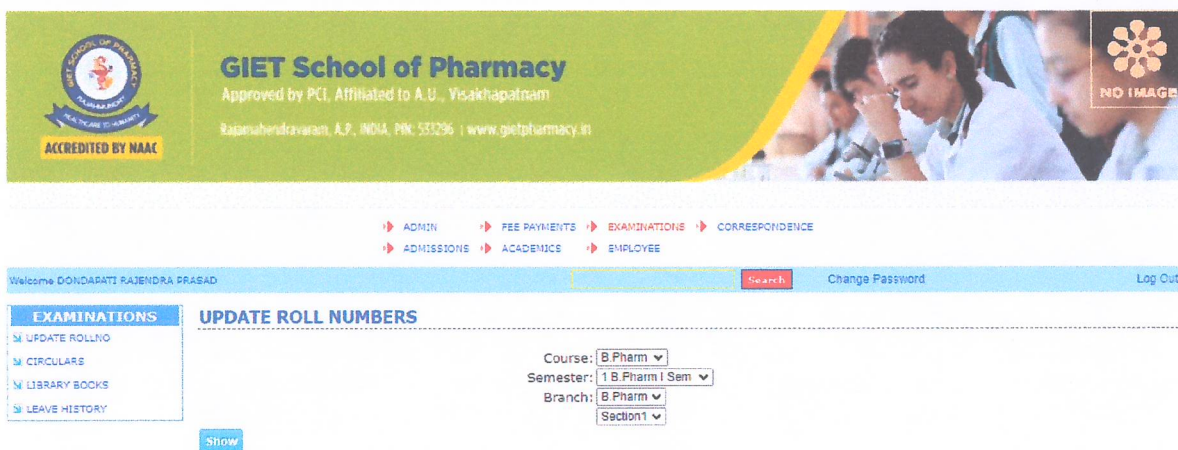
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NO IMAGE

ADMIN   FEE PAYMENTS   EXAMINATIONS   CORRESPONDENCE
ADMISSIONS   ACADEMICS   EMPLOYEE

Welcome DONDAPATI RAJENDRA PRASAD   Search   Change Password   Log Out

FEE PAYMENTS
REPORTS   »
CIRCULARS
LIBRARY BOOKS
LEAVE HISTORY

3. EXAMINATIONS

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.

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NO IMAGE

ADMIN   FEE PAYMENTS   EXAMINATIONS   CORRESPONDENCE
ADMISSIONS   ACADEMICS   EMPLOYEE

Welcome DONDAPATI RAJENDRA PRASAD   Search   Change Password   Log Out

EXAMINATIONS   **UPDATE ROLL NUMBERS**
UPDATE ROLLNO
CIRCULARS
LIBRARY BOOKS   Course: B.Pharm
LEAVE HISTORY   Semester: 1 B.Pharm I Sem
                                 Branch: B.Pharm
Show   Section1

4. CORRESPONDENCE

The Correspondence module has Complaint/Suggestion, Greetings, Inbox, Sms, Students List,
Circulars, Library Books, Leave History. This module is helpful in to post complaints or

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suggestions by the user for attention by the administrator, Seeing the Birthday greetings, student list and circulars.
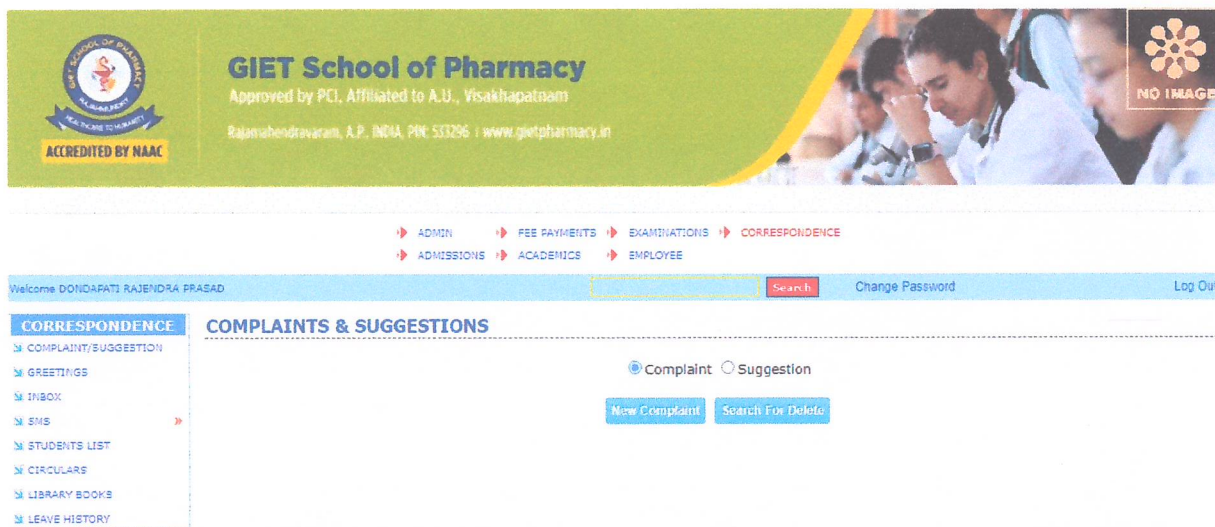
5. ADMISSIONS

The Admissions module has Admission, Admission Register, Check List, College Strength, Detained Students, Scholarship Students, Transfer, Circulars, Library Books, 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.

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6.   ACADEMICS

The Academic module has Leaves, Circulars, Library Books, 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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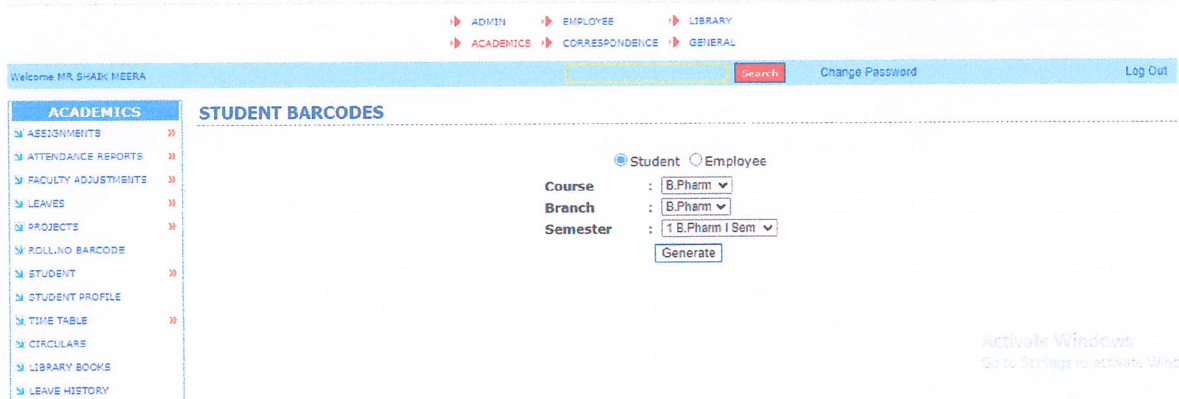
VI. LIBRARY

1. ADMIN

The admin model provides the academic calendar, certificates, college details, compaints/ 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.

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NO IMAGE

ADMIN   EMPLOYEE   LIBRARY
ACADEMICS   CORRESPONDENCE   GENEPAL

Welcome MR SHAIK MEERA   Search   Change Password   Log Out

EMPLOYEE
- ADDITIONAL WORK
- CERTIFICATES
- CHECKLIST
- EMPLOYEE
- EMPLOYEE LOANS
- INCREMENT
- LEAVE MANAGEMENT
- PAY ROLL
- REPORTS
- SEARCH
- CIRCULARS
- LIBRARY BOOKS

EMPLOYEE LOAN

○ Teaching   ○ Non-Teaching

-Select Department-

Total Amount	Date
No Of EMIs	Interest
EMI	Recovery From Select Year
Purpose	

Save Cancel

Activate Windows
Go to Settings to activate Windows.

3. LIBRARY

Library module provides back volumes, barchart, barcodes, book status, bookbank , students, books, book reserved, budget & empenditure, 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.
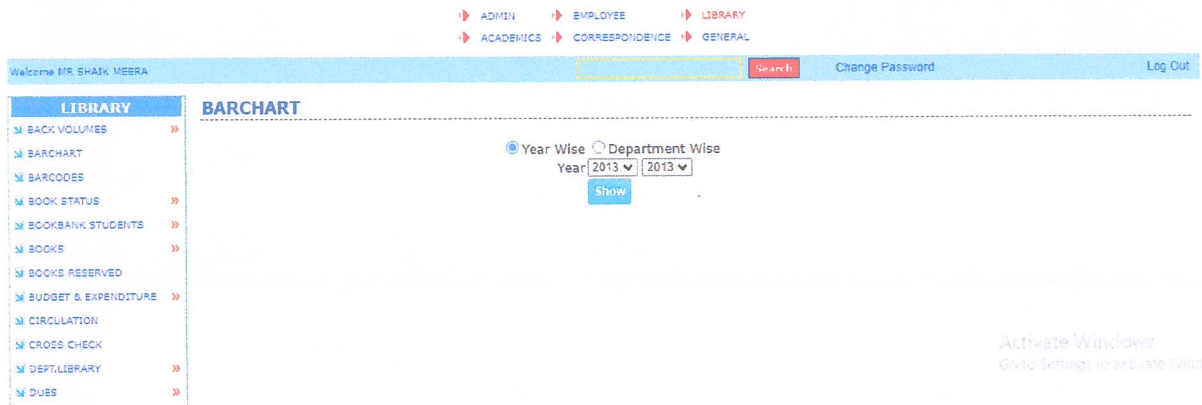
4. ACADEMICS

The academics module provides the assignments, attendace reports, faculty adjustments, leaves, projects, roll no barcode, student, student profile, time table circulars, library books and leaves history.

5. CORRESPONENCES

The corresponences provide inbox, circulrs, library books, leaves history.

6. General

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

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VII. SYSTEM

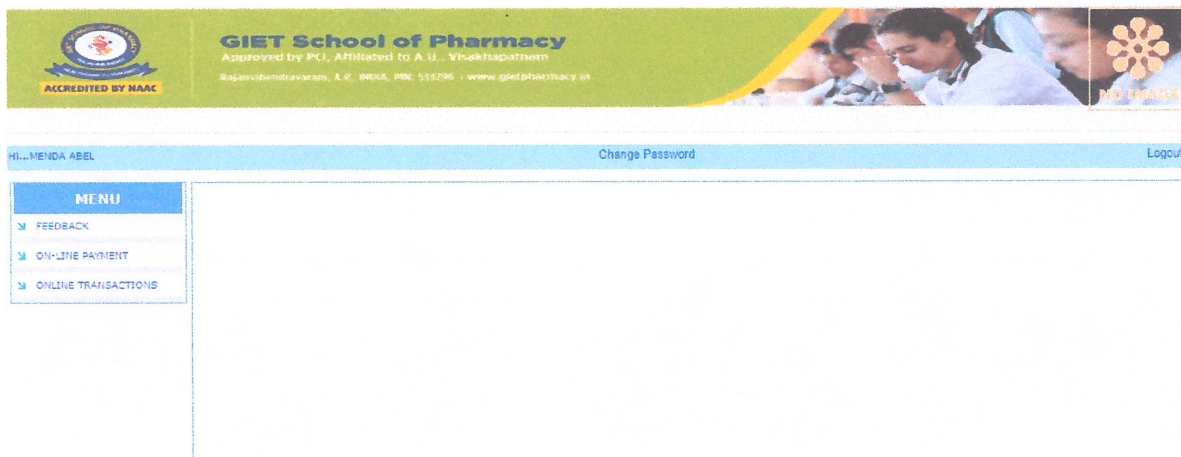1. Academics module provides leaves, circulars, library books and leave history
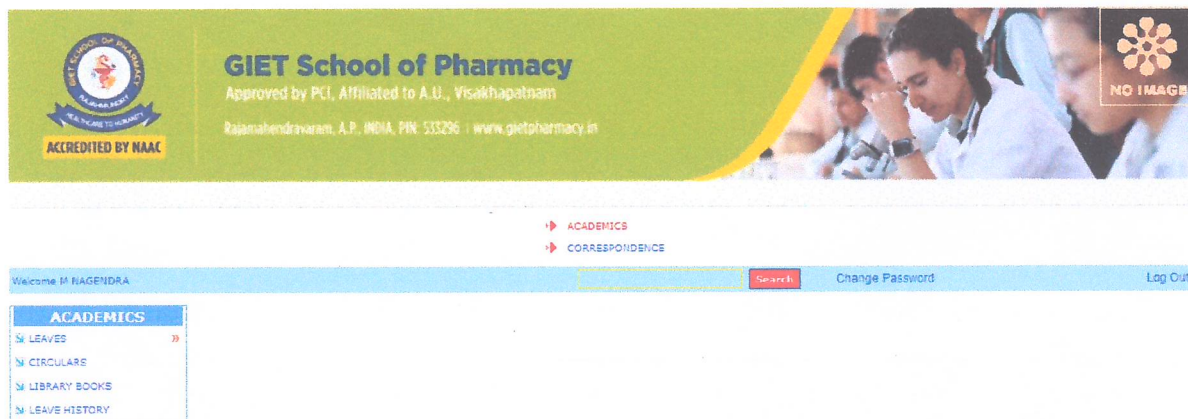
2. The correspondence module provides complaint/suggesion, inbox, students lists, circulars, library books, leave history etc.
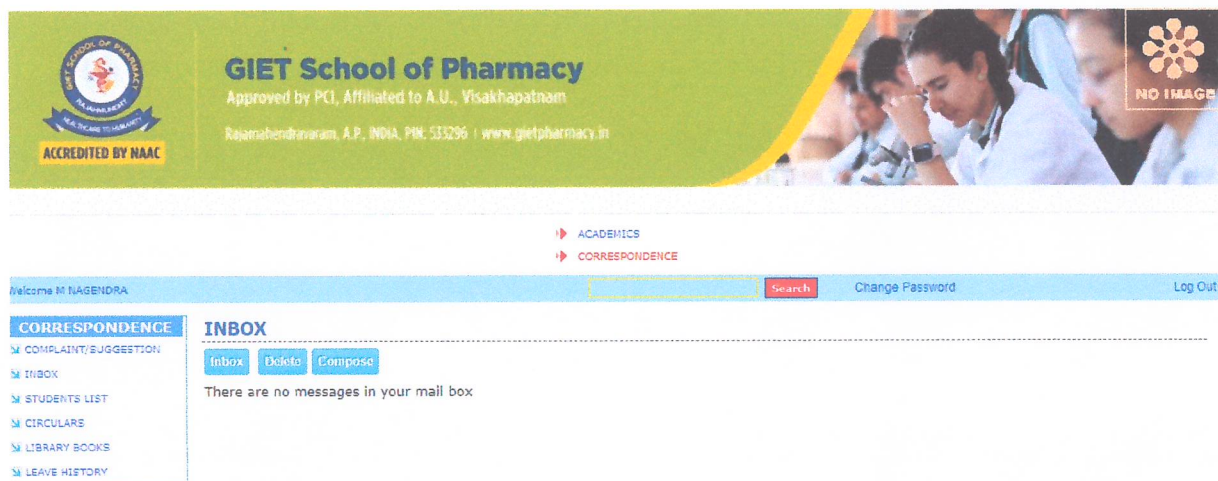
VIII. STUDENTS

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

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