vMIS
User Manual

Vidyalankar School of Information Technology

USER'S MANUAL

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1.0 Introduction

Due to its ever growing and competitive nature, the education sector has always been in need of a quality solution to manage and serve the Institute resources efficiently. IT sector is giving number of solutions to Institute like smart classroom, digital learning solutions to make learning easier and manage Institute administration effectively. Today educational institution is not limited to imparting education alone, but it is adapting latest trends in IT for improving the quality of education and handling various activities of Institute including admissions, class management, library management, logistics, inventory, fee management, alumni, accounts etc. Our ERP simplifies and automates Institute administration process. The ERP is accurate and reliable and can be conveniently accessed from Institute intranet as well as from the public internet. It is fully browser-based which also includes virtual campus which can be linked with Institute portal and contains powerful online access to bring parents, teachers and students on a common interactive platform. Yet another advantage of the ERP system is that it runs on minimal hardware and easily fits in the budget of Institutes. In ERP users have role based access rights which tightly models existing Institute hierarchy. Institute ERP is totally customizable according to the needs of Institute.

1.1 Major Benefits:

- Transparency in Institute operations.
- Availability of real time up to date information.
- Better management of Institute academic process & administration.
- Instant access to required information and activities of the Institute ⬜ A centralized system which makes reporting possible at one place.
- Easy access through a web browser having an Internet connection.
- Online Registration, easy follow up and Admission.
- Efficient computing centralized storage, high memory and fast process.
- Integration of Academic Calendar, Notices and other activities.
- High level security at application level user level and program level.

Quantitative Benefits:

- Savings from phased out legacy systems

- Streamlines Education Processes

- Automates Important Functions

- Increases Productivity and Efficiency

- Big Savings in Person hours

Qualitative Benefits

- Improves data and process integrity

- Enhances operational security

- Reinforces accountability and transparency

General Benefits

- Single system to manage all Institute related information from anywhere in the Institute

- Easy to use

- Reliable and secure system

- Complete Automation of operations

- More Time to focus on Strategic Tasks

- Better informed decision making for management

Benefits to Management

- Using Institute ERP, Institute management has a systematic and easy approach towards maintaining and updating the different aspects of their institute.

- Administrative staff can reap several benefits from ERP, some of which are as follows:

  - Single Point ERP

  - Zero redundancy in managing the institutions records

  - Complete automation of all operations

  - Centrally stored information with zero redundancy

  - Best possible resource optimization

  - Generate timetables with dynamic substitute management

  - Cost effective one-point solution for total management

- Easy performance monitoring of individual modules leading to uncomplicated error detection

- Automated and quick report generation along with process turnaround time

- Centralized data repository for trouble free data access

- Authenticated profile dependent access to data

- User friendly interface requiring minimal learning and IT skills

- High level data security

- Design for unproblematic scalability

- Elimination of people dependent processes

- Minimal data redundancy

Benefits to Staff:

- Staff can check their Attendance

- Staff can check leave status and holidays

- They can check Activity Calendar

- Check library books status
- Request for leave and leave reversal as well.

- They can request for consumables

- Check their salary sheets

- Add contribution and achievement

- Check their Service Book

Benefits to Students:

- Students get a new platform not only to gain but also to express the knowledge inside them.

- Freedom to browse through library books catalogue and identify the book(s) to be issued

- Prior information about all events and holidays

- Railway Concession

1.2 Features:

1. End-to-End solution

   Whether it's the enrolment of a new student or calculation of salary for the staff, It provides you a fully integrated end-to-end solution to manage all the functions and activities required for your education institution. It ensures that offices, faculty and students have access to timely and up-to-date information. It manages high volumes of critical information with hundred percent of accuracy helping you to run your institution more smoothly and efficiently. It creates a foundation for new processes that can yield significant returns on investment.

2. N-Tier Architecture

    ERP is designed on an N-Tier architecture allowing multiple users to work simultaneously from multiple locations on a single database. This helps in sharing information between different departments and users on a real-time basis.

3. Streamlines Educational process

    ERP often prompts significant process reengineering and could breathe life into ineffective and inefficient departments or processes. It helps in proper documentation and standardization of education process by setting up protocols for each and every process. ERP also provides you an opportunity to correct broken processes and replace them with modern, system-enabled, state-of-the-art business

    practices.

4. Increases productivity and efficiency of the staff Automation helps staff to work out things well in time helping them to give more time to take care of the other issues and problems. ERP helps organizations to handle the same amount of work by less staff thereby allowing the rest of the man power to be deputed in other productive works.

5. Reduces paper work: ERP has an in-built Document Management System that helps organizations to reduce their paper consumption to a great extent which is not just cost effective but is eco-friendly as well.

6. User Friendly Interfaces of ERP play an important role to make it successful and a popular solution. ERP is designed with easy to use, interactive and user friendly interfaces that help non-expert users to perform complex functions without any difficulty.

7. Comprehensive Reporting System: Organizations around the world consider effective reporting system as a vehicle for evaluating and enhancing the performance of the entire system. Thus reports have become the most vital part of any application System. What so ever new features there may be in an application, the end user evaluates the quality of System by its quality of reports. ERP offers a powerful mechanism to generate accurate and robust reports with a great deal of flexibility. Whether you want a report for a single student or for the entire institute, it gives you plenty of options and flexibility to generate reports at multiple levels helping you to enhance the performance and productivity of your institution

8. Ensures Data Security

   Data Security is also an important factor while designing an ERP solution. ERP ensures complete security of data. We make sure that the data isn't in the direct access of the users. Various security measures have been implemented to tighten the security at the database level as well as at the application level.

   • Login security and single sign-on: Users sign on once within a secure environment and are automatically authenticated for all applications they are allowed to access.

   • Security roles and permissions: Users see and access only what their individual roles and permission levels grant them.

   • Workflows and approval processes: Workflows and approval processes ensure proper task routing among departments.

9. Easy Centralized Backup Options

   Database Backup is the most critical part of any ERP solution. ERP comes with easy to manage database-backup system. The database backup and restoration processes both are simple and easy and don't require any database expert to perform these
   activities.

2.0 Modules:

2.1 Administration

This contains various features which are useful for all users-admin, staff and students.

2.1.1 Student details

➢ Student need to fill this details during Admission.

2.1.2 Bonafide Certificate

➢ Click on Admission Module, in that bonafide certificate tab to issue the

certificate to eligible student.
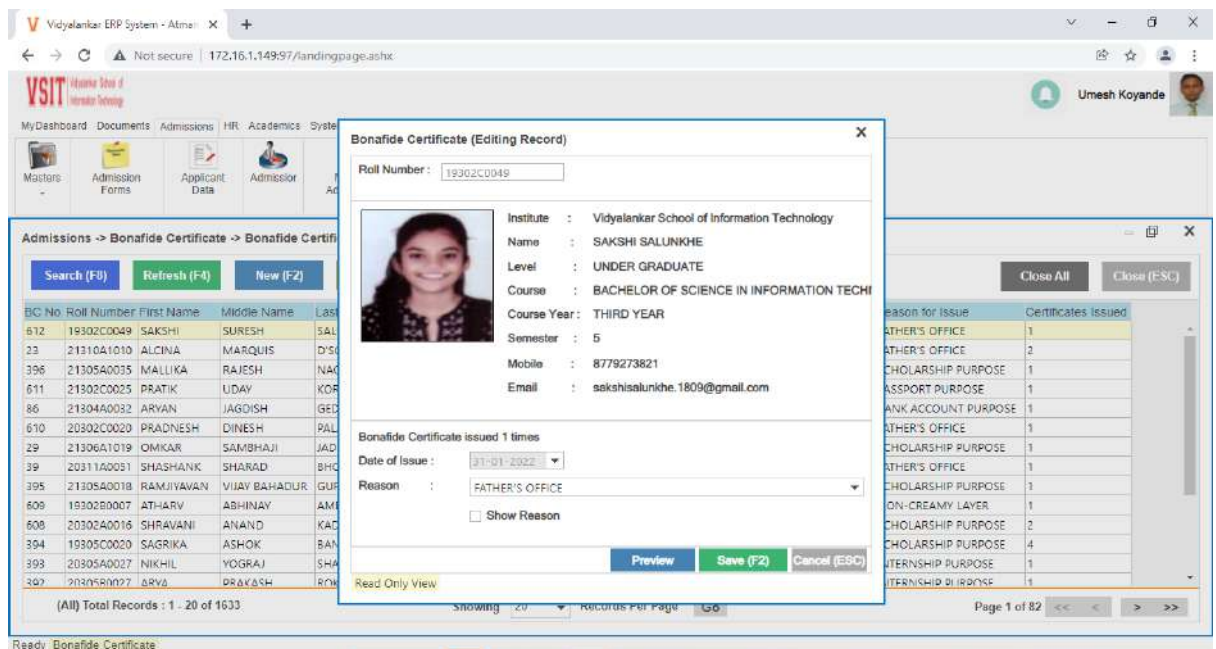
2.1.3 Apply for No-dues

➢ Student can Apply for no dues by clicking on this tab under Admission module. Through this way we can update Alumni Information as well.

2.1.4 Update Admission Category

➢ Admin can update caste category by clicking on the respective tab present under admission module

2.1.5. Leaving Certificate

➢ This is under admission module. Students' have to fill this form and submit it to the Admin which later after verification will get printed on the letter head.
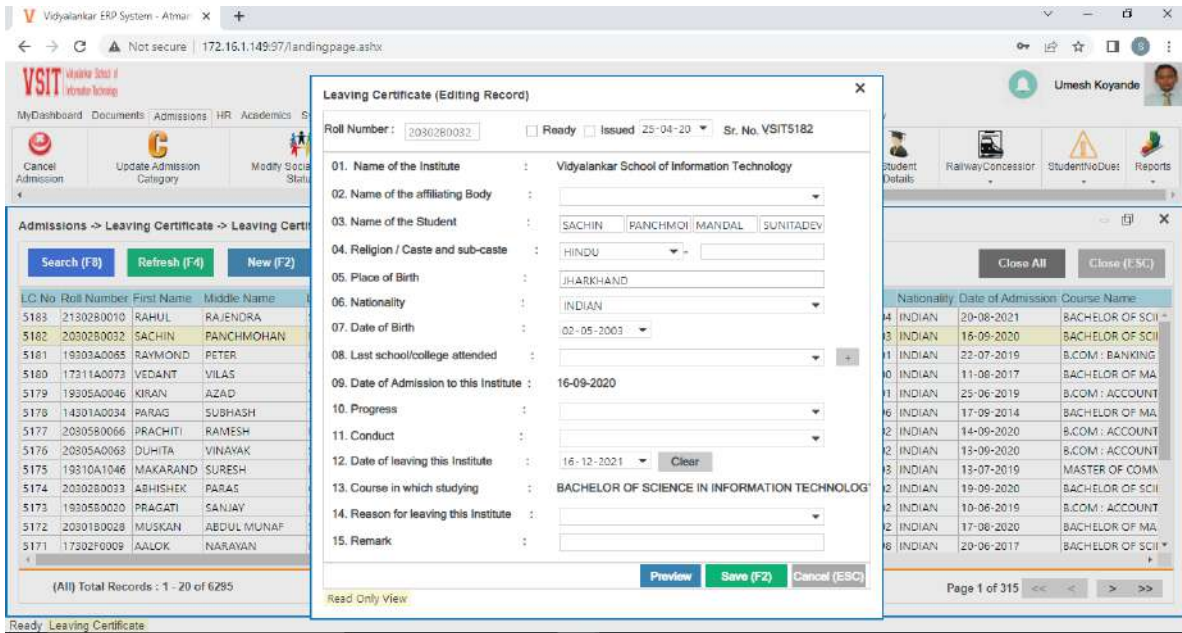
2.1.6. Modify Division

➢ This tab is available under Admission Module. Admin can modify the division details using this tab
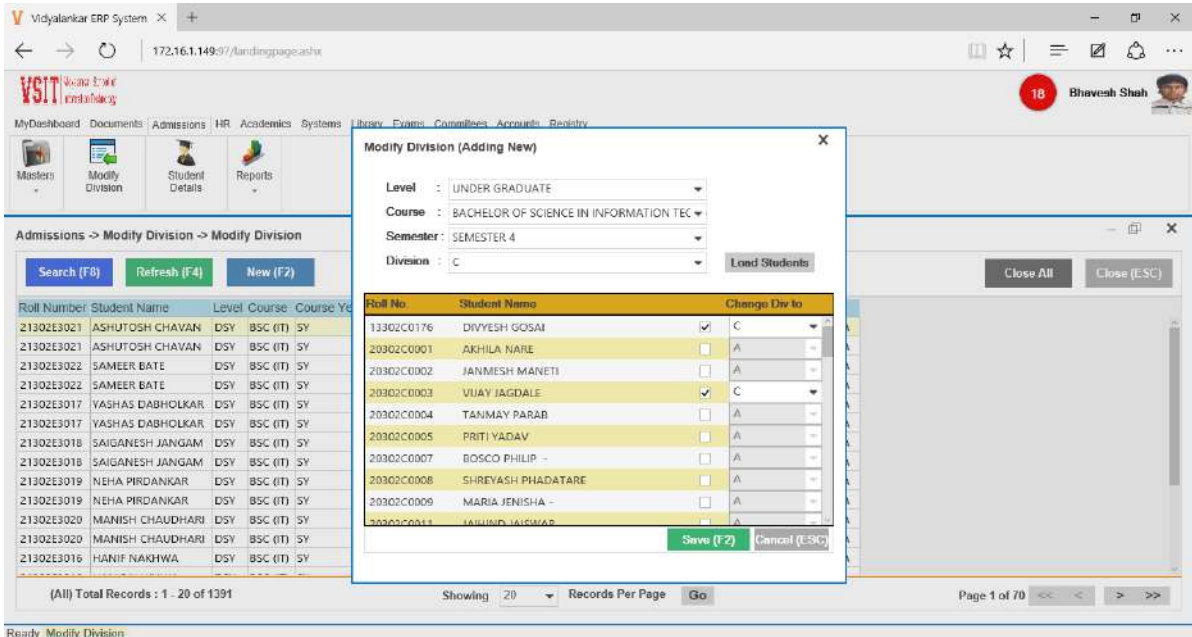
2.1.7 Issue Railway Concession

➢ Students will first apply for Railway Concession using their credential and the department executive can process the request using this tab which is present in Admission module
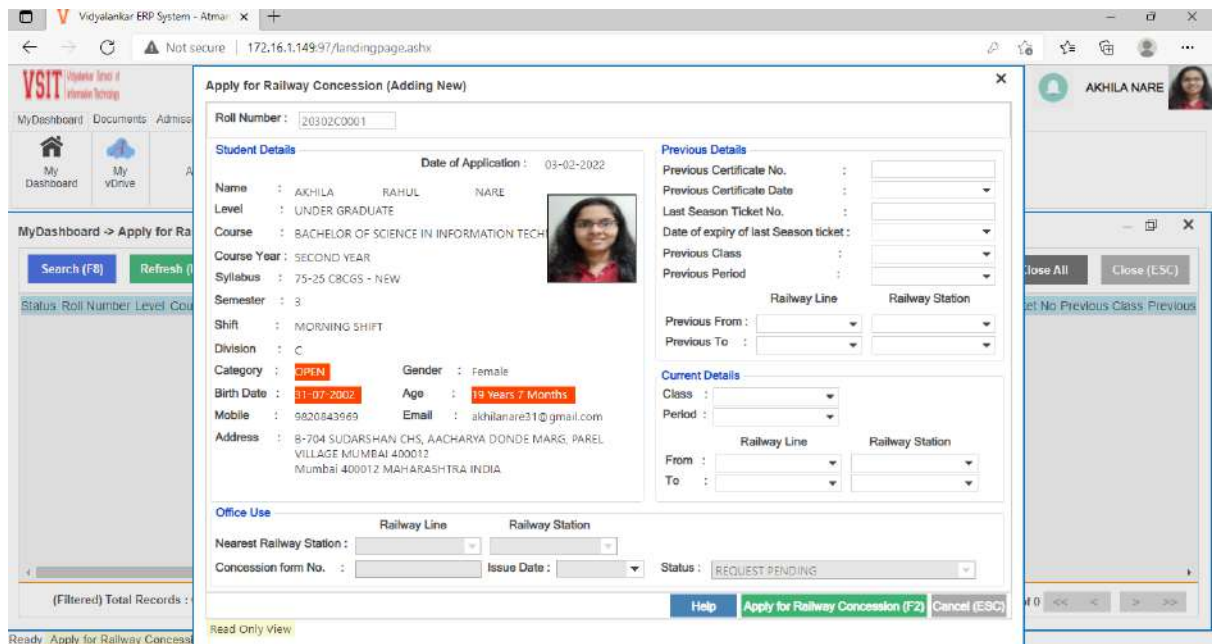
2.1.8 ID Card Forgot

➢ Under Security Module, security admin collects the data and issue a Temporary I card.
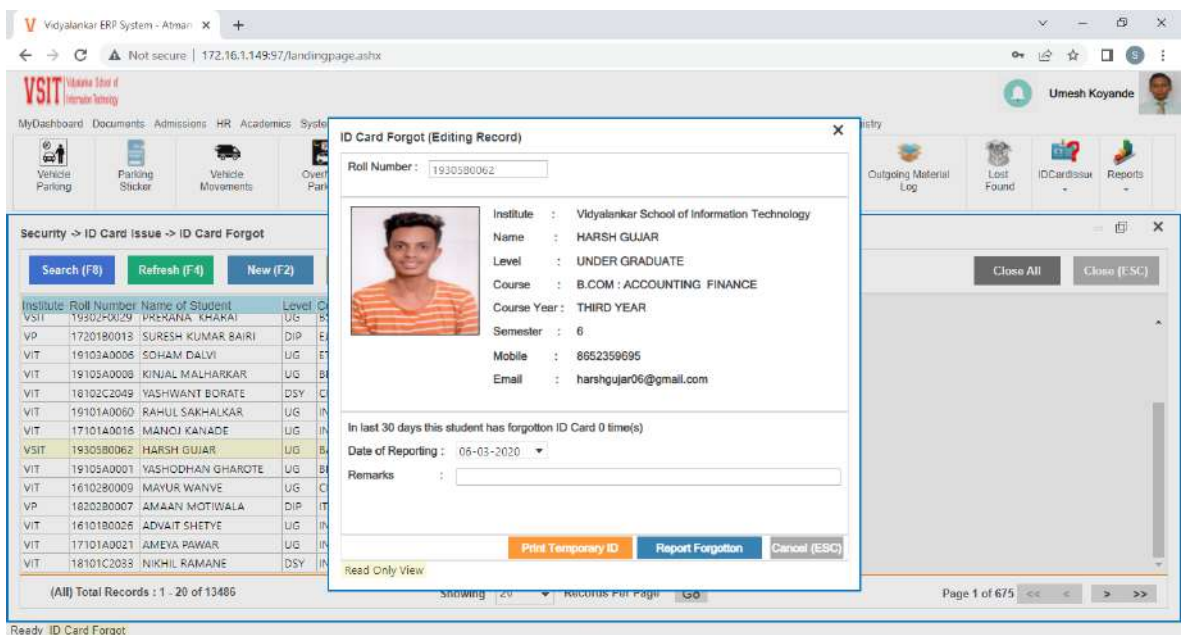
2.1.9 I card Lost

➢ This tab is under security module. Security admin collects the details related
to this and create a duplicate I-card
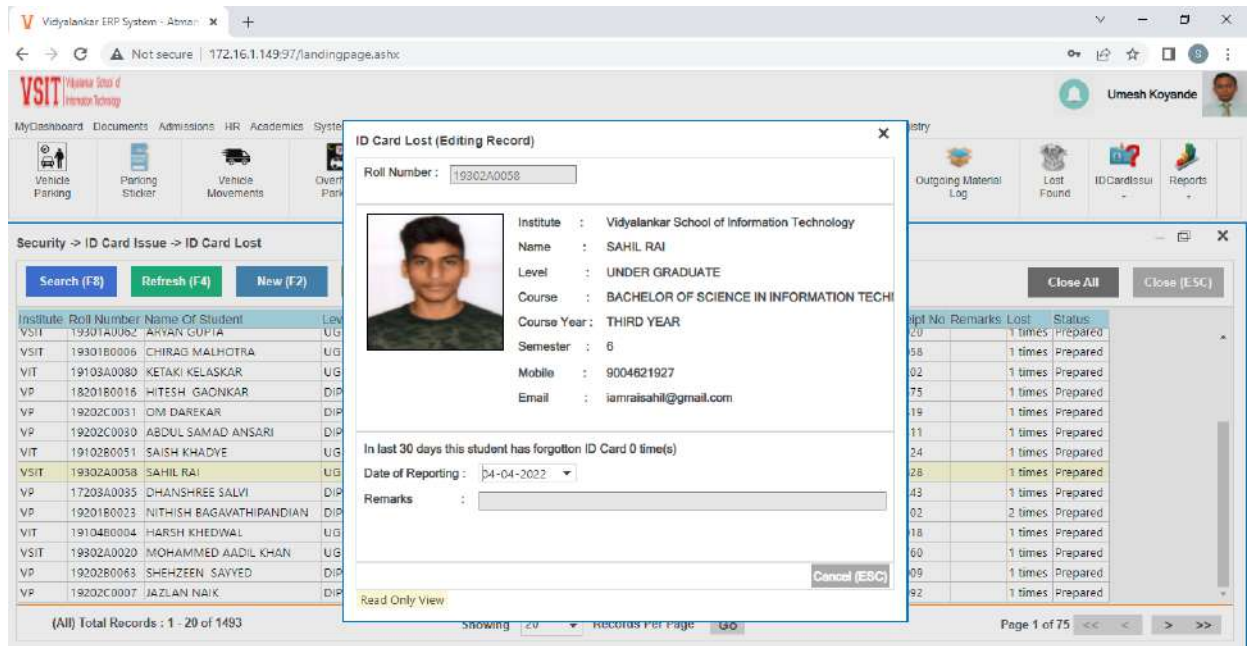
2.1.10 Duplicate I-card Printing

➢ This is under Security Module. Here he can get complete list of students to
whom Duplicate I-cards were issued.
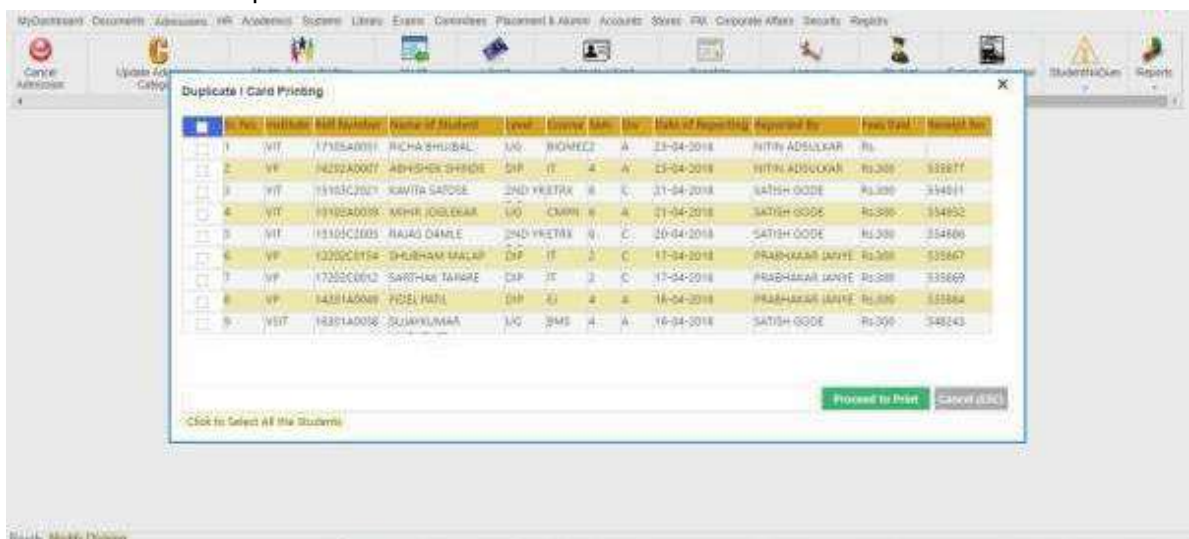
2.1.11 Inward Details

➤ This tab is under Registry module. The Department executive can update the inward details in this which will be notified to the concerned person in his dashboard.
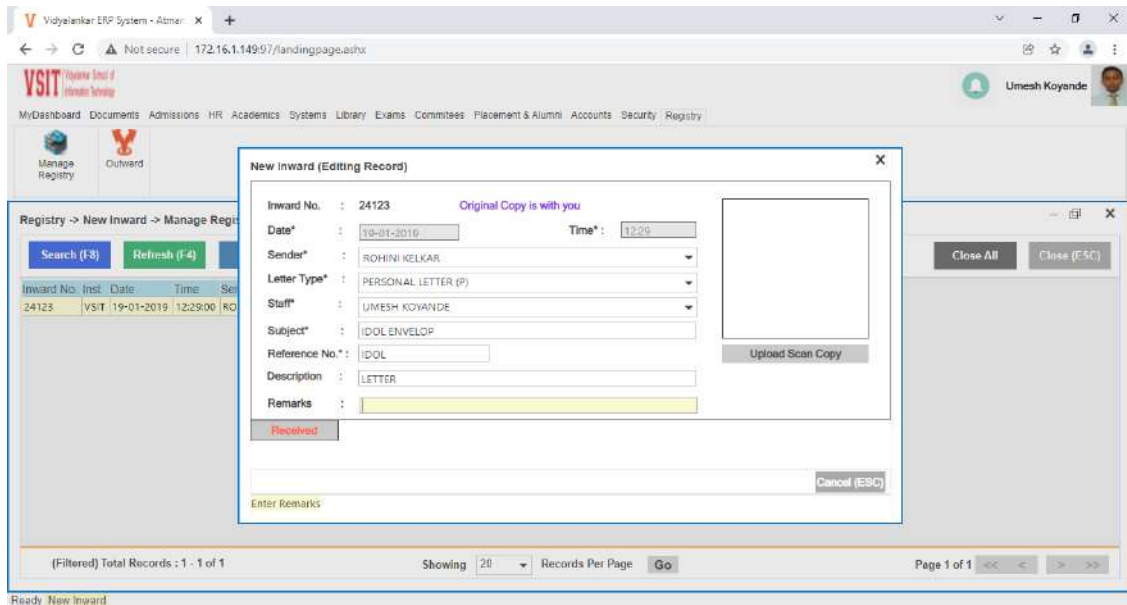
2.1.12. Outward Details

➤ This tab is under Registry module. The Department executive can update the outward details in this which will be notified to the concerned person in his dashboard.
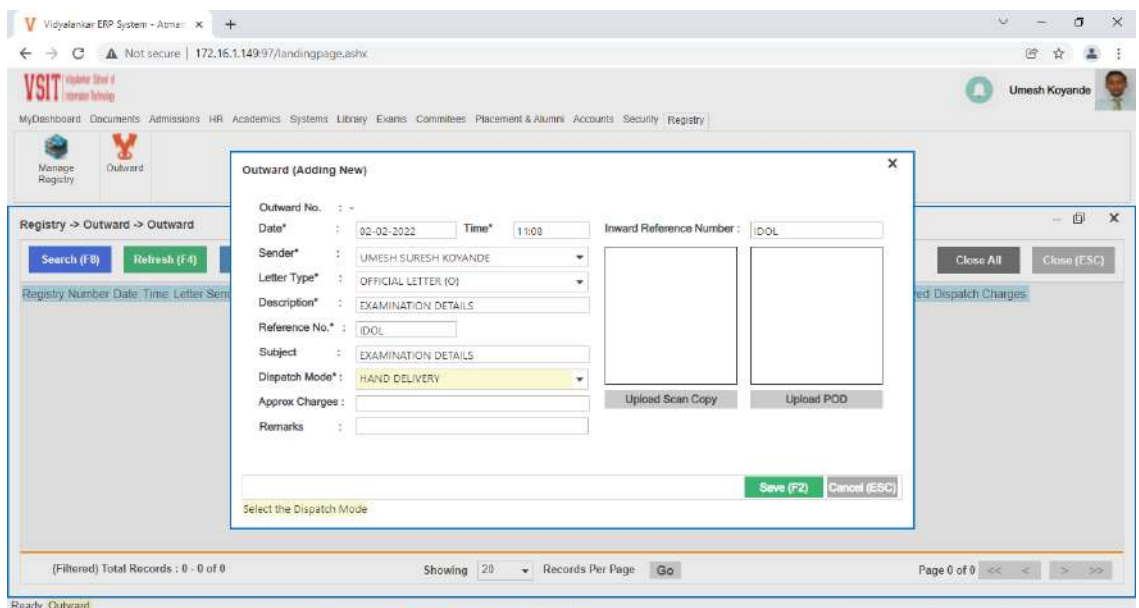
2.1.13.Modify Social Welfare Status

➢ This tab appears under Admission Module. This is to update the caste validity

details.
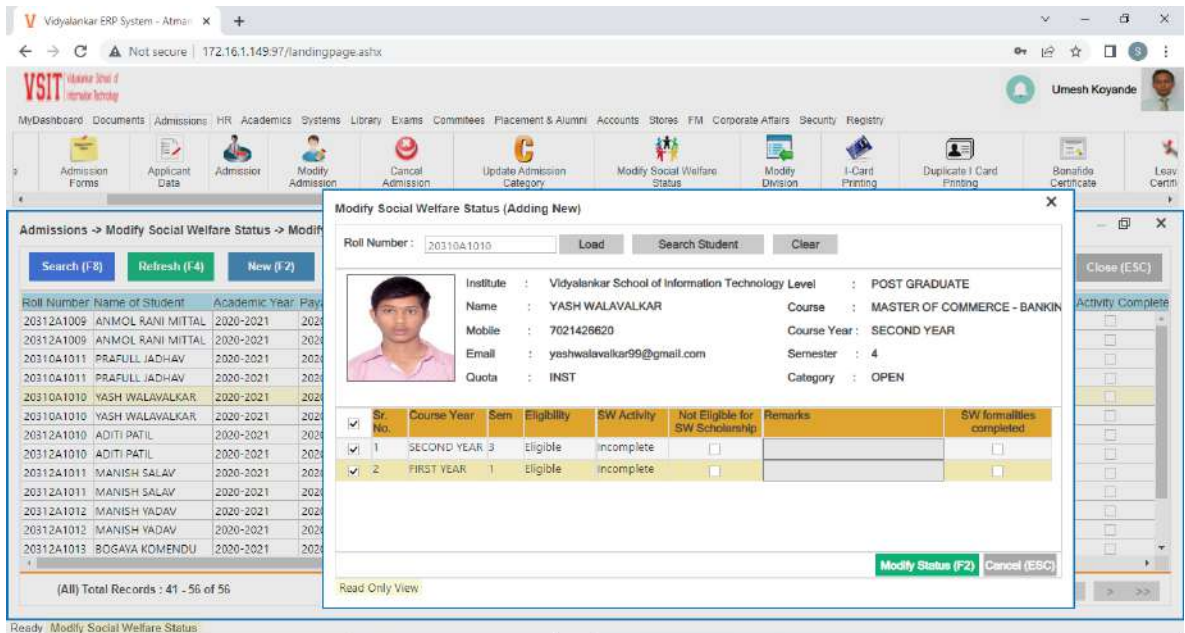
2.1.14. Entry Pass

➢ This tab appears under security module. Using this security admin can create

pass for visitors.
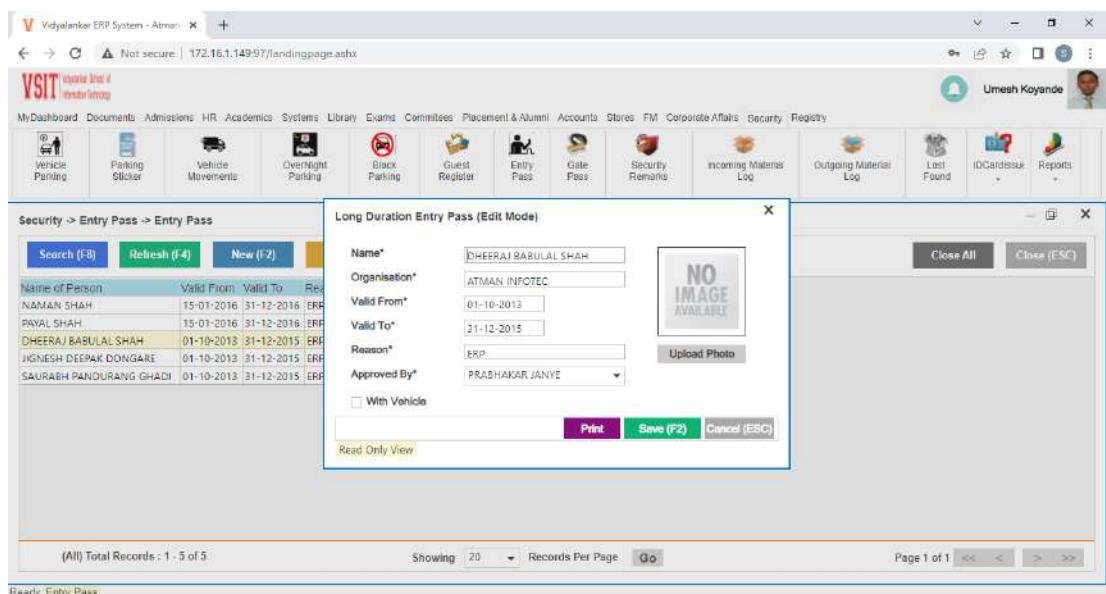
2.1.15. Guest Register

➢ This tab appears under Security Module. This is used to record guest/visitors of the Institute.
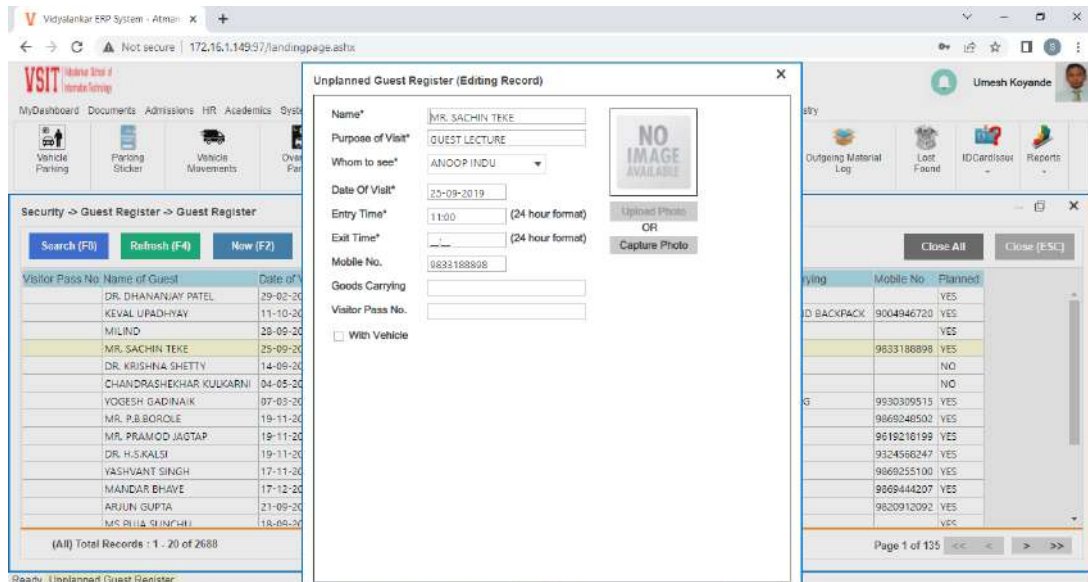
2.1.16. Vehicle Parking

➢ This tab appears under Security Module. This is used to record Vehicle Parking details of Employees.
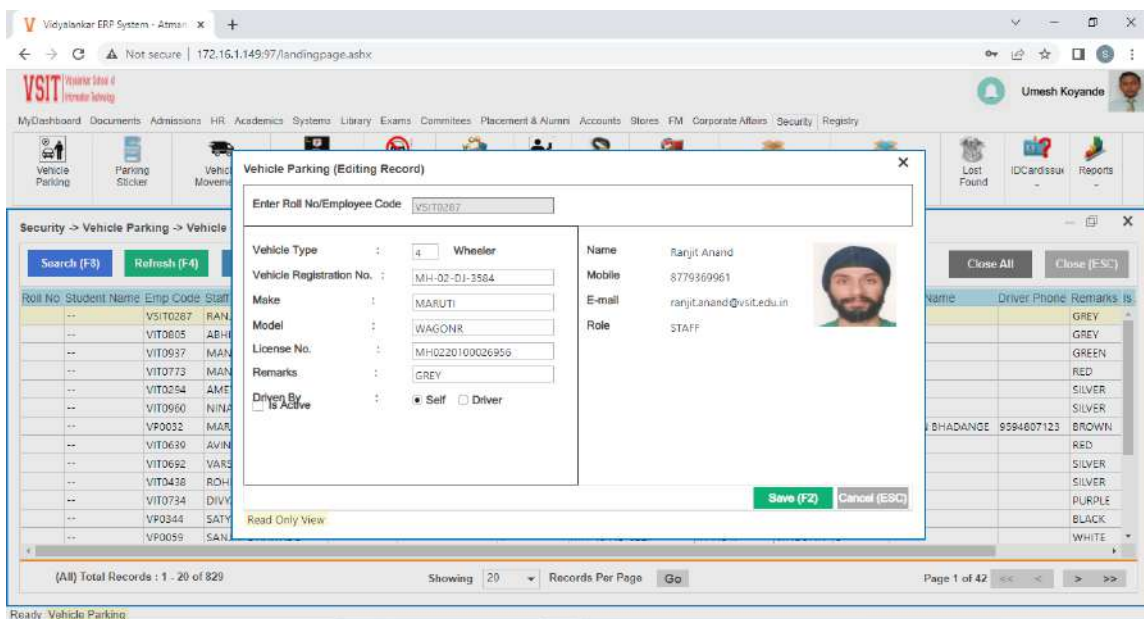
2.1.17 Parking Sticker

> ➢ This tab appears under Security Module. Using this admin can print Parking
>
> Stickers for staff.
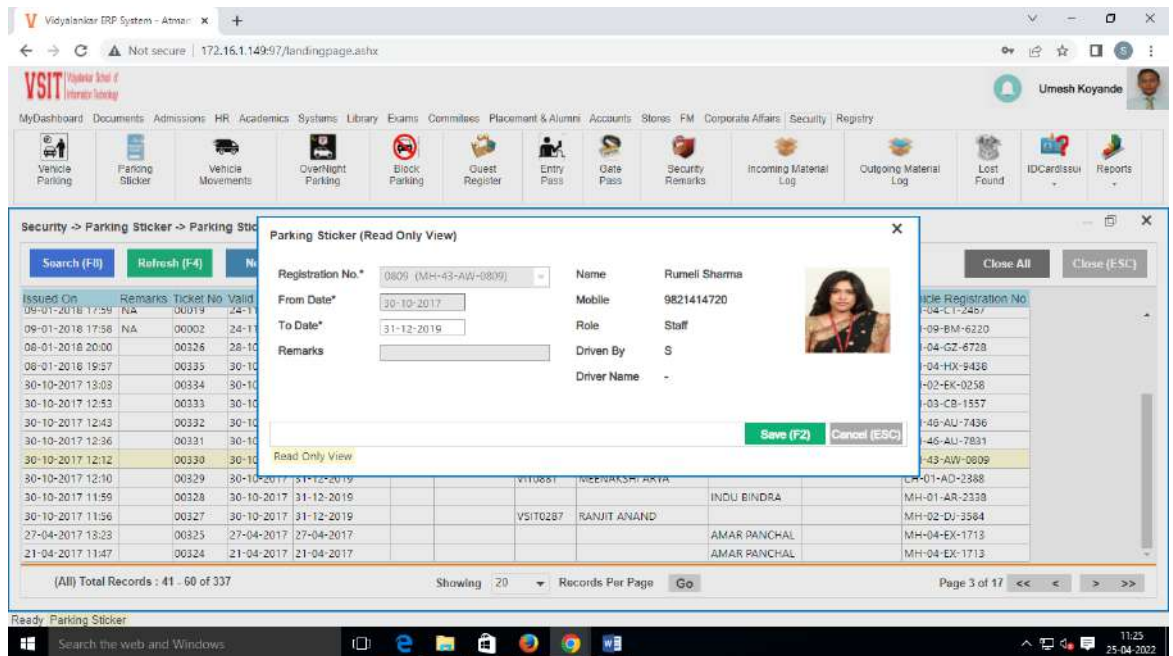
2.1.18 Security Remarks

> ➢ This tab appears under Security Module. It is used to report any security
>
> issues which happens in Institute
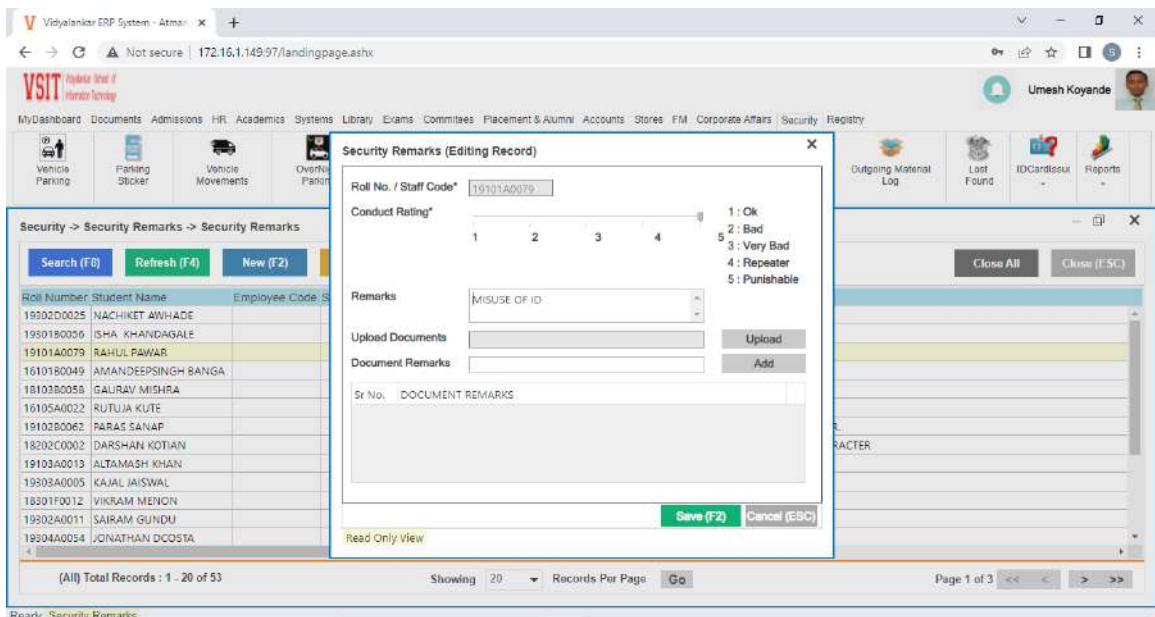
2.1.19 Block Parking

➢ This tab is under Security Module. It is used to fill parking details.
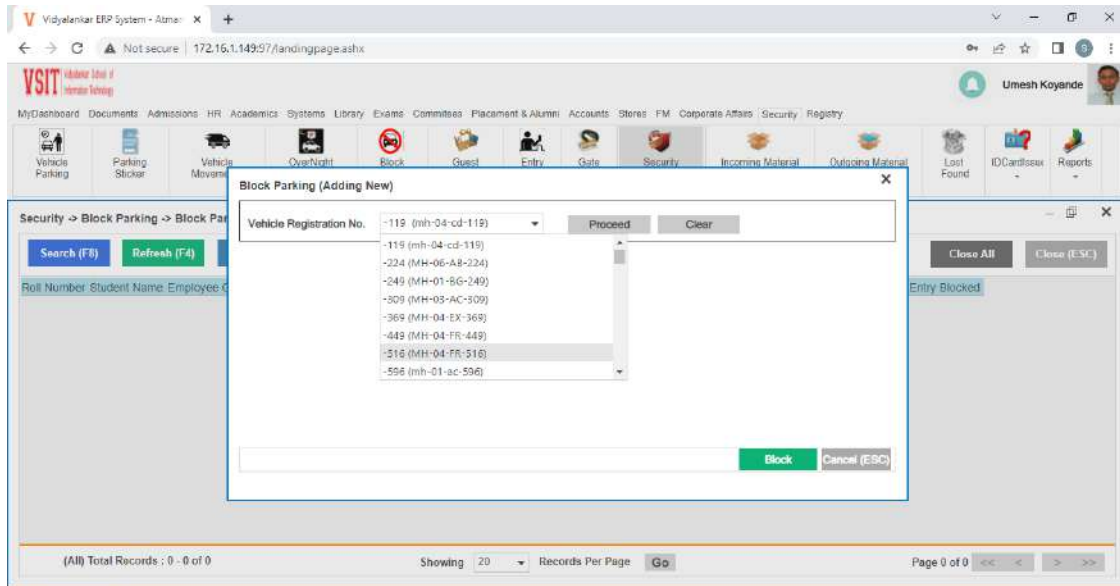
2.1.20 Overnight Parking

➢ This tab is under Security Module. This is used to fill details about overnight parking.
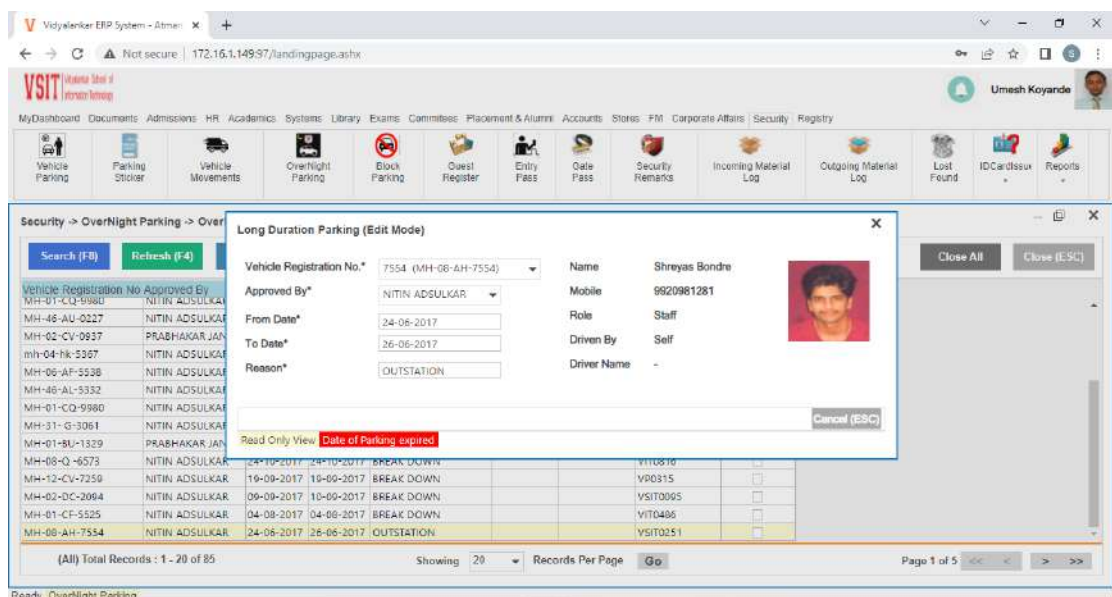
2.1.21 Gymkhana Login

➢ This tab is under committee module. It is used to keep track of Gymkhana entry.
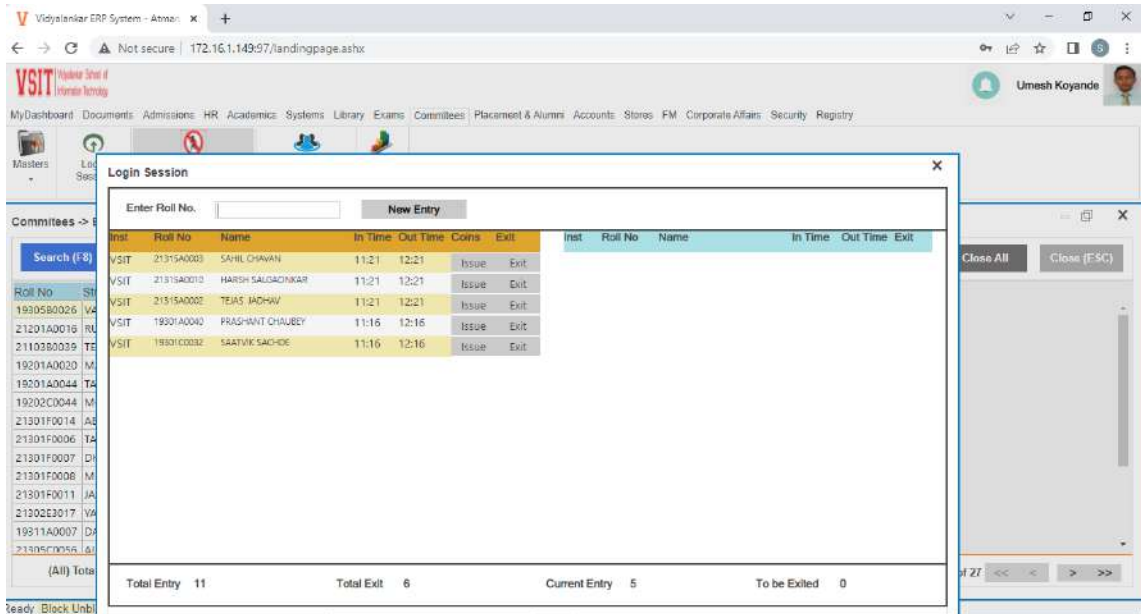
2.1.22 Block/unblock Gym

➢ This tab appears under Committee module. It is used to block/unblock a student from entering Gymkhana
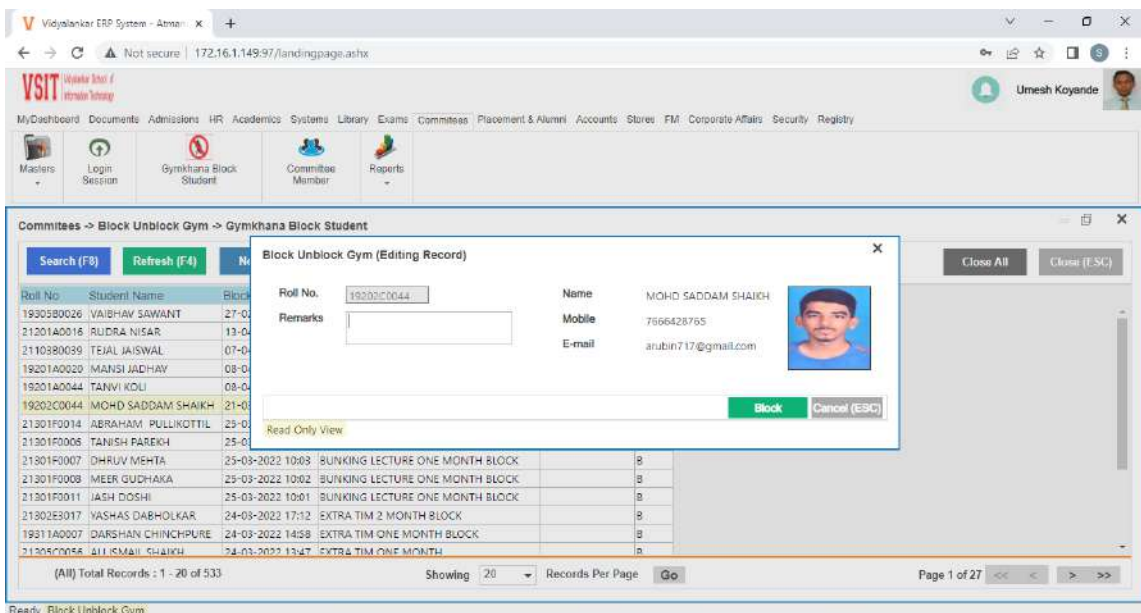
2.2. Admission

Admission details can be updated in this module
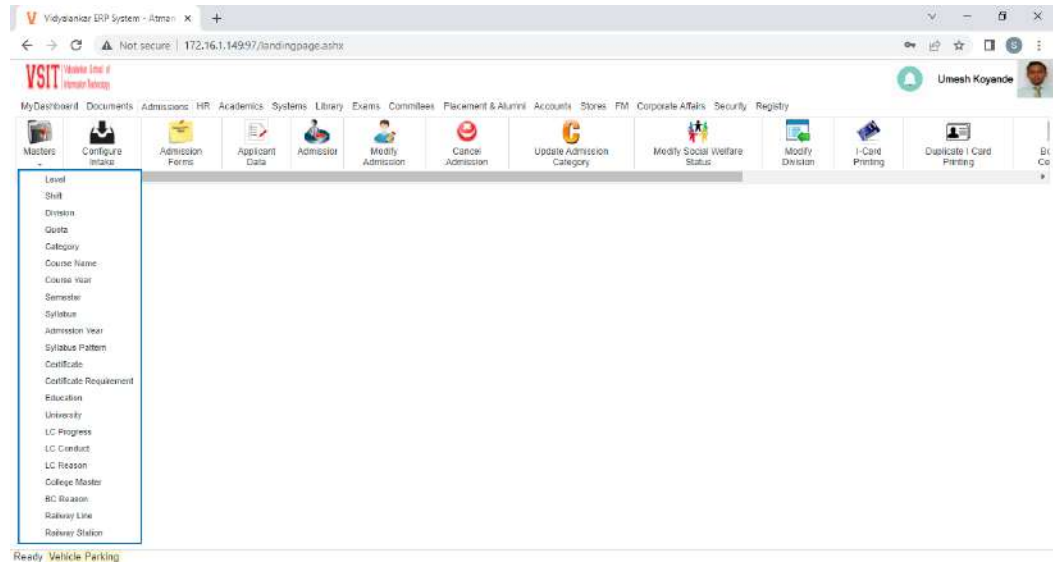
2.2.1 Configure Intake

➢ Admin can configure intake by clicking the tab Configure Intake and then filling the table stating Intake of Government Quota, Tuition Fee Waver Scheme, JK quota, Institute Quota PM JK and division wise intake distribution

and save it.
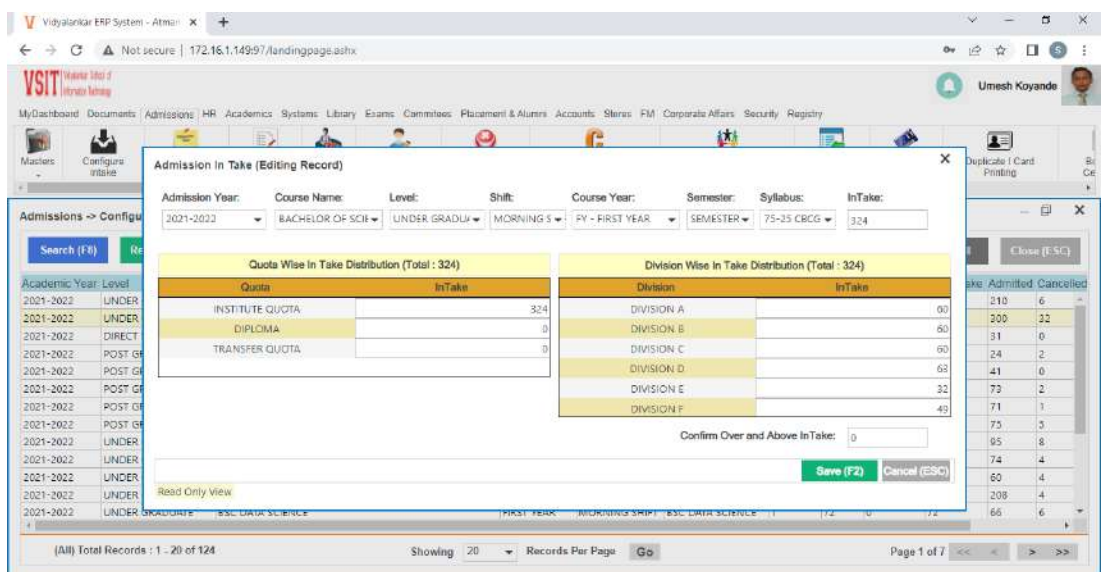
2.2.2 Admission Form

➢ Using this tab Admin will fill the necessary details about students after admission.
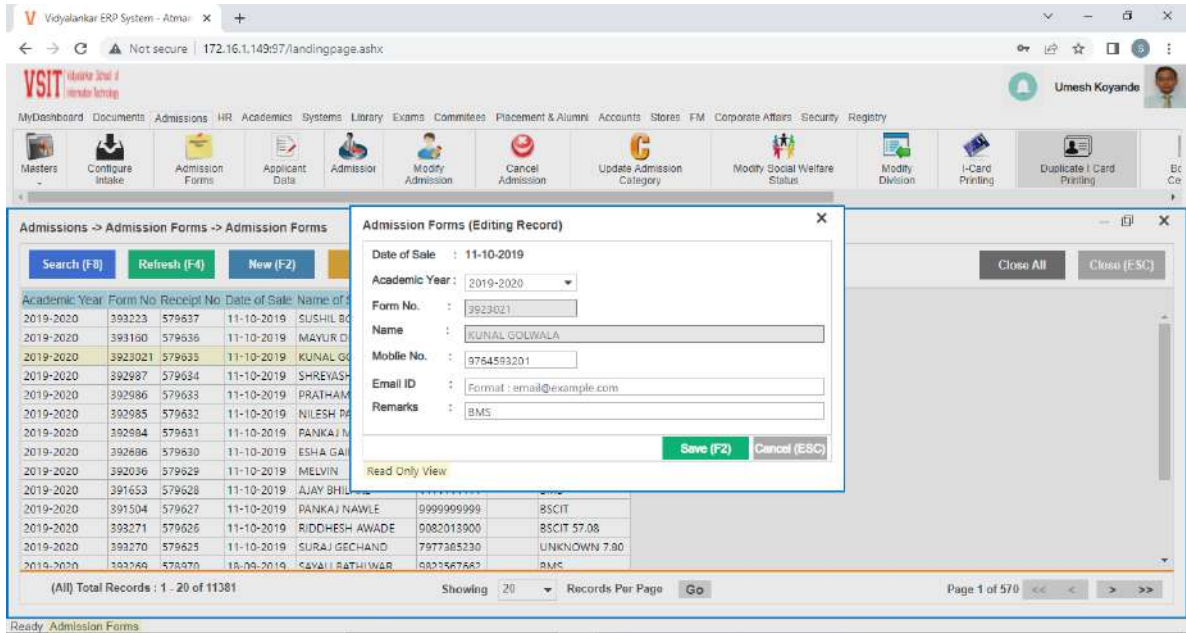
2.2.3 Applicant Data

➢ In this tab students will be required to fill an application form.
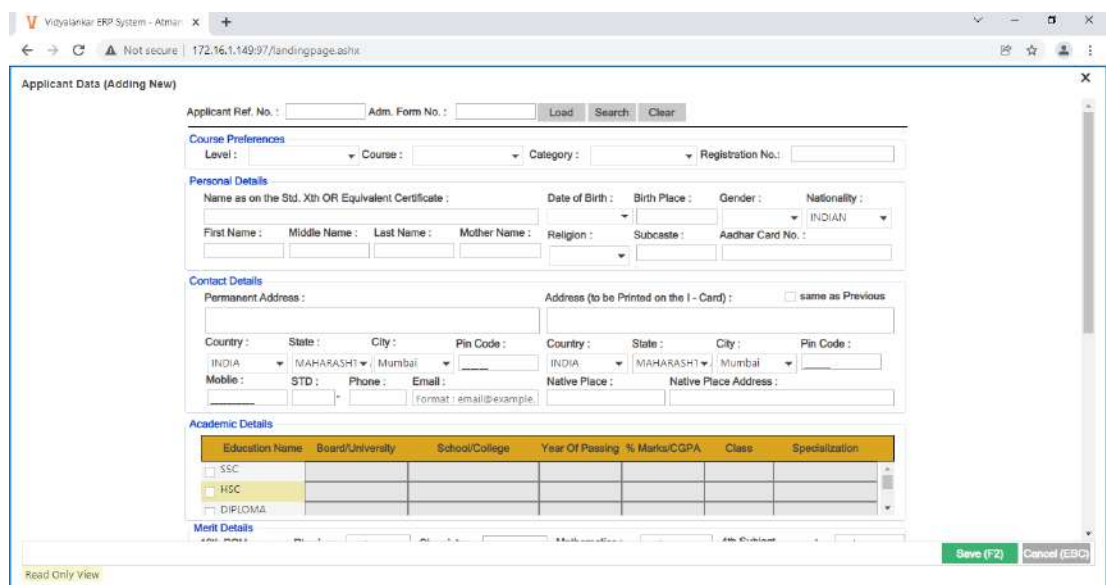
2.2.4 Admission

> After filling the students details once the student gets admitted to our Institute, ERP will fetch the details once he write his reference number and then he can proceed to create ID card.

2.2.5 Modify Admission

> This tab is there to allow modification in admission.
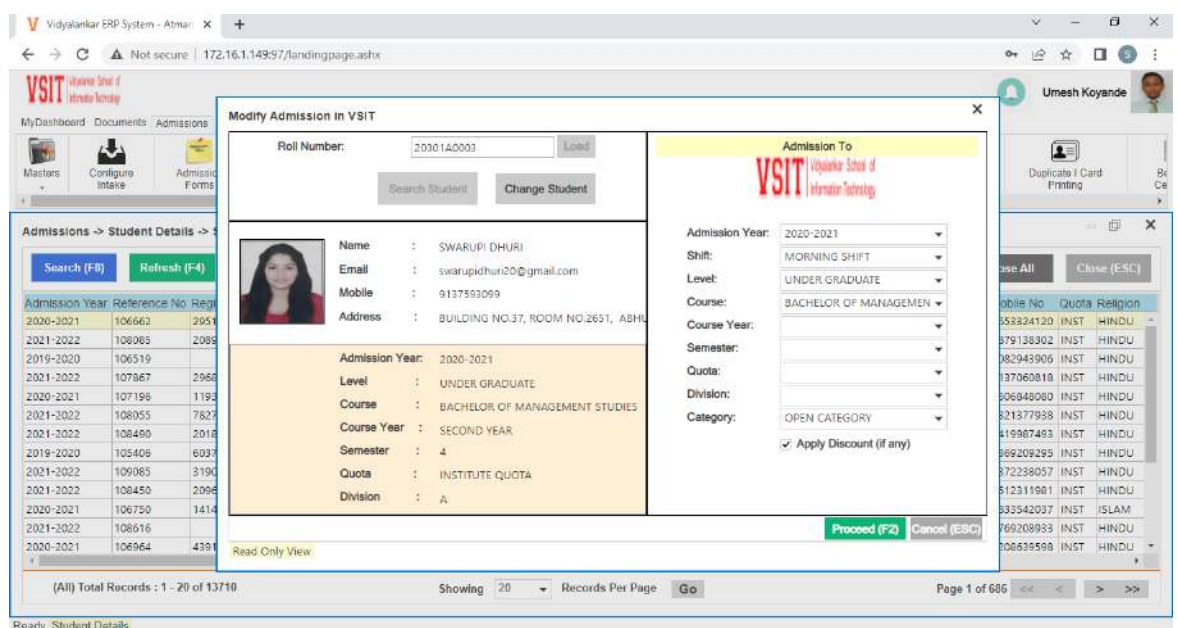
2.2.6 Cancel Admission

- ➢ Admin can update the admission status if the student cancel their admission.
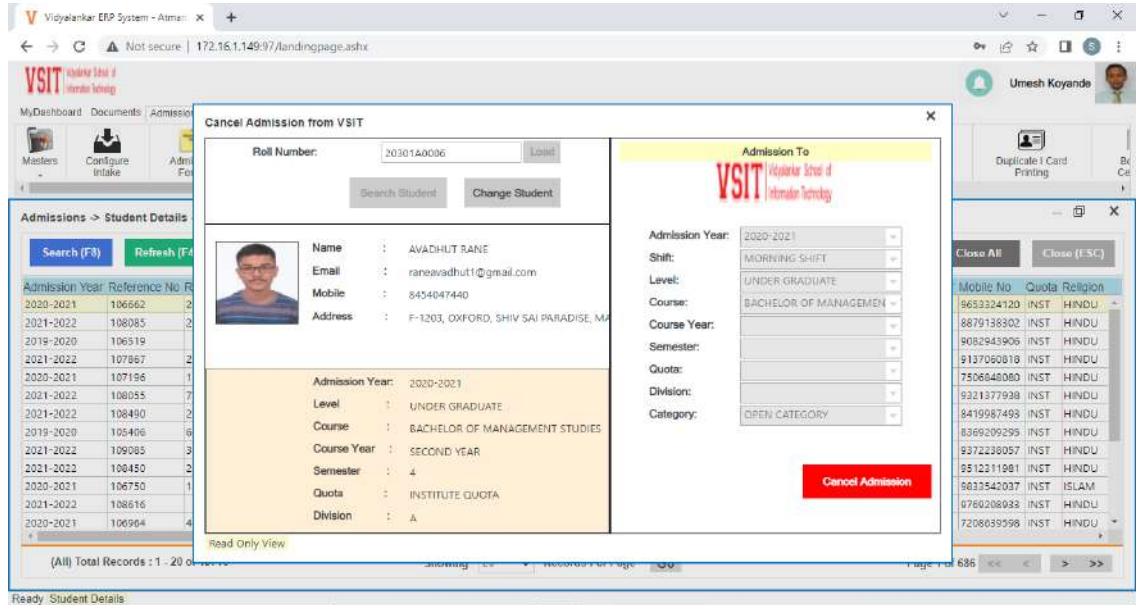
2.2.7 I-card Printing
- ➢ Using this tab we can print Temporary I-cards of admitted student by filling a particular form.
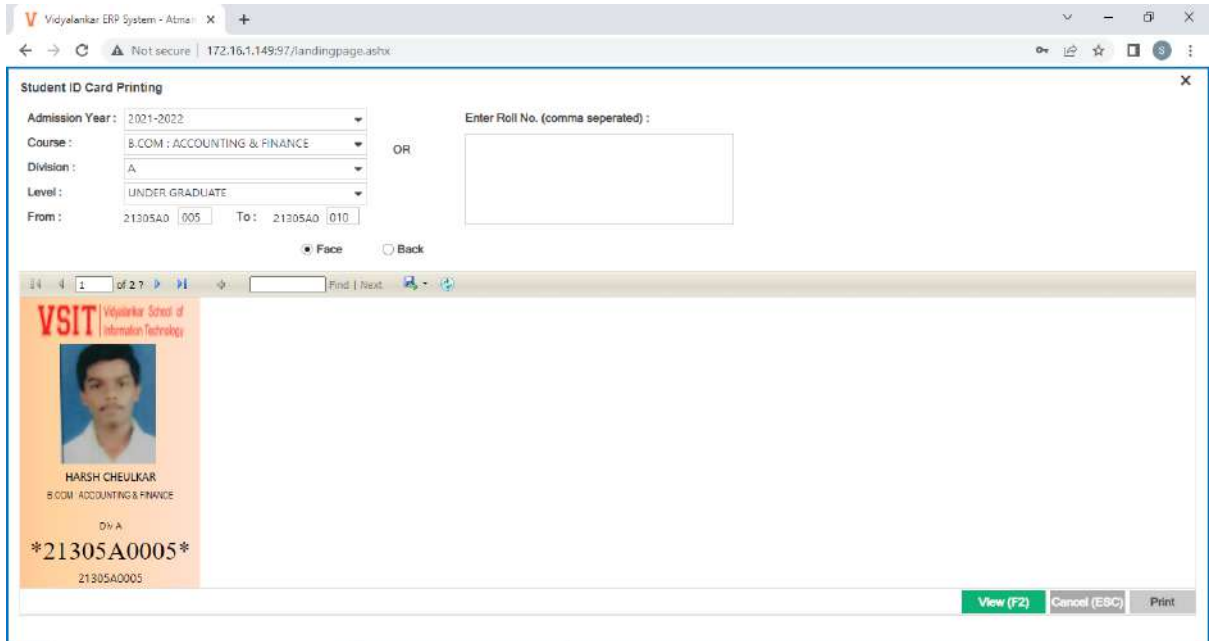
2.2.8 Reports

➢ Admin can get consolidated report of admission status, cancelled admission, I card printed etc. by clicking on Reports Tab
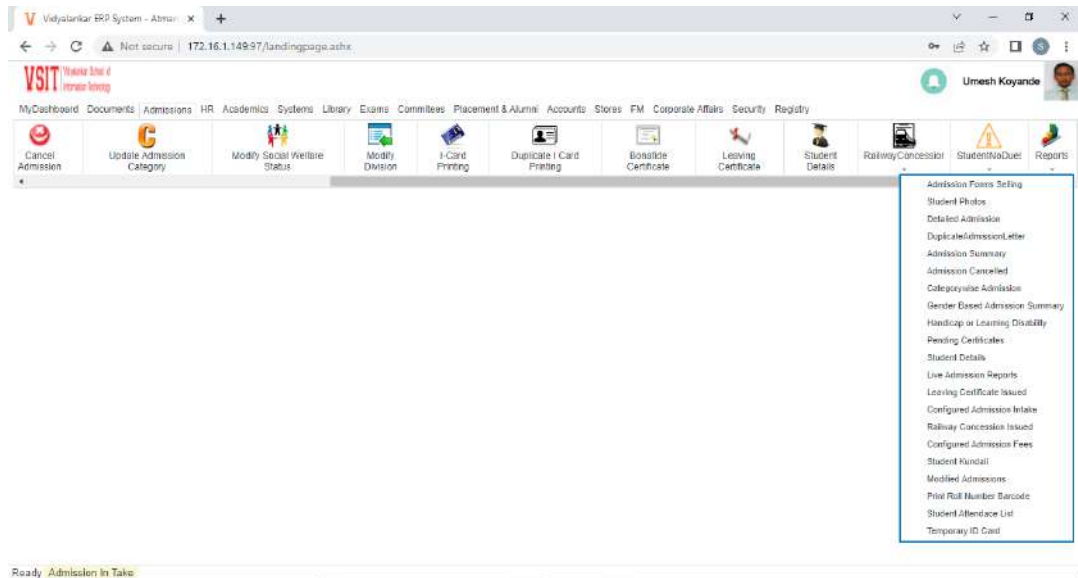
2.3. Documents

This module contains Standard Operating Procedure (SOP) for various activities. It contains Vision and Mission and Statutory Approval.
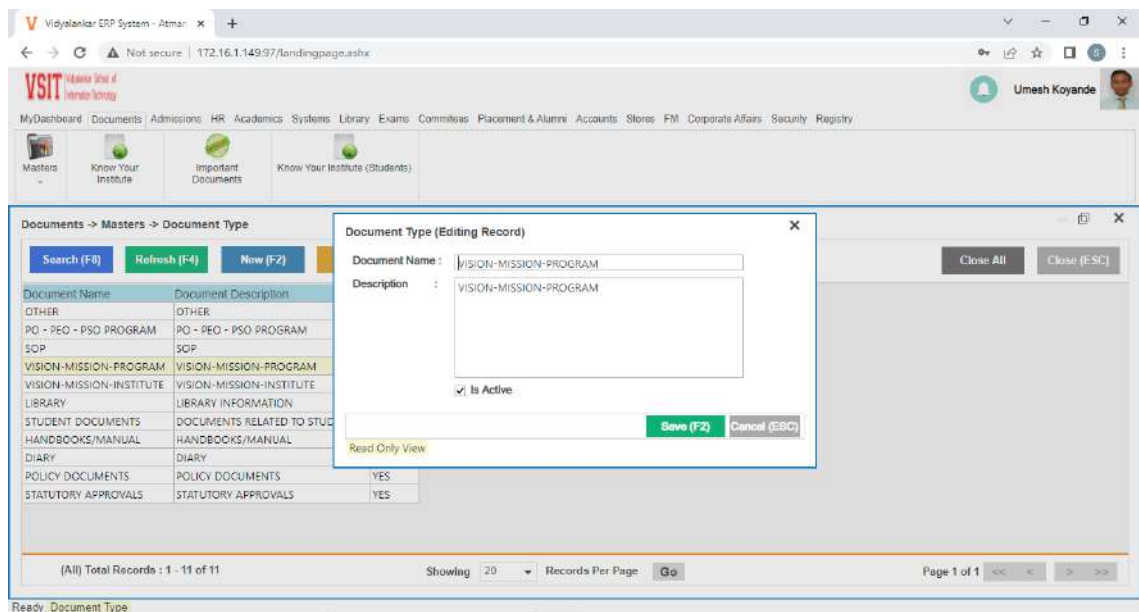
2.3.1 Know Your Institute
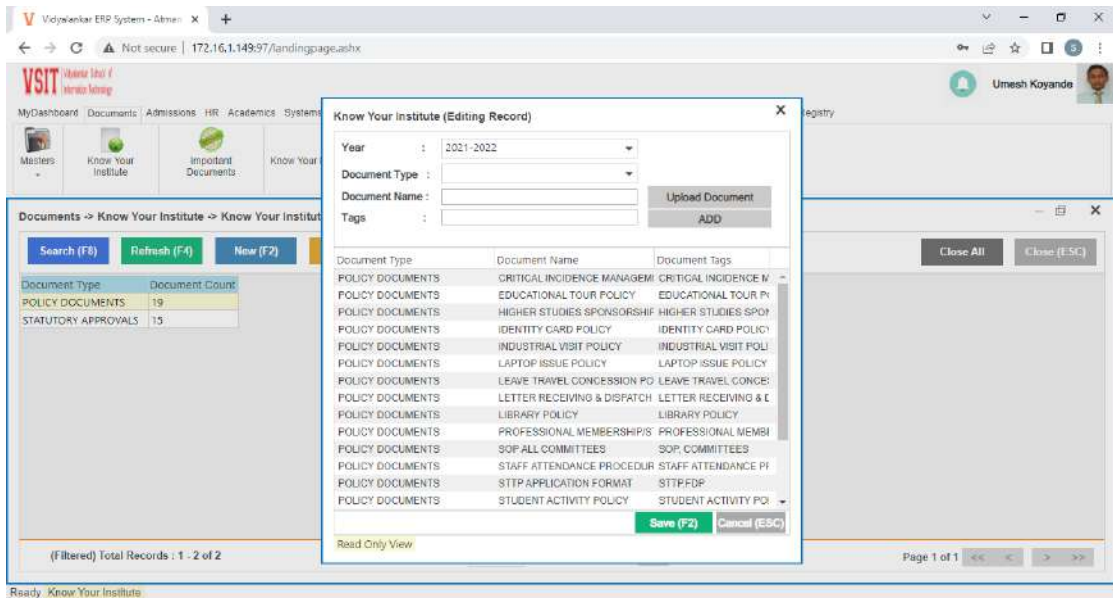
2.4. Examination

Every education institute organizes assessment / examination to evaluates progress of their Students.

For this in our ERP we have divided the work in following module :

2.4.1 Announce Exam

> Exam Admin has to announce exam first by going to the tab **Announce Exam** where he will fill all the detail related with Examination, Photocopy, Renumeration and Exam Fees and save it.
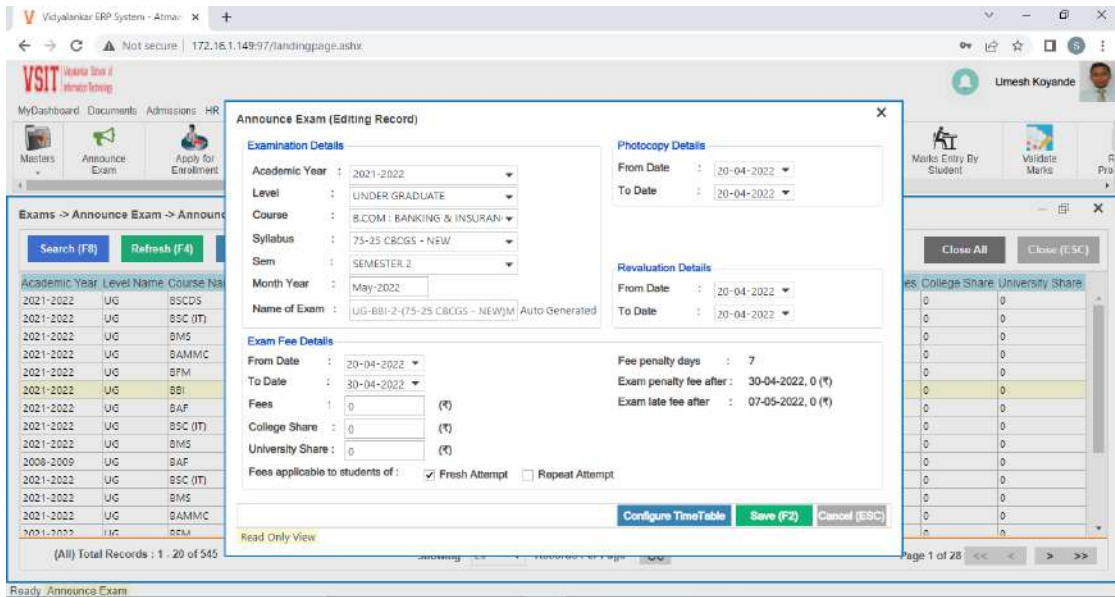
2.4.2 Apply for Enrolment: Admin will then enrol students for the exam based on eligibility criteria.
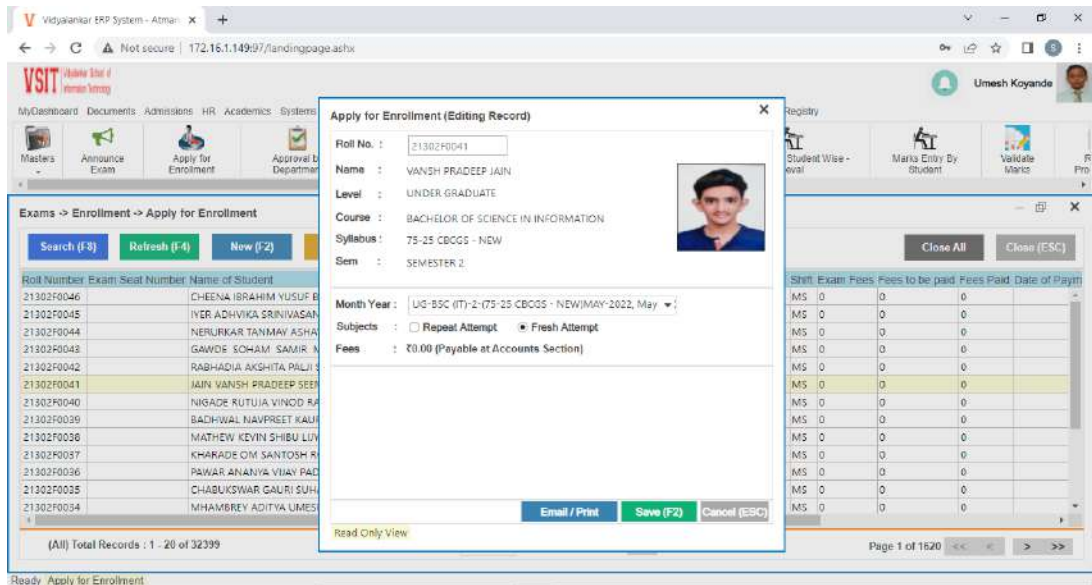
2.4.3 Approval by Department:

➢ Exam admin will fill the form putting details about Academic Year, level, course, syllabus semester and Month Year.

➢ Then click on Load students

➢ Click on Approve if student is eligible for the exam.

2.4.4 Generate Exam Number:

➢ In this tab Exam Admin can generate Exam Seat Number by filling all the details.

2.4.5   Hall Tickets:

Hall Tickets can be generated using this tab and students can take its print by

logging in their dash board using their individual credential.
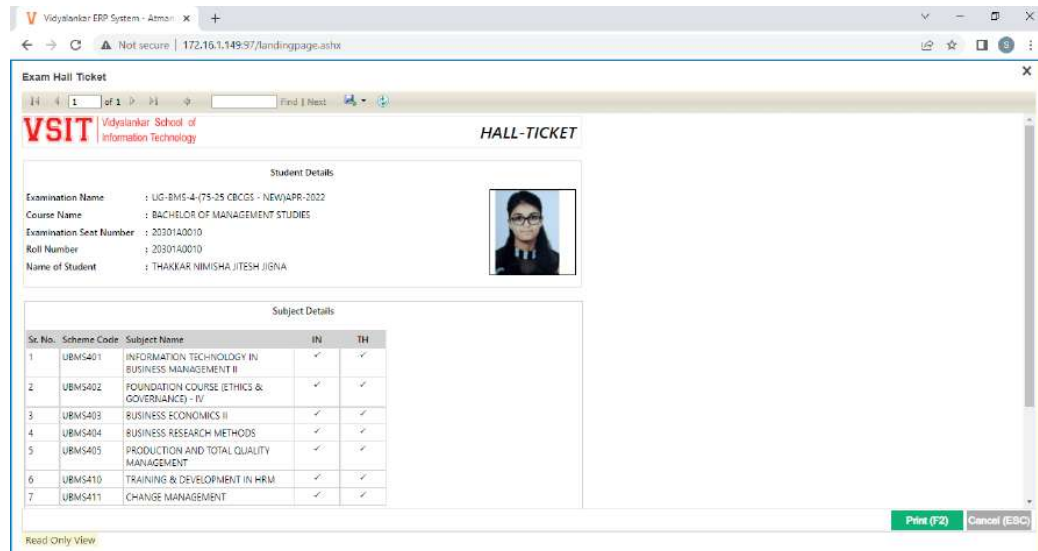
2.4.6   Enter Marks:

- ➢ Exam admin can enter marks by filling all details about the examination .
- ➢ Marks can be entered for all heads like Oral, Term Work, End Semester Exams and Internal Assessment (IA) from University Gazette Copy.
- ➢ These marks later then needs to be verified, as it will be useful for students while applying for transcript.
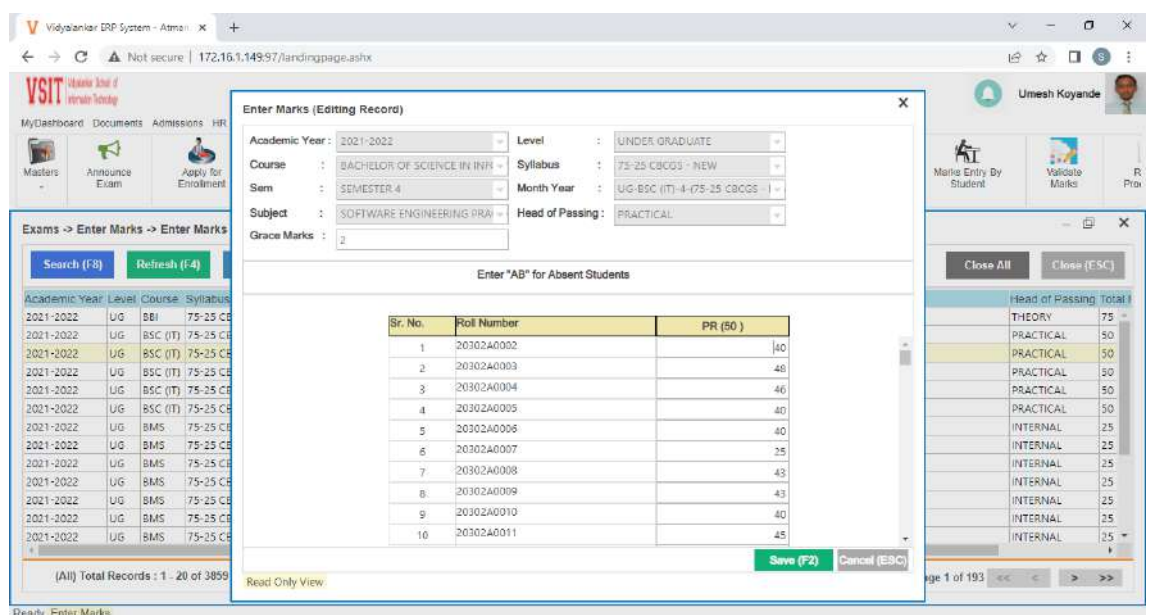
2.4.6   Marks Entry Student Wise

➢ This tab will be helpful if we have to enter marks of all the eligible students.

➢ Exam Roll Number we can get from reports from **Reports** tab, inside that Exam seat Number Report.

2.4.8   Validate Marks:

➢ Students' marks are validated, there is also an option for filling grace marks if any.
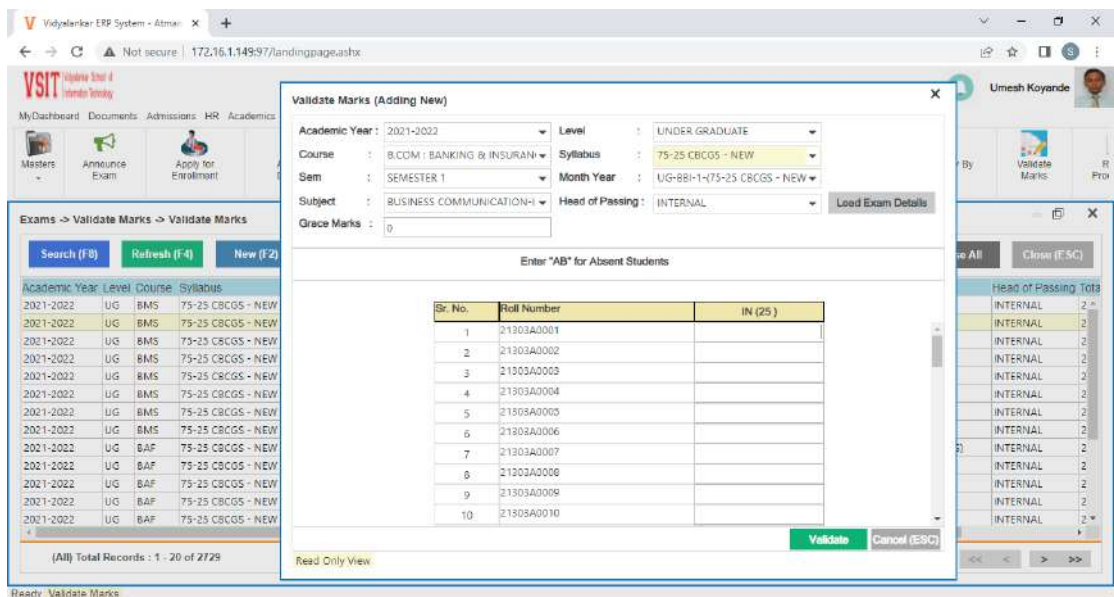
2.4.9   Result Processing

➢ Exam Admin can process the result by filling the form and then click on Process Result tab.
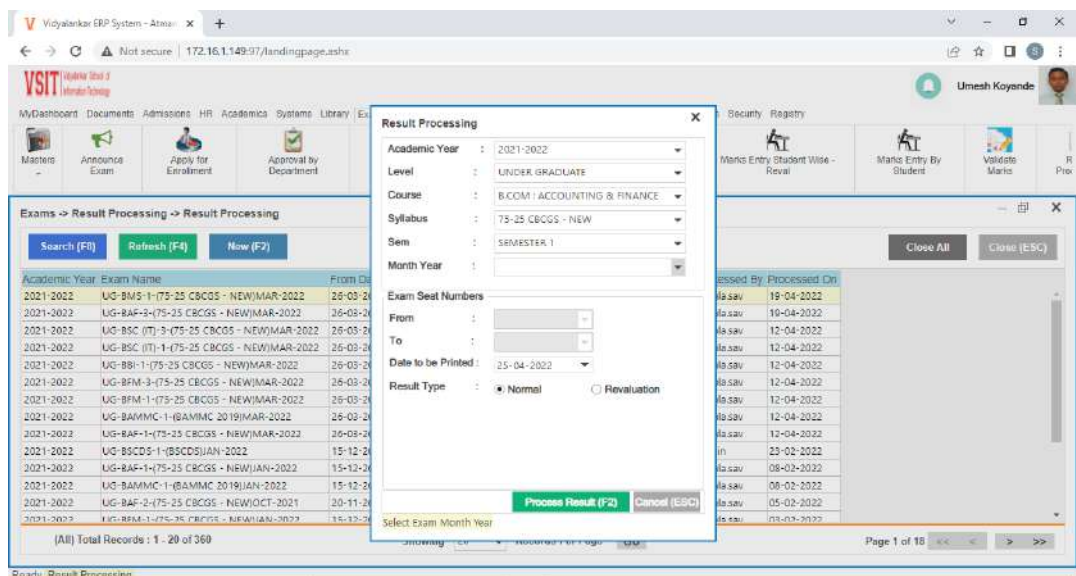
2.4.10 Publish/Unpublish Result

➢ Exam Admin can publish the result by clicking on this tab.

2.4.11.Map Student-Syllabus

➢ As there can be many students who might be giving exams based on old syllabus because of DROP/KT so for such details this tab is there, where exam admin can map student with the syllabus.

2.4.12 Student Manual Promotion

➢ This tab will help Exam admin to change the status of students i.e. Eligible or provisional.
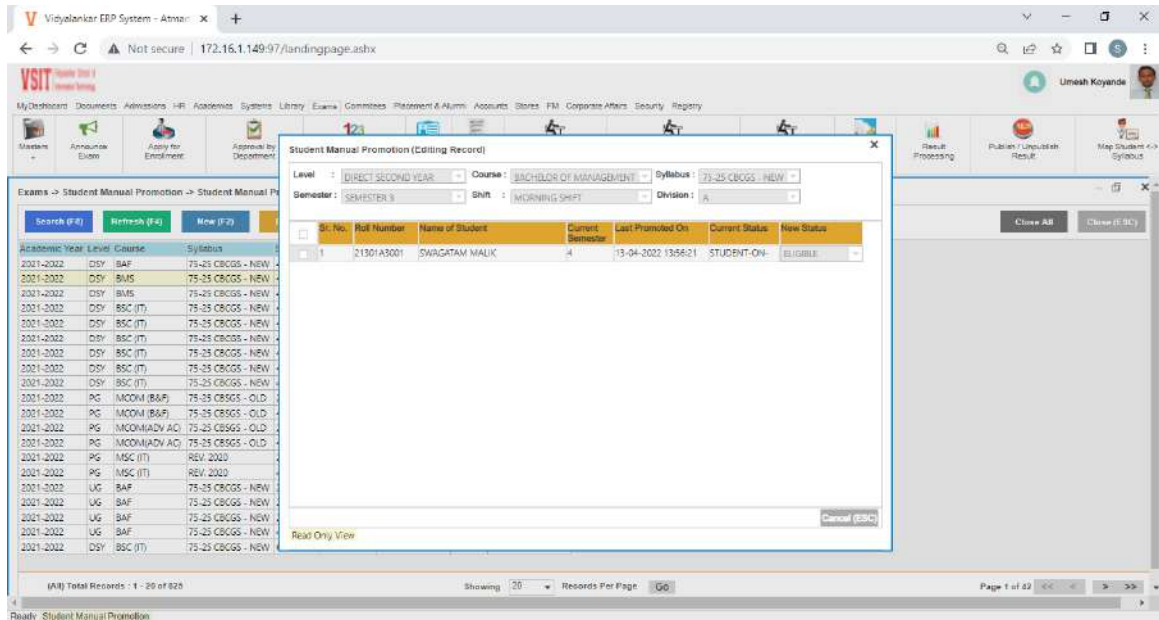
2.4.13 .Passed Out Students

➢ This tab will be useful in modifying the admission status of student whether he is Active or Ex-Student.
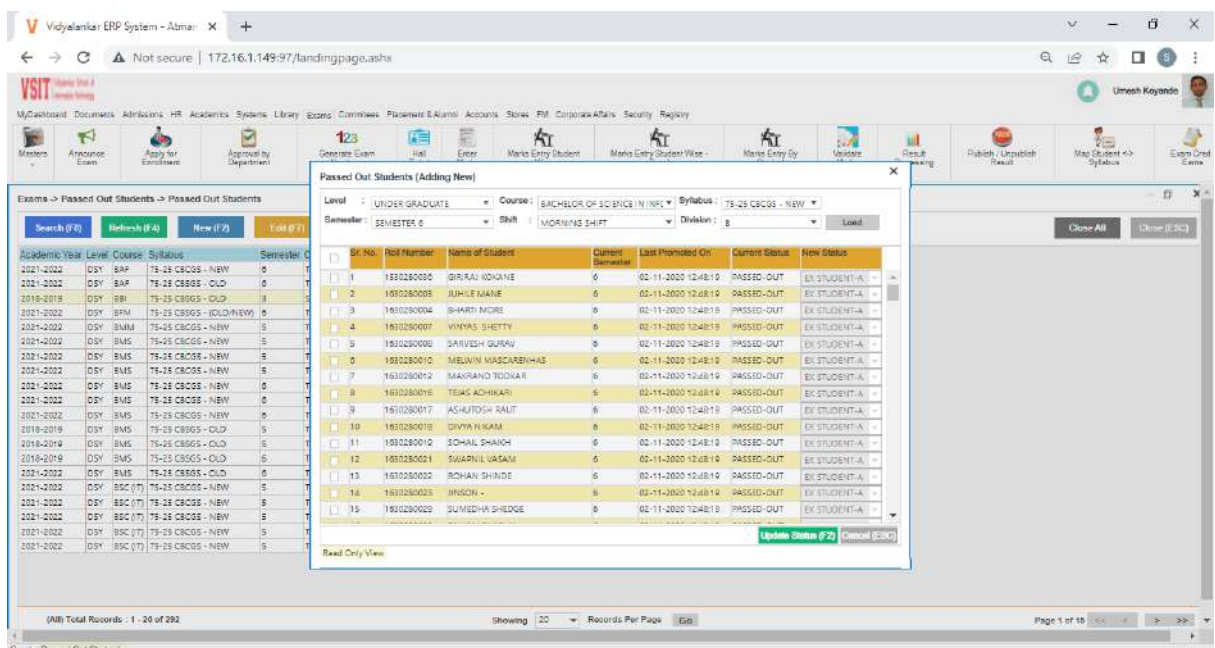
2.4.14. Transcript

> ➢ Students who go for MS or any higher education will apply for Transcript. Using ERP, Exam admin can approve/disapprove based on the details which is fetched from the database of ERP.
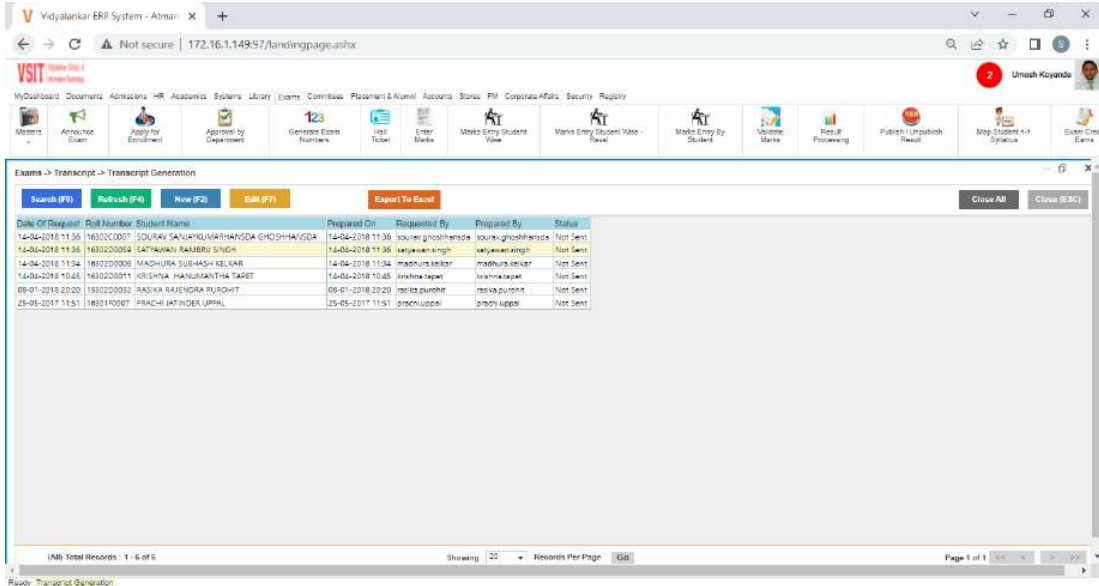
2.4.15 Exam Remuneration

> ➢ For calculating Exam Renumeration in ERP there is a tab called Exam Remuneration. In this we need to fill details about Internal and External, Subject details, Number of Students and save it.
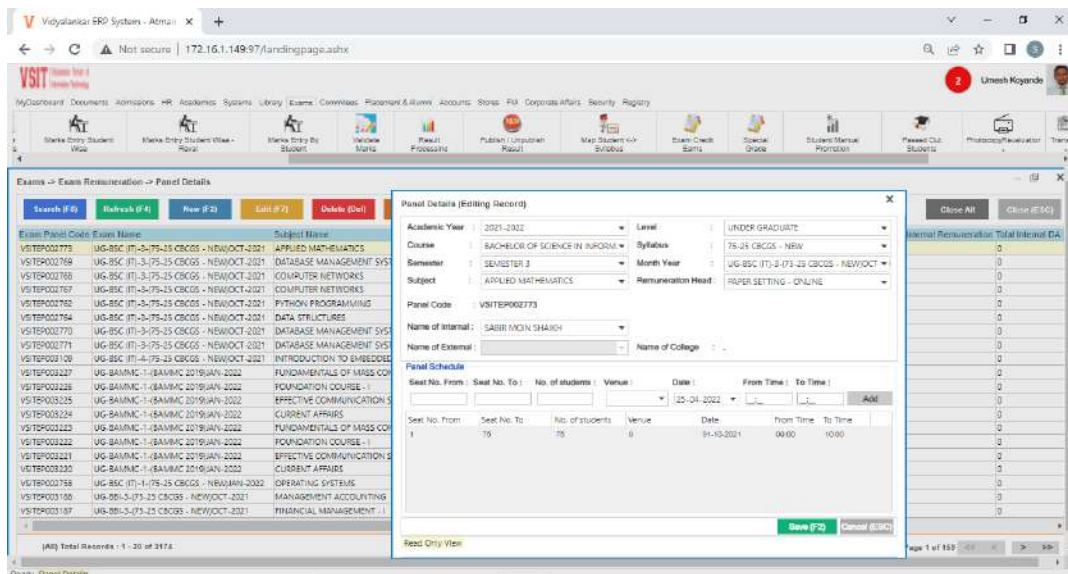
> Then for payment go to Renumeration Payment Tab and enter Bank details and save it. Payments notification will appear in accounts module and they will do the needful.

2.4.16 Lock/Unlock

This tab has drop down menu with two options

> Lock/Unlock Marks Entry: In this we can lock/unlock marks entered by admin if any discrepancy is there.
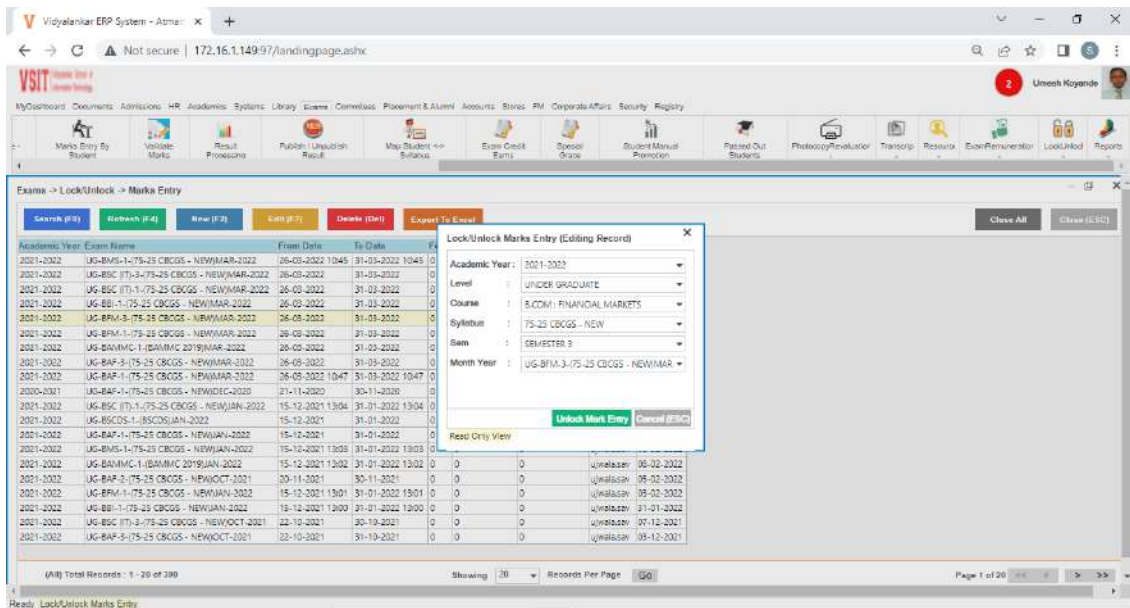
> Lock/Unlock Result Processing: In this we can lock/unlock result processed by admin if any discrepancy is there.
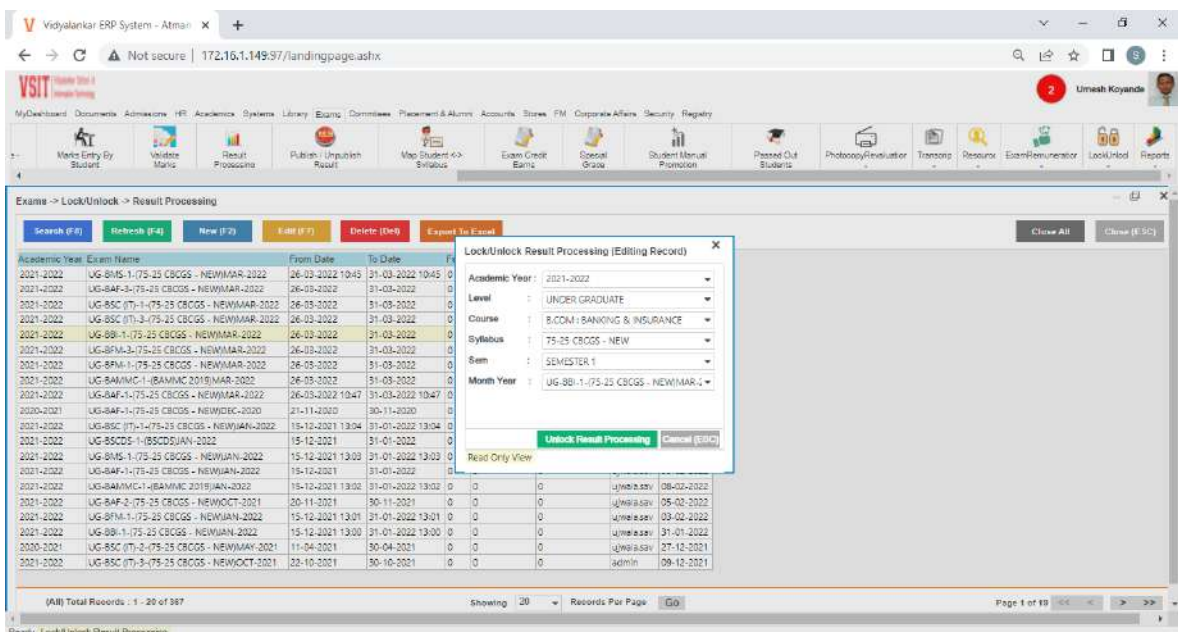
2.4.17 Reports:

➢ All reports generated by ERP can be seen by clicking in this tab.
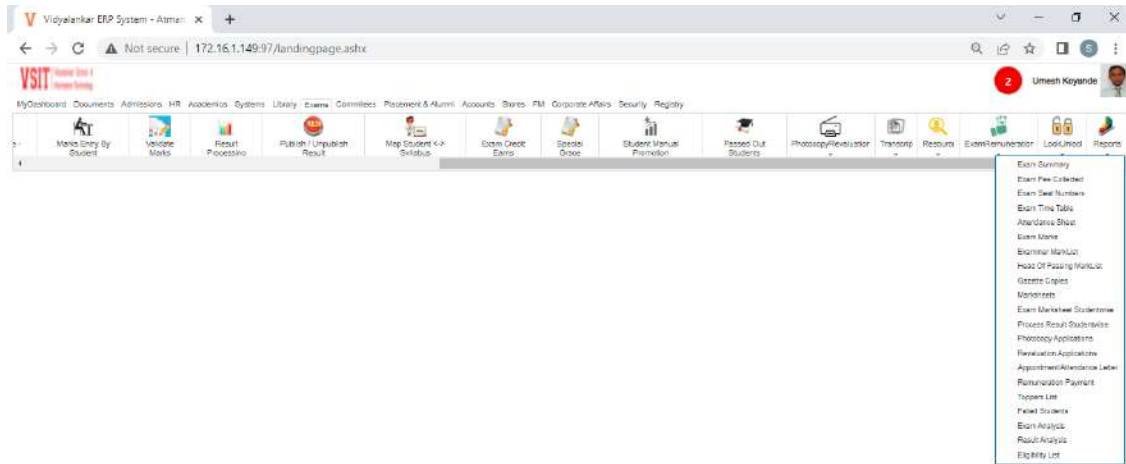
2.5   Finance and Accounts

➢ This Module deals with details of all finance related transaction.
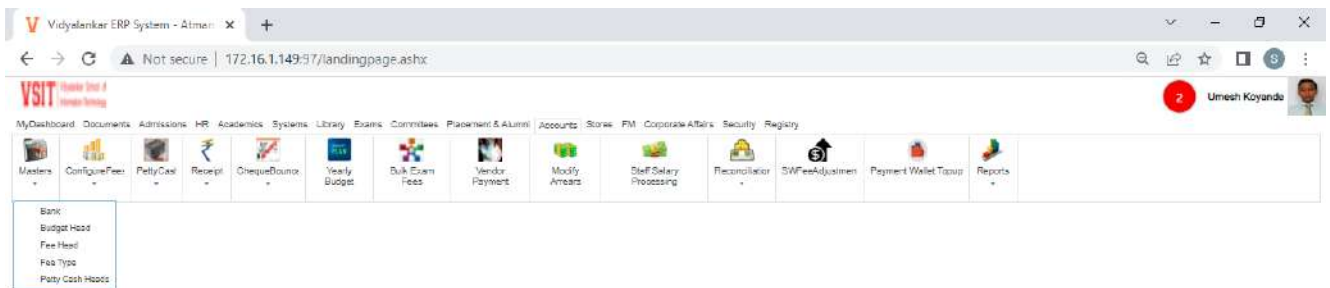
2.5.1 Configure Fees

➢ This tab appears under Accounts Module. It is used to keep details of the Admission fees paid by students.
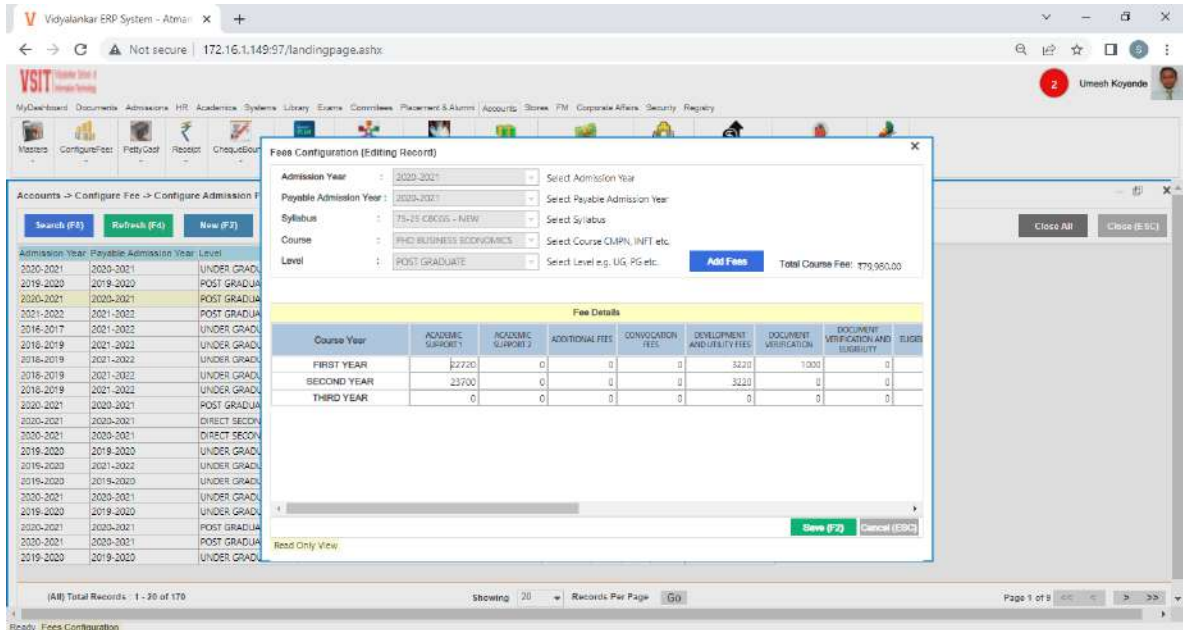
➢ Configure Miscellaneous Fees
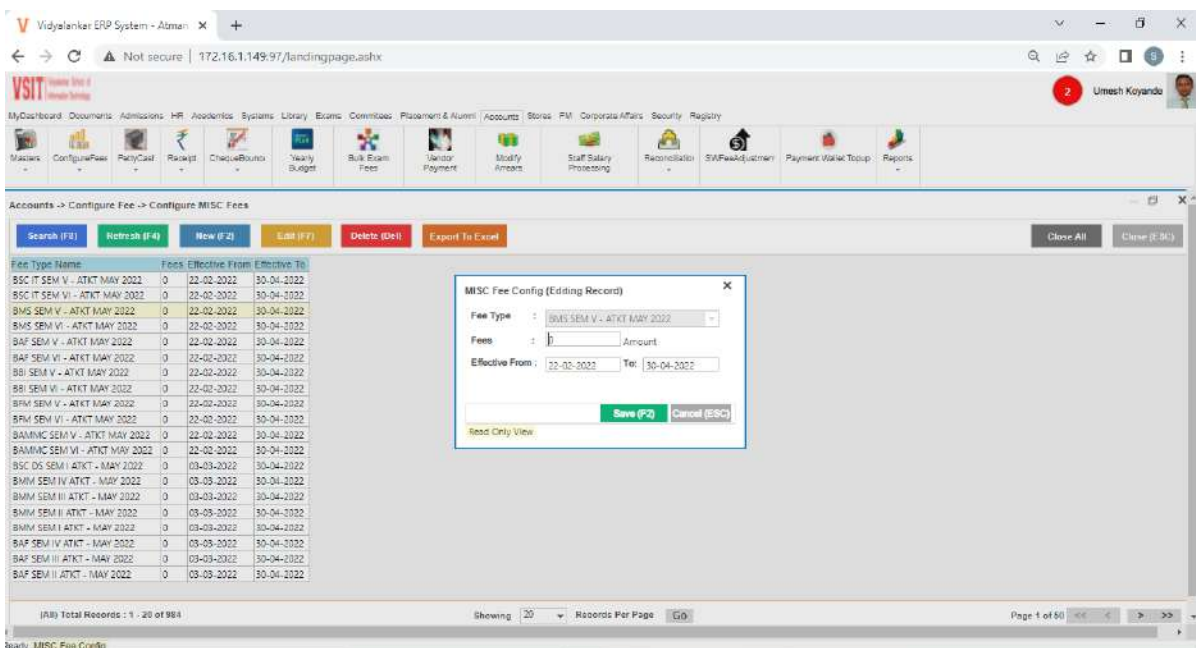
➢ Configure Scholarship Fees
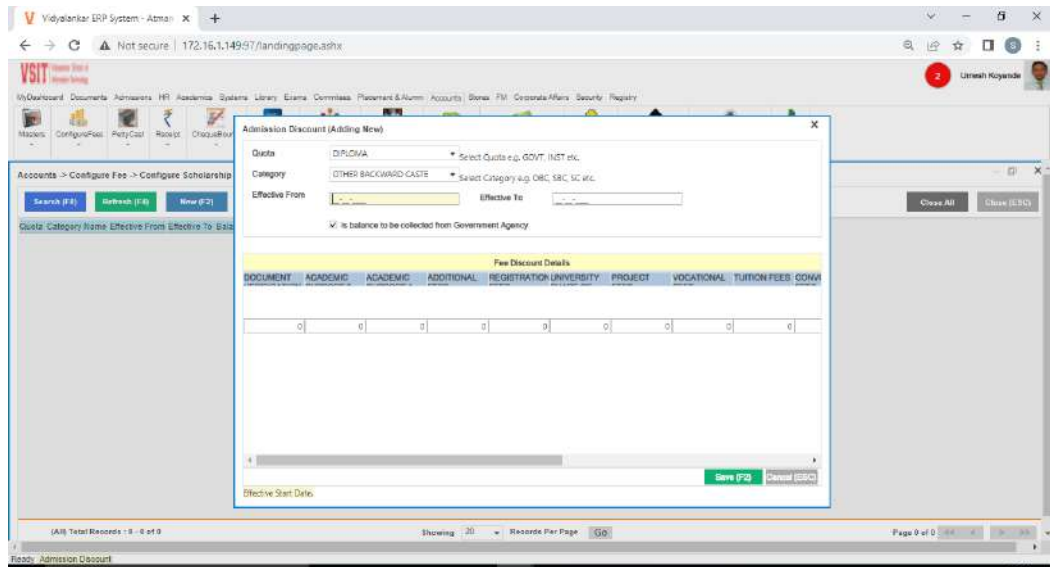
2.5.2 Petty Cash Head

➢ This appears under Account Module. It is used to keep track of Petty Cash
Payment.

➤ Petty Cash Request

➤ Approve Cash

➢ Petty Cash Receipt

➢ Petty Cash Advance

2.5.3 Receipt

> ➢ This tab appears under Accounts Module. It is used to print receipt as acknowledgment to the fees paid by student.

> ➢ Negative Receipt

2.5.4 Cheque Bounce

➢ This tab appears under Accounts head. It is used to not the details of block/unblocked bounced cheques.
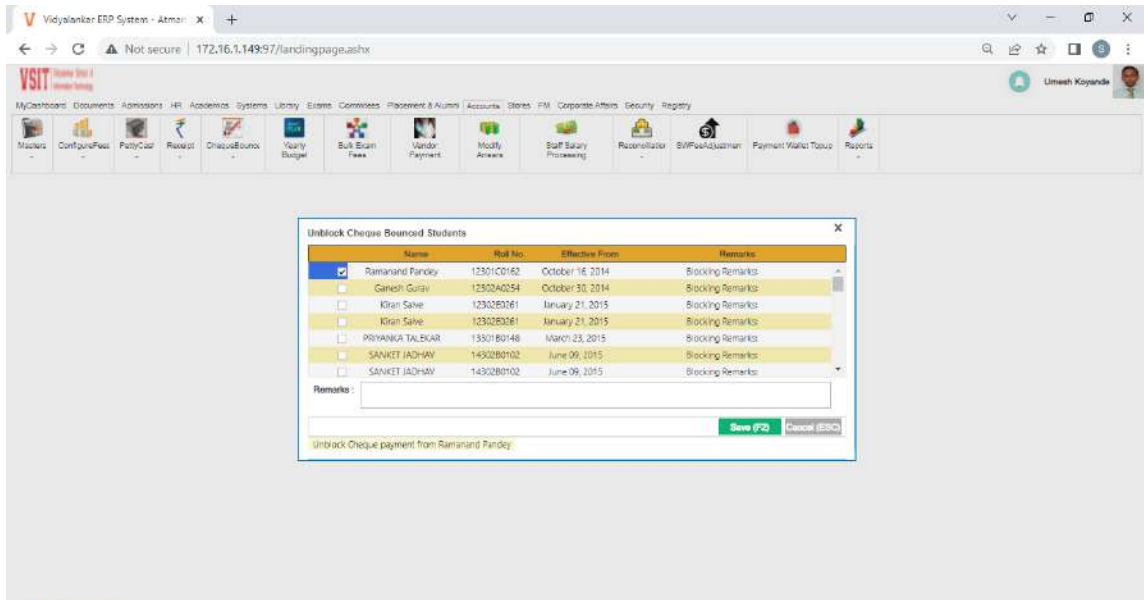
➢ Log Check Bounce
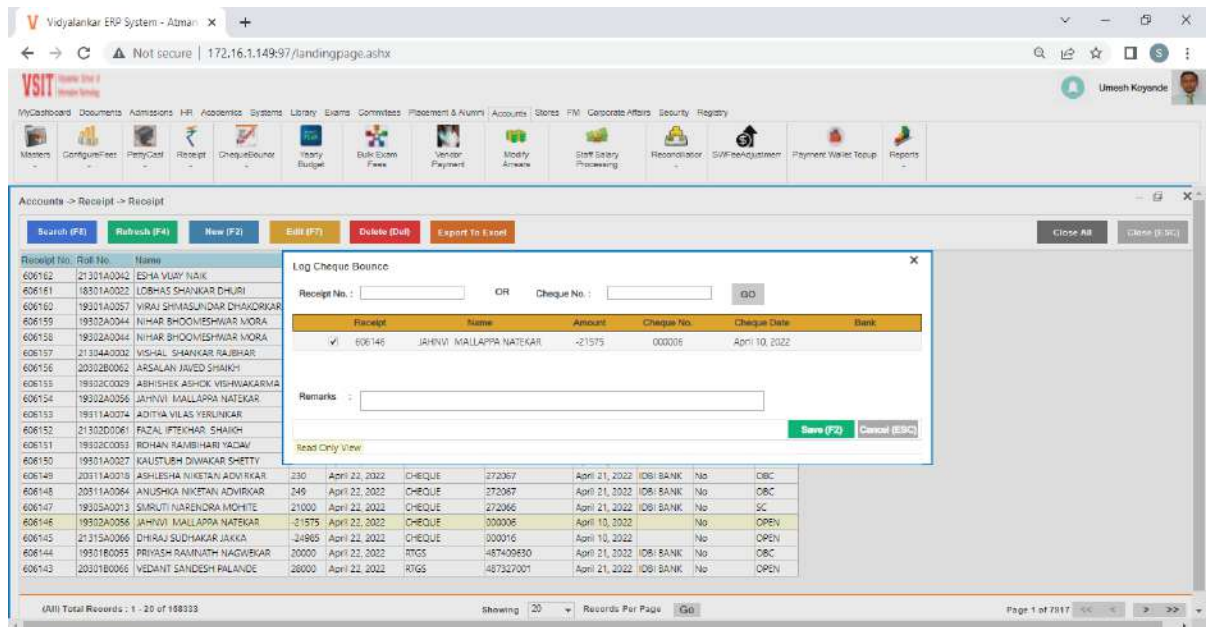
2.5.5 Yearly Budget

> ➤ This tab appears under Accounts Module. It is to keep track of Yearly
> expenditure.
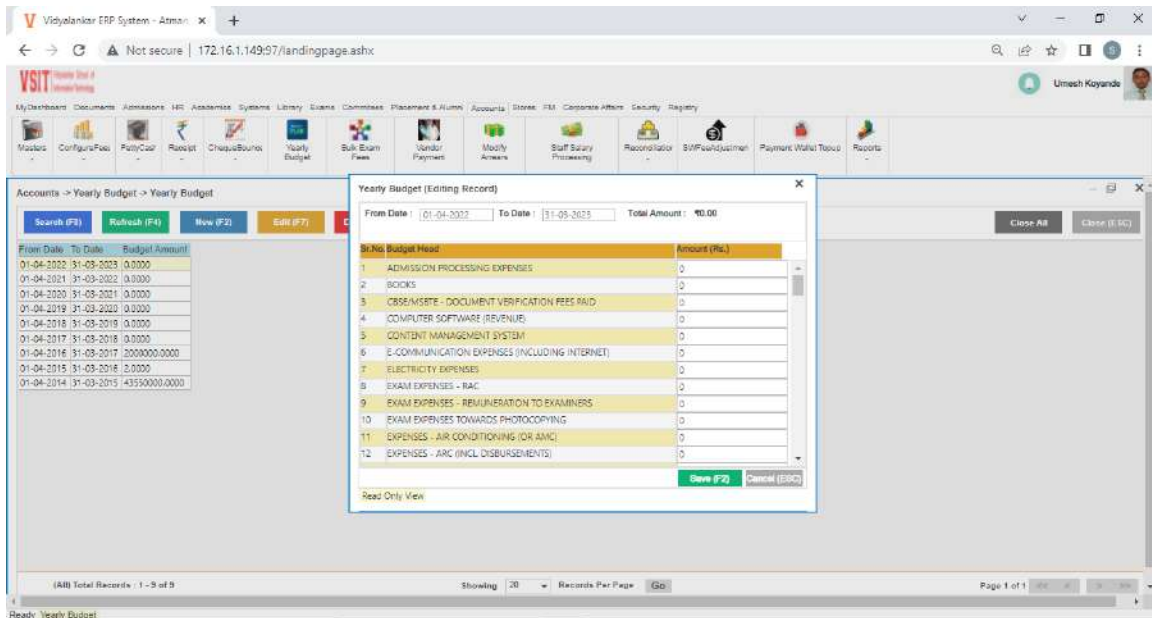
2.5.6 Vendor Payment

> ➤ This tab appears under Accounts Module. It is used to keep track about
> Vendor details, payment, mode of payment etc.
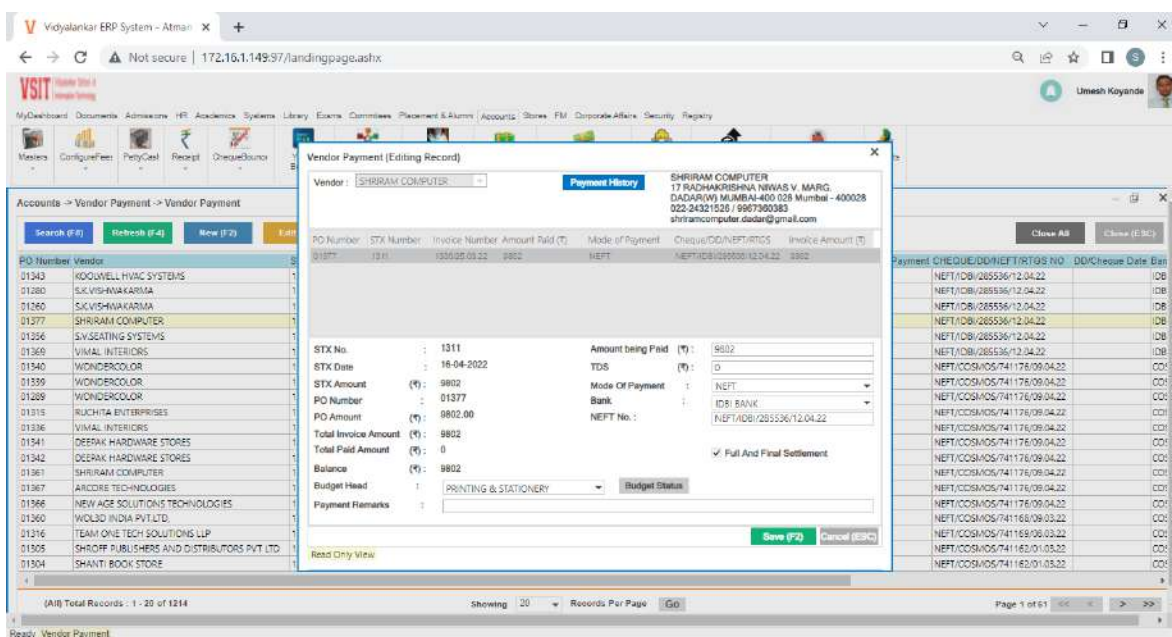
2.5.7 Modify Arrears

➢ This tab appears under Accounts module. It is used to update arrears details.
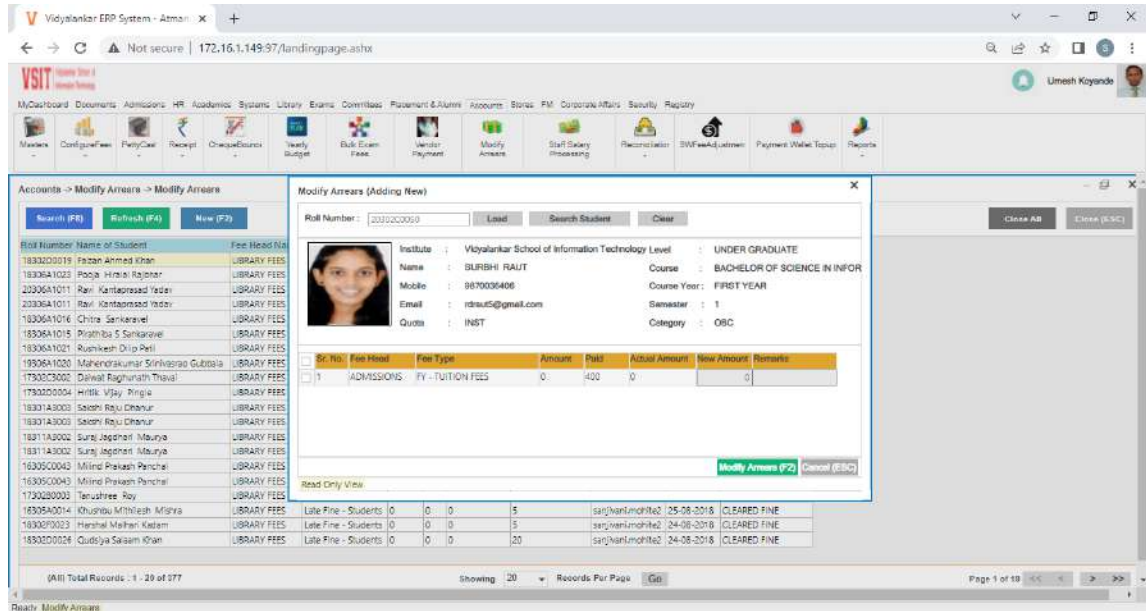
2.5.8 Staff Salary Processing

➢ This tab appears under Accounts department. It is used to process staff salary. If there exist no discrepancy then save and process it.
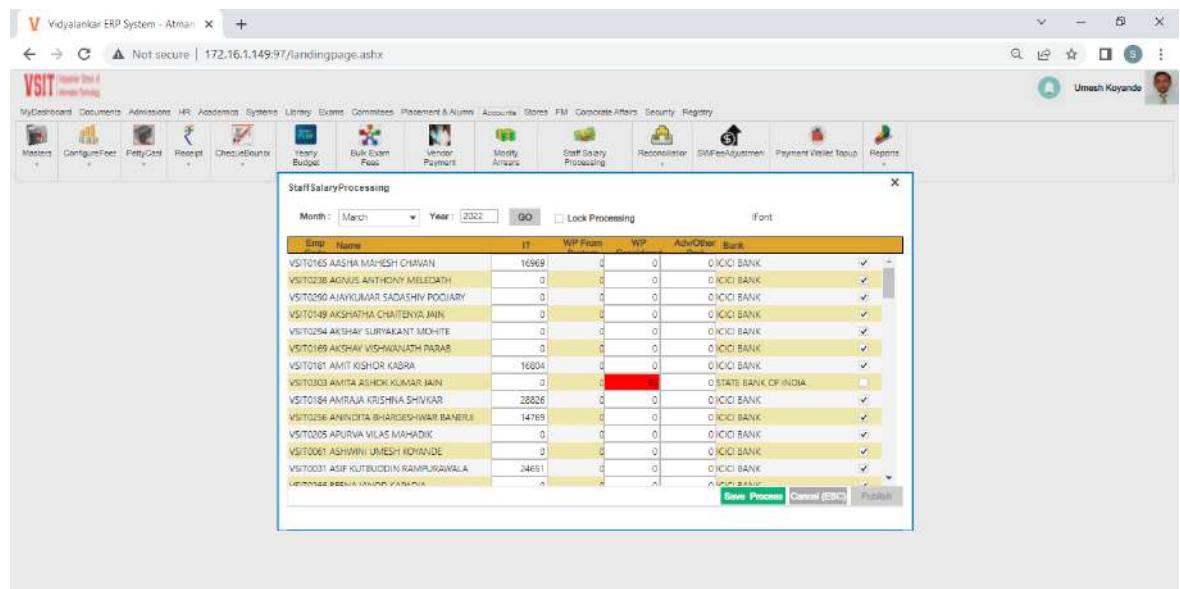
2.5.9 Reconciliation

➢ This tab appears under Accounts Module.

➢ Petty Cash Reconciliation

➢ Library receipt Reconciliation

2.5.10 SWFee Adjustment

2.5.11 Reports

2.6 Planning and Development

2.6.1 Activity Calendar

> ➤ This tab appears on Dashboard. Here you can update details about an activity.
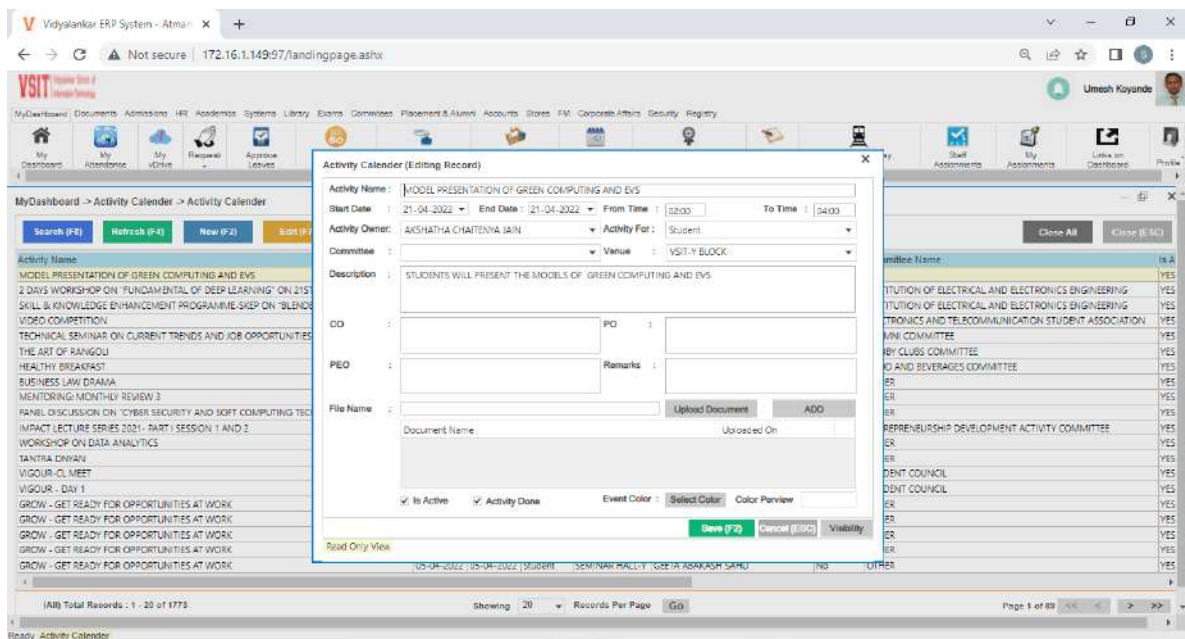
2.6.2   Guest Information

- ➢ This tab appears on Dashboard under Staff Guest Register. This will directly give notification to security admin.
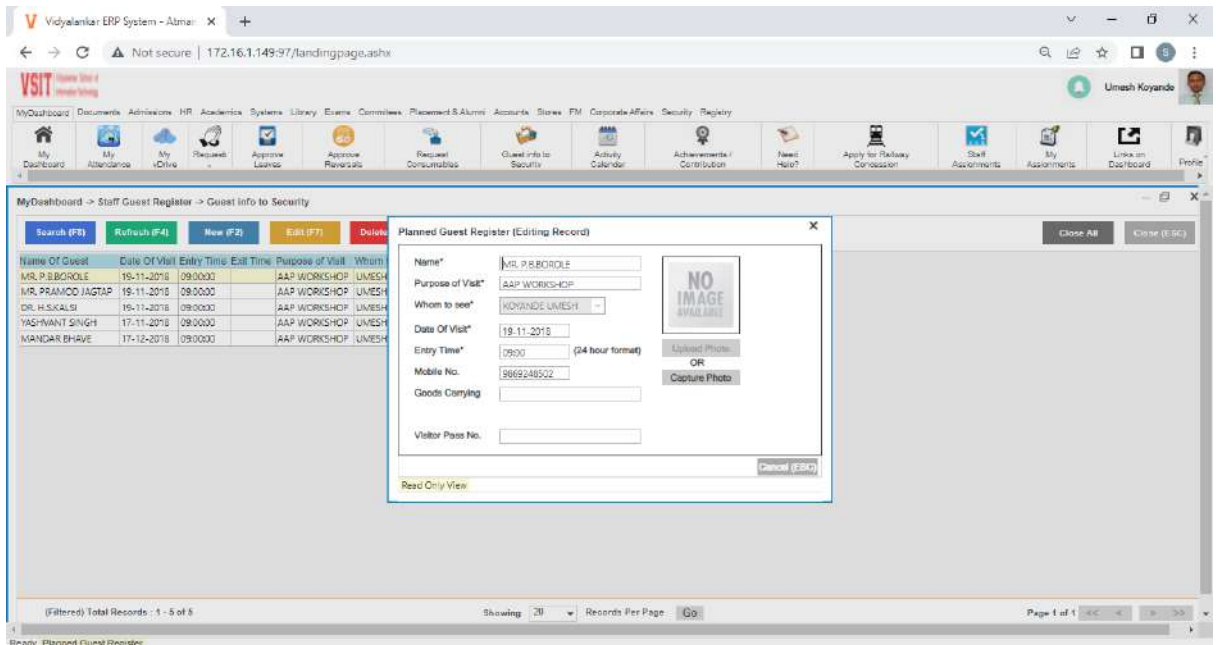
2.6.3 Need Help

- ➢ This is separate module which appears on the dash board and it is used to report systems admin for any technical issue related to ERP.
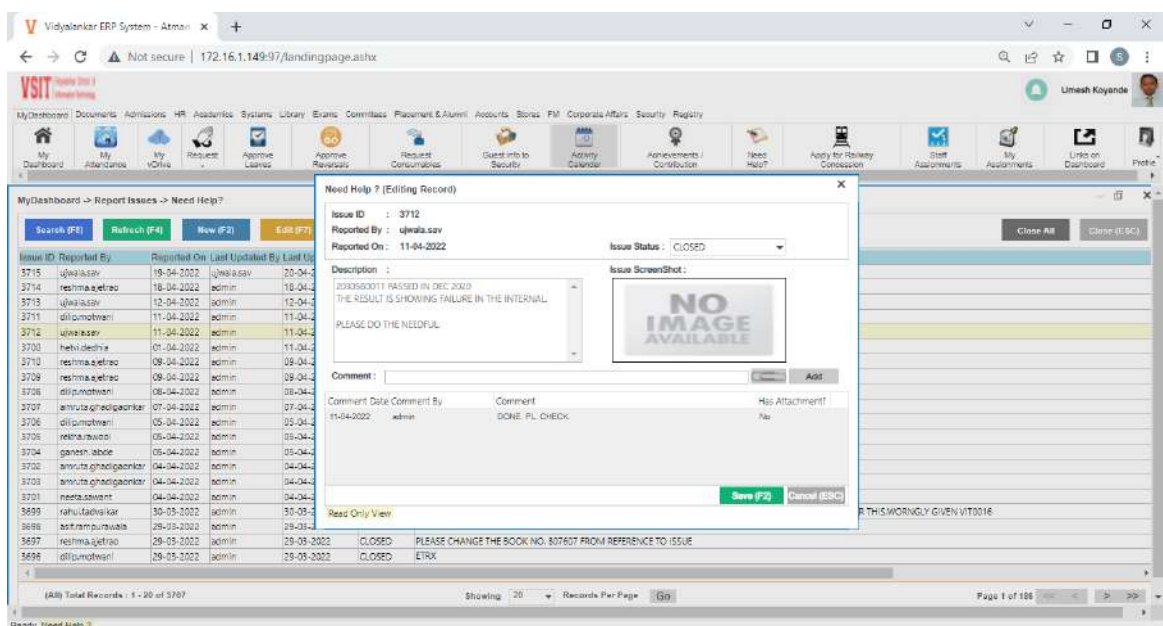
2.7 Student and Staff

2.7.1 Achievement and Contribution

➢ Faculties can update their achievement in ERP by going to the tab Achievements and Contribution in Dashboard.
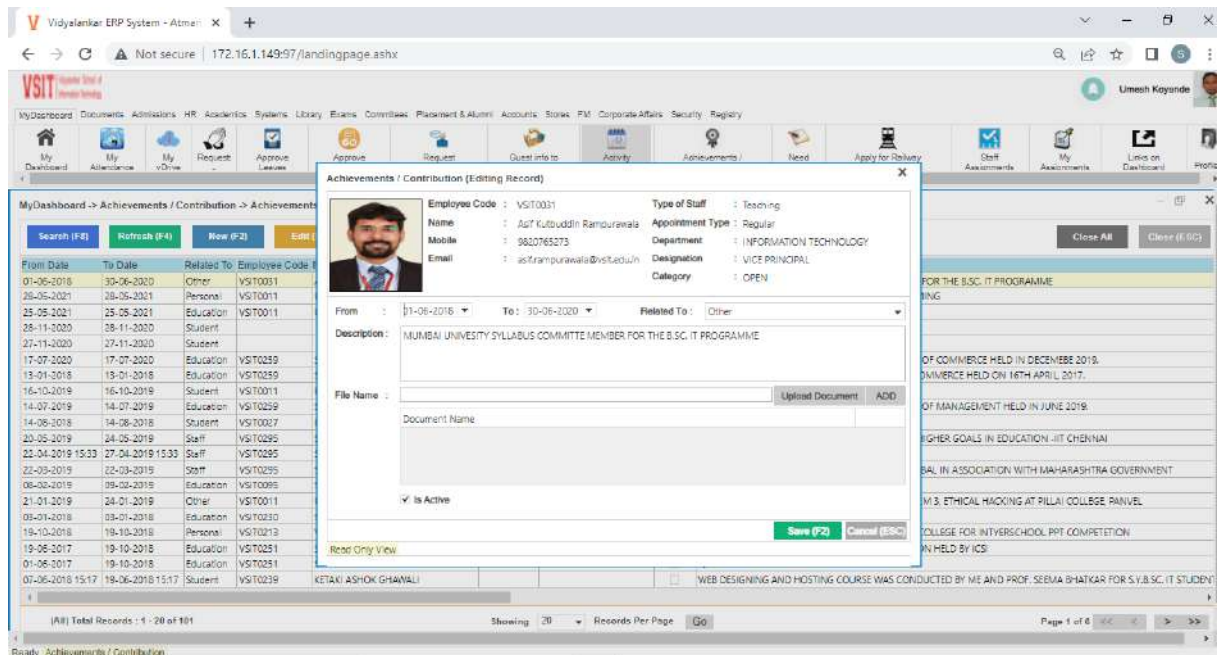
2.7.2 Know your Institute

➢ This tab appears under Documents tab.
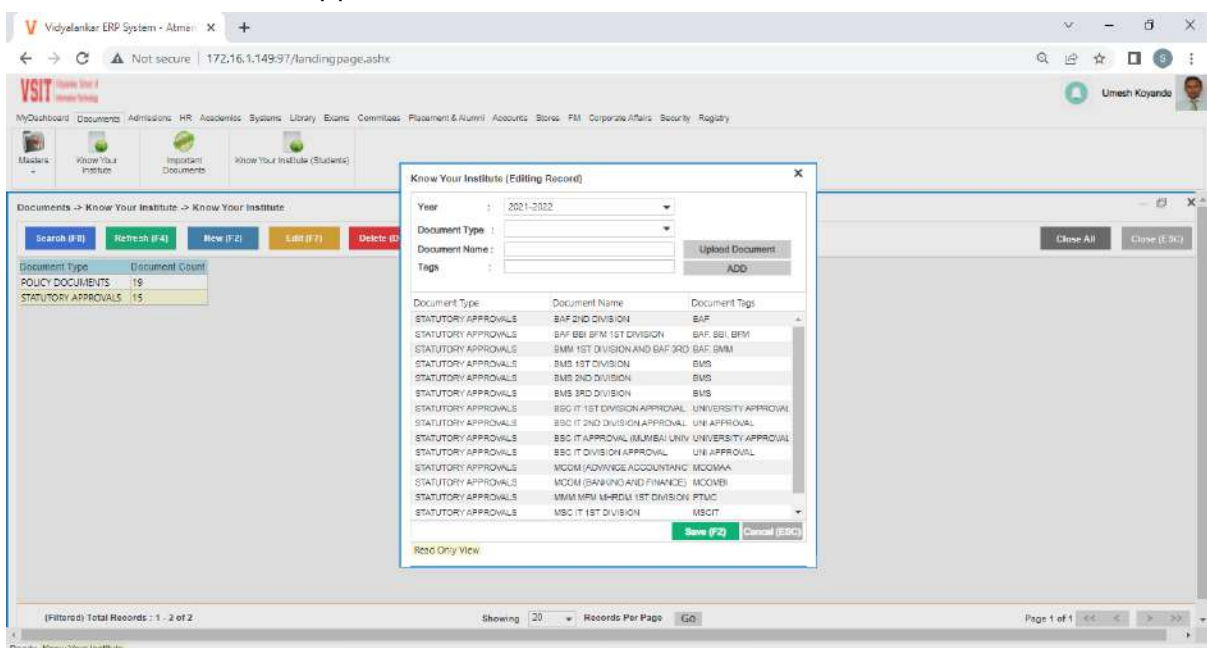
2.7.3 My Receipts

➢ This tab is under Accounts department. In this Students can see their receipts.

2.7.4 Apply for enrolment

➢ This tab appears under Exam Module

2.7.5 Apply for Photocopy

➢ This tab appears under Exam Module.
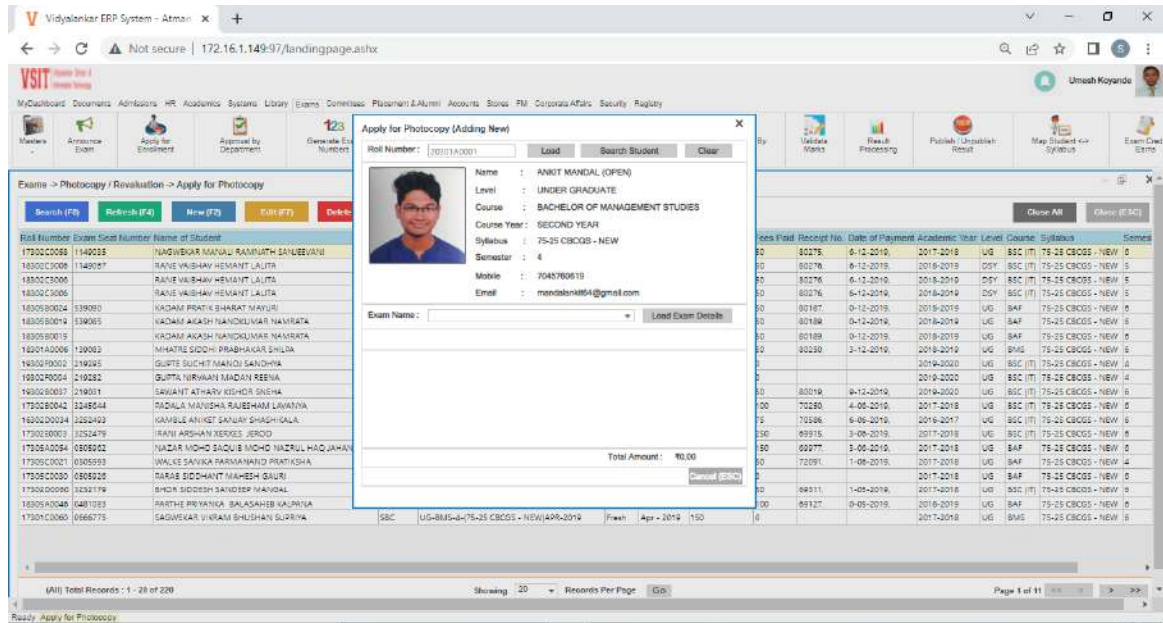
2.7.6 Apply for Railway Concession

➢ This tab appears on the dashboard for Student login
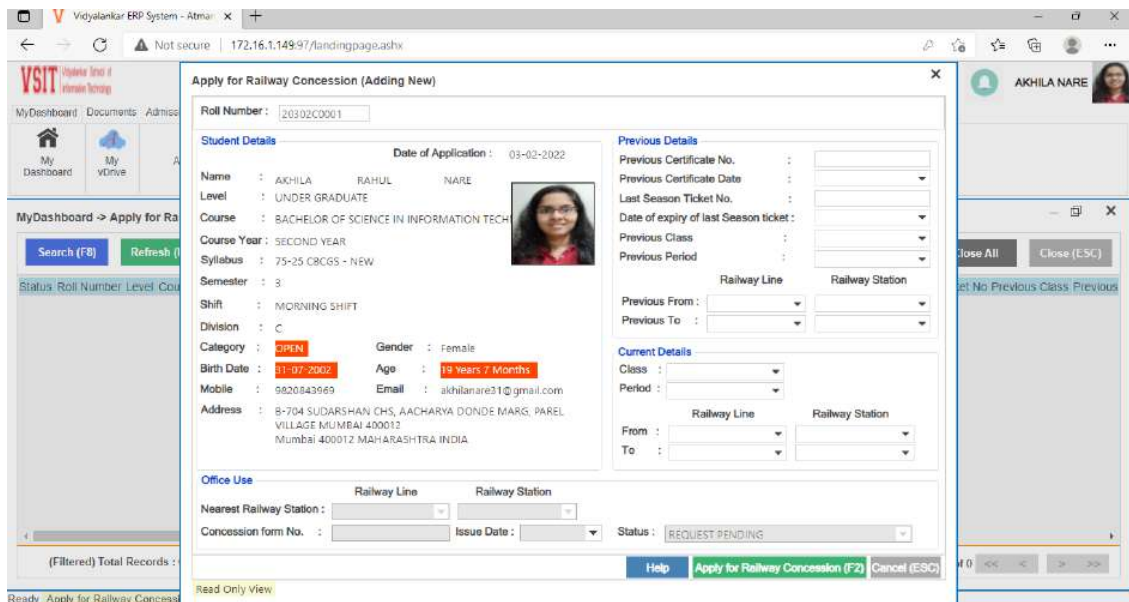
2.7.7 Exam Hall Ticket

➢ This tab appears under exam module.
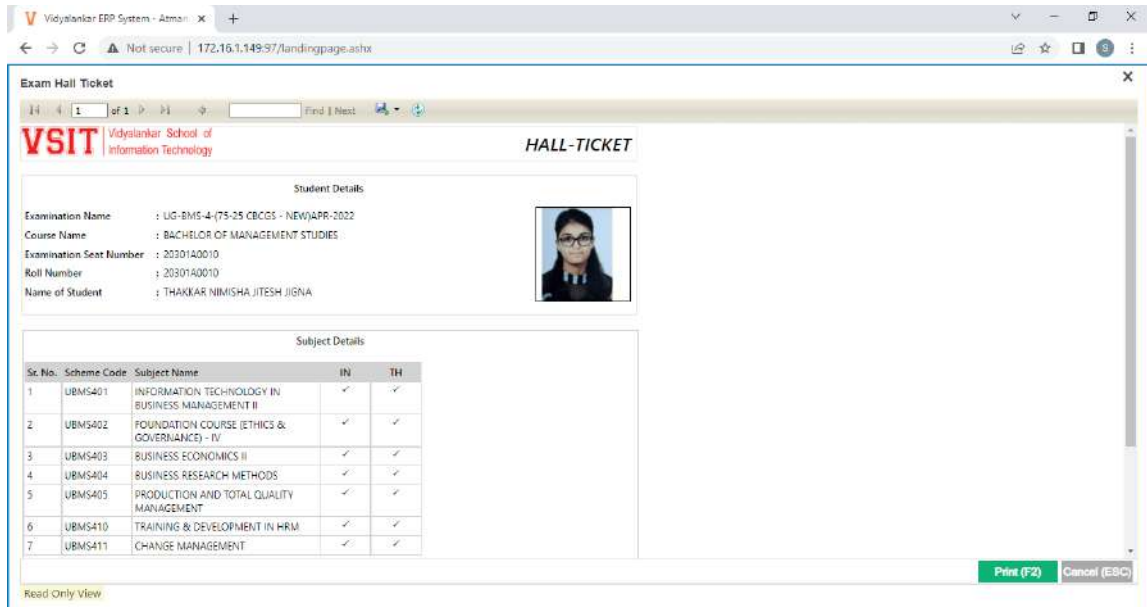
2.7.8 Exam Form

➢ Students can get their exam form under Exam Module.
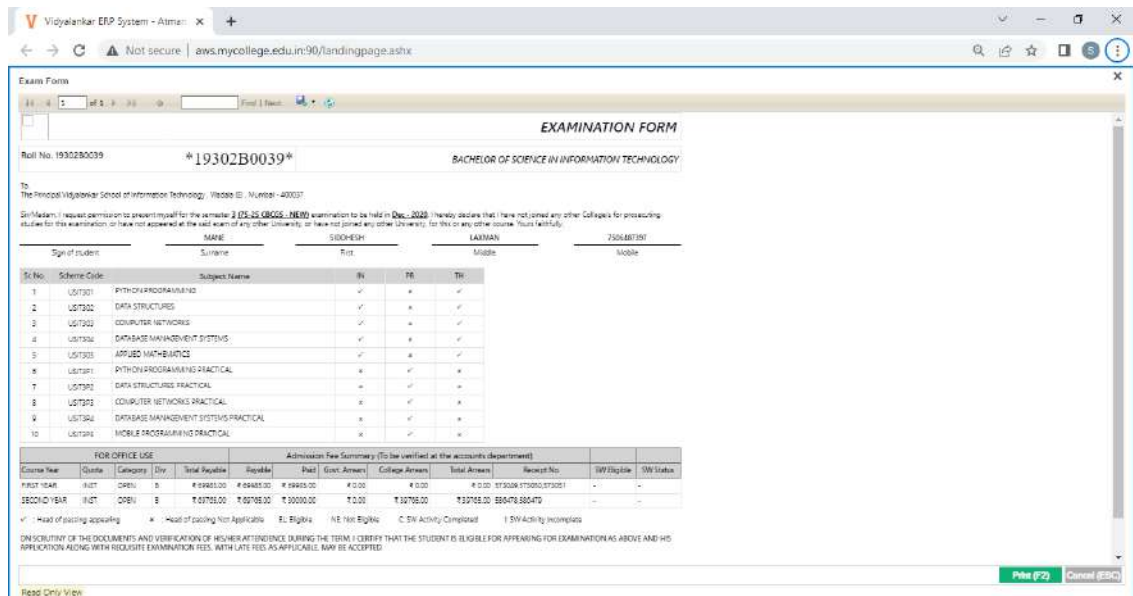
2.7.9 Apply for Revaluation

➢ This tab appears under Exam Module.

2.7.10 Transcript Generation

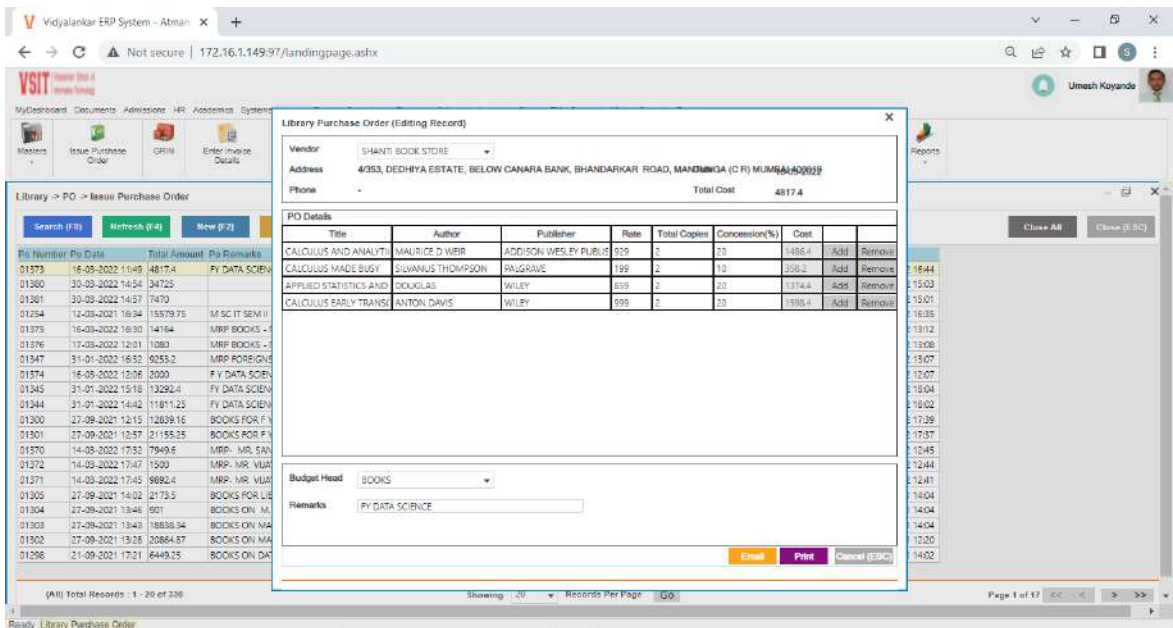➢ This tab appears under Exam Module.

2.8 Library

➢ This Module deals with all library management activities.
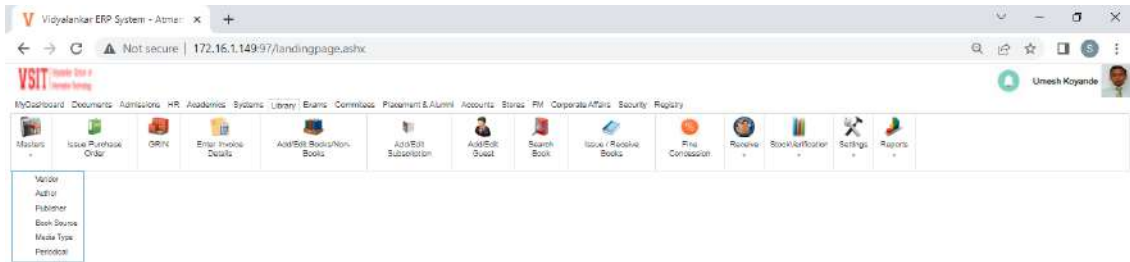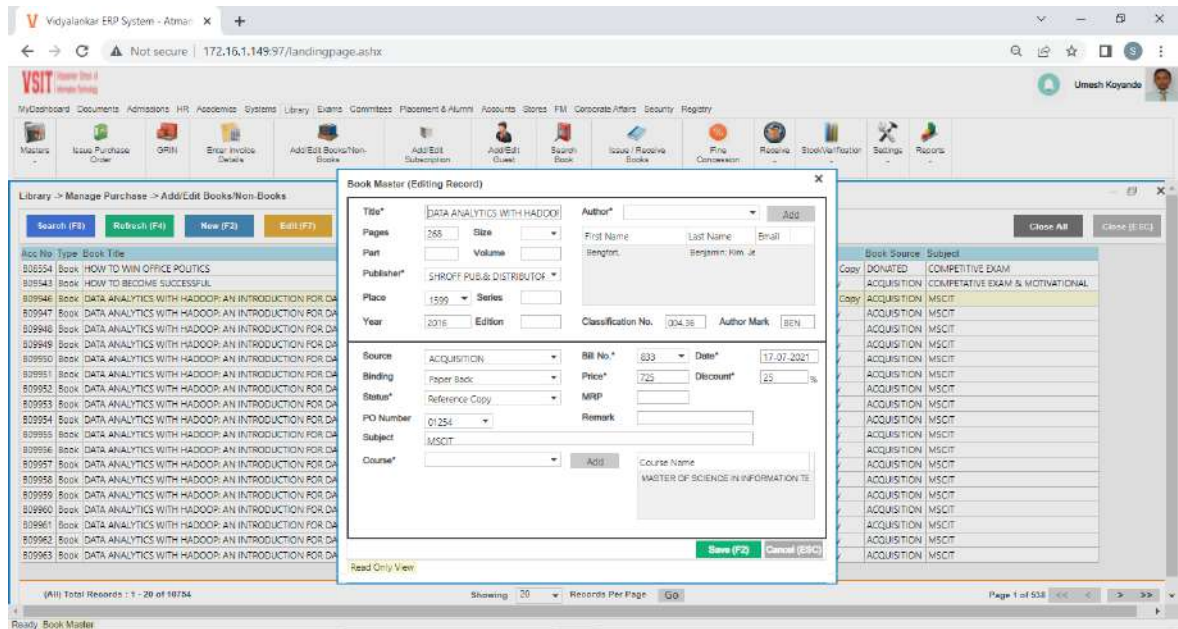

2.8.1 Issue Purchase Order

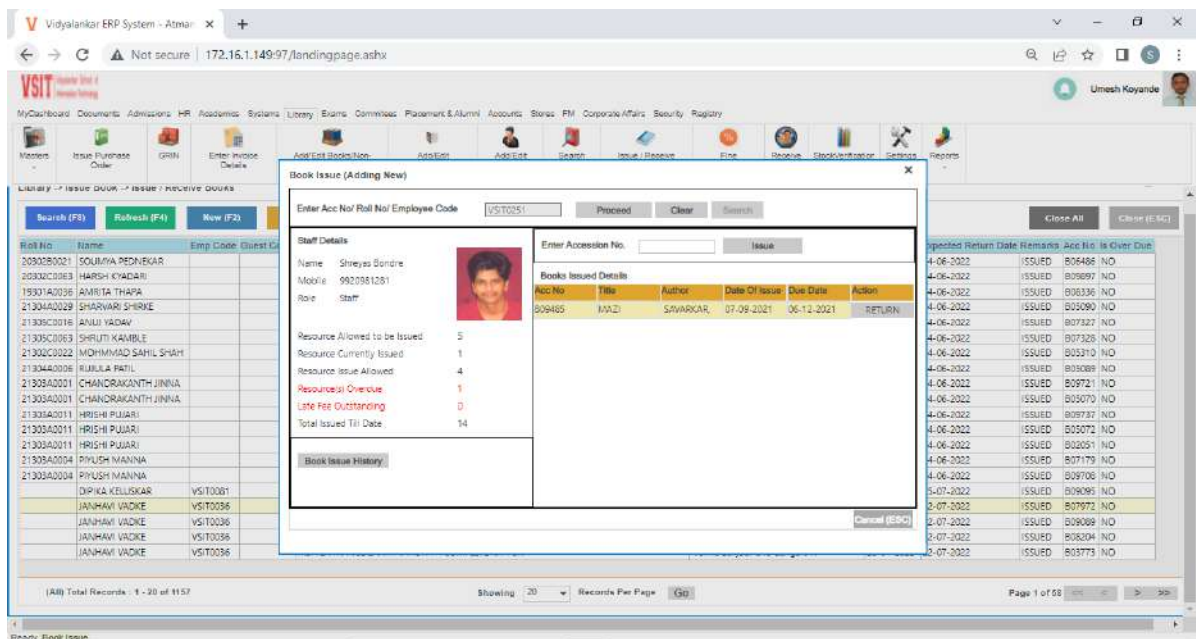➢ This tab appears under Library Menu and allows librarian to issue new book purchase order.

2.8.2 add/Edit Books

➤ This tab appears under Library Menu and allows librarian to add or edit any books details.

2.8.3 Issue/receive Book

➤ This tab appears under Library Menu and allows to issue or return a book.

2.8.4 Fine Concession

- ➢ This tab appears under Library Menu and used for fetching fine details for issued book.