K.R. MANGALAM UNIVERSITY

THE COMPLETE WORLD OF EDUCATION

ERP Document

2020

Enterprise Resource planning (ERP)

Enterprise resource planning (ERP) is business process management software that allows K.R. Mangalam University to use a system of integrated applications to manage the business and automate all the activities with respect to Academic, Administrative and other tasks in the university.

1.1 Developer details

UNISOFT the in-house developed ERP software was implemented in ……

Campus Management System (UNISOFT)

Unisoft is campus management system covering all academic administration related processes from admissions to alumni.

1.2 Features of Unisoft

- Admission Management System
- Fee Module
- Hostel Management System
- Enrolments, Registration and Re Registration
- Timetable and Attendance
- Learning Management System
- Email accounts for students
- Faculty Feedback
- Calendar, Notices and events
- Exam Results

Table of Contents

1. Admission

The admission team gets enquiry from different platforms like University Visits, website, News Paper, Social Media, TV, etc. After getting these enquiries they add them into their Unisoft portal. After adding it they import enquiry from Microsoft excel and gets in touch with the enquiries, adding remarks if the candidate is interested. Once the interested candidates confirm, the team proceeds towards registration.

Enquiry

The admission team gets enquiry from different platforms like University Visits, website, News Paper, Social Media, TV, etc. After getting these enquiries they add them into their Unisoft portal.

https://www.krmangalam.edu.in/admission-form

Online Application Form

Follow-ups Feedback and Reminders

After adding it they import enquiry from Microsoft excel and gets in touch with the enquiries, adding remarks if the candidate is interested. Once the interested candidates confirm, the team proceeds towards registration.

Prospectus Sale

Every school has its own prospectus describe course details followed by evaluation criteria. The team can send prospectus to the concerned student through the unisoft portal.

Admission or Registration

All kinds of admission and registration process is completed by the team though its online unisoft portal by filling up details of the students.

Reports

Once the admission and registration is completed a report can be generated through this portal.

2. Accounts

    a. Fee Structure
    b. Fee receipt
    c. Online fee payment
    d. Reports

Unisoft module for accounts covers the different aspects of accounting processes and ensures that organisation's accounts are accurate and consistent. It is an Internet or Intranet enabled application

Fee Structure
Unisoft contains all the details related to fee structure of each programme. A student pays fees through Unisoft and corresponding Receipt Voucher is generated.

Fee Receipt
Receipts of fees deposited by students is generated and maintained through this module and a record

Online Fee Payment
Student can also pay online fee on Unisoft. It supports all kinds of payments net like banking/credit card/debit card. All dues and fines are reflected in Unisoft including library dues, lab dues, hostel dues, transport fee etc. It is one stop solution for all kinds of payments.

http://pay.krmu.edu.in/
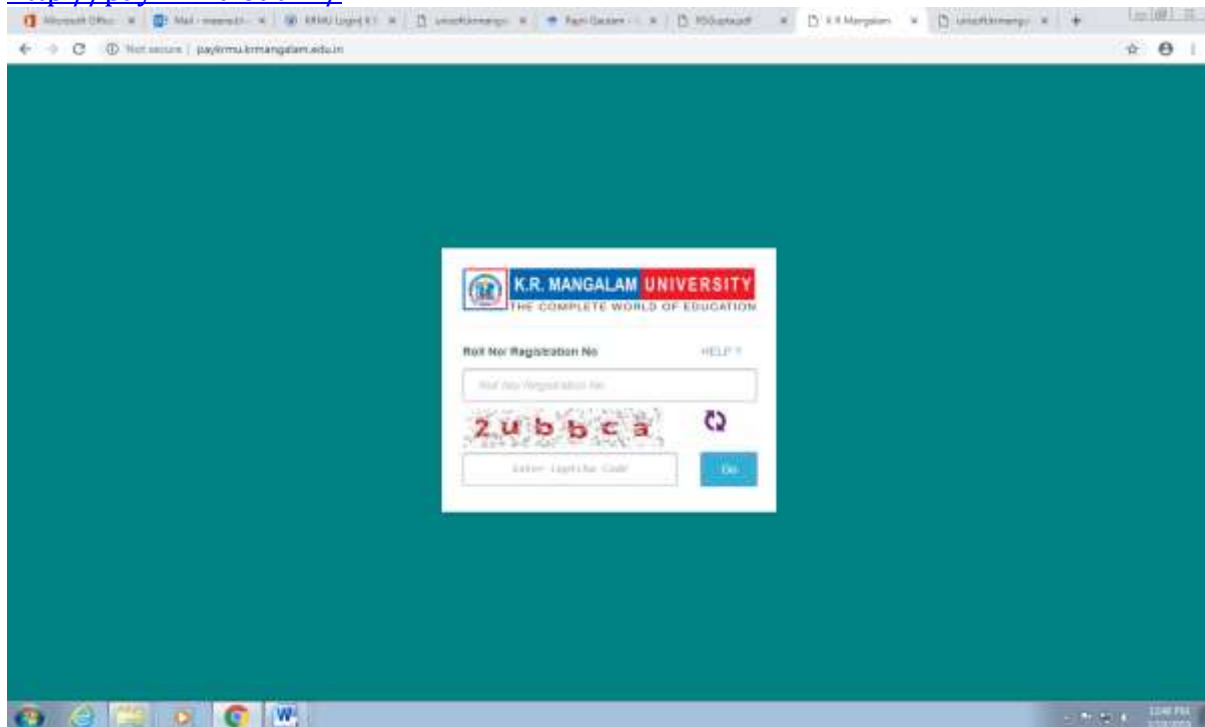
Reports
All kinds of reports related to fees are generated through this module. In case of any failure or delay in the payment it can send SMS as reminders.

Registrar Office/Administration

Unisoft provides the Registrar office component which helps in Student's Data Management. All the essential records of students are maintained in this module which eases facility of contacting students via emails and SMS. It has capacity to send group emails and SMS.

Administration

Under this module the registrar office can register students, create a list of pass out students, create student document list, generate student ID cards, map and un-map courses for faculty members and generate attendance report. The student's attendance is regularly monitored by the office and parents/guardians are sent messages in case the students miss attending classes.

Students Detail

Student profile editing in case of change of address or phone numbers, documents submitted to the University, cases of withdrawal/re-registration, course transfer and general admission number is maintained by the office under this component.

Utility

This module assists in sending SMS and Email to all the students of the University in case of any immediate and urgent information to be circulated by the office.

Hostel

This sub module helps administrative department in maintaining hostel records. This module helps in allocating hostel room to the students, keeping record of vacant rooms and can generate report of hostel occupancy. The administrative team can also see status of hostel fees paid or pending of the student.

Transport

Application for Transport

Students choose their route, stop and semester from the dropdown list and update pickup point in the location column. Once the form is filled they click on accept and submit the form.

Approval of transport application

The transport in-charge can search the student roll number and approve the transport application form if all information is correctly filled by student or else can reject the application. Transport In charge can edit information filled by students in case of incorrect information

3. Faculty Portal

a) Attendance
b) LMS
c) Timetable
d) Reports
e) Internal/ External Marks Entry
f) Electives
g) Value Added Courses
h) Faculty Adjustment
i) Lab Groups
j) Mentor Details
k) Circulars
l) Biometric Attendance

UNISOFT facilitates uninterrupted communication between teachers, students and parents. Smooth communication ensures free flow of information regarding academics. The sub modules under Faculty module are as follows:
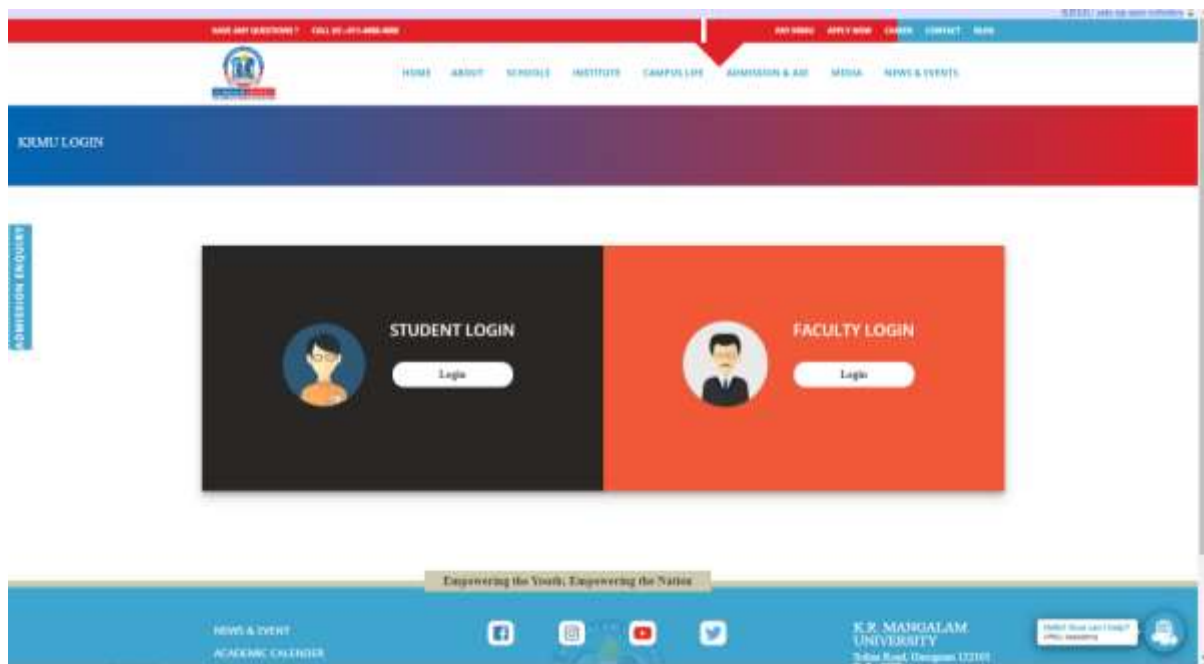
Attendance

It is updated by faculty members on a daily basis and is visible in student's portal.
ATTENDANCE- ADD ATTENDANCE- SELECT COURSE TITLE- UPLOAD ATTENDANCE

Timetable

After completion of creating timetable by timetable in charges from each school they upload their respective school time table and is visible on all concerned teacher's and student's portal.

LMS

All kind of assignments and projects are posted on the LMS portal and can be accessed by the students.

Internal/ External Marks Entry

Faculty members can upload the internal/ external marks which are also accessible through the examination portal.

Electives

All the electives offered by different school are uploaded on the Unisoft portal so that students can see the pool of electives and choose accordingly.

Value Added Courses

Students can choose the value-added courses from the pool of courses uploaded on the Unisoft
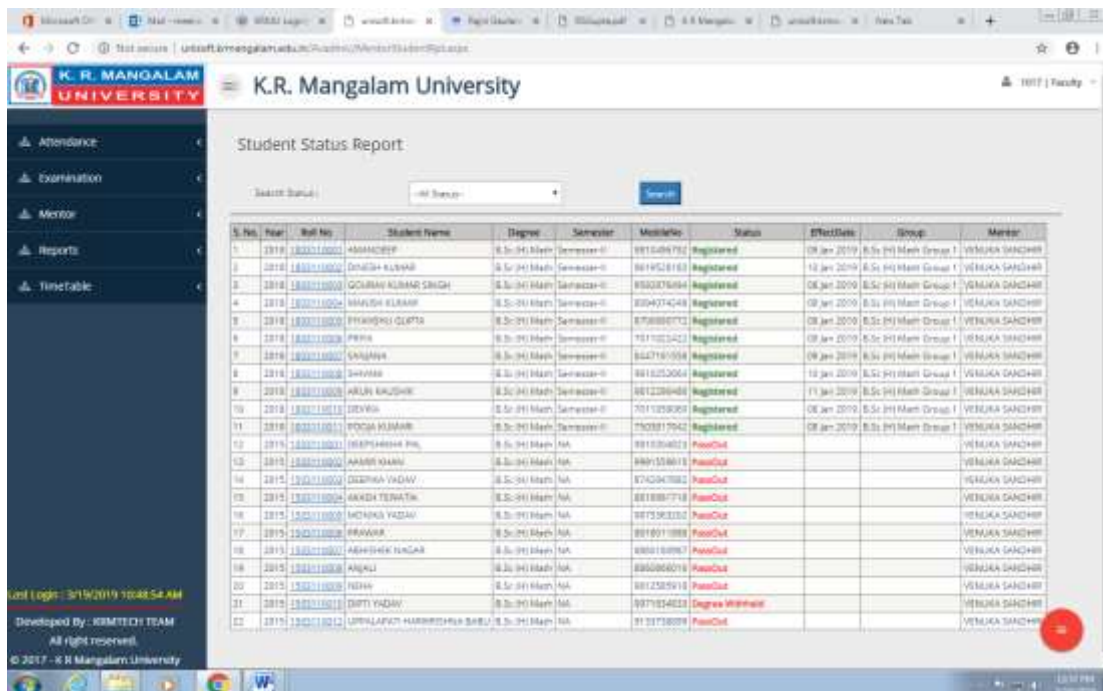
Lab Groups

Every lab group consists of definite number of students allotted by the Dean of the respective schools. The allotment is done through the Unisoft portal.

Mentor Details

All the Mentors can access information regarding their mentees contact numbers, status of attendance and send messages through Unisoft under the category (Mentor)

- Student Status

- Student Attendance

Mentor Student Attendance

Roll No	Name	Degree	Email	MobileNo	Attendance
1802570011	ROHIT KUMAR SOLANKI	MBA	solankirohit1313@gmail.com	8447227696	View Attendance
1802570016	SUSHANT AGRAWAL	MBA	hitosushant@gmail.com	9450116996	View Attendance
2002070001	RICHA	B.Com (H)	anjalikhatana781@gmail.com	8607453943	View Attendance
2002070002	AYUSH GOEL	B.Com (H)	ayushgoel667@gmail.com	8607982505	View Attendance
2002070003	HARSHIT BANSAL	B.Com (H)	harshitbansal0119@gmail.com	8168706262	View Attendance
2002070004	TANISHA GOSWAMI	B.Com (H)	tanishaaa45@gmail.com	9810685742	View Attendance
2002070005	NITISH MATHUR	B.Com (H)	mathurnitish56@gmail.com	8826626087	View Attendance
2002070006	DEEPAK KUMAR	B.Com (H)	Dk202018@gmail.com	7428013243	View Attendance
2002070008	UTTAM	B.Com (H)	ishu932003@gmail.com	9899666382	View Attendance
2002070009	HARSHITA	B.Com (H)	harshitakaushik06404@gmail.com	9650207858	View Attendance
2002070010	BHUMIKA SHARMA	B.Com (H)	ravisharma20005@gmail.com	9812043342	View Attendance
2002070011	TAMANNA KUNDRA	B.Com (H)	tamannakundra125@gmail.com	9910487333	View Attendance
2002070012	CHIRAG GUPTA	B.Com (H)	chirag.gupta3cg@gmail.com	9466708241	View Attendance
2002070013	HEMANT GARG	B.Com (H)	hkgarg02@gmail.com	7065226522	View Attendance
2002070014	ARPITAM SRIVASTAVA	B.Com (H)	sonalisrivastava848@gmail.com	7840032637	View Attendance
2002070015	TISHA	B.Com (H)	gargtisha14@gmail.com	8295386967	View Attendance
2002070016	ARUN SHARMA	B.Com (H)	tarun1819149.html@gmail.com	7011245177	View Attendance
2002070017	ADITYA ARYA VERMA	B.Com (H)	AAVADITYAARYAVERMA@GMAIL.COM	6203505550	View Attendance
2002070018	RITESH KUMAR	B.Com (H)	kumarritesh77557@gmail.com	9315261195	View Attendance
2002070019	RISHI YADAV	B.Com (H)	rishiyaduvanshi165@gmail.com	8766252982	View Attendance
2002070020	KUNAL DOGRA	B.Com (H)	kdogra12345@gmail.com	7982757441	View Attendance
2002070021	PURVA KHURANA	B.Com (H)	p26khurana@gmail.com	9996304717	View Attendance
2002070022	RANBIR	B.Com (H)	mahender.rathor1976@gmail.com	9910765021	View Attendance
2002070023	YASH SHOKEEN	B.Com (H)	yashshokeen9582@gmail.com	9582995191	View Attendance
2002070024	RAMAN RATHI	B.Com (H)	ramanrathi4you@gmail.com	8818066026	View Attendance
2002070025	KASHISH SHARMA	B.Com (H)	kashishsharma7788@gmail.com	8930616600	View Attendance
2002070026	RUBAL DAYMA	B.Com (H)	daymarubal@gmail.com	8168784290	View Attendance

Leaves

The number of leaves applied, and the status of leave approval is visible on the Unisoft portal for all faculty members.

Faculty Adjustment

Faculty members can apply for leaves on line and can assign adjustments which are visible to the allotted faculty and the authorities approving leaves.

LEAVE APPLICATION FORM

Name :	RUCHIKA YADAV
Designation :	Associate Professor
Qualification :	Ph.D.(2011), BBA(2001), MBA(2003), M.Phil(2008),
School :	School of Management & Commerce
Department :	SOMC
Mobile :	8527434261
Email :	ruchika.yadav@Krimangalam.edu.in
Academic Session :	2020-21

From Date	To Date	Leave Type	CO
		--Select--	☐

Purpose Of Leave

Address During the leave

S.No	Programme	Period	Course	Date	Room No	Semester	Faculty Name	
1	MBA	I	SMMC874A	23/12/2020	Online	Semester-III	--Select--	✕
2	B.Com (H)	III	SMMC116A	23/12/2020	Online	Semester-III	--Select--	✕

SUBMIT CANCEL

Circulars

Any important notices and placement information is also uploaded on the Unisoft portal so that the information reaches all faculty members

Biometric Attendance

Biometric devices ensure accurate attendance information that can be made available online and reflects the punctuality of faculty and students. It facilitates the Accounts department and HR department etc. to share faculty attendance information comfortably. This attendance is also reflected in the JNTUH Academic Audit Cell portal and keeps the attendance information transparent to the office of JNTUH Academic Audit Cell.

4. Examination Portal

- Exam Analysis
- Admit Card
- Results Print
- Reports – Subject Wise, Faculty Wise, Course
- Course Structure
- Individual Result
- Reappear Approval
- Marks Editing
- Result Generate
- Result Declaration/Hold
- Exam Mapping

Examination Module assists examination department to upload and analyze all kinds of examination related information.

Exam Analysis
This module enables users to analyze results of various exams conducted by the University.

Admit Card
Identity cards in the form of admit cards are issued to the students through this module.

Results Print
Printing of results in the required format is done with the help of this module.

Reports
Various reports regarding subject- wise analysis, concerned faculty analysis and course wise analysis is generated by this module.

Course Structure
The University is conducting innumerable number of courses under its aegis. This module aids in storing information regarding various course structures provided by each school which is in accordance with the various governing councils.

Individual Result
Result of individual students can be generated through this module.

Reappear Approval
In cases of re appearance, with the support of this module users can take decisions regarding the eligibility of candidates for Re-appear examination.

Marks Editing
Editing required in cases of marks entry can be done through this module.

Result Generate
Generating results for all the prescribed courses is done through this module.

Result Declaration/Hold
In case of results to be withheld this module provides assistance for the same.

Exam Mapping
All kinds of exam mapping according to the guidelines of various councils/ statutory bodies are created with the help of this module.

5. Students Portal

Student Dashboard

Attendance and Examination

Students can follow their attendance for each subject to avoid cases of lack of attendance. They can track the details of examinations both internal and external and browse the examination results in a convenient way provided in the form of links.

Attendance

Session	2020-21		Semester	Semester-V

Course Code	Attended/Total	Total Attendance (%)
BP506P	11/21	52
BP507P	14/27	51
BP508P	10/24	41
BP501T	36/48	75
BP502T	44/57	77
BP503T	38/49	77
BP505T	40/50	80
BP504T	33/63	52
ACT104A	3/6	50
Total		61

Course Registration

Students can register themselves through Unisoft by selecting the subjects under each course for each semester.

📖Course Registration

Name :	ZOHRA FATIMAH		
School :	School of Medical & Allied Sciences		
Programme :	B.Pharma		
Reg.No :	REG003618		
Mobile :	9810267771		
Academic Session :	2020-21		
Active Semester :	Semester-V [Odd Semester]		
Status :	Registered		

S.No	Select	Course Code	Compulsory Course Name	Credit	Status
1	☑	ACT104A	SMAS Activity	0	Registered
2	☑	BP501T	MEDICINAL CHEMISTRY II – THEORY	4	Registered
3	☑	BP502T	INDUSTRIAL PHARMACYI– THEORY	4	Registered
4	☑	BP503T	PHARMACOLOGY II – THEORY	4	Registered
5	☑	BP504T	PHARMACOGNOSY AND PHYTOCHEMISTRY II– THEORY	4	Registered
6	☑	BP505T	PHARMACEUTICAL JURISPRUDENCE – THEORY	4	Registered
7	☑	BP506P	INDUSTRIAL PHARMACYI – PRACTICAL	2	Registered
8	☑	BP507P	PHARMACOLOGY II – PRACTICAL	2	Registered
9	☑	BP508P	PHARMACOGNOSY AND PHYTOCHEMISTRY II –PRACTICAL	2	Registered

Faculty Members

The faculty members teaching various subjects in a particular course are visible in the students' Unisoft account and they can directly reach them through SMS option given in the portal.

♥My Faculty Details

	Dr. Pankaj Gupta	Assistant Professor	Pharmacognosy & Phytochemistry	SEND MESSAGE
	Ms. Silky Sethy	Associate Professor	Patents Extraction of active ingredients from medicinal plants.	SEND MESSAGE
	Dr. Shrestha Sharma	Assistant Professor		SEND MESSAGE
	Mr. Md. Sabir Alam	Assistant Professor		SEND MESSAGE
	Mr. Sunil Kumar	Assistant Professor		SEND MESSAGE
	Mr. Sanjeev Kumar	Assistant Professor		SEND MESSAGE

Ledger

The students can get information about any previous monetary transaction made to accounts department including receipt number, payment type, bank name and cheque number.

LedgerType	Receipt/Bill No	Dated	Amount	Balance	Payment Type	Bank Name	ChequeNo
Fee Bill	FB201803599	14/Jul/2018	25000	25000	Registration (Non-Refundable)		
Fee Bill	FB201803600	14/Jul/2018	10000	35000	Security Deposit		
Fee Bill	FB201803600	14/Jul/2018	45000	80000	Semester Fee		
Fee Receipt	RC201802699	14/Jul/2018	-80000	0	Cheque/DD	State Bank Of India	337205
Fee Bill	FB201804997	18/Aug/2018	30000	30000	Transport Fee		
Fee Receipt	RC201804229	18/Aug/2018	-30000	0	Cash		
Fee Bill	FB201807022	15/Nov/2018	70000	70000	Semester Fee		
Fee Bill	FB201808941	06/Dec/2018	20	70020	Late Book Fine		
Fee Receipt	RC201805882	06/Dec/2018	-20	70000	Cash		
Fee Bill	FB201809250	19/Dec/2018	30000	100000	Transport Fee		

1234

Total Due : Rs. 0.00   Pay Now   Fee Notice

Assignment

Students can access all assignments posted by faculty members on their Unisoft account. Assignments are visible with subject code, subject name, title of assignment and date of uploading it. Students can download assignments from their portal and submit to the concerned faculty member.

Internship and Placement form

Students have a section on internship and placement forms in their Unisoft portal wherein the type of Internship they are interested to do has to be selected. The placement form requires students to agree /disagree for placement opportunities and on agreement they are supposed to upload their resumes. Students also select the type of sector (Public Private or Government) they want to work with.

Faculty Feedback

Students can give feedback to individual faculty members teaching various courses prescribed in their curriculum majorly under the parameters of subject knowledge, communication skills, class management, punctuality and participation in the lectures.

Student admit card and Result

Students can access and download admit cards directly from their Unisoft account. They can get information regarding their grades, total credit point earned and SGPA from the Result section displayed in their Unisoft portal.

Activity Registration

Students can register themselves for various clubs/ societies in the University by filling up activity registration forms. The registration forms will also state the day allotted for that club/society.

Alumni Feedback

Final year students can fill up the Alumni feedback form and they become a part of our Alumni Association for all kinds of future associations and collaborations. The University continuously strives towards developing the curriculum on the basis of industry requirements and our alumni association plays a significant role in it.

Reappear Registration

In case of appearing for any re appear examinations students can directly fill up forms from their Unisoft accounts.

Transport

If student wants to avail transport facility, they can fill up a form specifying details of their address. Once the request has been generated it reaches Transport Manger for further action.

Mentor and Dean

6. Placement Management

a) Mentor
b) Placement
c) Reports

Unisoft plays a major role in the process of maintaining data for placement. The various modules under this category are as follows:

Mentor

This module gives an account of the mentors assigned for each semester who can further inform students regarding any placement interviews.

Placement

Under this module the Training and Placement Office can give approval for placements, post jobs, upload information regarding the companies which are associated with the University, provide information regarding the contact person for various companies and details of the interview to be conducted. The information once posted is visible in the Unisoft accounts of the faculty members and students.

Reports

All the students who have been placed and appeared for interviews or if there is non-attendance, reports for the same can be generated through this module.

7. Human Resource Management Solution (HRMS)

The Human Resource (HR) function in most organisations accomplishes various tasks, such as tracking existing employee data, which includes personal employee information, employee skills and capabilities, employee accomplishments, salary break up, attendance management, providing employee benefits and much more.

To reduce the manual workload of these administrative activities, organisations have started to automate many of these processes by introducing specialized Human Resource Management Systems.

Salient Features

Effectively combines Human Resource Management (HRM) and Information Technology by merging HR activities and processes with the information technology.

Transforms HR functions into a strategic-level function and key contributor to an organisation's success.

Manages human resources in an effective way, which is crucial in order to meet the organisation's business goals and objectives

Master Level Data Configuration

Employee Information Management: Employee management or employee information maintenance is one of the key functions of HRM solution. Employee related information, such as personal details, contact details, previous job experience and gratuity or PF nomination details, and so on, are saved as employee records in the solution. This forms as a central repository for all employee information either personal or company specific, which enables the administrator to manage and use it as and when required. This feature also helps to manage the benefits and incentives given to employees, leave and attendance. transfers, deputation, separations and so on.

Leave and Attendance: Leave and Attendance module is used to configure the leave and attendance policies in the organisation. As per the organisation's leave policies, you can create various leave types, which can be availed by the employees. It also includes functionalities which enable the employee to apply for leaves and leave encashment. Attendance management in an organisation includes, maintenance of employee shift roster and shift rotation.

8. Library Management

LibSys is an integrated multiuser library management software, that caters to the needs of an advanced library and information professionals. It provides a tree structure system along with Windows-based OPAC.

It runs on various platforms such as WINDOWS (95/98/NT/2000/XP), UNIX (various flavors), LINUXM, etc. Further, it adheres to standards such as MARC and Z39.50 that makes it suitable for cooperative networking and resource sharing.

The KRMU LibSys systems Modules at a glance:

1. Cataloguing System
2. Circulation System
3. Serial System
4. OPAC System

Cataloguing System

It provides online catalogues in various orders maintained in traditional libraries. Additionally, it makes available instant listings under a variety of searchable fields to suit the requirements of a modern reference center.

Other than data entry facility, the system has the additional facility to accept data in standard machine-readable formats such as CCF (ISO-2709), MARC (ANSI-Z39.x), etc. This makes import/export of bibliographic data in standard exchange formats possible. The system provides facilities to generate bibliographies, current awareness services and selective dissemination of information (SDI). The bibliographic data can be viewed through OPAC accessible throughout the campus.

➢ Titles In-Process
➢ Enter Title
➢ Update Title
➢ Update Holdings
➢ Remove Title
➢ Subjects Updates
➢ Titles by Accn No.
➢ Change Accn No.
➢ Retrospective Conversion
➢ Change Type of Document
➢ Accessioning
➢ Merge Titles
➢ Authority File

Circulation System

It maintains up-to-date membership records as well as the latest status of the collection meant for circulation. It facilitates printing of bar-coded ID cards, along with an optional facility to attach member's photograph. It performs all the functions related to circulation, providing suitable checks at every stage. It also takes care of infrequent but routine functions such as bindery record management, books on display in the library, latest additions to the library, etc.
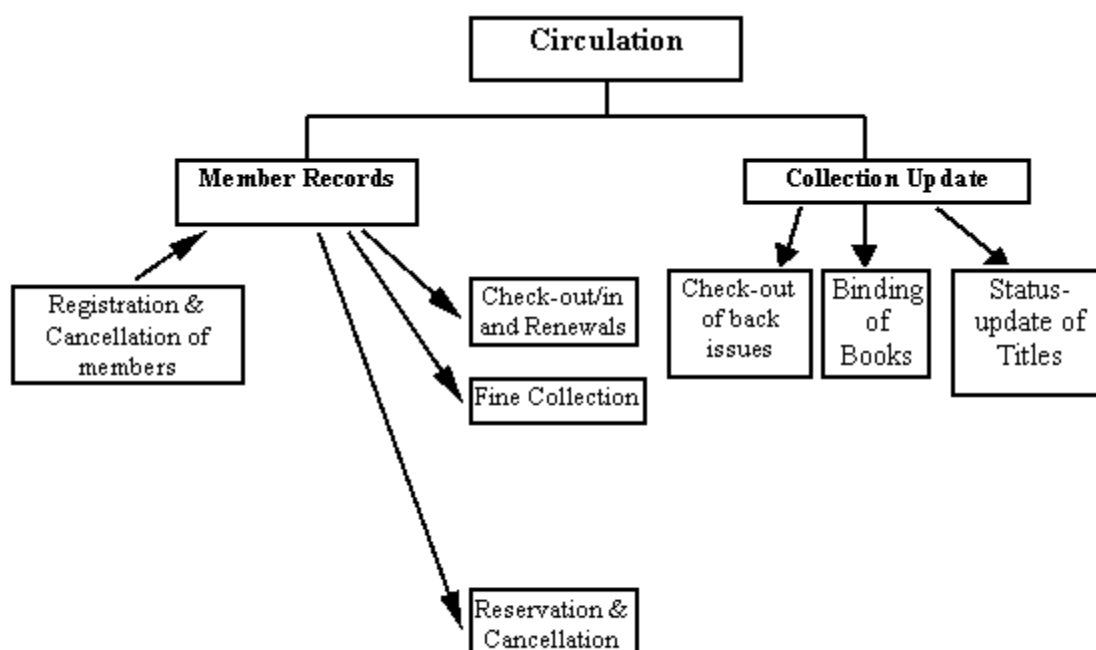
The first thing to do before starting the Circulation process is to set up some parameters regarding the members, their check-outs, member category, subjects of SDI, reasons for cancellation of membership or declaring a member delinquent, etc. Following are the functions of the Circulation System:

- ➢ Member Records
- ➢ Collection Updates
- ➢ Front Desk Operations
- ➢ Reservation
- ➢ Recall/Follow-up
- ➢ Enquiries
- ➢ Reports
- ➢ System Setup
- ➢ House Keeping
- ➢ Serials circulation
- ➢ Fine collection
- ➢ Management Reporting

- ➢ Member History
- ➢ Online Searches

Serial System

It provides control of subscription of periodicals and subsequent monitoring of the scheduled arrival of individual issues. It maintains records of the budget sanctioned for serials under different categories, amounts spent, thus providing complete budgetary control. It also handles serials which are received gratis or in exchange.

The help contents detail the procedure for using the Serial System of LibSys. It covers the following:

- ➢ SUBSCRIPTION
- ➢ ISSUES MANAGEMENT
- ➢ ARTICLES INDEXING
- ➢ RECORD KEEPING
- ➢ ENQUIRIES
- ➢ REPORTS
- ➢ SYSTEM SET-UP
- ➢ HOUSE-KEEPING
- ➢ STOCK VERIFICATION
- ➢ CIRCULATION
- ➢ UNION CATALOGUE
- ➢ ONLINE SEARCHES

ONLINE PUBLIC ACCESS CATALOGUE (OPAC)

As the acronym suggests, it provides an Online Public Access Catalogue. The bibliographic databases can be accessed with printed indexes. The system includes a word-based search facility using Boolean operators that can narrow down a search to meet very specific needs. Additional features of this system are:

- Periodic listing of recent additions to the library;
- Member can check their borrowing history;
- Members can find the materials checked-out to them; and
- Reserve materials that are currently in circulation.

The patrons in the library can search the bibliographic database and find specific information online. The search facility also apprises the user about the availability of each item for circulation, including current status of individual copies of a title and reserve status. The scope of these services includes:

Online Catalogues: The following catalogues are available online:

- Title Catalogue
- Author Catalogue
- Subject Catalogue
- Classified Catalogue
- KWIC Index
- Publisher
- Place of Publication
- Boolean Searches: The boolean searches can be made on words from any of the bibliographic fields. The use of the logical connectors 'OR', 'AND' and 'AND NOT' is allowed. The search is facilitated by using:
- Truncation
- Use of parentheses
- Proximity connectors (same as provided by 'DIALOG')
- There is option to conduct searches on specified bibliographic fields or on all the fields. The search can be limited by specific publishing period or/and document type. The search results may either be viewed on screen or printed or saved.
- Current Serials: To provide online information on holdings of current serials including recent issues received.
- Recent Additions: To make available new additions to the library, to the patrons.
- Electronic Mail: To generate E-mail for various notices, SDI, circulars, etc.
- Multiple Databases: To support the definition of multiple databases based on types of documents for searching in OPAC.
- Images/Full text Retrievals: Images of full text or specific portion of a document can be browsed in multi-windows interface.
- Other services from OPAC Client: Updating subject interest profile for SDI by users themselves; request for acquisition of a document; while browsing / searching various catalogues, facility to develop request online for putting a specific title on reserve, etc.