

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.) Tel: 0883 - 2484444, E-mail: gietpharmacy@gmail.com, Website: www.gietpharmacy.in

Criterion 6 - Governance, Leadership and Management

6.2.2. Metric Level Deviation

Sl. No	DVV QUERY	Page Numbers
01	Policy document on e-governance	02-04
02	Annual e-governance report approved by Governing Council.	05 -12
03	Provide Institutional expenditure statements for the heads of e-governance implementation reflected in the audited statement	13 - 19
04	Provide ERP Document	20 - 56
05	Provide Screen shots of user interfaces of each module reflecting the name of the HEI	57 - 60



Principal. M.Pharm. Ph. SIET SCHOOL OF PHARMACY, SH-16, Chaitanya Knowledge City AJAHMUNDRY-533 296: (IF



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Date: -24-10-2017

E-GOVERNANCE

An educational institution must have a Good E-Governance Policy, Good Governance Document, and Good Governance Initiatives to get recognized nationally and internationally. To sustain and to make its mark as one of the Institutes of Excellence among the HEIS of the country, the institute has developed a good E-Governance Document and has been implementing many good E-Governance initiatives. Governance is made inclusive, participatory, accountable and transparent for the smooth functioning of the system, E-governance facilitates transparency, participation, provides speedy information, propagation, improves administrative efficiency and public services in all aspects of education.

Objectives:

NAAC ACCREDITED

- ❖ To implement e-governance in several aspects of the institution
- To promote transparency and accountability
- To achieve paperless office administration
- ❖ To facilitate online internal and external communication among the various units of the institution
- To make information readily available

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Policy:

In order to deliver honest and efficient governance system within the institution e-

governance must be followed in the following areas:

The plan is divided under diverse heads of service for ease of use. The operational areas are

illustrative, and the organization reserves the right to include e-governance in areas not

specified hereunder.

Website:

The website must be functional and serve as a reflection of the institutional operations, with

information about all activities, updates, and other important information readily accessible

to visitors. The institution must have a service provider and web designer, inaddition a

faculty member who manages IT affairs and a System Administrator will be incharge of

website management.

Student Admissions:

The institution encourages online fee payments and Punjab National Bank is associated with

the institution for the purpose.

Accounts:

Current personnel must be qualified and online financial transactions are to be made after

taking appropriate security measures.

Administration:

To provide a hassle-free, convenient, and cost-effective process, majority of the

administration must be handled with the help of ICT-based technology. Internal

communication with employees and students is to be done through WhatsApp Student

Groups.

Principal.

or. M.D. DHANA RAJU. M.Pharm., Ph.b

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Library:

The institution has a rich library with more e-learning opportunities for the good of teachers and students. Similarly, newer e-learning materials, journals, must be subscribed to basing on the Library Committee's recommendations.

Examination:

Examinations will be conducted in jumbling centre as per Andhra university rules & regulations. The College Examination ChiefSuperintendent Officer is responsible for overseeing the entire examination process and while conducting examinations, utmost secrecy and confidentiality shall be upheld, and work must be performed with great care and attentiveness.



PRINCIPAL

Principal. M.Pharm., Ph.D. MET SCHOOL OF PHARMACY, NH. 16, Chaitanya Knowledge City. RAJAHMUNDRY-533 296: (AP)



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Date: - 22-10-2021

ANNUAL E-GOVERNANCE REPORT AY:2021-2022

The principal is pleased to present the following Annual e-Governance Report of GIET School of Pharmacy for the Academic Year 2021-22.

The Institution has implemented e-Governance in the following areas of operation:

- 1. Administration
- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examination

The details of the above are as follows:

I. Implementation of e-Governance in Administration College Website-https://www.gietpharmacy.in. The website is constantly updated with respect to Placements, Conferences, Workshops and information related to various committees like student welfare and grievance. Academic calendars, examination time table, semester end examination results and other related information like holiday are also hosted in college website. The college submits its data annually on the AISHE portal All India Survey on Higher Education -AISHE -http://aishe.gov.in/aishe/instituteLogiPage. Data is submitted on several parameters such as teachers, student enrolment, programs, examination results, education finance, infrastructure. Indicators of educational development such as Institution Density, Gross Enrolment Ratio, Student-teacher ratio, Gender Parity Index.



Principal. M.Pharm. Ph.D. GIET SCHOOL OF PHARMACY, NH.16, Chaitanya Knowledge City, RAJAHMUNDRY-533 296: (AP)

2. Implementation of e-Governance in Finance and Accounts

Accounts: All the Payments and Receipts information is managed on Tally-9. The competent auditors audit the necessary information in the Tally.

Online Fees Payment: Institution has successfully implemented cashless fees payment system through POS terminals and implementation of Unified Payment Interfaces (UPI) such as Paytm, PhonePe and internet payment. Majority of the students are paying the fees through online.

3. Student Admission and support:

a. Admission Details:

The admission details including student admit year, branch, register number and category of the admissionare uploaded to state government websites https://jnanabhumi.ap.gov.in/ and in https://the survey-apsche.ap.gov.in/. Further details like fee reimbursement and other financial benefits received from the state government are uploaded.

b. Academic Details:

The academic details of the students are uploaded to ECAP, our college existing automation. All details regarding their attendance and marks obtained in internal and external exams are uploaded for communicating the parents their wards. SMS provision is available in the ECAP. In the academic year 2016-17, the college has procured ECAP offered by Web pros Solutions, Vizag for better and efficient e-governance.

4. Examination



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The internal examination related details are like the time tables are posted in the college website. The external practical examination time tables are posted in the website and the both the internal and external marks are uploaded to university portal. The results are given in the university portal which are displayed for students in college website.

AGENDA FOR GOVERNING BODY MEETING:

- 1. Accepting the resignations of the faculty.
- 2. Progressing the NAAC preparation.
- 3. Sponsoring faculty members to Attend Conferences.
- 4. Applying for AU ratification for faculty position
- 5. To Send a greater number of students to internships in various companies

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PRINCIPAL

Or. M.D. DHANA RAJU,

Principal. M.Pharm., Ph.:

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Tel: 0883 - 2484444, 6577444, Fax: 0883 - 2484444, 2484739.

Full Composition of Board of Governors in the Institution

S.No	Name of member of BoG	Qualifications and Positions in the current engagements	Position in theBoG	Nominated by
Chairpe	erson			
1	Prof V. Bala Mohan Das	M.Com.,PhD Former Vice-Chancellor AcharyaNagarjuna University	Chairperson	Registered Society
Membe	rs of the Society			
2	Sri K.V.V.SathyanarayanaRaju	M.A.,LL.B Founder Chairman Chaitanya Educational Group	Member	Registered Society
3	Sri K.SasiKiranVarma	B.Tech Managing Director Godavari Institute of Engineering & Technology Rajahmundry	Member	
4	Capt. Dr. DLN. Raju	M.Com,PhD CEO,Chaitanya Educational Society	Member	
5 .	Sri K.RaviKiranVarma	M.B.A Managing Director Konaseema Institute of Medical Sciences & Research Foundation, Amalapuram	Member	
Two fac	culty members of the Institution			
6	Prof.S.Ramachandran	M.Pharm.,PhD Professor GIET School of Pharmacy Rajahmundry	Member	Registered Society
7	Mrs.R.Vijayalakshmi	M.Pharm., PhD Professor GIET School of Pharmacy Rajahmundry	Member	
Educat	ionists or Industrialists	rojamiarary		
8	Dr.T.V.Narayana	Professor & Director Dr. HLT College of Pharmacy Channapatna, Karnataka	Member	Registered Society
9	GopichandShiyal	Director Shiyal Chemicals& Pharmaceuticals Chennai	Member	
One no	minee of the AICTE/UGC Nomina	tion requested can be accepted-attach the request I	etter	
10	AICTE Nominee-Request letter att	ached	Member	AICTE
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One no	State Govt Nominee-Request lette	r attached the Institution is affiliated. Nomination requested ca	Member	State Government attach the
12	Prof. S. V. Naidu	Andhra University, Visakhapatnam	Member	Registrar Andhra University, Visakhapatnam
	f the Institution			
13	Dr.M.D.Dhanaraju	M.Pharm.,PhD Prinicipal GIET School of Pharmacy Rajahmundry	Member- Secretary	Registered Society



Or. M.D. DHANA RAJO,
Principal. M.Pharm.. Ph.:
BIET SCHOOL OF PHARMACY,
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MINU	TES OF THE GOVERNING BODY MEETING
Date: 21. 10. 2021 Time: 11:00 AN Venue: Board 200m - Crit School of Pharmacy The following members of the governing body were present during the meeting 1. Sri K. V. V. Satyanarayana Raju 2. Sri K. Sasikinan Varna 3. Capt D.L. N. Raju 4. Dr. M. D. Dhanaraju 5. Dr. S. Ramachandran 6. Dr. R. Vijayalakshmi The following resolution recommendations were made during the meeting # The members of governing body insisted the Principal, Head of the Defartments, and faculty members to prefare for the cycle 2 accredition by the National Assessment and Accredition Council (NAAC). # A sequest for providing Donnual maintenance Charges (AMC) for sophosticated instruments was made to the members and a budget of Rs 3,00,000/- was Sanctioned. The budget was to be utilized for Servicing	
were	The following members of the governing body Present during the meeting
	1. Szí K.v.y. Satyanorayana Raju
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# The governing body empowered the psincipal to spend on the puschase of ops, stabilizers, battalies and often accessories for the labs lepto a Sum of less accessories for the labs lepto a Sum of less accessories for the labs lepto a Sum of less accessories for the labs lepto a Sum of less accessories for the labs lepto faculties to complete their sessearch psoposal for applying to apaste from the puspose of control and supervision of seperuments on Animals, before 31 st December does! # A sequest was placed before the members of the general does to research for the academic year does to research for the academic year does to remical requirements to conduct regular labs to research for the academic year does to remical about supers, for the puschase of the members allotated a budget of Rs 3,00,000 (Three lath supers) for the fuschase of chemical. # The instrumental sequirements of vasious labratories as per the norms of phasmacy council of India was discussed in the meeting and the governing body sequested the Principal to Collect the Quatation for instrument psechase. # The member of governing council after discussions willing to continue in All India Council for Technical Education (BICTE), New pellic as per the pat I phamacy	
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-	for the academic year 2022-23.



Or. M.D. DHANA RAJO, Principal. M,Pharm., Ph.D. GIET SCHOOL OF PHARMACY, VH-16, Chaitanya Knowledge City PAJAHMUNDRY-533 296: (A)

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SIGNATURE OF THE MEMBERS	
Dr. K.V.V. Sotyanosayana Raju Foundes chaisman Chaitanya Educational Society	Kwswh
Ssi k. Sasikisan Yasma Managing Disector Chaitanya Educational group	Sariv
Capt D.L-N. Raju Chief Frecutive offices Chaitanya Educational group	Jell
Ssi K. Ravikisan Vagma member Ssi Koundinya Educational Society	K Kavi Varmal
Ds. M. D. Dhanaraju Psincipal GIET School of Phormacy	- Brown
Ds. S. Ramachandran Professor GIFT School of Pharmacy	
Dr. R. Výayalakshmi Professor GIET School of Pharmacy	l-vijayal)



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Principal. M.Pharm., Ph.:
SIET SCHOOL OF PHARMACY,
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INVOICE

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1	Annual Maintenance for ECAP SOFTWARE February, 2019 to January 2020 1.GODAVARI INSTITUTE OF ENGINEERING & TE 2.GIET SCHOOL OF PHARMACY 3 GIET POLYTECHNIC COLLEGE 4.GIET ENGINEERING COLLEGE 5.GIET COLLEGE OF ENGINEERING 6.GIET DEGREE COLLEGE	ECHNOLOGY			50,209.00
Fifty the	pusand two hundred and nine only			₹	50,209.00
			(Co	ebpros Solution	ons Pvt. Ltd.



Principal. M.Pharm., Ph.B. RIET SCHOOL OF PHARMACY, WH 16, Chaitanya Knowledge City PAJAHMUNDRY-533 296: (AP)

W	WEBPROS SOLUTIONS PVT. LTD.		Invoice No:		844
	ce:No.303, K.M.Towers, Opp.Timpany School Main G ompound, Visakhapatnam – 530 003. Ph:0891-30979		Date:	26-7-18	
			P.O. No:		
			P.O. Date:		
			Supplier's Ref. I	No:	
Buyer's N	lame & Address:				
			Dispatched Thro	ough:	
Godavar Rajahmu	i Institute of Engineering and Technology ndry		Dispatch No:		
			Dispatch Date:		
Buyer's T	IN No.:		Destination:		
Ship to:					
Godavar	i Institute of Engineering and Technology		Terms of Delive	rv:	
Rajahmu			Contact Person		Mr
			Contact No:	1	
			Terms of Payme		
Buyer's 7	IN No.:		100 % Against I		
SI. No.	Description of Goods		Qty Nos	Unit Rate ₹	Amount ₹
1	Annual Maintenance for ECAP SOFTWARE				
	February 2018 to January 2019				-
	1.GODAVARI INSTITUTE OF ENGINEERING & TEC 2.GIET SCHOOL OF PHARMACY	CHNOLOGY			42,550.00
	3 GIET POLYTECHNIC COLLEGE				,_,,,,,,,,
	4.GIET ENGINEERING COLLEGE				
	5.GIET COLLEGE OF ENGINEERING 6.GIET DEGREE COLLEGE				
	O.GIET DEGREE COLLEGE				
		Total before tax			42,550.00
		Add : VAT		18%	7,659.00
		Round off			
Fify tho	usand two hundred and nine only	Total after Tax	0	₹	50,209.00
	Terms & Conditions		For Web	pros Solutio	ns Pvt. Ltd.
	nt to be made in favour of Webpros Solutions Pvt. Ltd.	timo	-7	tolast	
1	@18% will be charged if the bill is not paid within the stipulated once sold will not be taken back.	ume.	(E VIZAG	3
	ranty for burn and physical damage.			- T	
5. All dispu	utes subject to Visakhapatnam Jurisdiction only.		(Au	uthorized Sigr	natory)
				Tank	

Principal. M.Pharm., Ph.D. BIET SCHOOL OF PHARMACY, VH. 16, Chaitanya Knowledge Otty 74 JAHMUNDRY-533 296: (AP

INVOICE

WEBPROS SOLUTIONS PVT. LTD., # 39-34-15/3, Ambetkar Colony, Behind RTO Office, R & B,

Muralinagar, Visakhapatnam - 530007 Email: webprossolutions.vsp.bala@gmail.com COMPANY'S TIN No.: 28254339675

CONSIGNEE NAME & ADDRESS:-

Godavari Institute of Engineering and Technology Chaitanya Knowledge City, Rajahmundry Date: 4th January, 2017

P.O. No.

Date:

Invoice No.: 698

Dispatch Through:

Dispatch No:
Dispatch Date:

Destination:

Terms of Payment:

SI.No.	DI	ESCRIPTION OF GOODS	QTY	RATE ₹	AMOUNT ₹	
1	February,201	tenance for ECAP SOFTWARE 17 to February, 2018				
	& TECHNOL					
	3 GIET POLY	OOL OF PHARMACY TECHNIC COLLEGE			37,000	00
4.0	5.GIET COLL	NEERING COLLEGE LEGE OF ENGINEERING				
	6.GIET DEGF	REE COLLEGE				
TOTAL	AMOUNT	Rupees: Thirty seven thousand	only		37,000	00

TERMS & CONDITIONS

- Payment to be made in favour of Webpros Solutions Pvt. Ltd.
 Interest @18% will be charged if the bill is not paid within the
- Interest @18% will be charged if the bill is not paid within the stipulated time.
- 3. Goods once sold will not be taken back.
- 4. All disputes subject to Visakhapatnam Jurisdiction only.

BANK DETAILS

BANK NAME: HDFC BANK LTD CURRENT A/CNO. 00502000018344

BRANCH: Dwarakanagar IFSC CODE: HDFC 000 00 50

For WEBPROS SOLUTIONS (P) LTD

Securions (Securions)

(Authorised Signatory)



Or. M.D. DHANA RAJO,
Principal. M.Pharm., Phu
NET SCHOOL OF PHARMACY,
VA 16, Chaitanya Knowledge Gro
NA MARMADRY-533 296 (A)

INVOICE

WD,

WEBPROS SOLUTIONS PVT. LTD.

Flat No. 303, K.M.Towers, Opp. Timpany School Main Gate, C.B.M.Compound, Visakhapatnam – 500 003. Ph: 0891 - 3097980, Mob.: +91 96769 07555

Email:ravi@webprosindia.com COMPANY'S TIN No.: 28254339675

CONSIGNEE NAME & ADDRESS:-

GODAVARI INSTITUTE OF ENGINEERING TECHNOLOGY RAJAHMUNDRY

Date: 27th April, 2016	
P.O. No.	
Date:4 TH April, 2016	
Dispatch Through:	

Invoice No.: WS 407

Dispatch No:
Dispatch Date:

Destination:

Terms of Payment:

SI.No.	DESCRIPTION OF GOODS	QTY	RATE ₹	AMOUN [*]	Г
1	Engineering college automation package Installation and configuration charges Towards 3 releases	3	74000	222000	00
2	Giet school of pharmacy software installation	1	49000	49000	00
3	Giet polytechnic college software instalation	1	49000	49000	00
TOTAL	AMOUNT In words: Three lakhs twenty thou	sands only		₹3,20000	00

TERMS & CONDITIONS

- 1. Payment to be made in favour of Webpros Solutions Pvt. Ltd.
- 2. Interest @18% will be charged if the bill is not paid within the stipulated time.
- 3. Goods once sold will not be taken back.
- 4. All disputes subject to Visakhapatnam Jurisdiction only.

For WEBPROS SOLUTIONS (P) LTD



(Authorised Signatory)



Principal. M.Pharm... Ph.D. SIET SCHOOL OF PHARMACY, 9H-16, Chaitanya Knowledge City PARMACY. 1AHMUNDRY-533 296: 1AP



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.) Tel: 0883 - 2484444, E-mail: gietpharmacy@gmail.com, Website: www.gietpharmacy.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 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.



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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



Principal.

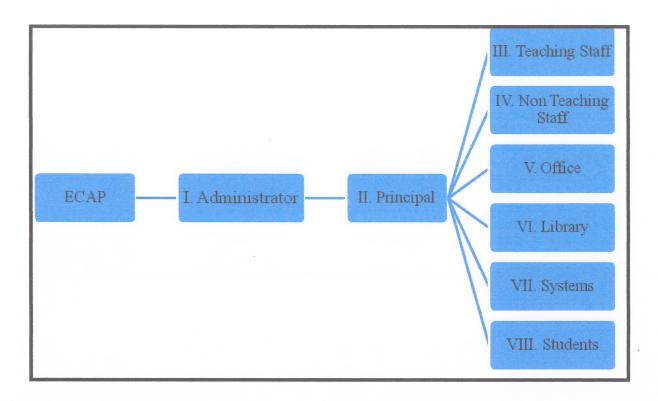
Principal.

M,Pharm., Ph.

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VH 16, Chaitanya Knowledge City

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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:



Pr. M.D. DHANA RAJO,
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Modules
Academics
Account
Administration
Admissions
Central Stroes
Corresspondence
Examinations
Fee payments
Hostels
Library
Placements
Staff
Systems
Transport



Principal. M.Pharm... Ph. SIET SCHOOL OF PHARMACY, NH. 16, Chaitanya Knowledge City PAJAHMUNDRY-533 296: (AT

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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Principal. M, Pharm... Ph. D GIET SCHOOL OF PHARMACY, NH 16, Chaitanya Knowledge City RAJAHMUNDRY-533 296: (AF

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



Jr. M.D. DHANA RAJU, Principal. M.Pharm., Ph. GIET SCHOOL OF PLIADMACY

		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



OF PAY

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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.



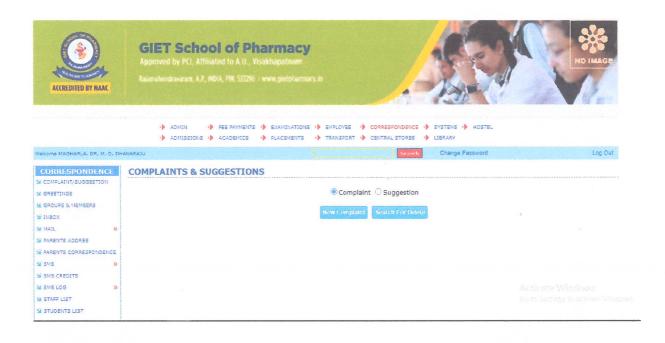
5. CORRESPONDENCE:

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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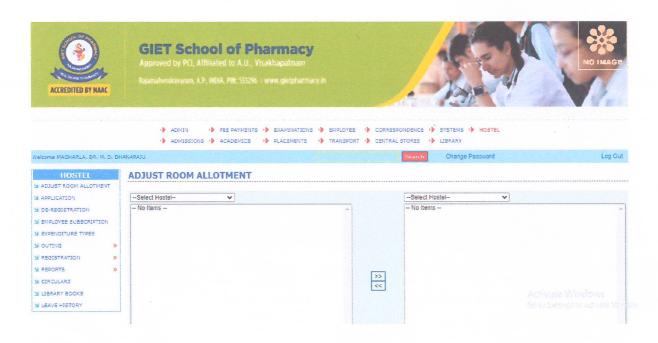
6.SYSTEM

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.

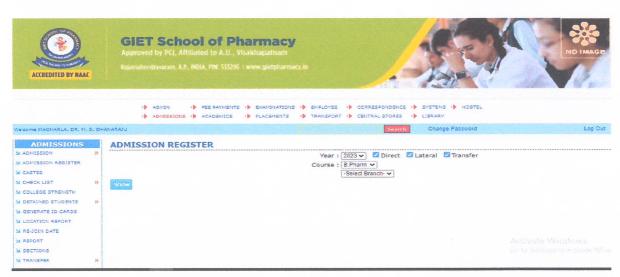


7.HOSTEL

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



8.ADMISSIONS



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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 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



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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,



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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

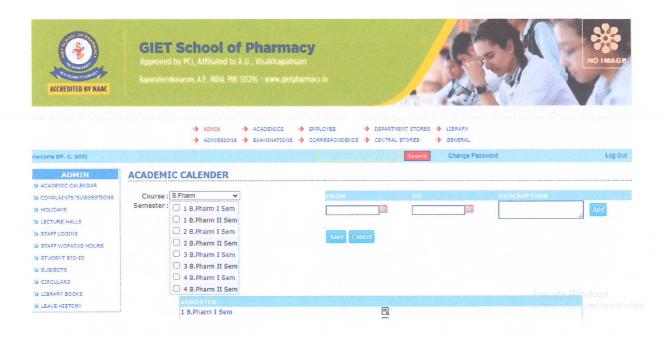


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1. ADMIN

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.,

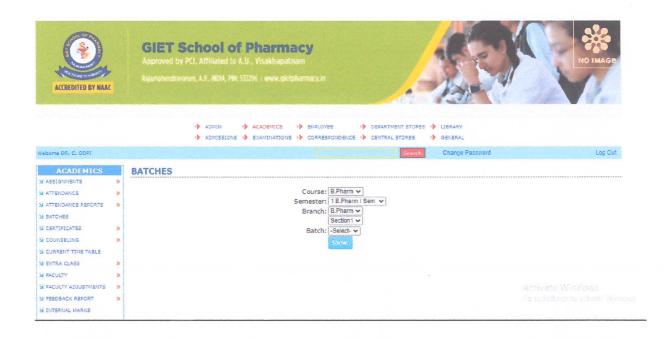


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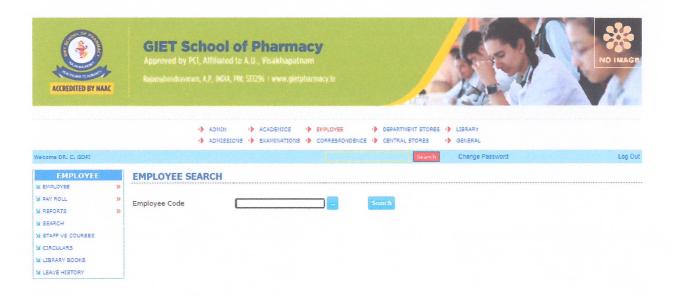
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3. EMPLOYEE

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





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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.



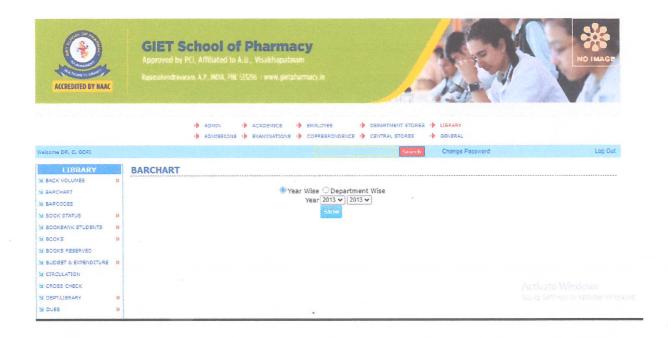
5. LIBRARY

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.



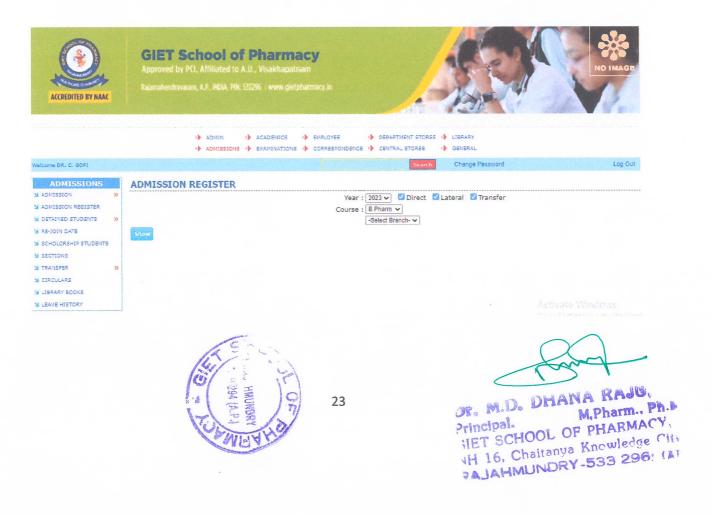
or. M.D. DHANA RAJU,
Principal. M,Pharm. Ph. B
BIET SCHOOL OF PHARMACY.

NH 16, Chaitanya Knowledge City RAJAHMUNDRY-533 296: (A)



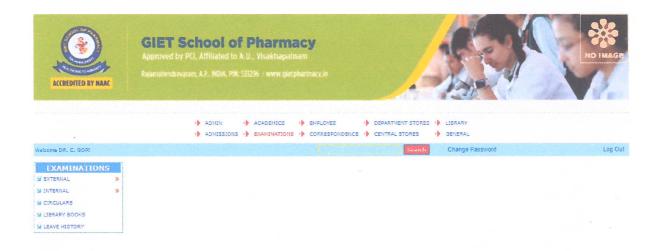
6. ADMISSION

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



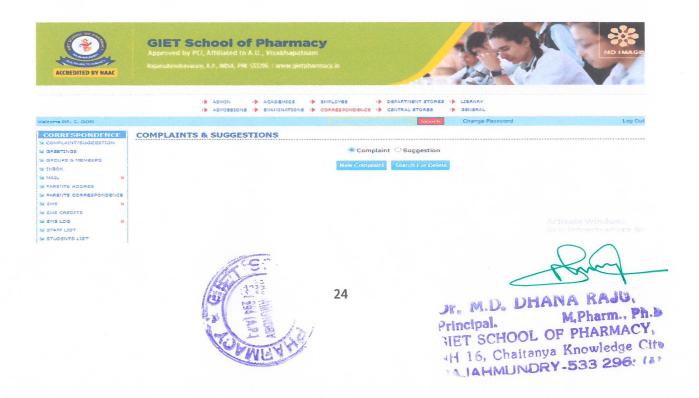
7. EXAMINATIONS

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.,





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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 vie messages posted by the other users and to



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		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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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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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.



4. CORRESPONDENCE

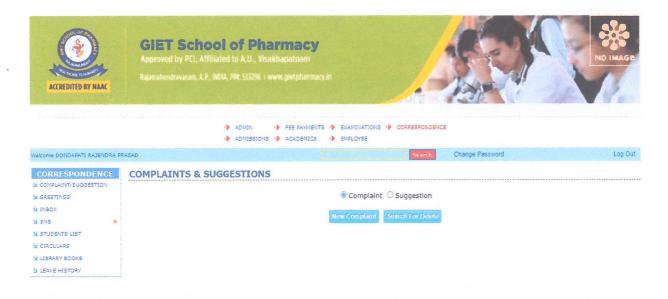
The Correspondence module has Complaint/Suggestion, Greetings, Inbox, Sms, Students List, Circulars, Library Books, Leave History. This module is helpful in to post complaints or



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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.



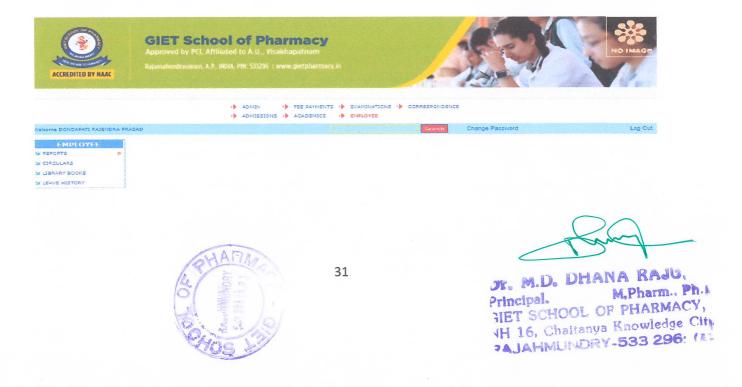
6. ACADEMICS

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

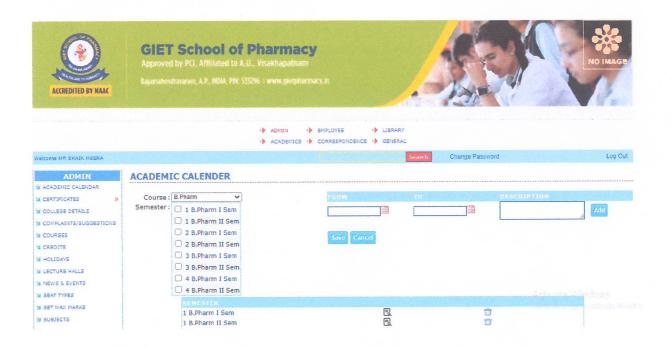
The Employee module has Reports, Circulars, Library Books, Leave History. This module is helpful to view the list of the staff with the respective departments under staff list and to see monthly status and work duration of the personal.



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.

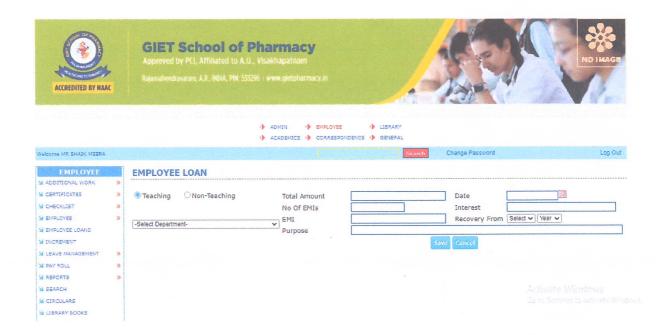


2. EMPLOYEE

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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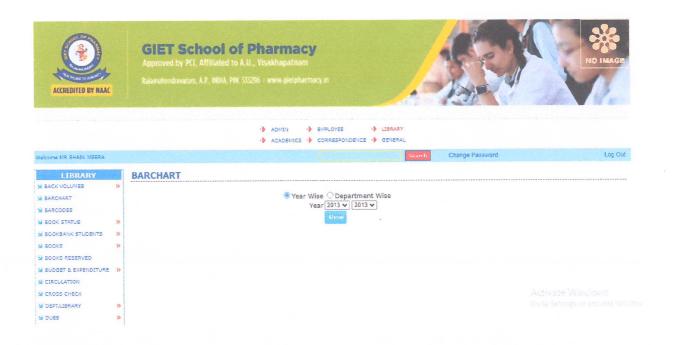


3. LIBRARY

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.

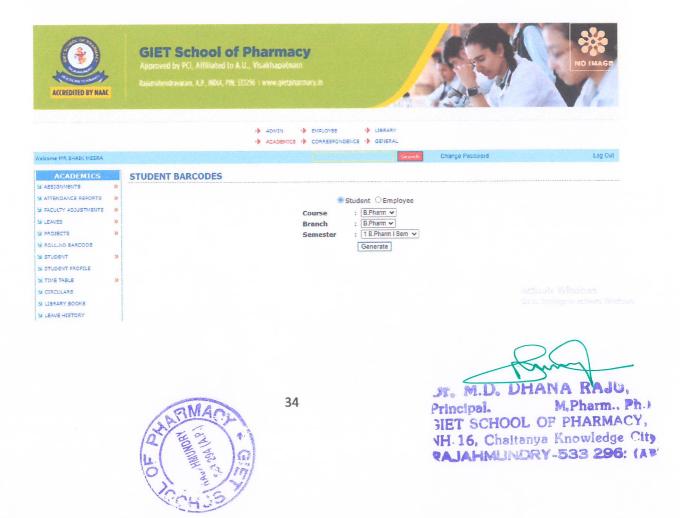


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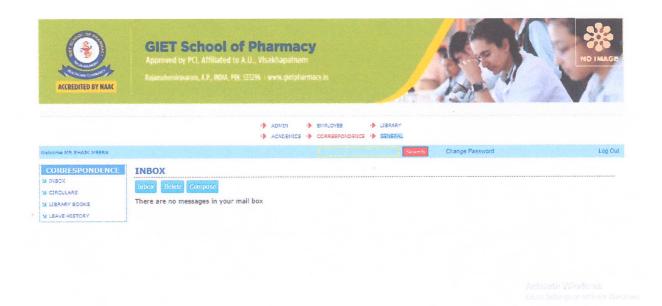
4. ACADEMICS

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.,

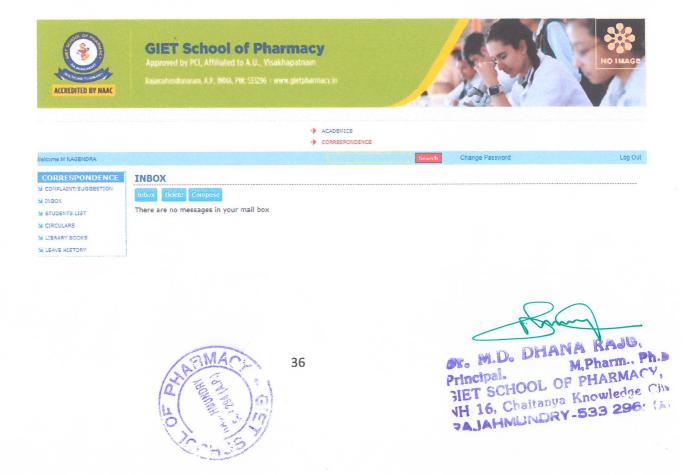


VII. SYSTEM

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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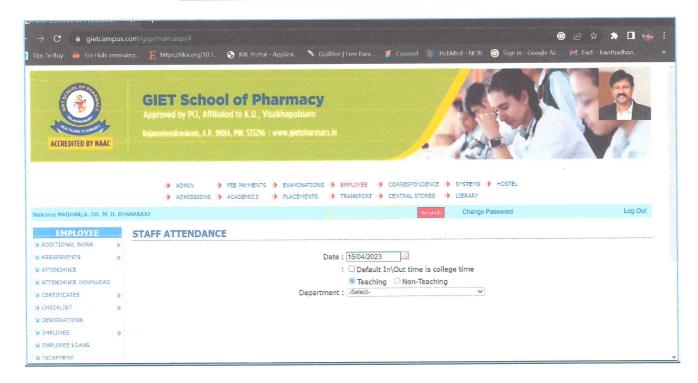
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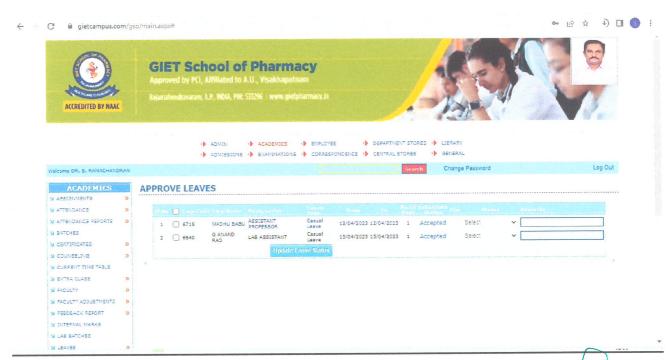


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6.2.2 SCREEN SHOTS OF USER INTERFACES







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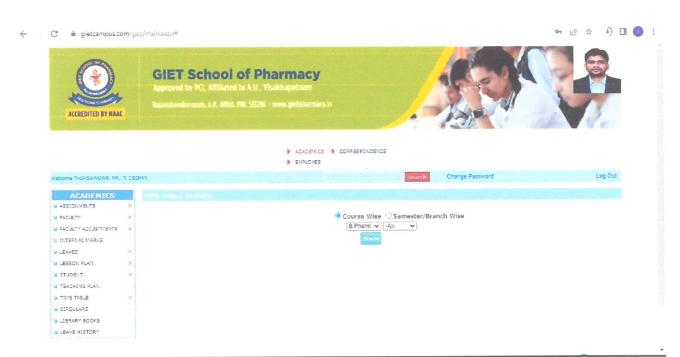


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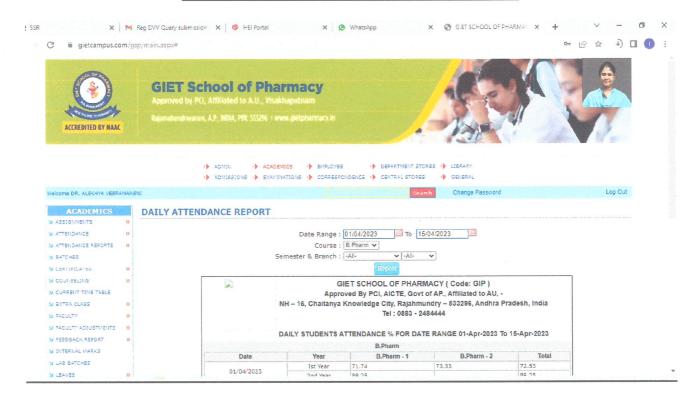
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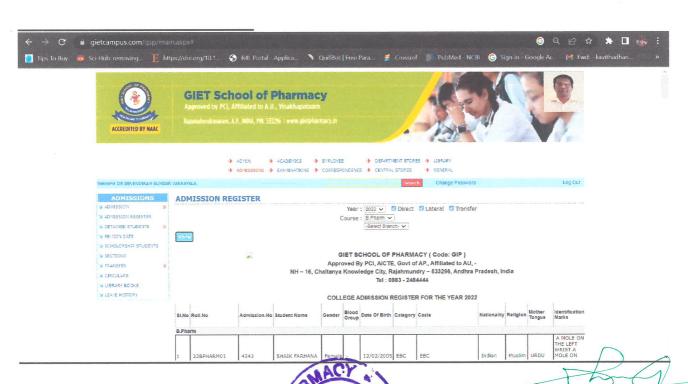


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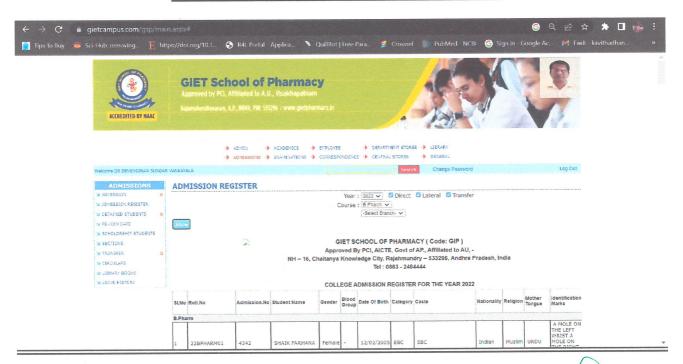




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