



METRIC	PARTICULAR
6.2.3	Implementation of e-governance in areas of operation  1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination

REC ERP Document	<a href="#">VIEW DOCUMENT</a>
Screenshots	<a href="#">VIEW DOCUMENT</a>



Implementation of e-governance in areas of operation	Screenshots	Page No.	Link
Administration	i)Managing Staff and Student Details	01	<a href="#">View Document</a>
	ii)Student & Staff Search Details	02	<a href="#">View Document</a>
	iii) Staff Role	03	<a href="#">View Document</a>
	iv) Work flow Process	04	<a href="#">View Document</a>
Finance and Accounts	i)Financial Transactions	05	<a href="#">View Document</a>
	ii)Fee Payment	06	<a href="#">View Document</a>
	iii)Students Fees due Details	07	<a href="#">View Document</a>
Student Admission and Support	i) Student Admission Portal	08	<a href="#">View Document</a>
	ii)Admission Registration Form	09	<a href="#">View Document</a>
Examination	i)Scheduling Exams	10	<a href="#">View Document</a>
	ii) Examination Results	11	<a href="#">View Document</a>

# ADMINISTRATION

UNIFIED | Manage Staff and Student Details

Person Information | More Information | Contact Details | Family Details | Prior Experience | Education Details | Publication & Project | Documents

Add Publication

Edit	Delete	Type	ConferenceType	Date	Conference/Journal Title	Topic
No Items To Display						

Add Project

Edit	Delete	Title	Role	StartDate	EndDate	RoleDescription	SponsorName	ProjectCost(INR)
		Interactive teaching Aid for Autistic children	PRINCIPAL INVESTIGATOR	01-11-2014	04-08-2016	IMPLEMENT THE PROJECT	TIDE DST	41.6 LAKHS
		Efficient Prediction and Monitoring Tool for Diabetes Patients using Data Mining and Smart Phone System	PRINCIPAL INVESTIGATOR	01-06-2015	04-08-2016	IMPLEMENT THE PROJECT	AICTE - Research Proposal SchemeScheme	4.76 LAKHS
		Efficient Classifier for Detecting Spam in Social networks through Feature Relevance Analysis	PRINCIPAL INVESTIGATOR	01-06-2015	31-03-2016	IMPLEMENT THE PROJECT	COMPUTER SOCIETY OF INDIA	30 000
		Efficient classifier for clinical life data (parkinsons, breast cancer and p53 mutants) through feature relevance analysis and classification	CO-INVESTIGATOR	01-04-2011	31-03-2014	IMPLEMENT THE PROJECT	AICTE-RPS	7 LAKHS
		A Visualization framework to enhance the learning of hearing impaired children	Co-Investigator	01-08-2016	04-08-2016	IMPLEMENT THE PROJECT	TIDE DIVISION DST	28.56 803

1 - 5 Of 5 Items

Previous Next

Apply Cancel

jpegmini\_optimize...zip IMG-20220905-W...jpg DSC\_2831.JPG DSC\_2792.JPG DSC\_2789.JPG DSC\_2775.JPG IMG\_20220905\_09...jpg Show all

# ADMINISTRATION

**UNIFIED | SEARCH STUDENT**

Manage Staff and Student Search Details

Person Type: Student | Name: Namer | Roll Number: 211001110 | Department: --Select--

Email: Email

**Search**

Edit	PersonId	Name	RollNumber	DateOfJoining	DateOfBirth	MaritalStatus	Department
No Items To Display							



*S. K. Murugesan*

PRINCIPAL  
RAJALAKSHMI ENGINEERING COLLEGE  
AN AUTONOMOUS INSTITUTION  
THANDALAM, CHENNAI - 602 105.



# ADMINISTRATION

Unified Portal

UNIFIED | ADMINISTER MENU RIGHTS

MENU RIGHTS

Role: Professor and Head

Save Clear

Search By Menu/Parent Menu

enter search text...

Ischecked	Menu	Parent Menu	Navigate Url	Edit	View	Field Edit
<input checked="" type="checkbox"/>	Administration			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assessment Masters	Assessment		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	View Feedback	Event Details	~/UI/Modules/Assessment/UnViewFeedback.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Course Master	Admin Masters	~/UI/Modules/UnCourseMaster.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Department Master	Admin Masters	~/UI/Modules/UnDepartmentMaster.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Job Master	Admin Masters	~/UI/Modules/UnJobMaster.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Institution Calendar	Admin Masters	~/UI/Modules/UnScheduleMaster.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Section Master	Admin Masters	~/UI/Modules/UnSectionMaster.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Syllabus Master	Admin Masters	~/UI/Modules/UnSyllabusMaster.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Lookup Master	Admin Masters	~/UI/Modules/UnLookupMaster.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Vendor Master	Admin Masters	~/UI/Modules/Master/UnVendorMaster.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assessment			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Block & Room Master	Admin Masters	~/UI/Modules/UnBlockMaster.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Company Master	Admin Masters	~/UI/Modules/UnCompanyMaster.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Student Fee Confirmation	Assessment Transactions	~/UI/Modules/PaymentConfirmation.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Create Question Bank	Assessment Masters	~/UI/Modules/UnQuestionBank.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Assessment Transactions	Assessment		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Schedule Exam Event	Assessment Transactions	~/UI/Modules/UnExamEvent.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	View Exam Seating Arrangement	Assessment Transactions	~/UI/Modules/UnViewSeatingArrangement.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Linked with Show Events Screen	Assessment Transactions	~/UI/Modules/Assessment/UnExamPricer.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Upload Marks	Assessment Transactions	~/UI/Modules/Assessment/UnMarksUpload.aspx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Assessment Approvals	Assessment		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



*S. D. Meyyappan*  
 PRINCIPAL  
 RAJALAKSHMI ENGINEERING COLLEGE  
 AN AUTONOMOUS INSTITUTION  
 THANDALAM, CHENNAI - 602 105.

# ADMINISTRATION

Unified | WORK FLOW RIGHTS

Work Flow Process: TimeTableLessonPlan

Save Clear

Search By Roles:

Role	Approve	Reject	ViewOnly	Forward	FormEdit
<input type="checkbox"/> Accountant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accounts Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Accounts Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Administrative Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assistant Accounts Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assistant Administrative Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Assistant Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assistant Systems Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assistant Warden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Associate Professor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Associate Professor and HOD VC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Campus Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Carpenter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cashier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Catering Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Chairman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Counsellor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Department Co-Ordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Deputy Warden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> EDP Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Electrical Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> English Co-ordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



*S. D. Heeneyan*  
 PRINCIPAL  
 RAJALAKSHMI ENGINEERING COLLEGE  
 AN AUTONOMOUS INSTITUTION  
 THANDALAM, CHENNAI - 602 105.


## FINANCE & ACCOUNTS




# FINANCE & ACCOUNTS

Browser tabs: Inbox (68,267) - m... Spam (90) - gopi... CHIDHAMBARASI... (2) Boleros in... Impartus... Home | Rajalaksh... Home | Rajalaksh... Home | Rajalaksh... Online Fee Payme... Rajalakshmi Eng...

Address bar: payments.bilddesk.com/bdcollect/pay?p1=518&p2=14

**Rajalakshmi Engineering College**  
Rajalakshmi Nagar, Thandalam, TamilNadu, 602105

**Indian Bank**  
Your money. Our passion.

**Student Login**  
Enter your credentials below and click on **'Submit'** to proceed.


Roll no


Enter Roll no

Date of Birth (dd-mm-yyyy)

Enter Date of Birth (dd-mm-yyyy)

Submit



**Powered by**  
**Bilddesk**  
Digitally Enabled Payments

Site best viewed in IE7+, Firefox 3.5+, Chrome 3+, Safari 5.0+ at 1024 x 768 pixels resolution.

*S. L. Sampson*  
PRINCIPAL  
RAJALAKSHMI ENGINEERING COLLEGE  
AN AUTONOMOUS INSTITUTION  
THANDALAM, CHENNAI - 602 105.



# FINANCE & ACCOUNTS

payments.billdesk.com/collect/pay?p1=518&p2=14

**Rajalakshmi Engineering College**  
Rajalakshmi Nagar, Thandalam, Tamil Nadu, 602105

**Make Payment** **Past Payments**

Verify Student details Log out  
Please confirm your details and click on **Initiate Payment** to proceed.

Student Name: JAISON JOSEPH

Roll no: 180201018 Date of Birth (dd-mm-yyyy): 18-10-2000 Course: BE-AUTO  
Year: PASSEDDOUT Mobile: 9176099571 E mail ID: jaison.joseph.2018.auto@rajalakshmi.edu.in

Fee Summary

Amount Payable	₹ 0.00	Due Date	₹ 0.00	₹ 0.00	
	Amount		Late Fee	Total Amount	Details
Fee Category	Amount	Due Date	Late Fee	Total	

☐ I agree with Terms & Conditions

No Fee pending

**Initiate Payment** ₹ 0.00

**PRINCIPAL**  
**RAJALAKSHMI ENGINEERING COLLEGE**  
AN AUTONOMOUS INSTITUTION  
THANDALAM, CHENNAI - 602 105.

27°C Light rain 09:39 17-03-2022



# STUDENT ADMISSION & SUPPORT



*S. N. Manoj*  
PRINCIPAL  
RAJALAKSHMI ENGINEERING COLLEGE  
AN AUTONOMOUS INSTITUTION  
THANDALAM, CHENNAI - 602 105.

Inbox (68,267) - manager.A@ra... CHIDHAMBARASH M - Admin... (2) Boleros instrumentales... Impartus... Home | Rajalakshmi Engineering... Rajalakshmi Engineering College

rajalakshmi.org/admission2022/recorganic/

## REC PROGRAMME

Rajalakshmi Engineering College, approved by AICTE, New Delhi, established in the year 1997 currently offers 16 UG and 9 PG courses and also offers 9 Research programs (Ph.D./M.S.). It consist of both classroom training as well as outbound training which will make our students industry-ready from the day they graduate from REC.

[APPLY NOW](#)

### Admission Open - 2022

Gopi BR

[gopi.br@gmail.com](#)

+91 9940021579

B.E Computer Science Engineering

Tamil Nadu

Chennai

An OTP will be sent to your Email for Verification. Kindly enter the OTP on the next page

[APPLY NOW](#)

## REC ADVANTAGE

**2<sup>nd</sup> MOST PREFERRED CAMPUS FOR ENGINEERING ADMISSIONS AMONG ALL SELF-FINANCING COLLEGES IN TAMILNADU**

<b>17</b> UG Courses	<b>9</b> PG Courses	<b>1900+</b> Placement Offers	<b>25+CR</b> Research Funding	<b>NAAC</b> A Grade
-------------------------	------------------------	----------------------------------	----------------------------------	------------------------

Admissions Open 2022 [Apply Now](#) CALL US @ 044-26461316, 044-26460124, +91 7305512650

Type here to search

27°C Light rain 09:11 17-08-2022

# STUDENT ADMISSION & SUPPORT

*S. V. Humphrey*

PRINCIPAL  
RAJALAKSHMI ENGINEERING COLLEGE  
AN AUTONOMOUS INSTITUTION  
THANDALAM, CHENNAI - 602 105.

Browser tabs: Inbox (68,267) - manager.k@ra... CHIDHAMBARASH M - Admin C... (2) Boleiros instrumentales F... Impartus... Home | Rajalakshmi Engineering... REC

Address bar: rajalakshmi.org/admission2022/recorganic/application/index.php?id=58508&name=Gopi%20BR&email=gopi.br@gmail.com&course\_interest=B.E%20Computer%20Science%20Engineering&city\_from=Chennai&state\_from=Tamil%20Nadu&phone\_num...

**RAJALAKSHMI ENGINEERING COLLEGE**  
An AUTONOMOUS Institution  
Affiliated to ANNA UNIVERSITY, Chennai

### B.E/B.TECH REGISTRATION FORM

**USER REGISTRATION** \* FIELDS ARE MANDATORY

**Name:** \*

Gopi BR

**Email ID:** \*

gopi.br@gmail.com

**Phone Number:** \*

9940021579

**OTP:** \*

1234

An OTP will be sent to your Email for Verification, Kindly enter the OTP above

**DoB:** \*

05/02/2002

**Gender:** \* ☒ Male ☐ Female

**Aadhaar Number:**

3121121243115678

**REGISTER**

**RAJALAKSHMI ENGINEERING COLLEGE**  
AN AUTONOMOUS INSTITUTION  
Thandalam, Chennai - 602 105

Windows taskbar: Type here to search... 27°C Light rain... 09:33 17-08-2022

# EXAMINATION

Unified | SCHEDULE EXAM EVENT

## SCHEDULE EXAM EVENT

Academic Year \*  Semester Type \*  Exam \*  Exam Type \*  Exam Category \*  Start Date \*  End Date \*

Degree \*  Exam Title  Session \*  Start Time \*  End Time \*

Description

[VIEW DETAILS](#)

### EXAM SCHEDULE LIST

Edit	Academic Year	Event Type	Event Category	Title	Start Date	End Date	Session	Start Time	End Time
	2021-22	ASSIGNMENT 2	Regular	2021-22/EVEN/ASSIGNMENT 2/Regular/PG	26-07-2022	04-08-2022	AFTERNOON	03 00 PM	04 30 PM
	2021-22	CA TEST 2	Regular	2021-22/EVEN/CA TEST 2/Regular/PG	26-07-2022	04-08-2022	FORENOON	08 10 AM	09 40 AM
	2021-22	UNIVERSITY EXAM	Regular	2021-22/EVEN/UNIVERSITY EXAM/Regular/PG	14-07-2022	27-07-2022	FORENOON	09 30 AM	12 30 PM
	2021-22	ASSIGNMENT 3 / MBA	Regular	2021-22/EVEN/ASSIGNMENT 3 / MBA/Regular/PG	04-07-2022	11-07-2022	AFTERNOON	02 55 PM	04 30 PM
	2021-22	CA TEST 3 / MBA	Regular	2021-22/EVEN/CA TEST 3 / MBA/Regular/PG	04-07-2022	11-07-2022	FORENOON	10 10 AM	12 10 PM
	2021-22	UNIVERSITY EXAM	Regular	2021-22/EVEN/UNIVERSITY EXAM/Regular/UG	12-07-2022	25-07-2022	FORENOON	09 30 AM	12 30 PM
	2021-22	ASSIGNMENT 3 / I YEAR	Regular	2021-22/EVEN/ASSIGNMENT 3 / I YEAR/Regular/UG	25-06-2022	02-07-2022	AFTERNOON	03 00 PM	04 30 PM
	2021-22	CA TEST 3 / I Year	Regular	2021-22/EVEN/CA TEST 3 / I Year/Regular/UG	25-06-2022	02-07-2022	FORENOON	08 00 AM	09 30 AM
	2021-22	ASSIGNMENT 1 / I YEAR	Regular	2021-22/EVEN/ASSIGNMENT 1 / I YEAR/Regular/PG	25-06-2022	09-07-2022	AFTERNOON	03 00 PM	04 30 PM
	2021-22	CA TEST 1 / I Year	Regular	2021-22/EVEN/CA TEST 1 / I Year/Regular/PG	25-06-2022	09-07-2022	FORENOON	08 10 AM	09 40 AM

1 - 10 of 378 items

[INVIGILATOR SELECTION](#) [SAVE](#) [CLEAR](#)

S. V. Thompson



PRINCIPAL  
RAJALAKSHMI ENGINEERING COLLEGE  
AN AUTONOMOUS INSTITUTION  
THANDALAM, CHENNAI - 602 105.

# EXAMINATION

UNIFIED | EXAMINATION RESULT

EXAMINATION RESULT

Academic Year: 2021-22 Batch: 2021-2025 Course: B Tech-IT Semester: I Name / Roll Number: SHRUTHI B - 211001101

END SEMESTER EXAMINATION RESULT - ODD 2021-2022

Branch : B Tech-IT Name : SHRUTHI B Register Number : 211001101

SEMESTER	SUBJECT CODE	SUBJECT NAME	GRADE	RESULT
I	CY19143	Applied Chemistry	A	Pass
I	GE19122	Engineering Practices - Electrical and Electronics	A	Pass
I	GE19144	Programming Using C	A	Pass
I	HS19151	Technical English	A	Pass
I	MA19152	Linear Algebra and Applied Calculus	A+	Pass
I	MC19102	Indian Constitution and Freedom Movement	A	Pass

GPA : 8.25 Result Published Date : 05-08-2022

WH - With Held, RA\* - Absent, RA / U - Re-Appearence

\*\* WH - Please Contact Admin

Disclaimer: The result published at www.rajalakshmi.in is PROVISIONAL only. We are not responsible for any inadvertent error that may have crept in the data / results being published on the Internet. This is being published on the Internet just for immediate information to the examinees. The final mark sheets issued by the College should only be treated authentic and final in this regard.

PrintDate : 08/17/2022

PRINT

RAJALAKSHMI ENGINEERING COLLEGE  
AN AUTONOMOUS INSTITUTION  
THANDALAM, CHENNAI - 602 105.

Principal





# RAJALAKSHMI ENGINEERING COLLEGE

An AUTONOMOUS Institution  
Affiliated to ANNA UNIVERSITY, Chennai

---

## *E-Governance – Unified Portal Campus Automation System*

---



*S. V. Kumaran*

PRINCIPAL

RAJALAKSHMI ENGINEERING COLLEGE

AN AUTONOMOUS INSTITUTION

THANDARAM, CHENNAI - 602 105

REC Unified Portal : User Guide :: Page 1 of 126



## E-Governance – Unified Portal – Campus Automation System

The country's social and economic success is dependent in great part on its citizens having access to a vast amount of data and knowledge obtained through new learning channels. It is critical to ensure that the education sector evolves. In this context, e-Governance can help improve transparency, provide quick information, disseminate information, improve administrative efficiency, and provide educational services. All stakeholders, including management and authorities, teaching and nonteaching personnel, parents, students, alumni, and other government entities such as the parent university, UGC, and AICTE, should be included in governance as a concept. All of the aforementioned are factors in active decision-making. It's critical to make sure that governance is not simply democratic but also responsible and transparent. Accountability and responsibility are essential components of the system's proper operation. Implementing e-Government increases accountability, integrity, credibility, transparency, and efficiency in the institution's day-to-day operations, allowing it to provide effective services to all of its stakeholders. There will be no communication breakdowns, and data processing will be hastened to facilitate the flow of information inside the institution. Through connection with industry and society, E-Governance delivers excellent governance, empowers stakeholders, decreases process costs and time, and improves administrative performance.

**Implementation of e-governance in areas of operation: 1. Administration 2. Finance and Accounts 3. Student Support 4. Examination**

### Main Objectives

1. To use an automation system to digitalize the campus and assure efficient operation in all areas of the institution's management.
2. To instill responsibility, honesty, trustworthiness, transparency, and efficiency in the institution's day-to-day operations.

### Roles & Responsibilities

Campus Automation System Team shall be responsible for the following activities:

1. Staff Management
2. Academic Management Module
3. Library Management
4. Evaluation & Assessment
5. Finance & Accounts
6. Administration and maintenance of REC Web Portal

## Implementation Details of Campus Automation System in REC

Rather than the conventional method of employing paper records, it facilitates current management in the institution. The campus management system delivers complete control of the institution through the desktop of the Chairperson, Principal, and other management heads, allowing management to make decisions faster than earlier. Its ability to display the data graphically allows the users to have a clear view of the information of students, employees, finances, and libraries.

### ADMINISTRATION

Administration module will be used to include master data for STAFF, STUDENT, PARENT and ALUMNI.

### STUDENT MANAGEMENT

The academic begins with admission and ends with receiving the degree. The software module should process each phase of a student's life cycle on campus. This module allows the institution to perform more as follows:

1. Registration of Students.
2. Student ID Card, Promotion/Transfer/Debar/Exit.
3. Maintain student bio-data.

### STAFF MANAGEMENT

This module is responsible for all the staff activities, including academic information, scheduling classes, and so and so forth. This module enables the institution to do the following of other activities:

1. Students attendance.
2. Conduct CAT tests and evaluations
3. Plan lessons at the beginning of year using Lesson Planner/Daily entry/ lesson plan deviation.
4. Subject Preference and Subject Allocation.
5. Event arrangements like Seminars, Sports, Industrial Visits, Projects, Parents' Meetings, etc. Event creation is quite common of functionality which will be used while scheduling all events like staff meetings, Student meetings, Special Classes, and Training. Through this functionality of all events can be tracked/sorted.  
w.r.t event type wise, month wise. Participants with specific criteria can also be selected through dynamic filter option provided in this functionality.

### ACADEMIC MANAGEMENT

The examination module is responsible for managing and controlling all information about examinations and their scheduling. This module enables the institution to do the following of other activities:

1. Course and Subject Management.
2. Plan and Conduct internal tests.
3. View subjects being taken by each department in a year.
4. Issue hall tickets after checking.
5. Record CAT and End Semester mark details and performance evaluation.
6. Access marks obtained by all the students in all exams with Current and Arrears.
7. Calculate internal marks based on CAT tests and Assignment.

## PAYROLL

In this module user can manage functionalities like Grade Pay Master, Pay Earning Master, Pay Tax Master, Professional Tax Master, Pay Tax Section, Grade Pay Earnings Master, Salary Processing, Pay Slip Generation, Loans and Advances, Pay Transaction Master.

1. Maintain a record of your master accounts, ledgers, and groups.
2. Fee definition management for various seat types, quotas, and concessions.
3. Using Bank Conciliations to manage your bank and cheques
4. Budgeting and financial management are two of the most important aspects of business.
5. Day Book Receipts, Payments, and Journal Transactions
6. Investigate the balance sheet, bank account, and cash book.

## LIBRARY

This module will keep track of all the books, magazines, and other publications, as well as their purchase and distribution information. This module enables the institution to do the following, among other things:

1. Use barcode systems for faster transactions. Sort books into categories and manage them accordingly.
2. Look over books that are frequently used and more.
3. Inward entries by staff, students, and non-members; rack management; issue, return, lost, and renewal
4. Look through the OPAC and keep an eye on the inventory status.

## HRMS

This module is responsible for managing and maintaining all aspects of human resource development and employee management. Manage staff data entry contains staff personal information, Family details, Educational information, Prior experience (if any), projects & publications if they participated, and any additional information such as Bank details, insurance, etc. All Education and experience certificates can be uploaded and saved through this functionality. The institution can use this module to do the following, among other things:

1. Staff ID card, appraisal, research activities, papers and Manage Bio-Data.
2. Code, designation, category, scale, slab, allowance, deduction, leave masters.
3. Apply and approval of leave and loan.
4. Maintain payroll and generate pay slips.
5. Staff Profile management.
6. Biometric Attendance of the staff.

## PLACEMENT

In this module user can manage functionalities like Schedule Campus Placement, Student registration/acceptance, Approve Placement Schedule. Apart from this we have developed functionalities like Update Placement Details and Update Placement attendance.

## HOSTEL MANAGEMENT

In this module various functionalities are added to automate the manual workflow and to enhance the existing process in REC Hostels. Key Features in UNIFIED Hostel Module:

1. Managing Hostel Room Assignments.
2. Attendance Upload.
3. High-level and Drilldown view of hostel student attendance.
4. Leave Request Management.
5. Device Registration Request Process.

## VISITOR MANAGEMENT

Helps to track the visitors visiting the Staff or the Students, who are being permitted by the Security Admin for issuing the visitor's pass & Gate pass.

## TRANSPORTATION

In this module users can manage functionalities like Managing the Route Master i.e. entry and update of Route including the Pickup locations and Parking locations etc. Assigning the routes to a vehicle and driver, Trip sheet details and Transport request and approval process is also included in this delivery.



# UNIFIED PORTAL

---

## User Guide Ver1.0 ADMINISTRATION

Date	Version	Author	Summary of changes
AUG - 2016	1.0	ABITS	First release to client



## Contents

Administration.....	8
Admin Masters.....	8
Batch Master .....	8
Course Master.....	9
Department Master .....	10
Job Master .....	11
Institution Calendar .....	12
Section Master .....	13
Syllabus Master.....	14
Look Up Master.....	15
Vendor Master.....	16
Block & Room Master .....	17
Company Master.....	19
Student Fee Confirmation Master.....	20
Administer Menu Master .....	21
Administer Menu Rights.....	22
NCR Form .....	22
Feedback Questions .....	23
Student Fees Master.....	24
Work Flow Rights.....	24
Holiday Master .....	25
Admin Requests.....	26
Change of Course Request.....	26
Student Elective Subject Request.....	26
Admin Approvals .....	27
Change of Course Request Approval.....	27
Elective Subject Request Approval.....	28
Arrangement Request Approval.....	28

## Administration

Administration module will be used to include master data for STAFF, STUDENT, PARENT and ALUMNI. Added data will be used in all other further processing in this UNIFIED portal.

### Admin Masters

#### Batch Master

The screenshot shows the 'UNIFIED BATCH MASTER' web application. On the left is a dark blue sidebar with the 'RAJALAKSHMI' logo and a search bar. Below the search bar are navigation links: 'Administration (22)' and 'Admin Masters (18)'. Under 'Admin Masters', the following links are listed: 'Batch Master', 'Course Master', 'Department Master', 'Job Master', 'Institution Calendar', 'Section Master', 'Syllabus Master', and 'LookupMaster'. The 'Batch Master' link is highlighted. The main content area has an orange header with 'UNIFIED BATCH MASTER' and a 'REC' button. Below the header, the title 'BATCH MASTER' is displayed. There is a search bar labeled 'Search By BatchName' and a 'Batch Master Code' input field. To the right of these is an 'ADD NEW' button. Below the search and input fields are three input fields: 'Batch Code', 'Batch Name', and 'Description'. To the right of these fields are 'SUBMIT' and 'CLEAR' buttons. Below the input fields is a table with columns: 'edit', 'delete', 'batch code', 'batch name', and 'description'. The table contains 8 rows of data. At the bottom of the table is a pagination bar showing '1 - 8 of 8 items'.

edit	delete	batch code	batch name	description
		10	2014-2019	Bachelor of Engineering
		9	2012-2016	Bachelor of Engineering
		7	2014-2018	Bachelor of Engineering
		6	2013-2017	Bachelor of Engineering
		4	2015-2017	Master of Business Administration or M.B.A.
		3	2015-2018	Master of Computer Application
		2	2015-2019	Bachelor of Engineering
		1	2015-2020	Bachelor of Architecture

This functionality helps in creating the Batch concerning the Departments and Courses.

Below is the process which follows for adding details in Batch Master:

#### Steps Involved:

1. Click Add New.
2. Enter the Batch Code, Batch Name and Description.
3. Batch Code and Batch Name are Mandatory fields.
4. Click Submit.
5. Click Edit for updating the details, Click Update.
6. Click Delete, Click OK for deleting the details.

## Course Master

**UNIFIED COURSE MASTER**

**COURSE MASTER**

Search by: CourseCode, CourseName

Course Code:  Course Name:  Department:  Degree:  Semester:

Description:

**ADD NEW**

**SUBMIT** **CLEAR**

edit	delete	course code	course name	department	description	degree	semesters
		00004	MS	MS	M S	M S	2
		00003	Ph D	PhD	Ph D	Ph D	4
		00002	MCA	MCA	M C A	MCA	3
		00001	MBA	MBA	M B A	MBA	4
		32	ME-ED	MECH	ME Engineering Design	M E	2
		22	ME-SE	IT	ME Software Engineering	M E	2
		31	ME-ME	BIOMED	ME Medical Electronics	M E	2
		24	ME-PED	EEE	ME Power Electronics and Drives	M E	2
		12	ME-Computer Science and Engineering	CSE	ME Computer Science and Engineering	M E	2

This functionality deals with adding courses of REC. Administering the course can be performed like entry of masterdata and updating by searching the respective course details.

Below is the process which follows for adding details in Course Master:

### Steps Involved:

1. Click Add New.
2. Enter the Course Code, Course Name, Select the Department, Degree, Semester and EnterDescription.
3. Course Code, Course Name, Department, Degree, Semester are Mandatory fields.
4. Click Submit.
5. Click Edit for updating the details, Click Update.
6. Click Delete, Click OK for deleting the details.

## Department Master

**UNIED | DEPARTMENT MASTER**

**DEPARTMENT MASTER**

Search

Department Code:  Department Name:  Department Manager:  Description:

Academic Flag: ☐ Time Table Flag: ☐

**ADD NEW** **CLEAR** **SUBMIT**

edit	delete	department code	department name	description
		TTD	TimeTable Department	TimeTable Department
		Projects	Projects	Manage Projects
		Hostel	Hostel	Hostel Warden
		HR	HR	Human Resource
		TPO	TPO	Training and Placement officer
		Library	LIBRARY	Library
		23	ACCOUNTS	Accounts
		06	ENGLISH	English
		Purchase	Purchase	
		30	ARCH	ARCHITECTURE

1 2 3 4 15 items per page 1 - 15 of 15 items

This functionality deals with departments of REC. Administering the departments can be performed by entry of master data and updating by searching the respective department.

Below is the process which follows for adding details in Department Master:

### Steps Involved:

1. Click Add New.
2. Enter the Department Code, Department Name, Department Manager, and Description and Check the Academic Flag for Academic departments and Time Table Flag for Time Table Processing.
3. Click Submit.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.

## Job Master

**UNIFIED | JOB MASTER**

**JOB MASTER**

Search By JobCode JobName

Enter search text

Job Code Job Name Description

ADD NEW

SUBMIT CLEAR

edit	delete	job code	job name	description
		IT59	Hostel Warden	Hostel Warden
		IT58	TPO Assistant	TPO Assistant
		IT57	Transport Assistant	Transport Assistant
		IT56	Transport Officer	Transport Officer
		IT55	Department Coordinators	Department Coordinators
		IT54	Purchase Assistant	Purchase Assistant
		IT53	Purchase Officer	Purchase Officer
		IT49	HR Manager	HR Manager
		IT48	TPO Officer	TPO Officer
		IT46	Transport Manager	Transport Manager

11 - 20 of 68 items

This functionality deals with creating Teaching and Non-teaching staff designations in REC. All staff designations can be entered and updated by using this.

Below is the process which follows for adding details in Job Master:

### Steps Involved:

1. Click Add New.
2. Enter the Job Code, Job Name and Description.
3. Job Code and Job Name are Mandatory fields.
4. Click Submit.
5. Click Edit for updating the details, Click Update.
6. Click Delete, Click OK for deleting the details.



## Institution Calendar

The screenshot shows the 'Unified Institution Calendar' web application. On the left is a dark blue sidebar with the 'RAJALAKSHMI' logo and a search bar. Below the search bar are two sections: 'Administration (22)' and 'Admin Masters (15)'. The 'Admin Masters' section is expanded, showing a list of master data types: Batch Master, Course Master, Department Master, Job Master, Institution Calendar (highlighted), Section Master, Syllabus Master, and LookUpMaster. The main content area has an orange header with the text 'Unified Institution Calendar'. Below the header, the title 'INSTITUTION CALENDAR' is displayed. There is a 'Search' section with a text input field labeled 'ENTER SEARCH VALUE', a 'Course' dropdown menu currently showing '-Select-', and a 'Schedule Type' dropdown menu also showing '-Select-'. At the bottom right of the search section are two buttons: 'SUBMIT' and 'CLEAR'.

This functionality helps in adding Academic Year, Exam or Semester details in the institution calendar master.

Each Schedule type should ensure whether the relevant parent information has been added. Process flow will happen as they are inter-related to schedule type created.

- For Academic Year creation, ensure the START DATE against the COURSE selected and submitted.
- For adding SEMESTER, ensure ACADEMIC YEAR data has been provided.
- After creating ACADEMIC YEAR and SEMESTER data successfully, then we can add EXAM details

Below is the process which follows for adding details in Institution Calendar:

### Steps Involved:

1. Select Schedule Type, Schedule Type Value, Parent Schedule Type, Parent Schedule.
2. Start Date and End Date.
3. Click Submit.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.

## Section Master

**UNIFIED SECTION MASTER**

SECTION MASTER

Search By: Department Name, Course Name, Semester

ADD NEW

Section Code \*  
Section Name \*  
Department \*  
Course \*  
Semester \*

Description

Primary Flag ☐

SUBMIT CLEAR

edit	delete	section code	section name	department name	course name	primary flag	semester	description
/		SP2	SCB	AUTO	BE-AUTO	N	ODD	Split Class- Auto B
/		SP1	SCA	AUTO	BE-AUTO	N	ODD	Split Class - Auto A
/		SP6	SC-C&D	MECH	BE-MECH	N	ODD	Split section for Mech C&D
/		SP5	SC-A&B	MECH	BE-MECH	N	ODD	Split Section for Mech A&B
/		SP4	SC-D	MECH	BE-MECH	N	ODD	Split Section for Mech D
/		SP3	SC-C	MECH	BE-MECH	N	ODD	Split Section for Mech C
/		SP2	SC-B	MECH	BE-MECH	N	ODD	Split section for Mech B
/		SP1	SC-A	MECH	BE-MECH	N	ODD	Split Section for MECH A

This functionality deals with adding sections to courses based on actual student strength and also allocated room strength. Entry of master data section, data and updating by searching the respective section.

Below is the process which follows for adding details in Section Master:

### Steps Involved:

1. Click Add New.
2. Enter the Section Code, Section Name, Select Department, Course, Semester and Enter Description.
3. For all Primary Sections, Primary Flag check box has to be selected. If it is Split Class, Primary Flag selection is not Mandatory
4. Section Code, Section Name, Select Department, Course, Semester are Mandatory fields.
5. Click Submit.
6. Click Edit for updating the details, Click Update.
7. Click Delete, Click OK for deleting the details.

## Syllabus Master

This functionality deals with subject details of REC. Administering subjects can be performed like entry of master data and updating by searching the respective subject.

Below is the process which follows for adding details in Syllabus Master:

### Steps Involved:

1. Select Regulation, Degree, Enter Subject Code, Subject Name, Description, Lecture, Tutorial, Practical, Credits, Total Period, Distance, Weight age.
2. Select Elective if Elective subject or Lab Flag and Consecutive Flag.
3. Regulation, Degree, Enter Subject Code, Subject Name, Description, Lecture, Tutorial, Practical, Credits, Total Period, Distance, Weight age are Mandatory fields.
4. Click Save.
5. Click Edit for updating the details, Click Update.
6. Click Delete, Click OK for deleting the details.

## Look Up Master

**Lookup Master**

**Adding New Lookup Record**

Lookup Module:  Lookup Type:  Lookup Code:

Description:  Lookup Meaning:  Tag:

**Showing All Lookup Records**

edit	delete	lookup module	type	lookup code	lookup meaning	description	tag
		HRMS	EDUCATION_TYPE_CO	BPED	Physical Education	Physical Education	UG
		HRMS	EDUCATION_TYPE	BPEd	B PEd	B.PEd	UG
		HRMS	EDUCATION_TYPE	M S W	M S W	M S W	PG
		HRMS	EDUCATION_TYPE	MBA	UBA	UBA	PG
		HRMS	EDUCATION_TYPE	MCA	MCA	MCA	PG
		HRMS	EDUCATION_TYPE	M Sc	M Sc	M Sc	PG

This functionality helps in adding values in the Dropdown list for all the Modules.

Below is the process which follows for adding details in Look up Master:

### Steps Involved:

1. Enter the details in the Respective and Mandatory Fields.
2. Enter Lookup Module, Lookup Type, Lookup Meaning are Mandatory fields.
3. Click Save.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.

## Vendor Master

The screenshot shows the 'Vendor Master' form in the Unified Portal. The form is titled 'Vendor Master' and includes the following fields:

- Payment Term: A dropdown menu with a 'Select' button.
- CST Number: A text input field with a 'CST Number' label.
- CST Date: A text input field with a 'CST Date' label.
- TIN or Local ST Number: A text input field with a 'TIN or Local ST Number' label.
- Title: A dropdown menu with a 'Select' button.
- First Name: A text input field with a 'First Name' label.
- Last Name: A text input field with a 'Last Name' label.
- Email: A text input field with an 'Email' label.
- Phone: A text input field with a 'Phone' label.

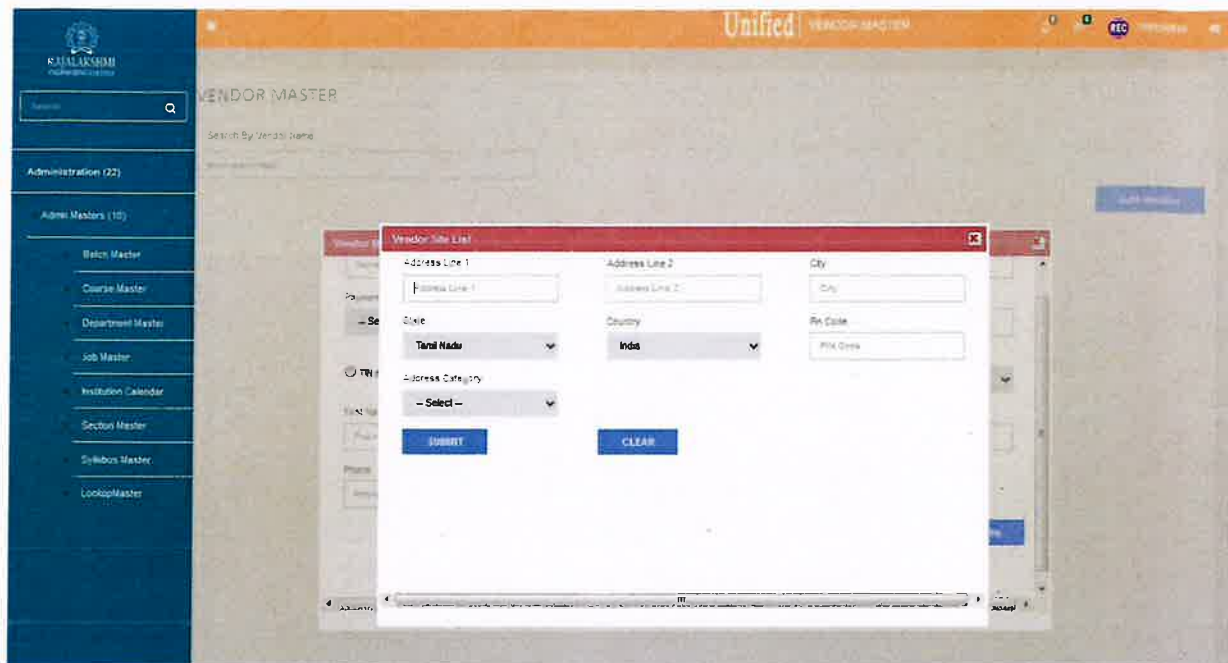
There are buttons for 'Add Vendor', 'Add Vendor Site', 'SUBMIT', and 'CANCEL'.

Through this functionality all registered vendor details can be managed. Entry and update of vendor details can be done using this functionality.

Below is the process which follows for adding details in Vendor Master:

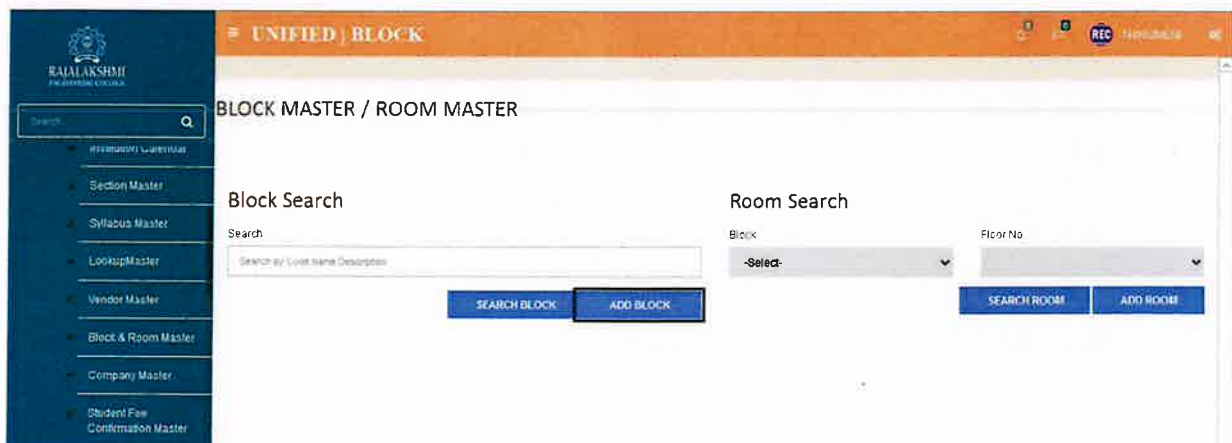
### Steps Involved:

1. Click Add Vendor.
2. Select and Enter the details in the Respective and Mandatory Fields.
3. Name, Service Tax No, PAN No, Payment Term, CST Number, CST Date, TIN or Local ST Number, Title, First Name, Last Name, Email, Phone are Mandatory fields.



4. Click Add Vendor Site.
5. Select and Enter the details in the Respective and Mandatory Fields.
6. Address line 1, Address line 2, City, Pin code are Mandatory fields.
7. Click Submit.
8. Click Edit for updating the details, Click Update.
9. Click Delete, Click OK for deleting the details.

## Block & Room Master



This functionality deals with Buildings and respective Room database of REC . Block master will have details of each building with floor details, Block type etc... Respective rooms of each block can be managed through Room Master.

Both masters can be edited by searching with appropriate values

Below is the process which follows for adding details in Block and Room master:

### Steps Involved:

1. Click Add Block.



**UNIFIED | BLOCK**

**BLOCK MASTER / ROOM MASTER**

Block Name \*  
Block Code \*  
Block Type \*  
Total Floor  
Status  
Description

SEARCH  
SAVE  
CLEAR

1. Enter and Select the details in the Respective Fields.
2. Block Name, Block Code and Block Type are Mandatory fields.
3. Click Save.
4. Click Edit for updating the details, Click Update.
5. Click Search Block for searching the Block.

**UNIFIED | BLOCK**

**BLOCK MASTER / ROOM MASTER**

**Block Search**  
Search  
Search by Code Name Description  
SEARCH BLOCK  
ADD BLOCK

**Room Search**  
Block  
Floor No  
SEARCH ROOM  
ADD ROOM

1. Click Add Room.

**UNIFIED | ROOM MASTER**

**ROOM MASTER**

Select Block \*  
Floor No \*  
Room Type \*  
Class Room  
Room Code \*  
Department  
Room Capacity \*  
No of Rows \*  
No of Column \*  
Strength  
Status

DESCRIPTION  
SUBMIT  
CANCEL  
BACK

2. Enter and Select the details in the Respective Fields.

3. Block, Floor No, Room Type, Room Code, Room Capacity, No. of Rows and Columns are Mandatory fields.
4. If want to Select the Classroom, Click YES.
5. Select the Block No. and Room No.
6. Click Edit for updating the details, Click Update.
7. Click Search for searching the Block and Floor No.

## Company Master

The screenshot shows the 'COMPANY MASTER' form in the REC Unified Portal. The form has a header bar with the title 'UNIFIED | COMPANY MASTER' and a search bar. The main form area contains five mandatory fields: 'Name \*', 'Number', 'Type \*', 'Category \*', and 'Status \*'. Each field has a corresponding input box or dropdown menu. Below the form are two buttons: 'SUBMIT' and 'CLEAR'. At the bottom of the form, there is a table with columns: 'edit', 'name', 'number', 'type', 'category', and 'add customer'. The table currently displays 'no items to display'.

This functionality helps in adding the details of a New or Existing Company(Vendor) with respect to the Type and Category. After adding the details of Company, the respective details of the Company would be linked to the Vendor Master, Placement.

Below is the process which follows for adding details in Company Master:

### Steps Involved:

1. Enter Name, Number, Select Type, Category and Status.
2. Name, Type, Category and Status are Mandatory fields.
3. Click Submit.
4. Click Edit for updating the details, Click Update.
5. After adding the details of the Company, then click Add Customer it navigates to Company SiteMaster.
6. Enter Site Name, Contact Person, Email Address, Phone Number, Mobile Number, Select Status, Enter Address and Description and Click Submit.
7. Click Edit for updating the details, Click Update.

## Student Fee Confirmation Master

The screenshot displays the 'UNIFIED | STUDENT FEE CONFIRMATION MASTER' web application. On the left is a dark blue sidebar with the 'RAJALAKSHMI' logo and a search bar. Below the search bar is a list of menu items: Session Master, Syllabus Master, Lookup Master, Vendor Master, Block & Room Master, Company Master, Student Fee Confirmation Master (highlighted), and Administer Menu Master. The main content area has an orange header bar with the title 'UNIFIED | STUDENT FEE CONFIRMATION MASTER' and a 'REC THRU MENU' button. Below the header, the title 'STUDENT FEE CONFIRMATION MASTER' is repeated. The form contains several mandatory fields marked with an asterisk: 'ACADEMIC YEAR \*' (dropdown menu), 'Department \*' (dropdown menu), 'Course \*' (text input), 'Batch \*' (dropdown menu), 'Fees Type' (dropdown menu), and 'Quota Type' (dropdown menu). Each dropdown menu currently shows '-Select-'. Below these fields is a 'Payment Details' section with a 'Search By Earning/Earning Type' label and a text input field containing the placeholder 'enter search text'. At the bottom right of the form are 'Search' and 'Cancel' buttons.

This functionality helps in confirming the details of the Student Fees with respect to Academic Year, Department, Course, Batch and Fees Type.

Below is the process which follows for adding details in Student Fee Confirmation Master:

### Steps Involved:

1. Select the details in Respective and Mandatory Fields.
2. Academic Year, Department, Course and Batch are Mandatory Fields.
3. Click Search for Searching the details.
4. In Payment details, Click Edit and enter the Amount, Receipt and Remarks.
5. Click Save for saving the details.
6. In the Payment Summary, Click Edit and enter the Amount.
7. Click Save for saving the details.

## Administer Menu Master

**UNIFIED | ADMINISTER MENU MASTER**

**MENU MASTER**

Menu Name:  Menu Description:

Parent Menu:  Menu URL:

Menu Sequence:

Search By Menu/Parent Menu:

Menu	parent menu	navigate url	menu sequence	edit	delete
Administration					
Admin Masters	Administration		1 001		
Batch Master	Admin Masters	~/Modules/UnBatchMaster.aspx	1 002		
Course Master	Admin Masters	~/Modules/UnCourseMaster.aspx	1 003		
Department Master	Admin Masters	~/Modules/UnDepartmentMaster.aspx	1 004		
Job Master	Admin Masters	~/Modules/UnJobMaster.aspx	1 006		
Institution Calendar	Admin Masters	~/Modules/UnScheduleMaster.aspx	1 007		

This Functionality helps in adding the Menu Name and Description. Below is the process which follows for adding details in Menu Master:

### Steps Involved:

1. Enter Menu Name, Menu Description, Select Parent Menu, Enter Menu URL and Menu Sequence.
2. Menu Name and Menu Sequence are Mandatory.
3. Click Save.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.

## Administer Menu Rights

This Functionality helps in giving the rights for the Respective Roles.

Below is the process which follows for giving the rights in Menu

Rights:

### Steps Involved:

1. Select the Respective Role, after selecting the Grid will be shown.
2. Search for the Menu to be given rights in the Search field.
3. Click Save.

## NCR Form

edit	delete	academic year	semester	name/rol/number	type of ncr	event name	severity	ncr status	item number	fine amount
		2016-17	4	OGHJ	Normal NCR		MAJOR	Open	AUTO - 123456 - Desc	
		2016-17	2	Student - Jack - 15141177428342 - MECH	Department Breakage Fees		MAJOR	Open	AERO - RECIT01 - Computers	
		2016-17	1	Student - PRIABU - 15Mech1732131336 - MECH	Exam MaPractice		MINOR	Open	MECH - REC0124 - Chairs	
		2016-17	1	Student - AGLAN - 201404006 - MECH	Lab Breakage Fees		MINOR	Open	MECH - REC00402 - Pens	
		2016-17	4	Student - Jack - 15141177428342 - MECH	Normal NCR			Open		

This Functionality helps in adding the Non-Compliance Report details of student/staff with the type of NCR and Event Name.

Below is the process which follows for adding details in NCR Form:

### Steps Involved:

1. Select and Enter the details in the Respective and Mandatory Fields.



2. Academic Year, Semester, Name, Status and Type of NCR are Mandatory.
3. Click Save.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.

## Feedback Questions

**UNIRED | FEEDBACK QUESTIONS**

**FEEDBACK QUESTIONS**

Feedback Type: **Event** Event Type: **Conferences / Symposium**

S.No	Feedback Question	Select
1	How did you hear or learn about this conference?	<input checked="" type="checkbox"/> (+) (-)
2	Who do I contact if I have a complaint?	<input checked="" type="checkbox"/> (+) (-)
3	What happens if I leave early from the Conference?	<input checked="" type="checkbox"/> (+) (-)
4	What was the most beneficial aspect of the conference?	<input checked="" type="checkbox"/> (+) (-)
5	Which speaker(s) were you mostly interested in listening to?	<input checked="" type="checkbox"/> (+) (-)

**SUBMIT CANCEL**

This Functionality helps in adding the Feedback Questions with respect to Feedback Type and Event Type. Below is the process which follows for adding details in Feedback Questions:

### Steps Involved:

1. Select the Feedback Type and the required Event Type.
2. Enter the Feedback Questions in the Fields below.
3. Click (+) button for adding Additional Feedback Questions.
4. Click (-) for deleting the unwanted Field.
5. Select the Check box for Submitting the required Feedback Questions.
6. Click Submit.

## Student Fees Master

edit	delete	degree name	course name	batch name	quota	academic year	tuition fees	inclusive fees	transport fees	hostel fees
		B.E.	BE-AERO	2014-2018	Government	2016-17	50000	1000	10000	15000
		B.E.	BE-AERO	2015-2019	Payment	2016-17	25000	5000	12000	
		B.E.	BE-AERO	2015-2019	Free	2016-17	15000	2000	5000	
		B.E.	BE-MECH	2014-2018	Free	2016-17	5000	200	1200	
		B.E.	BE-MECH	2015-2018	Government	2016-17	25000	10000	18500	25000

This Functionality helps in adding the details of the Course Fees with Respect to Quota Type, Academic Year, Degree, Course and Batch.

Below is the process which follows for adding details in Student Fees Master:

### Steps Involved:

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Quota Type, Academic Year, Degree, Course, Batch, Tuition Fees, Various Facility, Transport Fees and Hostel Fees are Mandatory.
3. Click Save.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.

## Work Flow Rights

This Functionality helps in adding the Workflow Process for the Concerned Staff.

Below is the process which follows for adding details in Workflow Rights:

#### Steps Involved:

1. Select the Work Flow Process.
2. Search by Roles for the Workflow to be Assigned.
3. Select the Check box for the required Roles.
4. Click Save.

## Holiday Master

**UNIFIED HOLIDAY MASTER**

**HOLIDAY MASTER**

Type:  Date:

Description:

edit	delete	type	date	description
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local Holiday	15-08-2016	Independence Day
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regional Holiday	25-08-2015	asad
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local Holiday	02-08-2015	asad
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local Holiday	28-08-2015	asad
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local Holiday	13-08-2015	ZKCV
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local Holiday	17-08-2015	ASDASD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local Holiday	28-08-2015	SQFSDF
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local Holiday	28-08-2015	Sample
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local Holiday	28-08-2015	Sample
<input checked="" type="checkbox"/>	<input type="checkbox"/>	National Holiday	28-08-2015	

This Functionality helps in adding the Holidays with Respect to Type, Date and Description

Below is the process which follows for adding details in Workflow Rights:

#### Steps Involved:

1. Select the Type, Date and Enter Description.
2. Type, Date and Description are Mandatory.
3. Click Submit.
4. Click Edit for updating the details, Click Update.
5. Click Delete, Click OK for deleting the details.

## Admin Requests

### Change of Course Request

**UNIFIED CHANGE OF COURSE REQUEST**

**CHANGE OF COURSE REQUEST**

Name: JackHobbs Roll Number: 15141177428342 Semester: 4 Current Course: BE-MECH

Change of Course: BE-AERO Remarks: course change

Submit Cancel

This Functionality helps in changing the Course requested by the Student with respect to required Course Below is the process which follows for adding details in Change of Course Request:

#### Steps Involved:

1. Login from the respective Student Login.
2. Select the Course and Enter Remarks.
3. Click Submit.

### Student Elective Subject Request

**UNIFIED STUDENT ELECTIVE SUBJECT REQUEST**

**STUDENT ELECTIVE**

Course: BE-MECH Batch: 2015-2019 Academic Year: 2016-17 Semester: -Select-

**List of Elective Subjects**

elective subjectname	Remarks

**List of Elective Subjects Request Details**

id	del	rollnumber	studentname	batchname	coursename	semester	electivesubjectname	status	remarks
1		15141177428342	JackHobbs	2015-2019	BE-MECH	2	Nano Computing	Pending	

This Functionality helps in raising an Elective Subject request by the Student with respect to Semester and Elective Subjects

Below is the process which follows for adding details in Change of Course Request:

#### Steps Involved:

1. Login from the respective Student Login.

2. Select the Semester.
3. From the Grid list of Elective Subjects, Select any one Subject.
4. Enter Remarks.
5. Click Save.
6. Click Edit for updating the details, correct the details.
7. Click Update.
8. Click Delete for deleting the details.

## Admin Approvals

### Change of Course Request Approval

The screenshot shows the 'Unified | CHANGE OF COURSE REQUEST APPROVAL' interface. On the left is a sidebar with navigation links: Administration (20), Admin Masters (15), Admin Approvals (2), Change of Course Request Approval, Elective Subject Request Approval, Assessment (12), Asset Management (5), and Attendance (7). The main form area contains the following fields:

- Name, Roll Number, Semester, Current Course (top row)
- Change of Course, Effective Date, Remarks, Reason (bottom row)

Below the form are three buttons: Approve, Reject, and Cancel. At the bottom, there is a table with the following headers: sel, name, roll no, currentcourse, request to change, reason, and status. The table currently shows 'no items to display'.

This Functionality helps in Approval of Course Change requested by the Student with respect to required Course, which will be approved by the Admin

Below is the process which follows for approving details in Change of Course Request Approval:

#### Steps Involved:

1. Login from the Admin Login.
2. Select the Request from the grid raised by the Student.
3. Select the Effective Date.
4. Click Approve or Reject.
5. If Reject, Enter the Reason and click Reject.



## Elective Subject Request Approval

**STUDENT ELECTIVE APPROVAL FORM**

Approve Reject

**List of Elective Subjects**

select all	rsnrnumber	studentname	batchname	course name	semester	elective subject name	status
<input type="checkbox"/>	15141177428342	Jack Hobbs	2015-2019	BE-MECH	2	Nano Computing	Pending

Remarks

This Functionality helps in Approval of Elective Subject requested by the Student with respect to required Subject, which will be approved by the HOD

Below is the process which follows for approving details in Change of Course Request Approval:

### Steps Involved:

1. Login from the Faculty Login.
2. Click on the Notification Approval and Click Approve or Reject.
3. Login from the HOD Login.
4. Click on the Notification Approval or Click from the Approval menu.
5. Select the Request from the grid raised by the Student.
6. Click Approve, If Reject enter Remarks and Click Reject.

## Arrangement Request Approval

**ARRANGEMENT REQUEST APPROVAL**

Approved Records APPROVE

view	select	service request no	description	event start date	event start time	event end date	event end time	status	department
<input type="checkbox"/>	<input type="checkbox"/>	ASRN1722843009	well	27-06-2018	10:30 am	27-06-2018	02:00 am	NOTIFIED	ADMIN

This functionality helps to approve the details in the Arrangement Request Approval form by which it is approved by the respective department managers and Admin.

Below is the process which follows for Approving details in Arrangement Request Approval:

**Steps Involved:**

1. Login from the respective Department Manager's Login or Admin Login.
2. Click on the Notifications and Click View details.
3. Or Click Admin Approval and Arrangement Request Approval from the Menu.
4. Click Edit.

The screenshot displays the 'UNIFIED | ARRANGEMENT REQUEST APPROVAL' interface. On the left is a blue sidebar with the 'RAJALAKSHMI' logo and a search bar. Below the search bar are menu items: 'Admin Requests (2)', 'Admin Approvals (3)', 'Change of Course Request Approval', 'Elective Subject Request Approval', 'Arrangement Request Approval', 'Admin Reports (1)', and 'Assessment (15)'. The main content area has an orange header. A modal window titled 'Request Approval' is open, showing details for a request with Service Request No. ASRN1284541904. The details include: Description: good, Event Start Date: 29-09-2016, Event End Date: 30-09-2016, Event Start Time: 12:00 pm, Event End Time: 06:00 pm, Status: IN PROGRESS, Floor Number: Ground Floor, Block Name: MAIN BLOCK, and Block Code: MCG01. At the bottom of the modal are 'APPROVE' and 'REJECT' buttons. In the background, a table lists 'Approved Records' with columns for event start and end times, showing a record for 30-09-2016 from 06:00 pm to 06:00 pm.

5. Click Approve, If Reject enter Remarks and Click Reject.
6. If the document that is attached needs to be viewed, then click on the Download button.



# UNIFIED PORTAL

---

## User Guide Ver1.0 ATTENDANCE

Date	Version	Author	Summary of changes
-Sep-2016	1.0	ABITS	First release to client

## Contents

Attendance.....	32
Attendance Transactions.....	32
Class Attendance .....	32
Upload Staff Attendance .....	33
Update Training Attendance .....	35
Update Exam Attendance .....	36
Attendance Requests .....	36
Leave/Permission/OD Request.....	36
Attendance Approvals.....	37
Approve Leave/Permission/OD.....	37

## Attendance

In this module, the user can manage attendance functionalities like attendance entry and updating the class details like topics as per the lesson plan/not as per the lesson plan including new topics that are taught which are not included in the syllabus of the subject. This functionality has integration with Timetable, Lesson plan and student grouping. Functionality related to Leave, Permission and OD request pertaining to students and staff is covered under this module.

Similarly managing Staff attendance like uploading biometric data can be executed through this module.

## Attendance Transactions

### Class Attendance

**UNIFIED | CLASS ATTENDANCE**

**CLASS ATTENDANCE**

Date: 30-08-2016 Period: BE-MECH For 6th service 3154 Topic as per lesson plan: YES NO

Degree: BE Batch: 2012-2016 Course: BE-MECH Semester: 4 Section: A Subject: Strength Of materials

Topic: Topic Status: - Select -

**Mark Attendance**

☒ Select All Attendance Type: - Select - Total Present: 49 Total Absent: 1

name	rollnumber	present	absent	remarks
AADITHYAKUMARAN G	201404001	PRESENT	ABSENT	
AATHISHANKAR TS	201404002	PRESENT	ABSENT	
ABINESH S	201404003	PRESENT	ABSENT	
ADITYA MV	201404004	PRESENT	ABSENT	
AKASHRAM R	201404010	PRESENT	ABSENT	
AKILESH V	201404011	PRESENT	ABSENT	
AKSHAY R	201404012	PRESENT	ABSENT	
ALAGURAJA S	201404013	PRESENT	ABSENT	
ALLWIN S	201404014	PRESENT	ABSENT	
AMALBABU B	201404015	PRESENT	ABSENT	

1 - 15 of 50 items

**SAVE CLEAR**



Through this functionality faculty can log attendance for the periods handled in a day. This functionality is integrated with timetable and lesson plan. Faculty can also update the class details through this functionality which will in-turn update the lesson plan entries table with actual details.

If any new topic is taught apart from the lesson plan, the functionality provides an option to select the other topic from the lesson plan which is scheduled on a different day or to enter the new topic. If not planned earlier, new topic details will be updated in the lesson plan with Unit as "999".

The below steps can be followed for adding details in Class Attendance:

#### Steps Involved:

1. Login to Faculty.
2. Select all the details in the Respective and Mandatory Fields.
3. Period, Batch, Course, Semester, Section, Subject and Status are Mandatory.
4. Topic as per lesson plan if selected Yes, then it is shown according to Lesson plan.

5. Topic as per lesson plan if selected No, then the Topics will be shown with the periods, according to the Faculty login.
6. Select Reason and Enter Remarks.
7. If reason is selected as a new topic, Select Unit and enter the title of the topic that is discussed.
8. Click Select All.
9. Select the attendance type in the attendance log
10. Select Present/Absent in the Grid

### Upload Staff Attendance

Through this functionality the HR can upload the staff biometric data as per the predefined template on daily basis. The HR exports the report from the biometric machine and imports into the Unified portal database through this functionality. While importing it will also integrate with the leave management system and update the details accordingly.

Below is the process which follows for adding details in Upload Staff Attendance:

**Steps Involved:**

1. Click Browse and Upload the Files.
2. Click Upload.

## Update Training Attendance

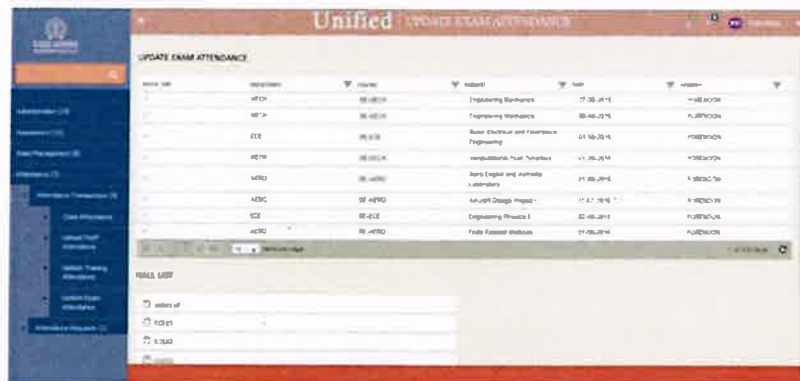
This functionality helps to check the No. of Students who has paid the Training fee and also the admin is able check whether the students are present or absent.

Below is the process for Managing details in Update Training Attendance:

**Steps Involved:**

1. Select Date, Training Type and Event.
2. Select the Attendance Type.
3. Check If Attendance to be Selected All.

## Update Exam Attendance



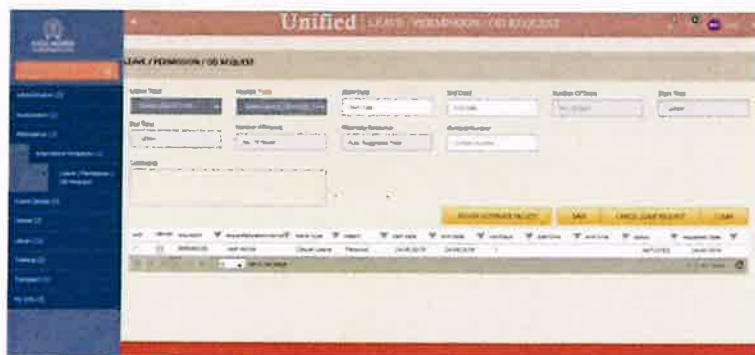
This functionality helps the Admin to check the No. of Students those are present or absent. Below is the process which follows for Managing details in Update Exam Attendance:

### Steps Involved:

1. Click Show hall.
2. Select the Required Hall from the Hall List and Click View Seating Arrangements.
3. Click on the No. of Student that is to be noted as Absent or Present.
4. Select Present All or Absent All if all the students are Present or Absent.
5. Click Save for Attendance to be Generated.
6. Click Print for the details to be Printed.

## Attendance Requests

### Leave/Permission/OD Request



Through this functionality student/staff can raise their leave/permission request in case they are going on leave/permission/OD. After getting the approval the attendance will be updated in the register and exceptions will be sent to faculty while taking attendance in case of OD. In case of no leave balance available for staff then it will be considered as LOP while payroll processing.

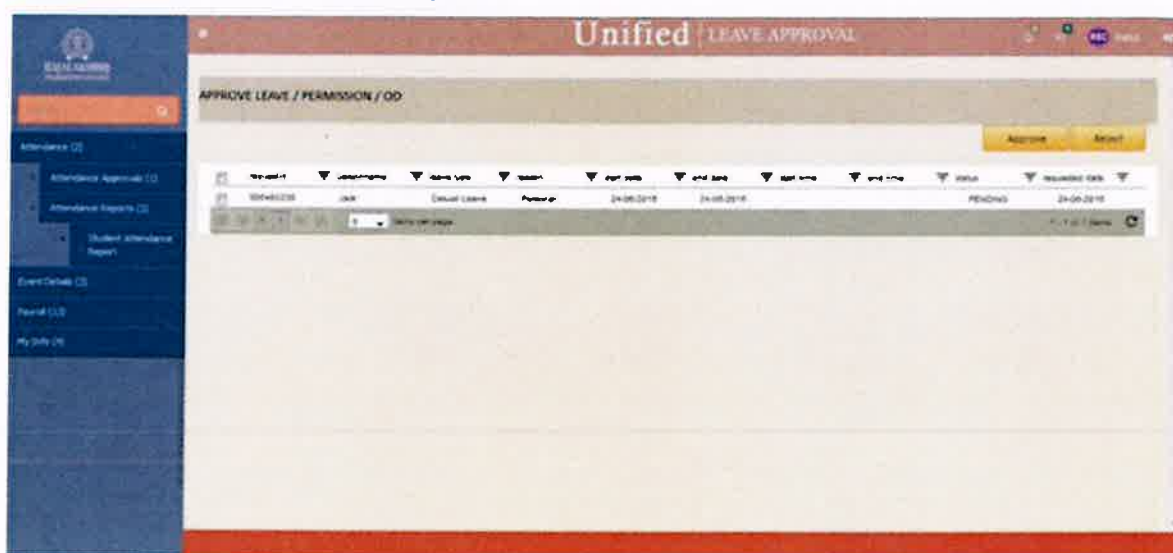
Below is the process which follows for adding details in Leave/Permission/OD Request:

**Steps Involved:**

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Leave Type, Reason Type, Start Date and End Date are Mandatory.
3. Click Save.
4. Click Edit for updating the details, correct the details.
5. Click Update.
6. Check If the Request to be Cancelled.
7. Click Cancel Leave Request.

## Attendance Approvals

### Approve Leave/Permission/OD



Through this functionality Staff/HOD can approve their leave/permission request raised. It would be approved by the Faculty/HOD/HRD Manager. After the approval the attendance will be updated in the register and exceptions will be sent to faculty while taking attendance in case of OD. In case of no leave balance available for staff then it will be considered as LOP while payroll processing.

Below is the process which follows for Approving details in Approve Leave/Permission/OD:

**Steps Involved:**

1. Click on the Notifications and Click Approve or Reject in Faculty Login.
2. Click on the Notifications and Click Approve or Reject in HOD Login.
3. Click on the Notifications and Click Approve or Reject in HRD Manager Login.
4. Click on the Notifications and Click Approve or Reject in Principal Login.
5. Click View Details and Proceed to Approval form.
6. Or Click Attendance Approval and Approve Leave/Permission/OD from the Menu.
7. Select the details from the Grid by Clicking the Check box for Approval.
8. Click Approve or Reject.



# UNIFIED PORTAL

---

## User Guide Ver1.0 HOSTEL MANAGEMENT

### *Revision History*

Date	Version	Author	Summary of changes
20 <sup>th</sup> -Sep-2016	1.0	ABITS	First release to client



## Contents

Hostel Management.....	40
Hostel transactions.....	40
Upload Hostel Attendance.....	40
Hostel-Student Assignment.....	41
Hostel Attendance Drilldown .....	42
Hostel Requests.....	43
Hostel Leave Request.....	43
Register Device .....	44
Hostel Approvals.....	45
Approve Hostel Leave .....	45
Approve Device.....	46
Issue Cyber Roam Password.....	47

## Hostel Management

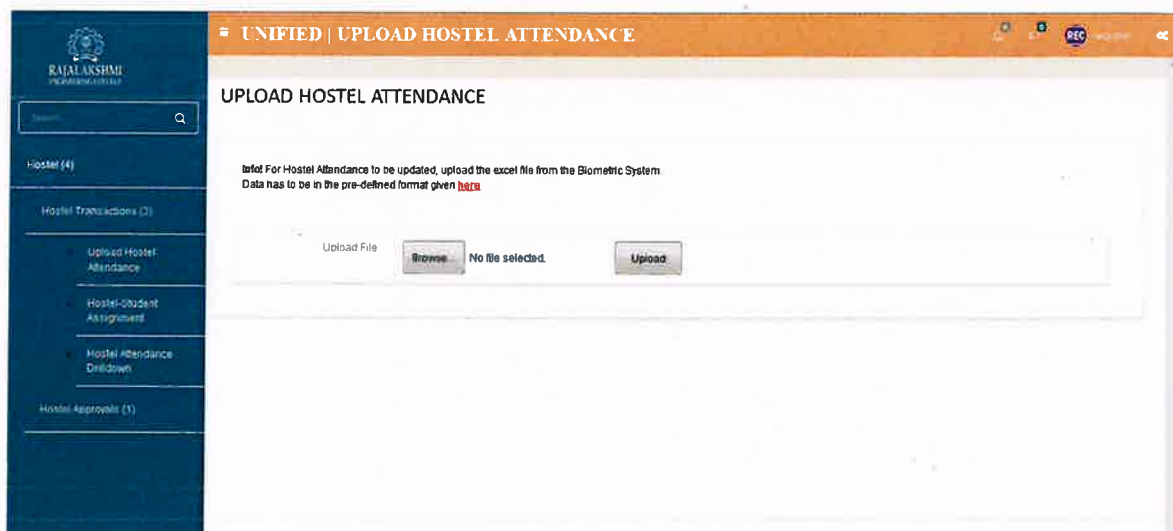
In this module various functionalities are added to automate the manual workflow in order to enhance the existing process in REC Hostels.

Key Features in UNIFIED Hostel Module:

- Managing Hostel Room Assignments.
- Uploading the attendance.
- High-level and Drilldown view of hostel student attendance.
- Leave Request Management.
- Device Registration Request Process.

## Hostel transactions

### Upload Hostel Attendance



Hostel attendance data can be uploaded on this screen. Excel template can be uploaded as per the specified formatting.

Note: Ensure that the student data is matching in both the template and also the List of Assigned Students.

Below is the process which follows for Upload Hostel Attendance screen:

#### Steps Involved:

1. Click Browse.
2. Select the File to be Uploaded.
3. Ensure uploaded template formatting.
4. Click Upload.

## Hostel-Student Assignment

**UNIFIED | HOSTEL-STUDENT ASSIGNMENT**

**HOSTEL STUDENT ASSIGNMENT**

Hostel Block: Hostel 1 | Floor: Ground Floor | Room: HG01 | Room Capacity: 7

**List of Hostel Students**

	student name	roll number	degree
<input type="checkbox"/>	S PRABU	14A1112077783553	B E
<input checked="" type="checkbox"/>	Lilee RAGHU	15mecs18621543	M E
<input type="checkbox"/>	S PRABU	15mecs12921442	M E
<input checked="" type="checkbox"/>	Lilee PRABU	15Aero1932070006	B E
<input type="checkbox"/>	S PRABU	15Mech1732131336	B E
<input type="checkbox"/>	r MOHAN	15BT2076052597	B Tech
<input type="checkbox"/>	S PRABU	15Aero1073545460	B E
<input type="checkbox"/>	Lilee PRABU	15Aero1479564624	B E
<input type="checkbox"/>	LAST NAME FIRST NAME	13Aero1032627193	B E
<input type="checkbox"/>	u MAHESH	15Aero205078367	B E

1 - 10 of 60 items

**Selected Students**

delete	student name	roll number	degree
<input type="checkbox"/>	S PRABU	14A1112077783553	B E
<input type="checkbox"/>	Lilee RAGHU	15mecs18621543	M E
<input type="checkbox"/>	S PRABU	15mecs12921442	M E
<input type="checkbox"/>	Lilee PRABU	15Aero1932070006	B E

1 - 4 of 4 items

This functionality helps in managing the Hostel Block, Floor and room details, where the No. of Students to be Assigned.

Ensure the below mentioned preliminary processes are completed:

1. Hostel Block, No. of Floors, and rooms are assigned appropriately.
2. Ensure the room capacity is mentioned while adding the room details.
3. The List of hostel students will be displayed based on HRMS hostel students.

Below is the process which follows for adding details in Hostel Student Assignment:

### Steps Involved:

1. Select Hostel Block, Floor and Room.
2. Select No. of Students to be Assigned in a room.
3. Click Assign.
4. Click Delete for deleting the details.

## Hostel Attendance Drilldown

This functionality helps in viewing the No. of students who are present or absent for the given date range. Attendance details will be displayed based on the uploaded data. High-level and Drill-down views can be viewed by clicking BLOCK name or No. of Present or No. of Absent.

Below is the process which follows for managing details in Hostel Attendance Drilldown:

### Steps Involved:

1. Select From Date and End Date.
2. Click Show.
3. Click Cancel to clear.

Block	No. of absent	No. of present
Boys Hostel	3	1

block	name	status	date
Boys Hostel	ManivannanRamnethesh	Absent	20-09-2016
Boys Hostel	JRamakrishnan	Present	20-09-2016
Boys Hostel	MSathish	Absent	20-09-2016
Boys Hostel	A/ventat Narayanan	Absent	20-09-2016

## Hostel Requests

### Hostel Leave Request

**HOSTEL LEAVE REQUEST**

Leave Type:  Reason Type:  Start Date:  End Date:  Number Of Days:  Start Time:

End Time:  Contact Number:  Comments:

edit	cancel	requestid	leave type	reason	start date	end date	start time	end time	status	requested date
<input type="checkbox"/>	<input type="checkbox"/>	1378085900	General	Personal	30-08-2016	30-08-2016	- Select -	- Select -	APPROVED	29-08-2016
<input type="checkbox"/>	<input type="checkbox"/>	1156695796	General	Personal	29-08-2016	29-08-2016	- Select -	- Select -	APPROVED	29-08-2016

1 - 2 of 2 items

Hostel student leave requests will be managed on this screen.

#### Hostel Leave request/approval workflow:

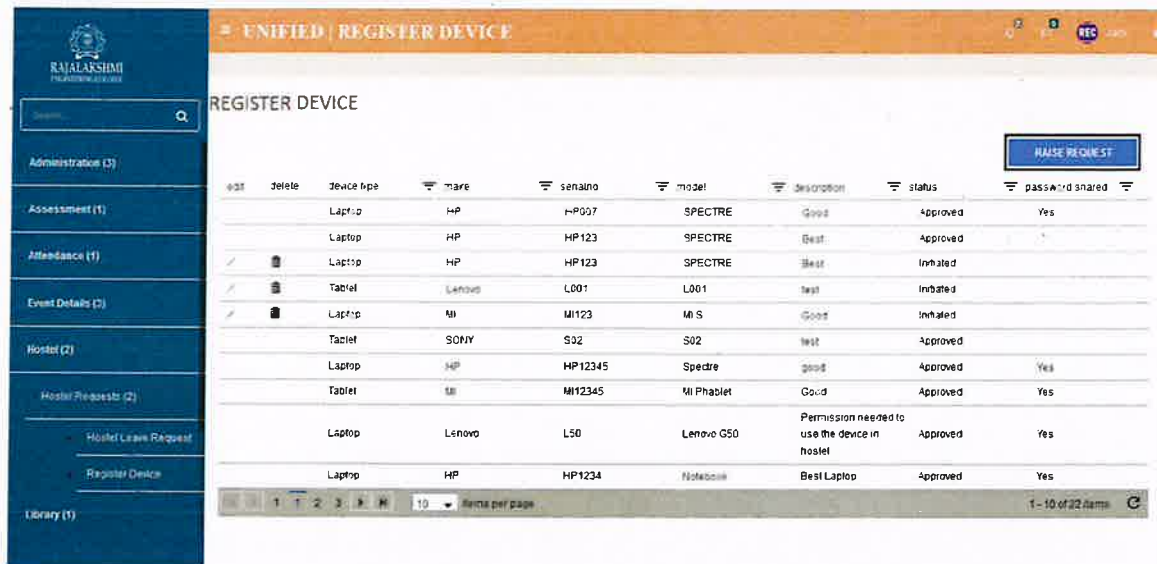
- The registered hostel student can raise hostel leave request.
- Approval flow: Level 1: Hostel Warden; Level 2: Class In-charge; Level 3: HOD; Level 4: Admin Officer.

Below is the process which follows for adding details in Hostel Leave Request:

#### Steps Involved:

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Leave Type, Reason Type, Start and End Date are Mandatory.
3. Click Save.
4. Click Edit for updating the details and Click Update.
5. Select if the Request to be Cancelled and Click Cancel Leave Request.

## Register Device



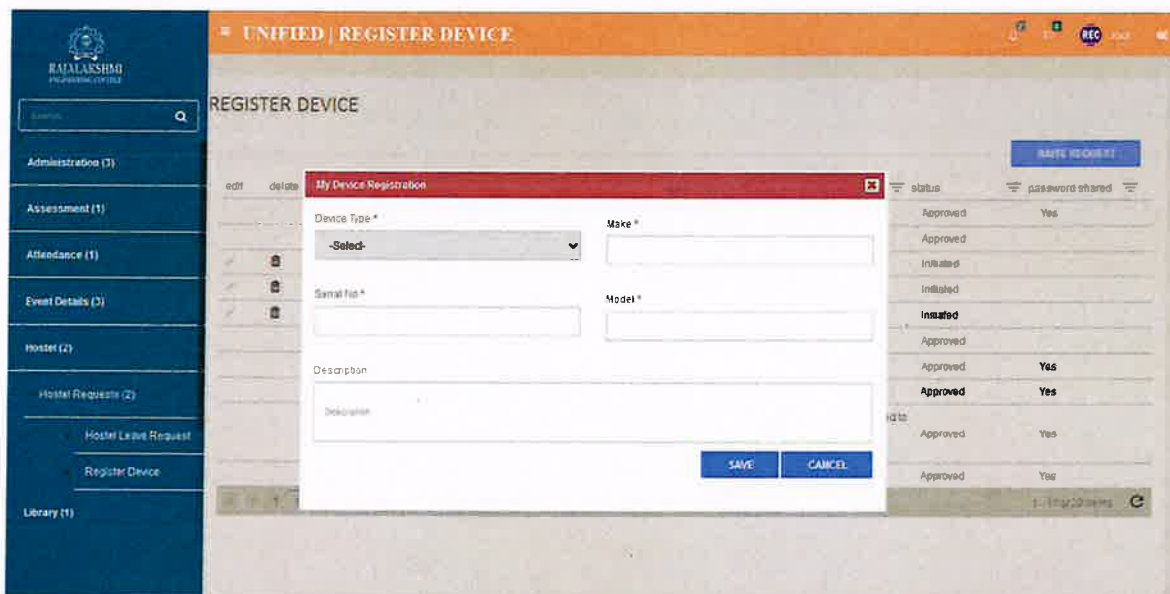
edit	delete	device type	make	serial no	model	description	status	password shared
		Laptop	HP	R-P007	SPECTRE	Good	Approved	Yes
		Laptop	HP	HP123	SPECTRE	Best	Approved	
		Laptop	HP	HP123	SPECTRE	Best	Initiated	
		Tablet	Lenovo	L001	L001	best	Initiated	
		Laptop	MI	MI123	MI S	Good	Initiated	
		Tablet	SONY	S02	S02	best	Approved	
		Laptop	HP	HP12345	Spectre	good	Approved	Yes
		Tablet	MI	MI12345	MI Phablet	Good	Approved	Yes
		Laptop	Lenovo	L50	Lenovo G50	Permission needed to use the device in hostel	Approved	Yes
		Laptop	HP	HP1234	Notebook	Best Laptop	Approved	Yes

All the hostel students who have Laptop/Tablet should apply for usage of college network through this functionality. After applying the request for registration TPO will confirm the details after verifying the device and approve the same. After the approval of the TPO request goes to the IT admin for password issue confirmation.

**Below is the process which follows for adding details in Register Device:**

**Steps Involved:**

1. Click Raise Request.



RAJALAKSHMI

UNIFIED REGISTER DEVICE

REGISTER DEVICE

RAISE REQUEST

edit

delete

Device Type \*

Make \*

Serial No \*

Model \*

Description

Description

SAVE

CANCEL

2. Select Device Type, Enter Make, Serial No. , Model and Description.
3. Click Save.
4. Click Edit for updating the details, correct the details.
5. Click Update.
6. Click Delete.
7. Click OK for deleting the details.

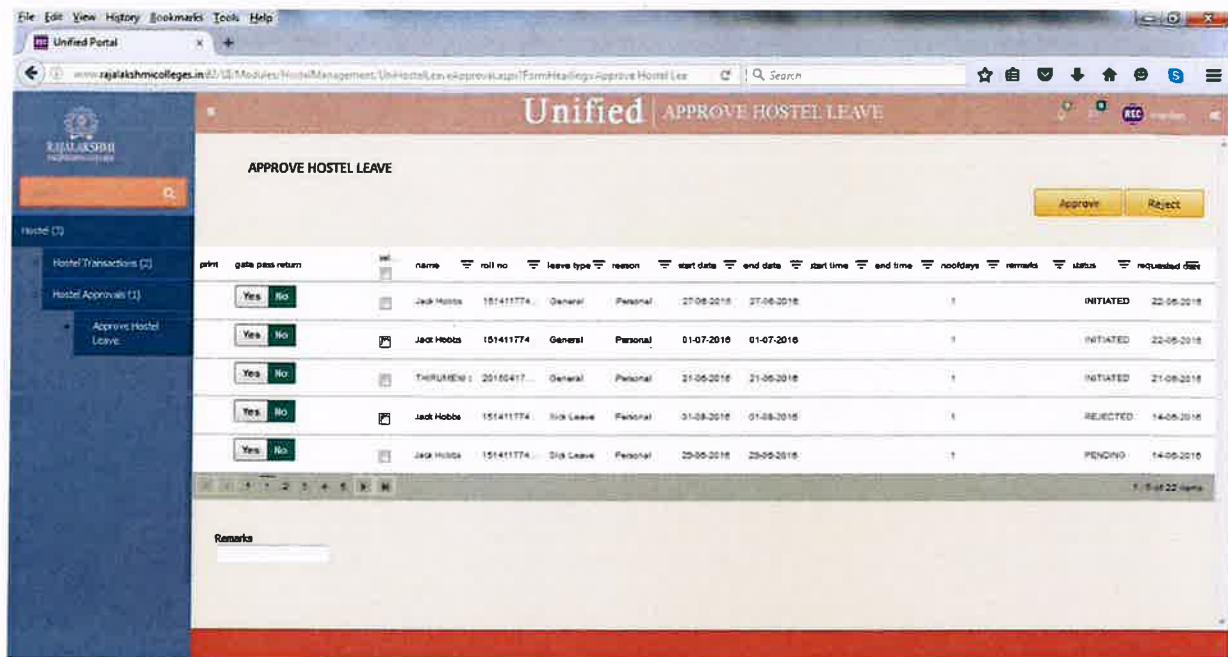


## Hostel Approvals

Leave Request approvals will be done based on the workflow mentioned above. Warden or final approver can issue the Gate Pass.

Request approvals can be in Workflow Notifications for Warden/Class In-charge/HOD/AO logins.

### Approve Hostel Leave



Below is the process which follows details in Approve Hostel Leave:

#### Steps Involved:

1. Click on the Notifications for Partial Approval in HOD Login.
2. Click on the Notification and Click View Details in Warden Login.
3. Select the Hostel Leave Request for Approval.
4. If want Gate Pass return Click Yes or else No.
5. Check If want to Click Select All.
6. Click Approve or Reject for the Request.
7. Click Print for Report.

## Approve Device

UNIFIED   APPROVE DEVICE										
APPROVE DEVICE										
approve	student name	roll number	device type	make	serial no	model	description	remarks	status	
<input type="checkbox"/>	Jack Hobbs	15141177428	Laptop	HP	55458	Note Book	test		Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177423	Tablet	Dell	AD4581465	TX-150	Best Tablet		Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	HP	HJH12345	Notebook	Good		Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Tablet	MS	MR12345	Tablet			Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	Lenovo	HGTSU78758	Q60	Test Request	This can be approved	Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Tablet	Apple	IMAC	ipad	New Device	Kindly share Password	Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Tablet	Lenovo	L001	L001	Test		Initiated	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	HP	HP123	SPECTRE	Best		Initiated	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	HP	HP123	SPECTRE	Best		Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	HP	HP007	SPECTRE	Good		Approved	

UNIFIED   APPROVE DEVICE										
APPROVE DEVICE										
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	HP	55458	Note Book	test		Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177423	Tablet	Dell	AD4581465	TX-150	Best Tablet		Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	HP	HJH12345	Notebook	Good		Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Tablet	MS	MR12345	Tablet			Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	Lenovo	HGTSU78758	Q60	Test Request	This can be approved	Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Tablet	Apple	IMAC	ipad	New Device	Kindly share Password	Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Tablet	Lenovo	L001	L001	Test		Initiated	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	HP	HP123	SPECTRE	Best		Initiated	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	HP	HP123	SPECTRE	Best		Approved	
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428	Laptop	HP	HP007	SPECTRE	Good		Approved	

APPROVE DEVICE REGISTRATION

Student Name

Batch

Course

Date

Jack Hobbs

2015-2019

3285/Bachelor of Eng

30-7-2018

Device Type

Make

Serial No

Model

Laptop

HP

65458

Note Book

Description

test

Remarks

Remarks

APPROVE

REJECT

This functionality helps in the Approval of Device Registration Approval, which is approved by the TPO. Below is the process which follows for Approving details in Approve Device:

### Steps Involved:

1. Click on the Notification and Click View Details in TPO Login.
2. Or Click Approval in the Menu and in it Click Device Approve.
3. Click Approve, If Reject enter Remarks and Click Reject.

## Issue Cyber Roam Password

**My Device Password Approve**

approve	student name	roll number	device type	make	serial no	model	description	remarks	stz
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428342	Laptop	HP	HP123	SPECTRE	Best		Appro
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428342	Laptop	HPP	HP156	NOTEBOOK	Good Laptop		Appro
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428342	Laptop	HCL	HDCL4455	NOTEBOOK	Good Laptop		Appro
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428342	Tablet	DELL	TABLET4455	TX-150	Good Tablet		Appro
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428342	Laptop	HP	HPas1231	NOTEBOOK	Good Laptop		Appro
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428342	Tablet	MI	Mis 912	MOBILE	Good Mobile		Appro
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428342	Tablet	MI	Mi1234	Tablet	Best Tablet		Appro
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428342	Laptop	HP	65458	Note Book	Best		Appro
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428342	Tablet	DELL	ADA561465	TX-150	Best Tablet		Appro
<input checked="" type="checkbox"/>	Jack Hobbs	15141177428342	Laptop	HP	HJM12345	NOTEBOOK	Good		Appro

**Approve Device Registration**

Student Name: Jack Hobbs  
 Batch: 2015-2019  
 Course: 32658 Bachelor of Eng  
 Date: 30-7-2018  
 Device Type: Laptop  
 Make: HP  
 Serial No: HP123  
 Model: SPECTRE  
 Description: Best  
 Remarks:   
 Password Information Shared: ☒ YES ☐ NO

Buttons: SAVE, CANCEL

This functionality helps in Sharing the Password to the Student, which is confirmed by the Admin.

Below is the process which follows for Approving details in Issue Cyber Roam Password:

### Steps Involved:

1. Click on the Notification and Click View Details in Admin Login.
2. Or Click Approval in the Menu and in it Click Confirm Password Sharing.
3. Click Approve.
4. Click Yes/No for Password Information to be Shared.
5. Click Save.



# UNIFIED PORTAL

---

## User Guide Ver1.0

### HRMS

Date	Version	Author	Summary of changes
AUG - 2016	1.0	ABITS	First release to client

## Contents

Login Page .....	51
HRMS .....	52
HRMS Masters .....	52
Manage Staff.....	52
Personal Information .....	52
More Information .....	53
Contact Details.....	54
Communication Address .....	55
Permanent Address .....	55
Family Details .....	56
Father/Mother/Spouse.....	58
Prior Experience .....	59
Education Details.....	60
Publication & Projects .....	61
Documents .....	63
Manage Student.....	64
Personal Information .....	64
More Information .....	65
Contact Details.....	66
Communication Address .....	67
Permanent Address .....	67
Family Details .....	68
Father/Mother/Spouse.....	70
Prior Experience .....	71
Education Details.....	72
Publication & Projects .....	73
Documents .....	75
Manage Staff and Student Search .....	76
HRMS Transactions.....	77
Administer Student Details.....	77

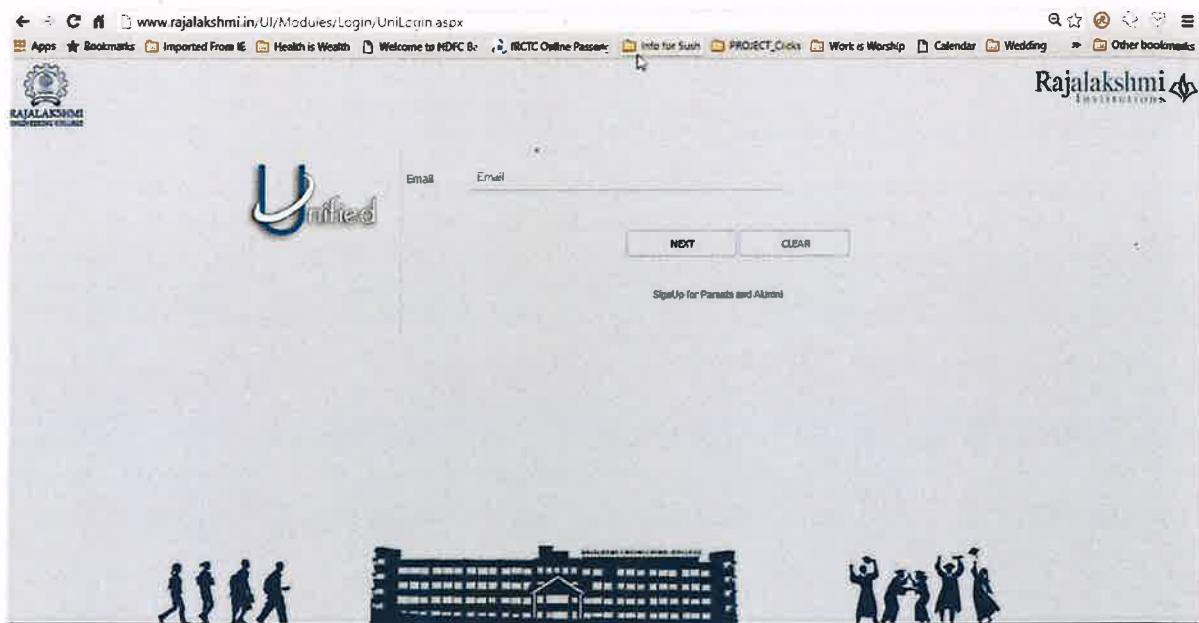
Administer Staff Details .....	78
Group Email Registration .....	79
Generate Roll Number .....	80



## Login Page

Enter the below mentioned URL to login with the credentials shared.

<http://www.rajalakshmi.in/UI/Modules/Login/UniLogin.aspx>



The screenshot shows a web browser window with the address bar displaying `www.rajalakshmi.in/UI/Modules/Login/UniLogin.aspx`. The browser's bookmark bar contains several items: Apps, Bookmarks, Imported From IE, Health is Wealth, Welcome to MDPC B, RECITC Online Passwor, Info for Sush, PROJECT\_Clicks, Work is Worship, Calendar, Wedding, and Other bookmarks. The page header features the Rajalakshmi logo on the left and the text "Rajalakshmi" with a logo on the right. The main content area has a large "Unified" logo on the left. To the right of the logo is a login form with two input fields labeled "Email" and "Password". Below the input fields are two buttons: "NEXT" and "CLEAR". Underneath the buttons, there is a link that says "SignUp for Parents and Alumni". At the bottom of the page, there is a decorative banner with silhouettes of people walking and a building.

## HRMS

In this module we can add details of STAFF, STUDENT, ALUMNI and PARENTS.

Masters that can be managed through this module consists of Staff, Student, Subject, Course, Batch, Department, Jobs, Grade and sections. Also we can add their details in relevant functionality.

## HRMS Masters

Masters that can be managed through this module consists of Student, Staff, Subject, Course, Batch, Department, Jobs, Holiday, Grade and sections.

## Manage Staff

This functionality in HRMS deals with the Staff database. Manage staff data entry contains staff personal information, Family details, Educational information, Prior experience (if any), projects & publications if they participated and any additional information such as Bank details, insurance etc.

All Education and experience certificates can be uploaded and saved through this functionality. All the details will be auto saved by default and also manually it can be saved by clicking **APPLY**.

If the **CANCEL** button is clicked, it will navigate to the home screen after clearing the data entered to start the data entry from beginning.

Below is the tab wise process which follows for adding details in Manage Staff:

## Personal Information

To add their personal details, this tab will be used.

The screenshot displays the 'Manage Staff and Student Details' form in the HRMS Unified Portal. The 'Personal Information' tab is active, showing fields for Staff Code (14Aeio1865751627), Unified Portal Access (YES/NO), Department (ADMIN), Title (Mr), Gender (Male), First Name (THIRUMENI), Middle Name (I), Last Name (I), Date of Birth (15-08-1985), Place of Birth (chan), Date of Joining (14-05-2014), Designation (Administrative Assistant), Employee Category (Non Teaching Staff), Job Category (Regular), Blood Group (No file selected), Driving License Number (14K 1400222-4001018), Voter ID (2414710124565), Aadhaar Card Number (14 123456789101), Supervisor (1140022 - Yogesh Kumar Saha), Travel by College Transport (YES/NO), and Hostel Stay (YES/NO). The form includes 'Apply' and 'Cancel' buttons at the bottom.

### Steps Involved:

1. In Personal Information Tab.
2. Select Person Type as Staff.
3. Email ID and Staff Code fields will be auto generated after entering all the required information.

**Note: Email field can be edited and updated with their existing ID**

4. Upload a Passport size photograph which is less than 1MB.(JPEG/PNG format).
5. Select and Enter the details in the Respective and Mandatory Fields.
6. The following are the Mandatory Fields, Department, Title, Gender, First Name, Last Name, Date of Birth, Place of Birth, Designation, Employee Category, Job Category and Supervisor.
7. Portal access, College transport and Hostel flags can be selected if required.
8. All the details will be auto saved, before navigating to next tab.
9. Click Apply and Click Next to proceed further.

## More Information

To add their additional personal details, this tab will be used.

The screenshot displays the 'Manage Staff and Student Details' form in the REC Unified Portal. The form is organized into a sidebar on the left with various menu items like 'Hostel (9)', 'HRMS (10)', and 'Inventory (10)'. The main content area features a tabbed interface with the 'More Information' tab selected. This tab contains several input fields for personal details, including Nationality, Marital Status, Mother Tongue, Caste, Category, Religion, Height, Weight, Identification Marks, Passport information, Insurance details, Policy Number, Bank Name, Branch Name, and Account Number. At the bottom of the form, there are four buttons: 'Previous', 'Next', 'Apply', and 'Cancel'.

### Steps Involved:

1. Select and enter the details in the Respective and Mandatory Fields.
2. The following are the Mandatory Fields, Nationality, Marital Status, Mother Tongue, Caste, Category, Religion, Height, Weight, First Identification Mark, Second Identification Mark.
3. All the details will be auto saved, before navigating to the next tab.
4. Click Apply and Click Next to proceed further.

## Contact Details

To add the communication details of staff members, please enter the required details in three tabs which are mandatory.

The screenshot shows the 'Unified | MANAGE STAFF AND STUDENT' portal. On the left is a sidebar with the RAJALAKSHMI logo and a search bar. Below the search bar are menu items: Hostel (3), HRMS (18), HRMS Masters (2), Manage Staff and Student, Manage Staff and Student Search, HRMS Transactions (4), HRMS Reports (4), Inventory (10), and Library (5). The main content area is titled 'Manage Staff and Student Details' and features a tabbed interface. The 'Contact Details' tab is active, showing sub-tabs for 'Contact Details', 'Communication Address', and 'Permanent Address'. The 'Contact Details' sub-tab contains the following fields: 'Personal Email' (with value 'test@sdi.com'), 'Alternate Email' (with placeholder 'Alternate Email address'), 'Primary Mobile Number' (with value '9865545145'), 'Alternate Mobile Number' (with placeholder 'Alternate Mobile Number'), and 'Landline Number' (with value '256655564'). Navigation buttons include 'Previous', 'Next', 'Apply', and 'Cancel'.

### Steps Involved:

1. In Contact Details Tab.
2. Select and enter the details in the Respective and Mandatory Fields.
3. Personal Email and Primary Mobile Number are Mandatory Fields.
4. All the details will be auto saved, before navigating to the next tab.
5. Click Next to proceed further.

## Communication Address

The screenshot shows the 'Unified' portal interface for 'MANAGE STAFF AND STUDENT'. The left sidebar contains a search bar and a list of menu items: Hostel (9), HRMS (10), HRMS Masters (2), Manage Staff and Student, Manage Staff and Student Search, HRMS Transactions (4), HRMS Reports (4), Inventory (10), and Library (5). The main content area is titled 'Manage Staff and Student Details' and features a tabbed interface with 'Contact Details' selected. Below the tabs, the 'Communication Address' section is active, showing fields for Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, District, State, Pin Code, and Country. The 'Previous' button is visible at the bottom left, and the 'Next' button is at the bottom right. The 'Apply' and 'Cancel' buttons are at the bottom center.

## Permanent Address

The screenshot shows the 'Unified' portal interface for 'MANAGE STAFF AND STUDENT'. The left sidebar is identical to the previous screenshot. The main content area is titled 'Manage Staff and Student Details' and features a tabbed interface with 'Permanent Address' selected. Below the tabs, the 'Permanent Address' section is active, showing fields for Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, District, State, Pin Code, and Country. A note above the fields states: 'Click here if Permanent Address is same as Communication Address'. The 'Previous' button is visible at the bottom left, and the 'Next' button is at the bottom right. The 'Apply' and 'Cancel' buttons are at the bottom center.

### Steps Involved:

1. Please enter details in the required/mandatory fields and also fill your address for communication in 'Permanent Address tabs' respectively.
2. Address Line 1, Address Line 2, City, District, State, Pin code and Country are the Mandatory Fields that must be entered manually.
3. If the Permanent Address is the same as the Communication Address, Please select the flag. It will load the same details entered in the communication details tab.
4. If there is a different address, it must be filled with the following procedure: Address Line 1, Address Line 2, City, District, State, Pin code and Country, which are Mandatory Fields.
5. All the details will be auto saved, before navigating to next tab.

Click Next to proceed further

## Family Details

This screen will capture your family details. We can select any one Primary Contact person from Father/Mother/Spouse.

**Manage Staff and Student Details**

**Family Details**

**BROTHER(S)**

Elder	Younger	Total Brothers(s)
0	0	0

**SISTER(S)**

Elder	Younger	Total Sister(s)
0	0	0

**CHILDREN(S)**

Son	Daughter	Total No. Of Children
1	0	1

**Table:**

delete	related/occupied	name	batch	department
no items to display				

**Buttons:** Previous, Next, Apply, Cancel, Add Relative Family



**Unified MANAGE STAFF AND STUDENT**

Personal Information Basic Information Contact Details **Family Details** Prior Experience Education Details Publication & Project Documents

**SIBLING** FATHER MOTHER SPOUSE

**BROTHER(S)**

Elder	Younger	Total Brother(s)
0	0	0

**SISTER(S)**

Elder	Younger	Total Sister(s)
0	0	0

**CHILDREN(S)**

Son	Daughter	Total No. of Children
1	0	1

**Add Relative Family**

Serial	Related to	Name	Batch	Department
1				

1 of 1 Name

Previous Next Apply Cancel

#### Steps Involved:

1. In Sibling Tab, enter the count details and if any relative(s) studying in REC, please enter therequired details by clicking **Add Relative** button.
2. Enter Name, Batch and Department which are Mandatory Fields.
3. All the details will be auto saved, before navigating to next tab.
4. Click Next to proceed further.

## Father/Mother/Spouse

Enter the Family member's details in the following tabs.

The screenshot displays the 'Unified' portal interface for 'MANAGE STAFF AND STUDENT'. The left sidebar contains navigation links: Home, HRMS (19), HRMS Masters (2), HRMS Transactions (4), HRMS Reports (4), and Inventory (10). The main content area is titled 'Manage Staff and Student Details' and features a tabbed interface with 'Family Details' selected. The 'Family Details' tab has sub-tabs: SIBLING, FATHER, MOTHER, and SPOUSE. The 'MOTHER' sub-tab is active. The form includes fields for: Mother Name (text), Organization Address (text), Email ID (text), Address Line 1 (text), Address Line 4 (text), Pin Code (text), Occupation (text), Organization Phone Number (text), Primary Mobile Number (text), Address Line 2 (text), City (text), Country (text), Organization Name (text), Annual Income (text), Alternate Mobile Number (text), Address Line 3 (text), Address Line 2 (text), State (text), and a dropdown for State (Tamil Nadu). There are checkboxes for 'Primary Contact', 'Same As Permanent Address', and 'Same As Communication Address'. Navigation buttons include 'Previous', 'Next', 'Apply', and 'Cancel'.

### Steps Involved:

1. Select Father or Mother or Spouse as your Primary Contact.
2. Select and enter the details in the Respective and Mandatory Fields.
3. The following are the Mandatory Fields, Father Name, Occupation, Organization Name, Organization Address, Organization Phone Number, Email ID, Primary Mobile Number, Address Line 1, Address Line 2, City, District, State, Pin code and Country.
4. Select the flag if the addresses are the same as entered in the previous screens for auto populating in respective fields.
5. All the details will be auto saved, before navigating to the next tab.
6. Click Next to proceed further.

## Prior Experience

Enter the past experience details by filling the required mandate fields. Click **Add Experience** to start with.

The screenshot shows the 'Manage Staff and Student Details' page in the REC Unified Portal. The 'Prior Experience' tab is selected, displaying a table of existing experience records. The table has columns for edit, delete, employer name, duration start, duration end, designation, experience type, and job profile. The 'Add Experience' button is highlighted in the top right corner.

edit	delete	employer name	duration start	duration end	designation	experience type	job profile
		Maples	01-08-2015	17-08-2015	Network	Industrial	test
		CRECENT	01-06-2012	01-04-2013		Academic	
		CRECENT	01-06-2013	01-04-2014		Academic	
		CRECENT	01-06-2011	01-04-2012		Academic	
		CRECENT	01-06-2010	01-04-2012		Academic	
		ssdf	27-07-2009	31-12-2009	sdff	Industrial	ssdf
		sff	05-02-2008	08-07-2009	sdfs/sf	Industrial	sdfs/sf

Buttons: Previous, Next, Apply, Cancel

### Steps Involved:

1. Select Prior Experience Tab.
2. Click Add Experience.

The screenshot shows the 'Manage Staff and Student Details' page in the REC Unified Portal. The 'Prior Experience' tab is selected, and a modal form for adding new experience is displayed over the table. The modal form has fields for Employer Name, Designation, Duration Start, Duration End, Experience Type, Job Profile, and Job Category. The 'Add Experience' button is highlighted in the top right corner.

edit	delete	employer name	duration start	duration end	designation	experience type	job profile
		Maples	01-08-2015	17-08-2015	Network	Industrial	test
		CRECENT	01-06-2012	01-04-2013		Academic	
		CRECENT	01-06-2013	01-04-2014		Academic	
		CRECENT	01-06-2011	01-04-2012		Academic	
		CRECENT	01-06-2010	01-04-2012		Academic	
		ssdf	27-07-2009	31-12-2009	sdff	Industrial	ssdf
		sff	05-02-2008	08-07-2009	sdfs/sf	Industrial	sdfs/sf

Buttons: Previous, Next, Apply, Cancel

3. Select and enter the details in the Respective and Mandatory Fields.
4. The following are Mandatory Fields, Enter Employer Name, Designation, Duration Start, Duration End, Experience Type, Annual Income, Job Profile, and Job Category.
5. Click Add.
6. To add multiple experiences, click Add Experience.
7. All the details will be auto saved, before navigating to the next tab.
8. Click Next to proceed further.

## Education Details

To enter the education details click the relevant tabs SSLC, Diploma, HSC, UG, PG and PHD

### Steps Involved:

1. Select Education Details Tab.
2. Select and enter the details in the relevant tab to complete the entire process.
3. Medium of Instruction, Year of Passing, Board, School Name, Marks Obtained and Marks Got/Total Marks are Mandatory Fields.
4. Enter the Details in the Tabs below SSLC, Diploma, HSC, UG, PG and PHD.
5. Ensure that the least Year of Passing should be SSLC and in the following tabs it should be greater than SSLC.
6. All the details will be auto saved, before navigating to the next tab.
7. Click Next to proceed further.

## Publication & Projects

To include any Publications or Project works that are done, the details can be added in this tab by clicking ADDPublication / ADD Project buttons respectively.

The screenshot shows the 'Manage Staff and Student Details' page with the 'Publication & Project' tab active. The page contains two main sections for adding new entries:

- Add Publication:** A table with columns: edit, delete, type, conference type, date, conference/journal title, topic. Below the table is a button labeled 'Add Publication'.
- Add Project:** A table with columns: edit, delete, title, role, start date, end date, role description, sponsor name. Below the table is a button labeled 'Add Project'.

Navigation buttons include 'Previous', 'Next', 'Apply', and 'Cancel'.

### Steps Involved:

1. In Publication & Project Tab.
2. Click Add Publication.

The screenshot shows the 'Publication Details' form with the following fields:

- Type (dropdown menu)
- Date (calendar icon)
- Organized By (text input)
- CoAuthor 1 Name (text input)
- CoAuthor 2 Name (text input)
- CoAuthor 3 Name (text input)
- Conference Type (dropdown menu)
- Conference/Journal Title (text input)
- Topic (text input)
- CoAuthor 1 Institute Name (text input)
- CoAuthor 2 Institute Name (text input)
- CoAuthor 3 Institute Name (text input)

Buttons at the bottom of the form include 'Add' and 'Clear'.

1. Select and Enter the details in the Respective and Mandatory Fields.



- Conference Type, Date, Conference/Journal Title, Organized by, Topic, Co Author 1 Name, Co Author 1 Institute Name, Co Author 2 Name, Co Author 2 Institute Name, Co Author 3 Name, CoAuthor 3 Institute Name are Mandatory Fields.
- Click Add.

Unified

Manage Staff and Student Details

Person Information | More Information | Contact Details | Family Details | Prior Experience | Education Details | **Publication & Project** | Documents

Add Publication

edit	delete	type	conference type	date	conference/journal title	topic
no items to display						

Add Project

edit	delete	title	role	startdate	enddate	roledescription	sponsorname
no items to display							

Previous Next

Apply Cancel

- Click Add Project.

Unified

Manage Staff and Student Details

Person Information | More Information | Contact Details | Family Details | Prior Experience | Education Details | **Publication & Project** | Documents

Add Publication

edit	delete	type	conference type	date	conference/journal title	topic
no items to display						

Add Project

edit	delete	title	role	startdate	enddate	roledescription	sponsorname
no items to display							

Previous Next

Apply Cancel

**Project Details**

Title:

Role:

Start Date:

End Date:

Role Description:

Sponsor Name:

Project Cost (INR):

PI Name:

Co-PI Name:

Add Clear

- Select and Enter the details in the Respective and Mandatory Fields.
- Title, Role, Start Date, End Date, Role Description, Sponsor Name are Mandatory Fields.
- Click Add.
- All the details will be auto saved, before navigating to next tab.
- Click Next to proceed further.



## Documents

To add all the required ACADEMIC and NON-ACADEMIC documents, this screen can be used. Only PDF or JPEG fileformats can be uploaded.

The screenshot shows the 'Manage Staff and Student Details' page in the REC Unified Portal. The sidebar on the left contains the following navigation options: Hostel (9), HRMS (10), HRMS Masters (2), Manage Staff and Student, Manage Staff and Student Search, HRMS Transactions (4), HRMS Reports (4), Inventory (10), and Library (5). The main area displays a list of document categories with 'Browse' buttons and 'No file selected' status:

- Academic Certificates
  - 10th Certificate: Browse, No file selected
  - 12th Certificate: Browse, No file selected
  - Transfer Certificate: Browse, No file selected
  - Community Certificate: Browse, No file selected
  - Migration Certificate: Browse, No file selected
  - Nativity Certificate: Browse, No file selected
  - First Graduate Certificate: Browse, No file selected
  - Counseling Allotment Order: Browse, No file selected
  - Thumb Impression: Browse, No file selected

The screenshot shows the 'Experience Certificates' section of the 'Manage Staff and Student Details' page. The sidebar on the left is the same as in the previous screenshot. The main area displays a list of document categories with 'Browse' buttons and 'No file selected' status:

- Diploma Degree Certificate: Browse, No file selected
- Diploma Consolidated MarkSheet: Browse, No file selected
- Graduation Certificates
  - UG Degree Certificate: Browse, No file selected
  - UG Consolidated MarkSheet: Browse, No file selected
  - PG Degree Certificate: Browse, No file selected
  - PG Consolidated Certificate: Browse, No file selected
- Experience Certificates
  - Appointment Letter: Browse, No file selected
  - Relieving Letter: Browse, No file selected
  - Payscale: Browse, No file selected

At the bottom of the page, there are 'Previous', 'Cancel', and 'Submit' buttons.

### Steps Involved:

1. Select Documents Tab.
2. Click Browse and Upload the Files in Academic, Graduation and Experience Certificates.
3. Click Submit.
4. Once all the required/Mandate information is entered successfully in all tabs, **EMAIL ID and STAFF CODE** will be auto generated to ensure the process is completed successfully.

## Manage Student

This functionality in HRMS deals with the Student database. Manage student data entry contains student personal information, Family details, Educational information, Prior experience (if any), projects & publications if they participated and any additional information such as Bank details, insurance etc.

All Education and experience certificates can be uploaded and saved through this functionality. All the details will be auto saved by default and also manually it can be saved by clicking **APPLY**.


If the CANCEL button is clicked, it will navigate to the home screen after clearing the data entered to start the data entry from beginning.

Below is the process which follows for adding details in Manage Student:

## Personal Information

To add their personal details, this tab will be used.

The screenshot displays the 'Manage Staff and Student Details' form in the HRMS Unified Portal. The 'Personal Information' tab is active, showing a grid of input fields for a student record. The form includes sections for basic details (Person Type, College Email, Roll Number), personal attributes (Department, Title, Gender, Names, Date of Birth, Place of Birth, Date of Joining), and identification (DOTE Application Number, University Registration Number, Entry Mode, Blood Group). It also covers contact and travel information (Driving License Number, Year ID, Aadhaar Card Number, Per Number, Course, Supervisor, Travel by College Transport, Hotel Stay). A sidebar on the left lists navigation options like HRMS (115), HRMS Masters (2), and HRMS Transactions (4). The bottom of the form features 'Apply', 'Cancel', and 'Next' buttons.

Manage Staff and Student Details			
Personal Information			
Person Type Student	College Email teststudent@gmail.com	Roll Number 1514177428342	Unified Portal Access YES NO
Department MECH	Title Mr	Gender Male	 Browse No file selected
First Name JACK	Middle Name S	Last Name RODR	
Date Of Birth 02/12/1994	Place Of Birth Chennai	Date Of Joining 01/12/2015	
DOTE Application Number DOTE123456	University Registration Number 347064051	Entry Mode Regular	Blood Group -Select-
Driving License Number DL-1234567890	Year ID 2015-2016	Aadhaar Card Number 12 34 56 78 90 10 11 12 13 14	Per Number EX-0000000000
Quota Government	Batch 2015-2019	Degree B.E.	Course MECH
Supervisor SGA1C8075752 - FacultyOne	Travel by College Transport YES NO	Hotel Stay YES NO	
<div>Apply Cancel Next</div>			

### Steps Involved:

1. Select Person Type as Student.
2. Email ID and Roll Number fields will be auto generated after entering all the required information.

**Note: Email field can be edited and updated with their existing ID.**

3. Upload a Passport size photograph which is less than 1MB. (JPEG/PNG format).
4. Select and Enter the details in the Respective and Mandatory Fields.
5. Department, Title, Gender, First Name, Last Name, Date of Birth, Place of Birth, DOTE, Application Number, University Registration Number, Entry Mode, Quota, Batch, Degree, Course and Supervisor are Mandatory Fields.
6. Portal access, College transport and Hostel flags can be selected if required.
7. All the details will be auto saved, before navigating to next tab.
8. Click Apply and Click Next to proceed further.

## More Information

To add their additional personal details, this tab will be used.

The screenshot shows the 'Manage Staff and Student Details' form in the Unified Portal. The left sidebar contains navigation links: Hostel (6), HRMS (10), HRMS Masters (2), HRMS Transactions (4), HRMS Reports (4), Inventory (10), and Library (5). The main form area has a tabbed interface. The 'Personal Information' tab is selected, displaying various fields for personal details. The 'More Information' tab is also visible. The form includes fields for Nationality, Marital Status, Mother Tongue, Caste, Category, Religion, Height, Weight, First Identification Mark, Second Identification Mark, Passport Number, Passport Expiry Date, Insurance Name, Insurance Validity, Policy Number, Bank Name, Branch Name, and Account Number. There are 'Previous', 'Next', 'Apply', and 'Cancel' buttons at the bottom of the form.

### Steps Involved:

1. Select and Enter the details in the Respective and Mandatory Fields.
2. The following are Mandatory Fields, Nationality, Marital Status, Mother Tongue, Caste, Category, Religion, Height, Weight, First Identification Mark, Second Identification Mark.
3. All the details will be auto saved, before navigating to the next tab.
4. Click Apply and Click Next to proceed further.

## Contact Details

To add the communication details of staff members, please enter the required details in three tabs which are mandatory.

The screenshot shows the 'Unified Manage Staff and Student Details' form. The left sidebar contains a search bar and a list of menu items: Hostel (9), HRMS (10), HRMS Masters (2) with sub-items 'Manage Staff and Student' and 'Manage Staff and Student Search', HRMS Transactions (4), HRMS Reports (4), Inventory (16), and Library (5). The main form area has a header 'Unified MANAGE STAFF AND STUDENT' and a sub-header 'Manage Staff and Student Details'. Below this is a tabbed interface with tabs: 'Personal Information', 'More Information', 'Contact Details' (selected), 'Family Details', 'Prior Experience', 'Education Details', 'Participation & Paid', and 'Documents'. The 'Contact Details' tab is active, showing sub-tabs 'Communication Address' and 'Permanent Address'. The form contains several input fields: 'Personal Email' (with value 'test@sdf.com'), 'Alternate Email' (with placeholder 'Alternate Email Address'), 'Primary Mobile Number' (with value '9865545145'), 'Alternate Mobile Number' (with placeholder 'Alternate Mobile Number'), and 'Landline Number' (with value '2565655564'). At the bottom are buttons for 'Previous', 'Next', 'Apply', and 'Cancel'.

### Steps Involved:

1. In Contact Details Tab.
2. Select and Enter the details in the Respective and Mandatory Fields.
3. Personal Email and Primary Mobile Number are Mandatory Fields.
4. All the details will be auto saved, before navigating to next tab.
5. Click Next to proceed further.

## Communication Address

The screenshot displays the 'Manage Staff and Student Details' page in the REC Unified Portal. The left sidebar contains navigation links for Hostel (9), HRMS (10), HRMS Masters (2), HRMS Transactions (4), HRMS Reports (4), Inventory (10), and Library (5). The main content area shows the 'Communication Address' tab selected under the 'Contact Details' section. The form includes fields for Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, District, State, Pin Code, and Country. The 'Previous', 'Next', 'Apply', and 'Cancel' buttons are visible at the bottom.

Contact Details		
Communication Address	Permanent Address	
Address Line 1 k	Address Line 2 k	Address Line 3 k
Address Line 4 k	City Chennai	District Chennai
State Tamil Nadu	Pin Code 132131	Country India

## Permanent Address

The screenshot displays the 'Manage Staff and Student Details' page in the REC Unified Portal, showing the 'Permanent Address' tab. The left sidebar is identical to the previous screenshot. The main content area shows the 'Permanent Address' tab selected under the 'Contact Details' section. A checkbox labeled 'Click here if Permanent Address is same as Communication Address' is present. The form includes fields for Address Line 1, Address Line 2, Address Line 3, Address Line 4, City, District, State, Pin Code, and Country. The 'Previous', 'Next', 'Apply', and 'Cancel' buttons are visible at the bottom.

Contact Details		
Communication Address	Permanent Address	
<input type="checkbox"/> Click here if Permanent Address is same as Communication Address		
Address Line 1 k	Address Line 2 k	Address Line 3 k
Address Line 4 k	City Chennai	District Chennai
State Tamil Nadu	Pin Code 132131	Country India

### Steps Involved:

1. Please enter the details in the required/mandatory fields for Communication and Permanent Address tabs respectively.
2. Address Line 1, Address Line 2, City, District, State, Pin code and Country are Mandatory Fields which can be entered manually.
3. If the Permanent Address is the same as the Communication Address, Please select the flag. It will load the same details entered in the communication details tab.
4. If there is a different address, kindly fill Address Line 1, Address Line 2, City, District, State, Pin code and Country, which are Mandatory Fields.
5. All the details will be auto saved, before navigating to the next tab.
6. Click Next to proceed further.

## Family Details

This screen will capture your family details. We can select any one Primary Contact person from Father/Mother/Spouse.

The screenshot displays the 'Manage Staff and Student Details' form in the REC Unified Portal. The 'Family Details' tab is active, showing fields for Siblings, Parents, and Children. The left sidebar contains navigation links for Master (7), HRMS (10), HRMS Masters (2), Manage Staff and Student, Manage Staff and Student Search, HRMS Transactions (4), HRMS Reports (4), Inventory (10), and HRMS (10). The form includes sections for BROTHER(S), SISTER(S), and CHILDREN(S), each with input fields for Older, Younger, and Total counts. A table at the bottom lists family members with columns for gender, relationship, name, batch, and department. Navigation buttons like Previous, Next, Apply, and Cancel are visible.

gender	relatedpersonid	name	batch	department
				no data to display



**Unified** MANAGE STAFF AND STUDENT

Person Information More Information Contact Details **Family Details** Prior Experience Education Details Publications & Project Documents

**SIBLING** FATHER MOTHER SPOUSE

**BROTHER(S)**

Elder	Younger	Total Brother(s)
0	0	0

**SISTER(S)**

Elder	Younger	Total Sister(s)
0	0	0

**CHILDREN(S)**

Son	Daughter	Total No Of Children
1	0	1

**Add Relative Family**

define	relatedpersonid	name	batch	department

1 - 1 of 1 items

Previous Next Apply Cancel

#### Steps Involved:

1. In Sibling Tab, enter the count details and if any relative(s) studying in REC, please enter therequired details by clicking **Add Relative** button.
2. Enter Name, Batch and Department are Mandatory Fields.
3. All the details will be auto saved, before navigating to next tab.
4. Click Next to proceed further.

## Father/Mother/Spouse

Enter the Family member's details in the following tabs.

The screenshot shows the 'Unified MANAGE STAFF AND STUDENT' portal. The left sidebar contains navigation links: Home, HRMS (15), HRMS Masters (2), Manage Staff and Student, Manage Staff and Student Search, HRMS Transactions (4), HRMS Reports (4), and Inventory (10). The main content area is titled 'Manage Staff and Student Details' and has several tabs: Personal Information, More Information, Contact Details, Family Details (selected), Prior Experience, Education Details, Publication & Project, and Documents. Under the 'Family Details' tab, there are sub-tabs for SIBLING, FATHER, MOTHER (selected), and SPOUSE. The form includes checkboxes for 'Primary Contact', 'Same As Permanent Address', and 'Same As Communication Address'. The fields are organized into three columns: Mother Name (sdf), Occupation (sgfdg), Organization Name; Organization Address, Organization Phone Number, Annual Income; Email ID, Primary Mobile Number (9915908823), Alternate Mobile Number; Address Line 1, Address Line 2, Address Line 3; Address Line 4, City (sdf), Address Line 5; Pin Code (523142), Country (india), and State (Tamil Nadu). Navigation buttons at the bottom include Previous, Next, Apply, and Cancel.

### Steps Involved:

1. Select Father or Mother or Spouse as your Primary Contact.
2. If the STAFF marital status is SINGLE he can fill GUARDIAN details if applicable.
3. Select and Enter the details in the respective and mandatory fields.
4. The following are Mandatory Fields, Father Name, Occupation, Organization Name, Organization Address, Organization Phone Number, Email ID, Primary Mobile Number, Address Line 1, Address Line 2, City, District, State, Pin code and Country.
5. Select the flag if the addresses are the same as entered in the previous screens for auto populating in respective fields.
6. All the details will be auto saved, before navigating to the next tab.
7. Click Next to proceed further.

## Prior Experience

Enter the past experience details by filling the required mandate fields. Click **Add Experience** to start with.

The screenshot shows the 'Manage Staff and Student Details' page with the 'Prior Experience' tab selected. The table lists the following records:

edit	delete	employer name	duration start	duration end	designation	experience type	job profile
	x	Maples	01-08-2015	17-08-2015	Network	Industrial	test
	x	CRECENT	01-06-2012	01-04-2013		Academic	
	x	CRECENT	01-06-2013	01-04-2014		Academic	
	x	CRECENT	01-06-2011	01-04-2012		Academic	
	x	CRECENT	01-06-2010	01-04-2012		Academic	
	x	ssdf	27-07-2009	31-12-2009	sdf	Industrial	ssdf
	x	sff	05-02-2008	08-07-2009	sdfsf	Industrial	sdfsf

Buttons: Previous, Next, Apply, Cancel, Add Experience.

### Steps Involved:

1. In Prior Experience Tab.
2. Click Add Experience.

The screenshot shows the 'Manage Staff and Student Details' page with the 'Prior Experience' tab selected. The 'Add Experience' modal form is open, displaying the following fields:

- Employer Name
- Designation
- Duration Start
- Duration End
- Experience Type
- Job Profile
- Annual Income
- Job Category

Buttons: Add, Clear, Add Experience.

1. Select and Enter the details in the Respective and Mandatory Fields.
2. The following are Mandatory Fields Enter Employer, Designation, Duration Start, Duration End, Experience Type, Annual Income, Job Profile, and Job Category.
3. To add multiple experiences, click Add Experience.
4. All the details will be auto saved, before navigating to the next tab.
5. Click Next to proceed further.

## Education Details

To enter the education details click the relevant tabs SSLC, Diploma, HSC, UG, and PG.

The screenshot displays the 'Unified' portal interface for 'Manage Staff and Student Details'. The left sidebar contains navigation links: Home, Hostel (V), HRMS (16), HRMS Masters (2), Manage Staff and Student, Manage Staff and Student Search, HRMS Transactions (4), HRMS Reports (4), Inventory (16), and Library (5). The main content area is titled 'Manage Staff and Student Details' and features a tabbed interface with 'Education Details' selected. Below the tabs, there are radio buttons for 'Tamil' (selected) and 'English'. The form fields include: 'Year of Passing' (1987), 'Board' (Tamil Nadu Board of Secondary Education), 'School Name' (SSC), 'Number of Attempt' (1), 'Number of Improvements' (0), 'Marks Got' (400), and 'Tot Marks' (600). At the bottom, there are buttons for 'Previous', 'Next', 'Apply', and 'Cancel'.

### Steps Involved:

1. In Education Details Tab.
2. Select and Enter the details in relevant tab wise to complete the entire process.
3. The following are Mandatory Fields, Medium of Instruction, Year of Passing, Board, School Name, Marks Obtained and Marks Got/Total Marks.
4. Enter the Details in the Tabs below SSLC, Diploma, HSC, UG, PG and PHD.
5. Ensure that the least Year of Passing should be SSLC and in the following tabs it should be greater than SSLC.
6. All the details will be auto saved, before navigating to next tab.
7. Click Next to proceed further.

## Publication & Projects

To include any Publications or Project works that are done, the details can be added in this tab by clicking ADD Publication / ADD Project buttons respectively.

The screenshot shows the 'Manage Staff and Student Details' page in the Unified portal. The 'Publication & Project' tab is selected. The page contains two tables for managing publications and projects. The top table is for publications, with columns for edit, delete, type, conference type, date, conference/journal title, and topic. The bottom table is for projects, with columns for edit, delete, title, role, start date, end date, role description, and sponsor name. Both tables currently show 'no items to display'. There are 'Add Publication' and 'Add Project' buttons on the right side of each table. At the bottom, there are 'Apply' and 'Cancel' buttons.

### Steps Involved:

1. In Publication & Project Tab.
2. Click Add Publication.

The screenshot shows the 'Publication Details' form in the Unified portal. The form is a modal window with the following fields: Type (dropdown), Date (calendar icon), Organized By (text), CoAuthor 1 Name (text), CoAuthor 2 Name (text), CoAuthor 3 Name (text), Conference Type (dropdown), Conference/Journal Title (text), Topic (text), CoAuthor 1 Institute Name (text), CoAuthor 2 Institute Name (text), and CoAuthor 3 Institute Name (text). There are 'Add' and 'Clear' buttons at the bottom right of the form. The background shows the 'Manage Staff and Student Details' page with the 'Publication & Project' tab selected.

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Conference Type, Date, Conference/Journal Title, Organized by, Topic, Co Author 1 Name, Co Author 1 Institute Name, Co Author 2 Name, Co Author 2 Institute Name, Co Author 3 Name, Co Author 3 Institute Name are Mandatory Fields.



3. Click Add.

The screenshot shows the 'Manage Staff and Student Details' page in the Unified Portal. The left sidebar contains navigation links for Hostel (9), HRMS (10), HRMS Masters (2), HRMS Transactions (4), HRMS Reports (4), Inventory (10), and Library (10). The main content area has a tabbed interface with 'Publication & Project' selected. Below the tabs are two tables. The first table, 'Publication & Project', has columns for edit, delete, type, conferencetype, date, conference/journal title, and topic. The second table, 'Documents', has columns for edit, delete, title, role, startdate, enddate, roledescription, and sponsorname. Both tables show 'no items to display'. There are buttons for 'Add Publication', 'Add Project', 'Previous', 'Next', 'Apply', and 'Cancel'.

1. Click Add Project.

The screenshot shows the 'Manage Staff and Student Details' page with the 'Project Details' modal open. The modal contains the following fields: Title, Role, Start Date, End Date, Role Description, Sponsor Name, Project Cost (INR), and Co-PI Name. There are 'Add' and 'Clear' buttons at the bottom of the modal. The background shows the same tables as the previous screenshot, but they are partially obscured by the modal.

1. Select and Enter the details in the Respective and Mandatory Fields.
2. Title, Role, Start Date, End Date, Role Description, Sponsor Name are Mandatory Fields.
3. Click Add.
4. All the details will be auto saved, before navigating to the next tab.
5. Click Next to proceed further.



## Documents

To add all the required ACADEMIC and NON-ACADEMIC documents, this screen can be used. Only PDF or JPEG fileformats are allowed.

**Manage Staff and Student Details**

Personal Information | Basic Information | Contact Details | Family Details | Prior Experience | Education Details | Publications & Project | Documents

**Academic Certificates**

- 10th Certificate:  No file selected
- 11th Certificate:  No file selected
- 12th Certificate:  No file selected
- Transfer Certificate:  No file selected
- Community Certificate:  No file selected
- Migration Certificate:  No file selected
- Matrify Certificate:  No file selected
- First Graduate Certificate:  No file selected
- Counselling Allotment Order:  No file selected
- Thumb Impression:  No file selected

**Diploma Degree Certificate**:  No file selected

**Diploma Consolidated MarkSheet**:  No file selected

**Graduation Certificates**

- UG Degree Certificate:  No file selected
- UG Consolidated MarkSheet:  No file selected
- PG Degree Certificate:  No file selected
- PG Consolidated Certificate:  No file selected

**Experience Certificates**

- Appointment Letter:  No file selected
- Relieving Letter:  No file selected
- Pay slips:  No file selected

#### Steps Involved:

1. In Documents Tab.
2. Click Browse and Upload the Files in Academic, Graduation and Experience Certificates.
3. Click Submit.
4. Once after all the required/Mandate information is entered successfully in all tabs, **EMAILID** and **STUDENT ROLL NUMBER** will be auto generated to ensure the process completed successfully.

## Manage Staff and Student Search

This functionality in HRMS deals with Staff and Student databases. Manage Staff and Student Search helps in searching the details based on Staff, Student etc.

The screenshot shows the 'Unified HRMS' interface for 'MANAGE STAFF AND STUDENT SEARCH'. The left sidebar contains a search bar and a menu with categories: HRMS (10), HRMS Masters (2), HRMS Transactions (4), HRMS Reports (4), Inventory (16), and Library (15). The 'Manage Staff and Student Search' option is highlighted under HRMS Masters. The main content area is titled 'Manage Staff and Student Search Details' and contains a search form with the following fields: 'Person Type' (a dropdown menu with 'Staff' selected), 'Name' (a text input field with 'NAME' as a placeholder), 'Staff Code' (a text input field with 'Staff Code/Roll Number' as a placeholder), and 'Department' (a dropdown menu with '-Selected-' selected). A 'Search' button is located to the right of the form. Below the form is a table with columns: 'edit', 'personid', 'name', 'staffcode', 'dateofjoining', 'dateofbirth', 'maritalstatus', and 'department'. The table currently displays 'no items to display'.

#### Steps Involved:

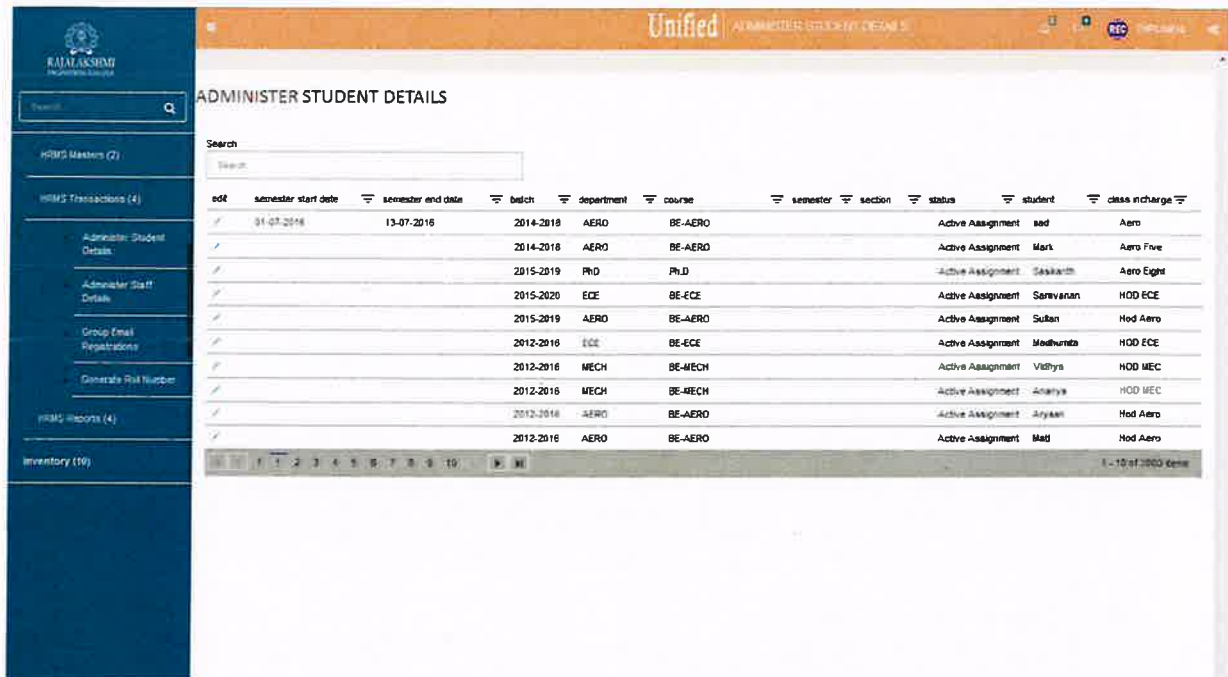
1. Select Person Type as Staff, Student.
2. Enter the Name, Staff Code/Roll Number and Select Department for Searching the Specific Staff/Student.
3. Click Search for getting the details of the Person type.
4. Click Edit for updating the details, correct the details.
5. Click Submit.

## HRMS Transactions

### Administer Student Details

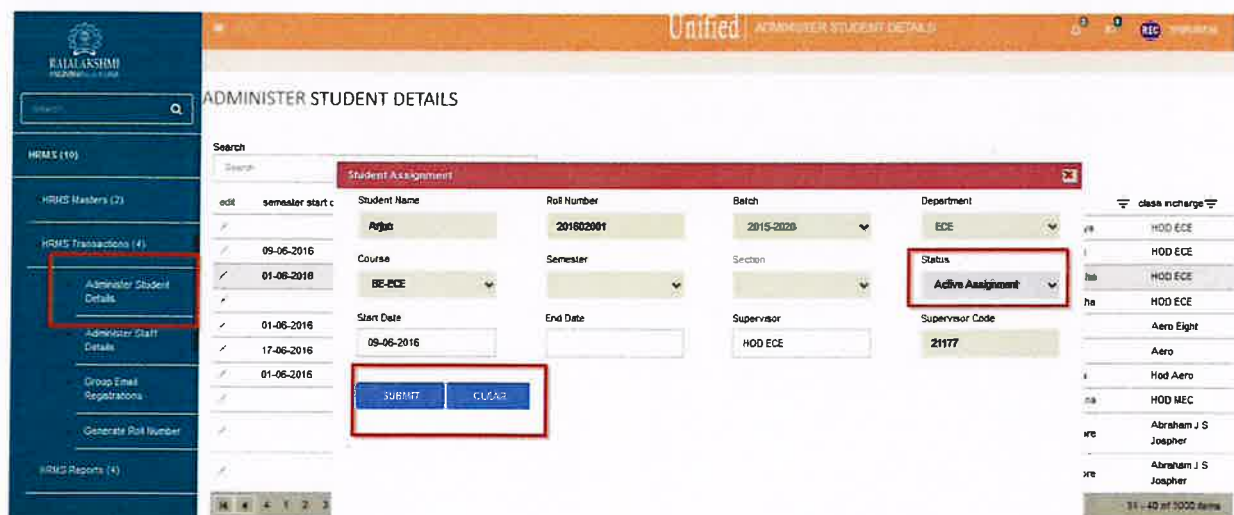
This Functionality helps manage the details of the students that have already been added in the Student database. We can change the current status of the Student. There should be only one ACTIVE ASSIGNMENT for a student.

Based on semester START date and END date should be selected.



The screenshot shows the 'ADMINISTER STUDENT DETAILS' page. On the left is a sidebar with navigation links: HRMS Masters (2), HRMS Transactions (4), HRMS Reports (4), and Inventory (10). The 'HRMS Transactions (4)' section is expanded, showing 'Administer Student Details', 'Administer Staff Details', 'Group Email Registrations', and 'Generate Roll Number'. The main area displays a table of student assignments with columns: edit, semester start date, semester end date, batch, department, course, semester, section, status, student, and class charge. The table lists 10 students, all with 'Active Assignment' status. A search bar is at the top of the table area.

edit	semester start date	semester end date	batch	department	course	semester	section	status	student	class charge
/	01-07-2016	13-07-2016	2014-2018	AERO	BE-AERO			Active Assignment	ad	Aero
/			2014-2018	AERO	BE-AERO			Active Assignment	Mark	Aero Five
/			2015-2019	PHD	PHD			Active Assignment	Sekarath	Aero Eight
/			2015-2020	ECE	BE-ECE			Active Assignment	Saravanan	HOD ECE
/			2015-2019	AERO	BE-AERO			Active Assignment	Sultan	Hod Aero
/			2012-2016	ECE	BE-ECE			Active Assignment	Madhumita	HOD ECE
/			2012-2016	MECH	BE-MECH			Active Assignment	Vidhya	HOD MEC
/			2012-2016	MECH	BE-MECH			Active Assignment	Ananya	HOD MEC
/			2012-2016	AERO	BE-AERO			Active Assignment	Aryaan	Hod Aero
/			2012-2016	AERO	BE-AERO			Active Assignment	Madi	Hod Aero



The screenshot shows the 'ADMINISTER STUDENT DETAILS' page with the 'Student Assignment' form open. The sidebar is the same as in the previous screenshot. The form has fields for: Student Name (Arijit), Roll Number (201802001), Batch (2015-2020), Department (ECE), Course (BE-ECE), Semester, Section, Status (Active Assignment), Start Date (09-06-2016), End Date, Supervisor (HOD ECE), and Supervisor Code (21177). There are 'SUBMIT' and 'CANCEL' buttons at the bottom of the form. The table on the right shows a list of students, with 'Aero Eight' and 'Aero' highlighted.

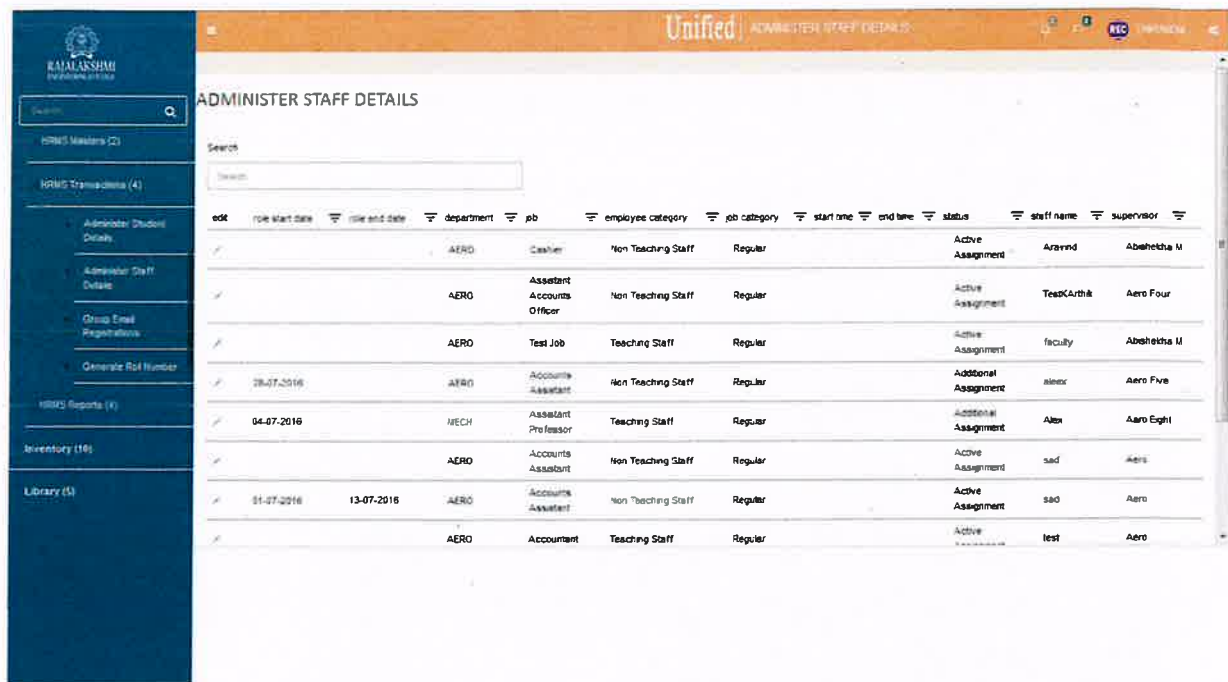
edit	semester start c	Student Name	Roll Number	Batch	Department	class charge
/	09-06-2016	Arijit	201802001	2015-2020	ECE	HOD ECE
/	01-06-2018					HOD ECE
/	01-06-2016					HOD ECE
/	17-06-2016					HOD ECE
/	01-06-2016					Aero Eight
/						Aero
/						Hod Aero
/						HOD MEC
/						Abraham J S Joseph
/						Abraham J S Joseph

#### Steps Involved:

1. Click Edit for updating the details.
2. Select the Status, Start date and End date.
3. Click Submit.

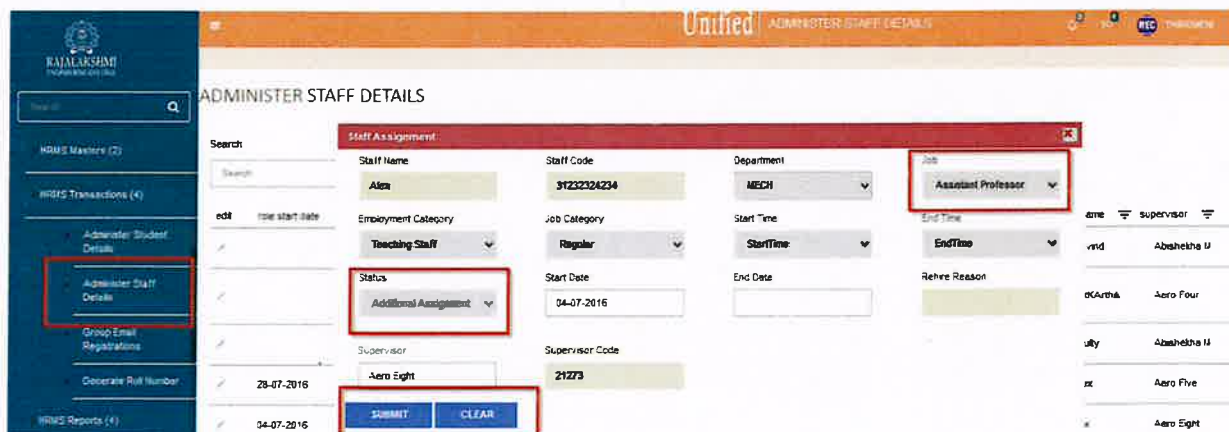
## Administer Staff Details

This Functionality helps in editing the details of the students that have already been created in the Manage Staff details for changing the current status of the Staff. There should be only one ACTIVE ASSIGNMENT for a Staff. Based on role, START date and END date should be selected.



The screenshot shows the 'ADMINISTER STAFF DETAILS' page. On the left is a sidebar with navigation links: 'Administer Student Details', 'Administer Staff Details' (highlighted), 'Group Email Registrations', 'Generate Roll Number', 'HRMS Reports (4)', 'Inventory (16)', and 'Library (5)'. The main area displays a table of staff members with columns for edit, role start date, role end date, department, job, employee category, job category, start time, end time, status, staff name, and supervisor.

edit	role start date	role end date	department	job	employee category	job category	start time	end time	status	staff name	supervisor
<input type="checkbox"/>			AERO	Cashier	Non Teaching Staff	Regular			Active Assignment	Aravind	Abhishek M
<input type="checkbox"/>			AERO	Assistant Accounts Officer	Non Teaching Staff	Regular			Active Assignment	Teekarthik	Aero Four
<input type="checkbox"/>			AERO	Test Job	Teaching Staff	Regular			Active Assignment	faculty	Abhishek M
<input type="checkbox"/>	28-07-2016		AERO	Accounts Assistant	Non Teaching Staff	Regular			Additional Assignment	alex	Aero Five
<input type="checkbox"/>	04-07-2016		MECH	Assistant Professor	Teaching Staff	Regular			Additional Assignment	Alex	Aero Eight
<input type="checkbox"/>			AERO	Accounts Assistant	Non Teaching Staff	Regular			Active Assignment	sad	Aero
<input type="checkbox"/>	01-07-2016	13-07-2016	AERO	Accounts Assistant	Non Teaching Staff	Regular			Active Assignment	sad	Aero
<input type="checkbox"/>			AERO	Accountant	Teaching Staff	Regular			Active	test	Aero



The screenshot shows the 'ADMINISTER STAFF DETAILS' page with the 'Staff Assignment' pop-up window open. The pop-up window contains the following fields:

- Staff Name: Alex
- Staff Code: 91232324234
- Department: MECH
- Job: Assistant Professor
- Employment Category: Teaching Staff
- Job Category: Regular
- Status: Additional Assignment
- Start Date: 04-07-2016
- End Date: (empty)
- Rehire Reason: (empty)
- Supervisor: Aero Eight
- Supervisor Code: 21273

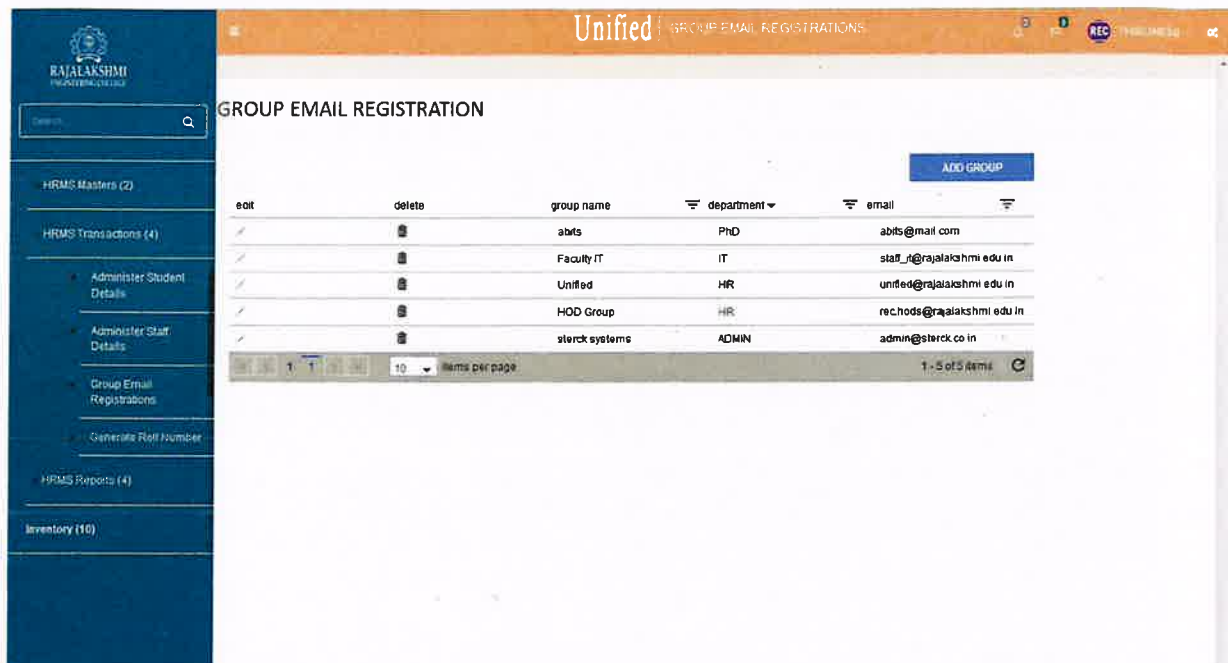
Buttons for 'SUBMIT' and 'CLEAR' are at the bottom of the pop-up window. The background table shows the same staff details as the previous screenshot.

### Steps Involved:

1. Click Edit for updating the details.
2. Select Role, Status, Start date and End date manually from the pop-up window.
3. Click Submit.

## Group Email Registration

This functionality helps in creating a Group Email Id for the Respective Departments.



The screenshot displays the 'GROUP EMAIL REGISTRATION' page in the REC Unified Portal. The page features a sidebar on the left with navigation links such as 'HRMS Masters (2)', 'HRMS Transactions (4)', 'Administer Student Details', 'Administer Staff Details', 'Group Email Registrations', 'Generate Roll Number', 'HRMS Reports (4)', and 'Inventory (16)'. The main content area shows a table with the following data:

edit	delete	group name	department	email
		abits	PhD	abits@mail.com
		Faculty IT	IT	staff_4@rajalakshmi.edu.in
		Unified	HR	unified@rajalakshmi.edu.in
		HOD Group	HR	rec.hods@rajalakshmi.edu.in
		sterck systems	ADMIN	admin@sterck.co.in

The table includes pagination controls at the bottom, showing '1 - 5 of 5 items' and a 'Items per page' dropdown set to 10. An 'ADD GROUP' button is located in the top right corner of the table area.

### Steps Involved:

1. Click Add Group.
2. Enter Group Name, Select Department, Enter Email.
3. Click Save.

## Generate Roll Number

This functionality helps in Assigning the Roll Number for the Students with replacement of the Temporary Roll Number assigned for the Students.

Once after Student data are successfully loaded, select ACADEMIC YEAR, BATCH and DEPARTMENT. Click **ASSIGNROLLNUMBER** it will load the student data based on selected criteria.

The screenshot shows a web application interface for 'Unified GENERATE ROLL NUMBER'. On the left is a dark blue sidebar with the 'RAJALAKSHMI' logo and a search bar. Below the search bar is a list of menu items: Administration (20), Assessment (12), Asset Management (8), Attendance (7), Budget (3), Event Details (2), Hostel (9), and UGRAS (10). The main content area has an orange header with the text 'Unified GENERATE ROLL NUMBER'. Below the header, there are three dropdown menus labeled 'Academic Year', 'Batch', and 'Department', each with a '- Select -' option. To the right of these dropdowns is a blue button labeled 'Assign Roll Number'.

### Steps Involved:

1. Select Academic Year, Batch and Department.
2. Click Assign Roll Number.
3. Roll Number Generated Successfully validation message is shown.





# UNIFIED PORTAL

---

## User Guide Ver1.0 PAYROLL

Date	Version	Author	Summary of changes
AUG - 2016	1.0	ABITS	First release to client

## Contents

Payroll .....	83
Pay Masters .....	83
Grade Pay Master .....	83
Pay Earning Master .....	84
Pay Tax Master .....	85
Pay Professional Tax Master .....	86
Pay Tax Section .....	87
Grade Pay Earning Master .....	88
Pay Transaction Master .....	88
Payroll Transactions .....	89
Salary Process .....	89
Employee Loans and Advance .....	89
Issue Salary Cheque .....	90
Full and Final Settlement .....	91
Payroll Approvals .....	92
Employee Loan and Advance Approval .....	92

## Payroll

In this module user can manage functionalities like Grade Pay Master, Pay Earning Master, Pay Tax Master, Professional Tax Master, Pay Tax Section, Grade Pay Earnings Master, Salary Processing, Pay Slip Generation, Loans and Advances, Pay Transaction Master

## Pay Masters

### Grade Pay Master

edit	delete	designation	grade	description
		Associate Professor	6	test
		Assistant Professor	4	test
		Assistant Professor	8	test

This functionality helps to add different employment Grades of REC. Grades can be created and mapped against the designation. Update, delete and search functionalities are available. It is done by an HR Assistant.

Below is the process which follows for adding details in Grade Pay master:

#### Steps Involved:

1. Click Add Item.

Designation \*

-Select-

Grade \*

-Select-

Description

Description

SAVE

CANCEL

2. Enter and Select the Respective and Mandatory Fields.
3. Designation and Grade are Mandatory.
4. Click Save.
5. Click Edit for updating the details, correct the details.
6. Click Update.
7. Click Delete and click OK for deleting the details.

## Pay Earning Master

The screenshot displays the 'UNIFIED PAY EARNING MASTER' interface. On the left is a sidebar with a search bar and a list of menu items: Payroll (13), Pay Masters (7), Grade Pay Master, Pay Earning Master, Pay Tax Master, Pay Professional Tax Master, Pay Tax Section, Grade Pay Earning Master, and Pay Transaction Master. The main area is titled 'PAY EARNING MASTER' and includes a search bar labeled 'Search By Earning/Earning Type'. Below this is a table with columns: edit, delete, name, payearning type, order of sequence, view in payslip, and is taxable. The table contains six rows of data:

edit	delete	name	payearning type	order of sequence	view in payslip	is taxable
		ESI	Deduction	5	Yes	No
		EPF	Deduction	5	Yes	No
		DA	Earning	4	Yes	No
		HRA	Earning	3	Yes	Yes
		Basic	Earning	2	Yes	No
		Medical Allowances	Earning	1	Yes	No

At the bottom right of the table, it says '1 - 6 of 6 items'.

This functionality is detailed with adding various types of Pay earnings and deductions. Also the component can be added to Pay Slip View. Tax components can be mapped. Master can be edited by searching with appropriate values. It is done by an HR Assistant.

Below is the process which follows for adding details in Pay Earnings master:

### Steps Involved:

1. Click Add Item.

This screenshot shows the same 'UNIFIED PAY EARNING MASTER' interface, but with the 'Add Item' dialog box open. The dialog box has the following fields and options:

- Name \***: A text input field.
- Earning Type \***: A dropdown menu currently showing '-Select-'.
- Order of Sequence \***: A text input field.
- View in Payslip**: Radio buttons for YES and NO.
- Is Taxable**: Radio buttons for YES and NO.
- Buttons**: 'SAVE' and 'CANCEL' buttons at the bottom.

The background table is partially visible behind the dialog box.

2. Enter and Select the Respective and Mandatory Fields.
3. Enter the Name, Select the Earning Type, Enter Order of Sequence and then select Yes/No in View in Pay slip and Is Taxable.
4. Name, Earning Type and Order of Sequence are Mandatory.
5. Click Save.
6. Click Edit for updating the details, correct the details.
7. Click Update.
8. Click Delete, Click OK for deleting the details.

## Pay Tax Master

Addition of various tax slabs can be performed with Minimum and Maximum salary range. Based on the range set TAX PERCENTAGE is set. Also it can be added to Pay slip View. Update, delete and search functionalities are available. It is done by an HR Assistant.

Below is the process which follows for adding details in Pay Tax master:

### Steps Involved:

1. Select Gender and Click Add Tax.

2. Enter and Select the Respective and Mandatory Fields.

3. Tax Slab, Min Salary, Max Salary and Tax Percentage are Mandatory.
4. Click Save.
5. Click Edit for updating the details, correct the details.
6. Click Update.

## Pay Professional Tax Master

Professional tax component can be added based on the state and salary range. Tax amount will be assigned accordingly. As per the Government of India regulations the Tax components will be set. Master can be viewed or edited by searching by State. It is done by an HR Assistant.

Below is the process which follows for adding details in Professional Tax master:

### Steps Involved:

1. Click Add Item.

2. Select and Enter the Respective and Mandatory Fields.
3. State, Min Salary, Max Salary and Tax Amount are Mandatory.
4. Click Save.
5. Click Edit for updating the details, correct the details.
6. Click Update.



## Pay Tax Section

**PAY TAX SECTION**

Search By Section/Deduction

edit section deduction effective from status

no items to display

Based on the section look-up table values are loaded. In this master we can define the deduction amount. Dates can be picked for enabling the component to the tax calculation. It is done by an HR Assistant.

Below is the process which follows for adding details in Pay Tax Section master:

### Steps Involved:

1. Click Add Tax Section.

**Tax Section**

Section \*  
--Select--

Deduction \*

Effective From  
02-09-2016

Status  
Active

SAVE Clear

2. Select and Enter the Respective and Mandatory Fields.
3. Section and Deduction are Mandatory.
4. Click Save.
5. Click Edit for updating the details, correct the details.
6. Click Update.

## Grade Pay Earning Master

The screenshot shows the 'UNIFIED | GRADE PAY EARNING MASTER' interface. On the left is a dark blue sidebar with the 'RAJALAKSHMI' logo and a search bar. Below the search bar is a list of menu items: Grade Pay Master, Pay Earning Master (highlighted), Pay Tax Master, Pay Professional Tax Master, Pay Tax Section, Grade Pay Earning Master, and Pay Transaction Master. The main content area has an orange header bar with the title 'UNIFIED | GRADE PAY EARNING MASTER'. Below this, the title 'GRADE PAY EARNING MASTER' is repeated. The form contains three input fields: 'Designation' with a dropdown menu showing '-Select-', 'Grade' with a dropdown menu showing 'Select', and 'Staff Code and Name' with a text input field. Below these fields are 'Apply' and 'Clear' buttons. At the bottom, there is a 'Search By StaffCode/Staff Name' section with a text input field and a placeholder 'enter search text'.

This screen enables to apply the pay earnings and deductions to a designation and grade. Based on conditional filters of designation and grade Staff details will be auto suggested. This will enable for applying the earnings and deductions which are already mapped. Updating existing or added components can be done by choosing Designation, Grade and Staff name and Code. It is done by an HR Assistant.

Below is the process which follows for adding details in Grade Pay Earnings master:

### Steps Involved:

1. Select the Respective and Mandatory Fields.
2. Designation, Grade, Staff Code and Name are Mandatory.
3. Enter the details in the Fields for the Monthly Component Amount.
4. Click Apply.

## Pay Transaction Master

The screenshot shows the 'UNIFIED | PAY TRANSACTION MASTER' interface. On the left is a dark blue sidebar with the 'RAJALAKSHMI' logo and a search bar. Below the search bar is a list of menu items: Grade Pay Master, Pay Earning Master, Pay Tax Master, Pay Professional Tax Master, Pay Tax Section, Grade Pay Earning Master, and Pay Transaction Master (highlighted). The main content area has an orange header bar with the title 'UNIFIED | PAY TRANSACTION MASTER'. Below this, the title 'PAY TRANSACTION MASTER' is repeated. The form contains two radio buttons for 'Transaction Type' (Increment, Arrears, Earnings and Deduction) and two radio buttons for 'Processing Type' (Employee). Below these is a 'Search By Staff Code/Name/Department/Designation' section with a text input field and a placeholder 'enter search text'. At the bottom, there is a table with columns: show, staff code, staff name, deptname, designation, and netsalary. The table is currently empty, and the footer indicates '5 items per page' and 'no items to display'.

This functionality is to track Increment, Arrears and any modifications towards existing Earnings and Deductions for an employee. Based on Transaction Type, the employees list will be populated in the grid, by clicking edit, where it can be updated. It is done by an HR Assistant.

Below is the process which follows for adding details in Pay Transaction master:

#### Steps Involved:

1. Click on the types of required Transaction Type and Search for the Required Staff Code/Name/Department/Designation.
2. Select Show button, inside that enter the details of Revised Monthly Compensation.
3. Click Save.

## Payroll Transactions

### Salary Process

UNIFIED | SALARY PROCESS

PAY ROLL PROCESS

Pay Process Month: Sep, Pay Process Year: 2018, Is Final Process: YES/NO

Start Process, View Salary Summary Details

This screen is for processing salary for a payroll cycle. Dummy processing can be performed for validating the salary generated to overcome any deviations. Salary processed can be viewed in a detailed summary report. It is done by an HR Assistant.

If we choose as final processing, the pay processing will be applied where it will not be recalled. Below is the process which follows for adding details in Salary Processing:

#### Steps Involved:

1. Select the respective Pay process Month, Pay process Year, Is final Process as Yes/No.
2. Click Start Process and Click OK.

### Employee Loans and Advance

UNIFIED | EMPLOYEE LOAN AND ADVANCE

EMPLOYEE LOAN AND ADVANCE

Staff Code: 14Aero1865751627, Name: THIRUMENI, Department: ADMIN, Designation: Administrative Assistant, Grade: A, Gross Salary: 14000

Add Item

edit	delete	view	loan type	take home salary	loan amount	effective date	tenure in month	monthly emi	i
/	x	/	Salary Advance	12000	25000	02-09-2018	5	5000	02-4

1 - 1 of 1 items

In this functionality, any eligible employee can avail Loans and Salary advances from the management based on requests and approvals.

Based on the loan type, take home salary, loan amount and repayment tenure, the loan would be approved.

Below is the process which follows for adding details in Employee Loans and Advances:

#### Steps Involved:

1. Click Add Item.

2. Select the Loan Type, Effective Date and Enter the Loan Amount, Repayment tenure and Remarks.
3. Loan Type, Loan Amount, Effective Date and Remarks are Mandatory.
4. Click Save.
5. Click Edit for updating the details, correct the details.
6. Click Update.
7. Click Delete.
8. Click OK for deleting the details.
9. Click View, Report will be shown.

## Issue Salary Cheque

This functionality helps in Issuing the Salary Cheque with respect to the Month, Year and Cheque

Start Number. It is done by an HR Assistant.

Below is the process which follows for adding details in Issue Salary Cheque:

**Steps Involved:**

1. Select Month and Year.
2. Enter Starting Row Number, Ending Row Number and Cheque Start Number.
3. Starting Row Number, Ending Row Number and Cheque Start Number are Mandatory.
4. Click Apply, Cheque No. sequence applied.
5. Click Submit.

## Full and Final Settlement

The screenshot shows the 'Full and Final Settlement' form in the REC Unified FFS portal. The form is divided into several sections:

- Designation:** A dropdown menu with '-Select-' as the current selection.
- Staff Code and Name:** A text input field with 'Staff Code and Name' as the placeholder.
- Date of Apply:** A date picker field with 'Date of Apply' as the placeholder.
- Date of Leaving:** A date picker field with 'Date of Leaving' as the placeholder.
- Cheque Number:** A text input field with 'Cheque Number' as the placeholder.
- Is Final Process:** A radio button group with 'YES' and 'NO' options. The 'NO' option is currently selected.
- Start Process:** A blue button to initiate the process.

Below the form is a section titled 'Pending FFS' which contains a table. The table has the following columns: 'edit', 'name', 'designation', 'payrollmonth', 'payrollyear', and 'processdate'. The table is currently empty, displaying 'no items to display'.

This functionality helps in clearing the loan of the user and performs a full and final settlement. It is done by an HR Assistant.

Below is the process which follows for adding details in full and final settlement:

**Steps Involved:**

1. Select and Enter the Respective and Mandatory Fields.
2. Select Designation, Staff Code and Name, Date of Apply, Date of Leaving and Enter Cheque Number.
3. If, Is Final Process is selected as No and then when clicking Start Process, Full and FinalProcess is completed successfully.
4. If, Is Final Process is selected as Yes and then when clicking Start Process, The Final Process isProceeded Successfully.
5. Click View FFS Slip for Viewing the Report.

## Payroll Approvals

### Employee Loan and Advance Approval

The screenshot shows the 'UNIFIED | EMPLOYEE LOAN AND ADVANCE APPROVAL' portal. On the left is a dark blue sidebar with the 'RAJALAKSHMI' logo and a search bar. Below the search bar are menu items: 'Attendance (2)', 'Event Details (2)', 'Payroll (13)', 'Pay Masters (7)', 'Pay Transactions (4)', 'Pay Reports', 'Pay Approval (1)', 'Employee Loan and Advance Approval', and 'My info (4)'. The main content area has an orange header with the title 'EMPLOYEE LOAN AND ADVANCE APPROVAL'. Below this is a table with columns: name, designation, loan type, take home amt, loan amount, effective date, tenure in month, monthly emi, loan closure, remarks, and status. A single row is visible for 'THIRUMENI', 'Administrat Assistant', 'Salary Advance', '12000', '3000', '14-09-2016', '1', '3000', '14-10-2016', 'S/A - 1/2', and 'INITIATED'. Above the table are 'Reject' and 'Approve' buttons. Below the table is a pagination bar showing '20 items per page' and '1 of 1 items'.

name	designation	loan type	take home amt	loan amount	effective date	tenure in month	monthly emi	loan closure	remarks	status
THIRUMENI	Administrat Assistant	Salary Advance	12000	3000	14-09-2016	1	3000	14-10-2016	S/A - 1/2	INITIATED

This functionality helps in the approval of the loans and salary advances requested by the faculty, which is approved or rejected by the HR Manager.

Based on the loan type, take home salary, loan amount and repayment tenure, the loan will be approved.

Below is the process which follows for approving the details in employee loans and advances:

#### Steps Involved:

1. Click on the Notification and Click View Details in HR Manager Login.
2. Click Pay Approval and Employee Loan and Advance Approval Form from the Menu.
3. Click on the Check box of the request from the Grid.
4. Click Approve or Reject.





# UNIFIED PORTAL

---

## User Guide Ver1.0 PLACEMENT

Date	Version	Author	Summary of changes
AUG - 2016	1.0	ABITS	First release to client

## Contents

Placement .....	95
Placement Transactions .....	95
Schedule Campus Placement .....	95
Make Arrangements .....	96
Update Placement Details .....	97
Placement Approvals.....	97
Approve Placement Schedule .....	97

## Placement

In this module, the user can manage functionalities like Scheduling Campus Placement, Student registration/acceptance, approve Placement Schedule. Apart from this, we have developed functionalities like updating placement details and updating placement attendance.

## Placement Transactions

### Schedule Campus Placement

The screenshot shows the 'UNIFIED SCHEDULE CAMPUS PLACEMENT' form. The left sidebar contains navigation links: Library (5), Payroll (12), Placements (3), Placement Transactions (2), Schedule Campus Placement, Update Placement Details, Placement Reports (1), and Projects (3). The main form area is titled 'UNIFIED SCHEDULE CAMPUS PLACEMENT' and 'PLACEMENT DETAIL'. It includes dropdown menus for 'Academic Year', 'Placement Type', and 'Placement Category'. Below these are input fields for 'Curriculum Vitae' (with 'Required' and 'Not Required' buttons), 'CTC Range', 'Transport Registration' (with 'Yes' and 'No' buttons), and 'Registration Due Date'. The 'Venue Details' section has fields for 'Name of Venue', 'Contact Person', 'Mobile No.', 'Address', and 'Email'. The 'Company Details' section has fields for 'Company', 'Contact Person', 'Mobile No.', 'Address', and 'Email'. At the bottom, there are 'ADD' and 'CLEAR' buttons, and a table with columns for 'company', 'contact person', 'contact no', 'email id', and 'address'.

This functionality helps to schedule campus placement like on campus, off campus and notify students for registration or acceptance. Provision given to attach students based on specific criteria for attending the campus placement. Students can give his/her acceptance through the system on his participation. Admin will update the campus placement details. Once the Campus placement details are updated, then the Placement attendance can be done and the event will be automatically closed after entering the final attendance in the Admin Assistant Login.

Below is the process which follows for adding the details in Schedule Campus Placement:

#### Steps Involved:

1. Select Academic Year, Placement Type, Placement Category, Select Curriculum Vitae as Required/ Not Required, Enter CTC Range, Select Transport Registration as Yes/No, Select Registration Due Date.
2. If Placement Selected as Off Campus, then Enter Company Details and Select Event Location.
3. If Placement Selected as On Campus, then Enter Venue Details and Company Details.
4. Enter the Venue Details, Name of the Venue, Contact Person, Mobile No. , Address and Email.
5. Enter the Company Details, Company, Contact Person, Mobile No. , Address and Email.
6. Click Add.

7. Click Edit for updating the details, correct the details.
8. Click Update.
9. Click Delete.
1. Click Ok for deleting the details.
2. Enter Event Description, and Select the Event Location.
3. Click Browse and Upload the Participant List.
4. Select Dynamic Grouping, if Required.
5. Select Registration as Yes/No.
6. Enter the Name of the Participants.
7. Select All Day/ Each Day Different Time.
8. Select the Event Start date, Event End date, Start Time and End Time.
9. Attach a Document by Clicking Browse.
10. Click Submit.

## Make Arrangements

The screenshot shows the 'UNIFIED MAKE ARRANGEMENTS' web application. The interface includes a sidebar with navigation options like Payroll (12), Placements (2), Placement Transactions (2), Scheduling Control Placement, Update Placement Details, Placement Reports (1), Projects (2), and Purchase (15). The main area contains form fields for Staff Code (T4Aany105751827), Staff Name (T4Aany105751827), Department (ADMIN), Event Type (Event Type), Description (Event Description), Location (Location), End Date & Time (end null), Mobile Number (9876543210), and Priority (Immediate). Below these fields is a table with columns for Department, Description, Priority, Status, and Remarks. The table lists various service requests such as ASRNA, EB Service Request, Carteen Service Request, Transport Service Request, and Systems Service Request. At the bottom right, there are 'UPDATE' and 'CANCEL' buttons.

This functionality helps to select the priority, enter the Intercom No. and the mobile number. The request is being raised respectively to the department and after the request is being raised, it is being approved by the respective department managers.

Below is the process which follows for adding the details in making arrangements:

### Steps Involved:

1. Select Priority and Enter Intercom No. and Mobile Number.
2. Select the Request type.
3. Enter the Description in the Request Form.
4. Click Save.
5. Click Events from Menu.
6. Select Event.
7. Click Edit for updating the details, correct the details.
8. Click Update.

## Update Placement Details



KJ SOMAIYA  
INSTITUTE OF MANAGEMENT STUDIES

UNIFIED | UPDATE PLACEMENT DETAILS





Search

Placement ID

2019-20

Placement Name

2019-20 ON CAMPUS Core Companies

Participant List

Department	Name	Roll Number	Mailid	Status
ZERO	Sangari		teeskari@iim@gmail.com	<div> <div>Deactivated</div> </div>
TWO	Srinivasan Arvi		teeskari@iim@gmail.com	<div> <div>Selected</div> </div>

1/1

2/2

This functionality helps in selecting the participant for the placement with respect to the Academic Year and event name in the Admin Assistant Login


Below is the process which follows for adding the details in Update Placement Details:

### Steps Involved:

1. Select Academic Year and Event name.
2. Select the Status as Selected or Not Selected.
3. Click Save.

## Placement Approvals

## Approve Placement Schedule



**KAJAL KUMARI**  
UNIVERSITY

Report

Home > Training > Approval > Approvals (5)

- Approve Training/Placement Schedule
- Approve PDF
- Approve PDF Claims
- Approve Press Event Entry Distribution
- Approve Stipend
- Approve LOR
- Training Reports (5)
- My Info (3)

## UNIFIED TRAINING APPROVAL

### APPROVE TRAINING SCHEDULE

Filter

Showing Top 4 Approve Data as Status

approve	detail	detail	status	file	vendor	company	vendor type	startdate	enddate	deadline	approval status	status
✓	view	Placement	2016-17 ON CAMPUS Core Company ADRI INF	April 16	19-09-2016	19-09-2016	19-09-2016	Initiated	Scheduled			
✓	view	Placement	2016-17 ON CAMPUS Core Company INF	11 days	25-09-2016	27-09-2016	25-09-2016	Approved	Completed			
✓	view	Placement	2016-17 OFF CAMPUS Regu CONSULTANCY SERVICES	TATA	30-09-2016	30-09-2016	26-09-2016	Initiated	Scheduled			
✓	view	Placement	2016-17 OFF CAMPUS Core Company INF	Infra	30-09-2016	30-09-2016	26-09-2016	Initiated	Scheduled			
✓	view	Placement	2016-17 ON CAMPUS Regu	SDHO	18-09-2016	18-09-2016	26-09-2016	Approved	Completed			

This functionality helps in approval of the details in the Placement Approval form in the TPO Login. Below is the process which follows for Approving details in Approve Placement Schedule:

### Steps Involved:

1. Click on the Notifications in TPO Login.
2. Click View Details.
3. Click Approve Button.
4. Click Ok for Approving the details.
5. Click View in the Grid for viewing the Event.
6. Click Cancel Button to cancel the Event.



# UNIFIED PORTAL

---

## User Guide Ver1.0

### SCHEDULE EVENTS

Date	Version	Author	Summary of changes
AUG - 2016	1.0	ABITS	First release to client



## Contents

Event Details.....	100
Schedule Events .....	100
Make Arrangements .....	101
Event Calendar – Day wise.....	102
Event Calendar – Month wise .....	103

## Event Details

### Schedule Events

The screenshot displays the 'UNIFIED EVENTS' portal interface. On the left is a dark blue sidebar with the RAJALAKSHMI logo and a search bar. Below the search bar are menu items: Administration (25), Assessment (15), Asset Management (8), Attendance (8), Budget (3), Event Details (4), Schedule Events, Event Calendar - Day wise, and Event Calendar - Month wise. The main content area is titled 'EVENT CREATION' and contains several sections: 'Event Type' with a dropdown menu set to 'Class'; 'Event Title' with a text field containing 'Class'; 'Sponsor' with a text field containing 'AAA'; 'Event Description' with a text area containing 'Good'; 'Event Location' with two sub-sections: 'Select Block' showing a list of blocks (MAN BLOCK, Workshop Block, Academic Block, TIFAC Block, Boys Hostel) with checkboxes, and 'Select Room' showing a list of rooms (MG01) with checkboxes; 'Add Participants' with a 'Dynamic Criteria Based Grouping' section containing 'Required' and 'Not Required' buttons, a 'Participants File Upload (if available)' section with a 'Browse' button and 'No file selected' text, and a 'Search & Add Participant' section with a text input field and '+' and '-' buttons.

Event creation is a common functionality which will be used while scheduling all events like staff meetings, student meetings, special class, and training. Through this functionality all events can be tracked/sorted w.r.t event type wise, month wise. Participants with specific criteria can also be selected through the dynamic filter option provided in this functionality.

Below is the process which follows for adding the details in Schedule Events:

#### Steps Involved:

1. Select Event, Enter the Event Title, Sponsor, Event Description, Select Event Location.
2. Enter the Name of the Participants and Select it from the Auto suggested field.
3. Select All Day/ Each Day Different Time.
4. If Selected All Day then Select the Event Start date, Event End date, Start Time and End Time.
5. If Selected Each Day Different Time then Select Date, Start Time and End Time.
6. Attach a Document by Clicking Browse.
7. Click Submit.

## Make Arrangements

**UNIFIED | MAKE ARRANGEMENTS**

**Make Arrangements**

Staff Code: 14Aero1865751627  
 Staff Name: THIRUMENI  
 Designation: Accountant

Department: ADMIN  
 Event Type: Class  
 Event Name: Class

Location: MG01  
 Description: Good  
 Start Date & Time: 29-09-2016 12:00 pm

End Date & Time: 30-09-2016 06:00 pm  
 Priority: Immediate  
 Intercom no: 1234568790

Mobile Number: 9876543210

Department	Description	Notify	Status	Remarks
ADMIN	ASRF11234541904	<input checked="" type="checkbox"/>	APPROVED	
EB	EB Service Request	<input type="checkbox"/>		
Canteen	Canteen Service Request	<input type="checkbox"/>		
Transport	Transport Service Request	<input type="checkbox"/>		
Systems	Systems Service Request	<input type="checkbox"/>		

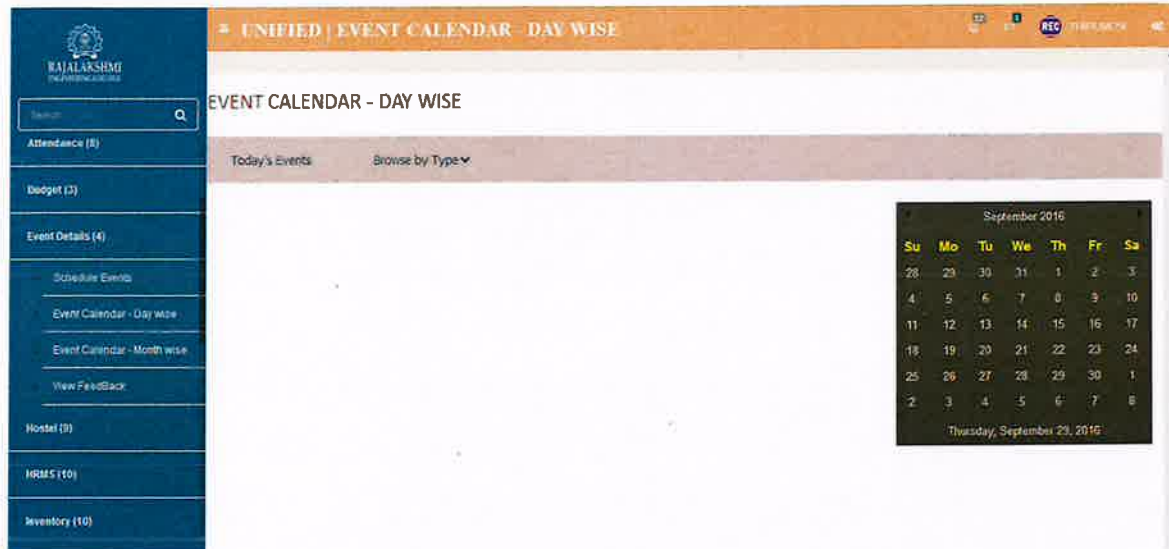
This functionality helps to select the priority, enter the intercom no. and the mobile number. The request is being raised respective to the department and after the request is being raised it is being approved by the respective department managers.

Below is the process which follows for adding the details in Make Arrangements:

### Steps Involved:

1. Select Priority and Enter Intercom No. and Mobile Number.
2. Select the Request type.
3. Enter the Description in the Request Form.
4. Click Save.
5. Click Events from Menu.
6. Select Event.
7. Click Edit for updating the details, correct the details.
8. Click Update.

## Event Calendar – Day wise



This functionality helps in editing the details of an Event or completely removing (cancel) an Event by the Person who created it.

Below is the process which follows for viewing the details in Event Calendar – Day wise:

### Steps Involved:

1. Login from the respective Login.
2. Click Browse by Type or Today's Event.
3. Or Select the date from the Calendar for an Event to be shown.
4. Select the Event.
5. Click Download for downloading the uploaded file.
6. Click Edit for editing and updating the details of an Event.
7. Click Remove for removing (cancelling) an Event.

## Event Calendar – Month wise

The screenshot shows the 'UNIFIED EVENT CALENDAR - MONTH WISE' interface. On the left is a sidebar with a search bar and a list of menu items: Administration (25), Assessments (15), Asset Management (8), Attendance (8), Budget (3), and Event Details (4). Under 'Event Details (4)', there are links for 'Schedule Events', 'Event Calendar - Day wise', and 'Event Calendar - Month wise'. The main content area is titled 'EVENT CALENDAR - MONTH WISE' and features a 'Today's Events' section with a 'Select Event Type' dropdown. Below this is a calendar grid for September 2016. The calendar shows days of the week (Sun to Sat) and dates (1 to 17). Events are represented by blue boxes with text indicating the event name, date, and time. For example, on September 4th, 5th, and 6th, there are events for '2016-17 ON CAMPUSCore Company'. On September 11th, 13th, 14th, 15th, and 16th, there are events for '2016-17 OFF CAMPUSCore Company'.

This functionality helps in editing the details of an Event or completely removing (cancel) an Event by the Person who created it.

Below is the process follows for viewing the details in Event Calendar – Month wise:

### Steps Involved:

1. Login from the respective Login.
2. Select Event Type or Click Today's Event.
3. Or Select the Event from the Calendar for an Event to be shown.
4. Click Download for downloading the uploaded file.
5. Click Edit for editing and updating the details of an Event.
6. Click Remove for removing (cancelling) an Event.



# UNIFIED PORTAL

---

## User Guide Ver1.0 SCHEDULE MANAGEMENT

Date	Version	Author	Summary of changes
AUG - 2016	1.0	ABITS	First release to client



## Contents

Schedule Management.....	106
Schedule Transactions.....	106
Subject Course Linking.....	106
Subject Preference .....	107
Subject Assignment .....	108
Lesson Plan Master .....	109
Lesson Plan Entry.....	111
Section Student Grouping.....	112
Subject Student Grouping.....	113

## Schedule Management

In this module user can manage functionalities like Block & Room Master, Subject Course linking, Syllabus Master, Event Creation, Make Arrangement, Subject preference, Subject Assignment, Lesson Plan, Student Grouping & Question Bank Creation

## Schedule Transactions

### Subject Course Linking

**SUBJECT COURSE LINKING**

Regulation: R2013 Degree: B.E. Course: BE-AERO Semester: 2

**List of Subjects**

subject code	subject name	elective
GE6151	Computer Programming	N
GE6163	Physics And Chemistry Practices Laboratory I	N
MA6351	Transforms and Partial Differential Equations	N
CE6451	Fluid Mechanics and Machinery	N
MG6851	Principles Of Management	N
ME6501	Engineering Thermodynamic	N
CE6481	Fluid Mechanics and Machinery Laboratory	N
MA6452	Statistics and Numerical Methods	N
CE6306	Strength Of Materials	N
AT6601	Automotive Engine Components Design	N

**List of Selected Subjects**

subject code	subject name	elective
GE6151	Computer Programming	N
GE6163	Physics And Chemistry Practices Laboratory I	N

Assign Subject Cancel

Based on University Syllabus regulations for all the subjects will be assigned to a course as one time activity. Subjects will be remained active to the course till the time it gets updated based on revised syllabus regulation or norms given by University

Below is the process which follows for adding details in Subject Course Linking:

#### Steps Involved:

1. Select Regulation, Degree, Course and Semester.
2. Select the list of Subjects to be Assigned.
3. Click Delete button if selected unwanted Subject.
4. Click Assign Subject.
5. Click Delete for deleting the List of Linked Subjects.

## Subject Preference

The screenshot shows the 'SUBJECT PREFERENCE' interface. At the top, there are filters for Regulation (R2013), Degree (BE), Course (BE-ASPD), and Semester (2). Below these, there are two tables:

**LIST OF SUBJECT(S)**

choose order	preference order	competency level	subject code	subject name	select
+	0	0	MA601	Mathematical	

**LIST OF PREFERRED SUBJECT(S)**

delete	regulation	course name	semester	faculty	subject code	subject name	preference order	competency level
	R2013	BE-MECH	4	Unmesh	CE515	Strength of Materials Laboratory	1	5

This functionality helps the faculty to give preference to a subject before the start of a semester. HOD can check the list of faculty who have given their preference. The same can be seen by the HOD while assigning subjects to Faculty

Below is the process which follows for adding details in Subject Preference:

### Steps Involved:

1. Select Regulation, Degree, Course and Semester.
2. Choose the Order by clicking (+).

The screenshot shows the 'SUBJECT PREFERENCE' interface with a dialog box titled 'Choose Order of Preference' open. The dialog box has two dropdown menus: 'Preference' (set to 0) and 'Competency' (set to 5). Below the dropdowns, it says 'Preference: 1 being highest and 0 being lowest' and 'Competency: 1 being lowest and 5 being highest'. There are 'Choose' and 'Close' buttons.

1. Select the Preferred subject, Competency on the Subject and the List of Subjects and Click Choose.
2. Click Submit.
3. Click Delete for deleting the List of Preferred Subjects.



4. If any TUTORIAL or PRACTICAL subject faculty are to be assigned, Select Designation as INCHARGE/ASSISTANT to define their role for that subject.
5. If faculty selection made apart from the preferred, Enter Remarks and Click Assign.
6. For deleting the List of Assigned Faculty click Delete.

## Lesson Plan Master

This functionality helps the faculty upload the lesson plan at the beginning of the semester after SUBJECT has been assigned. The entire lesson plan will follow a workflow as part of the process. Faculties submit their plan to the HOD for review and approval. Lesson plan details like actual date, actual period and status will be updated while taking class attendance and planned date and planned period will be updated from time table

Below is the process which follows for adding details in Lesson Plan Master:

**Steps Involved:**

1. Select Regulation, Course, Semester and Subject.
2. Enter S. No, Select Unit, Topic.
3. Click Add (+), for adding additional fields.
4. Click Delete, for deleting additional fields.
5. Click Submit.
6. Click Copy Lesson Plan to copy the Subject details to other department.

The screenshot shows the 'UNIFIED | LESSON PLAN MASTER' web application. On the left is a dark blue sidebar with the 'RAJALAKSHMI' logo and a search bar. Below the search bar is a list of menu items: Administration (1), Assessment (6), Attendance (4), Budget (2), Event Details (3), Hostel (2), HRMS (3), Library (3), and Placement (4). The main content area has an orange header bar with the title 'UNIFIED | LESSON PLAN MASTER'. Below the header, the title 'LESSON PLAN MASTER' is displayed. The form contains four dropdown menus: 'Regulation' (set to 'R2013'), 'Course' (set to 'BE-EEE'), 'Semester' (set to '1'), and 'Subject' (set to 'Technical English I'). A yellow button labeled 'COPY LESSON PLAN' is positioned to the right of the 'Subject' dropdown. Below these dropdowns is a table with two columns: 'select' and 'course name'. The table lists five courses: BE-AERO, BE-CSE, BE-EEE, BE-MECH, and BE-IT, each with a checkbox in the 'select' column. At the bottom of the table is a pagination bar showing '1 - 5 of 5 items'. Below the table are two blue buttons: 'COPY' and 'CANCEL'.

7. Select the Course for copying the details.
8. Click Copy.



## Lesson Plan Entry

In this screen, faculty should enter the lesson plan for the subjects assigned for that semester. List of subjects which are assigned and also if LESSON PLAN MASTER entry is available.

Below is the process which follows for adding details in Lesson Plan Entry:

### Steps Involved:

1. Select Name, Regulation, Batch, Course, Subject and Section.
2. Enter S. No, Select Plan Date; Enter Unit, Status and Remarks.

3. Click Shift Lesson Plan Dates if there are any deviations.
4. Select Shift Date from and Period.
5. Shift Date from and Period are Mandatory fields, click SAVE after date changing process.
6. Click Submit once after all ENTRY process is done.

## Section Student Grouping

**SECTION STUDENT GROUPING**

Course: **BE-MECH** Semester: **2**

Grouping by Roll Number: **YES** **NO** Grouping by Bands: **YES** **NO**

**Section Wise Selection**

Section + Room Code RE01 / Max Capacity 50

**List of Students for Grouping**

band	student name	roll number
1	ADITHYA K	201504232
1	JAYAGANESH J	201504080
1	JAYANTHAN CS	201504081
1	JAYAPRABHARAN J	201504082
1	JEGADEESHWARAMOORTHY S	201504083
1	JERINTHRAJAKUMAR R	201504084
1	JEYAKUMAR G	201504085
1	JEYARAM K	201504086
1	JOTHIPRASATH NT	201504087
1	KAMALI A	201504088

10 items per page 1 - 10 of 111 items

**GROUP** **Cancel**

This functionality helps the HOD group the students dynamically based on the Course and Semester, in which the Grouping by Roll Number is done from the list of Ungrouped Students. Sections are to be created, which should map against that course and semester before starting the grouping process. Grouping strength can be defined based on requirements and should not exceed the maximum ROOM CAPACITY

Below is the process which follows for adding details in Section Student Grouping:

### Steps Involved:

1. Select Course and Semester.
2. Select the YES/NO in the Type of Grouping as Roll Number.
3. Enter the No. of Students in Section(s) Manually.
4. Select (+) button for adding the Student according to the Section.
5. Click Group.

**UNIFIED SECTION STUDENT GROUPING**

Search: [Search]

Administration (1)  
Assessment (5)  
Attendance (2)  
Budget (2)  
Event Details (3)  
Hostel (2)  
HRMS (1)  
Library (2)

<input checked="" type="checkbox"/> select all	band id	student name	roll number	section	delete
<input checked="" type="checkbox"/>	1	JAYAGANESHU	201504080	A	[Delete]
<input checked="" type="checkbox"/>	1	JAYANTHANS	201504081	A	[Delete]
<input checked="" type="checkbox"/>	1	JAYAPRABHAJAM	201504082	A	[Delete]
<input checked="" type="checkbox"/>	1	JEGADESHWARAMOORTHYS	201504083	A	[Delete]
<input checked="" type="checkbox"/>	1	JERINTHAKUMARR	201504084	A	[Delete]
<input checked="" type="checkbox"/>	1	JAYAKUMARI	201504085	A	[Delete]
<input checked="" type="checkbox"/>	1	JAYARAMK	201504086	A	[Delete]
<input checked="" type="checkbox"/>	1	JOTHIPRASANTH	201504087	A	[Delete]
<input checked="" type="checkbox"/>	1	KAMALIA	201504088	A	[Delete]
<input checked="" type="checkbox"/>	1	KAMESHB	201504089	A	[Delete]

10 items per page 9 of 10 items

GROUP Cancel

Delete Cancel

1. To Ungroup or Delete the Assigned Students in the Grid, Click Select all and Click Delete button

## Subject Student Grouping

**UNIFIED SUBJECT STUDENT GROUPING**

Search: [Search]

Subject Preference  
Subject Assignment  
Lesson Plan Master  
Lesson Plan Entry  
Section Student Grouping  
Subject Student Grouping  
Alternate Faculty

Schedule Reports (5)  
Time Table (1)

**SUBJECT STUDENT GROUPING**

Course: BE-MECH  
Semester: 4  
Subject: Environmental Science and Engineering  
Faculty: 304705356 - Mechfaculty

Section: Section

**Section Wise Selection**

Section A  
Section B  
Section C  
Section E

**List of Students for Subject Grouping**

student name	roll number	section name	select
Jack Hobbs	15141177428342	A	[+]
SABARINATHAN V	201204205	A	[+]
IBUNUIMAMUDEEN S	201304181	A	[+]
VISHNURAJ G	201304182	A	[+]
KARTHIKEYAN T	201304183	A	[+]
DINESH P	201304184	A	[+]
SANTHOSH KUMAR V	201304185	A	[+]
ANAND AS	201304188	A	[+]
KALAIWANAN S	201304187	A	[+]
SILAMBARASAN M	201304188	A	[+]

10 items per page 1 of 10 of 200 items

GROUP Cancel

**List of Assigned Students**

<input checked="" type="checkbox"/> select all	band id	student name	roll number	section	subname	de
<input checked="" type="checkbox"/>	0	0	0	0	0	0

10 items per page no items to display

Delete

This functionality helps the HOD to group the students dynamically based on the Course, Semester, Subject and Section in which the Grouping is done respect to the Subject where the Ungrouped Students are grouped with Section wise. List of students for Subject wise grouping will contain the student's data grouped by ROLL NUMBER.

Below is the process which follows for adding details in Subject Student Grouping:

**Steps Involved:**

1. Select Course, Semester, Subject and Section.
2. Enter the No. of Students in Section(s) Manually.
3. Select (+) button for adding the Student according to the Section.
4. Click Group.

**UNIFIED SUBJECT STUDENT GROUPING**

AGITH: 15Aero1903179742 S02 +

MAHESH v 15Aero205078307 S02 +

SRINIVASAN ad 15Aero424854441 S02 +

PRABU P 15Aero541520685 S02 +

10 items per page 1 - 10 of 72 items

**List of Assigned Students**

<input checked="" type="checkbox"/>	band id	student name	roll number	section	subname	delete
<input checked="" type="checkbox"/>	1	PRABUS	15Aero1073545460	A	Technical English II	
<input checked="" type="checkbox"/>	1	JAYAGANESHI	201504080	A	Technical English II	
<input checked="" type="checkbox"/>	1	JAYAMITHANS	201504081	A	Technical English II	
<input checked="" type="checkbox"/>	1	JAYAPRABAKUHU	201504082	A	Technical English II	
<input checked="" type="checkbox"/>	1	JEGADEESH/WARAMOORTHY'S	201504083	A	Technical English II	
<input checked="" type="checkbox"/>	1	JERINTHRAKUMARR	201504084	A	Technical English II	
<input checked="" type="checkbox"/>	1	JEYAKUMARG	201504085	A	Technical English II	
<input checked="" type="checkbox"/>	1	JEYARAMK	201504086	A	Technical English II	
<input checked="" type="checkbox"/>	1	JOTHIPRASATHNT	201504087	A	Technical English II	
<input checked="" type="checkbox"/>	1	KAMALJA	201504088	A	Technical English II	

10 items per page 1 - 10 of 11 items

**Delete** **Cancel**

1. To Ungroup or Delete the Assigned Students in the Grid, Click Select all and Click Delete button



# UNIFIED PORTAL

---

## User Guide Ver1.0 TRANSPORT

Date	Version	Author	Summary of changes
AUG - 2016	1.0	ABITS	First release to client

## Contents

Transportation.....	117
Transport Masters.....	117
Route Master .....	117
Route Map .....	118
Transport Transactions.....	119
Trip Sheet .....	119
Transport Requests.....	120
Transport Request .....	120
Transport Approvals .....	121
Transport Request Approval .....	121
Transport Request Approval .....	122



## Transportation

In this module user can manage functionalities like Managing the Route Master i.e. entry and update of Route including the Pickup locations and Parking locations etc. Assigning the routes to a vehicle and driver, Trip sheet details and Transport request and approval process is also included in this delivery.

## Transport Masters

### Route Master

edit	delete	route name	route no	start location	end location	start time	end time	parking location
		Mylapore	2	Mylapore	REC	1:00 AM	12:00 AM	Thiruvannamiyur
		Ponur	1	Ponur	REC	5:40 PM	6:39 AM	Ponur

This functionality helps to create/update Route details of REC transport. Also we can add the pickup points and parking location for a respective route. All master screens will be maintained by Transport Admin only.

Based on Transaction Type, the employees list will be populated in the grid, by clicking edit, where it can be updated.

Below is the process which follows for adding details in Route master:

#### Steps Involved:

1. Click Add Route.
2. Enter and Select the details in the Respective Fields.
3. Click Add Stoppings.
4. Enter and Select the details in the Respective Fields.
5. Click Save for saving the Stoppings and Route.
6. Click Edit for updating the details, correct the details.
7. Click Update.
8. Click Delete.
9. Click OK for deleting the details.

## Route Map

**UNIFIED ROUTE MAP**

**ROUTE MAP**

Start Date \* End Date Route No \* Route Name \*

Vehicle Type Vehicle Category Vehicle Make License Plate Number \*

Driver Name \*

SAVE CLEAR

Search

edit	delete	effective start date	veh	driver	vehicle type	vehicle category	vehicle make	route no
		29-09-2016	veh	anvamani	Vehicle - Bus			1
		29-09-2016	veh	anvamani	Vehicle - Bus			1

10 items per page 1-2 of 2 items

Through this functionality all routes can be assigned to a vehicle along with driver details. Periodical route mapping changes/updating can also be tracked. It will be maintained by Transport Admin.

Below is the process which follows for adding details in Route Map:

### Steps Involved:

1. Enter and Select the details in the Respective Fields.
2. Click Save.
3. Click Edit for updating the details, correct the details.
4. Click Update.
5. Click Delete.
6. Click OK for deleting the details.

## Transport Transactions

### Trip Sheet

**UNIFIED | TRIP SHEET**

**TRIP SHEET**

Vehicle Type \*  
ASSETTYPE

License Plate Number \*  
Auto suggested Field

Route No \*  
Auto suggested Field

Start Location \*

End Location \*

In Date

Out Date

Start Kms \*

End Kms \*

Fuel Filled Date \*

Quantity (litres) \*

In Time

Meridian  
AM

Out Time

Meridian  
AM

**SAVE** **CLEAR**

**Search**

Search

edit	delete	vehicle type	vehicle no	route no	start location	end location	in date	out date	start kms	end kms	in time
		Vehicle - Bus	Veh	1	chennai	REC	29-09-2015	29-09-2015	10	5	7:00 PM

1 of 1 items

Through this functionality all vehicle movement of REC can be tracked for future reference. We can also track the fuel efficiency and transport delays using this functionality. It will be maintained by Transport Admin.

Below is the process which follows for adding details in Trip Sheet:

#### Steps Involved:

1. Enter and Select the details in the Respective Fields.
2. Click Save.
3. Click Edit for updating the details, correct the details
4. Click Update.
5. Click Delete.
6. Click OK for deleting the details.

# Transport Requests

## Transport Request

**TRANSPORT REQUEST FORM**

**Select Route**

selected	route no	route name
<input type="checkbox"/>	1	Porur
<input checked="" type="checkbox"/>	2	Mylapore

1 - 2 of 2 items

**SAVE** **CANCEL**

Search

edit	delete	request id	route no	route name	pickup point	status	requested date
<input type="checkbox"/>	<input type="checkbox"/>	1839305564	1	Porur	Poonamallee	INITIATED	29-09-2018

1 - 1 of 1 items

Students/Staff who is willing to avail for REC transport can raise the request through this functionality. Provision to select the route and pick up point is been given. Workflow process for student /staff requests for approvals is implemented accordingly.

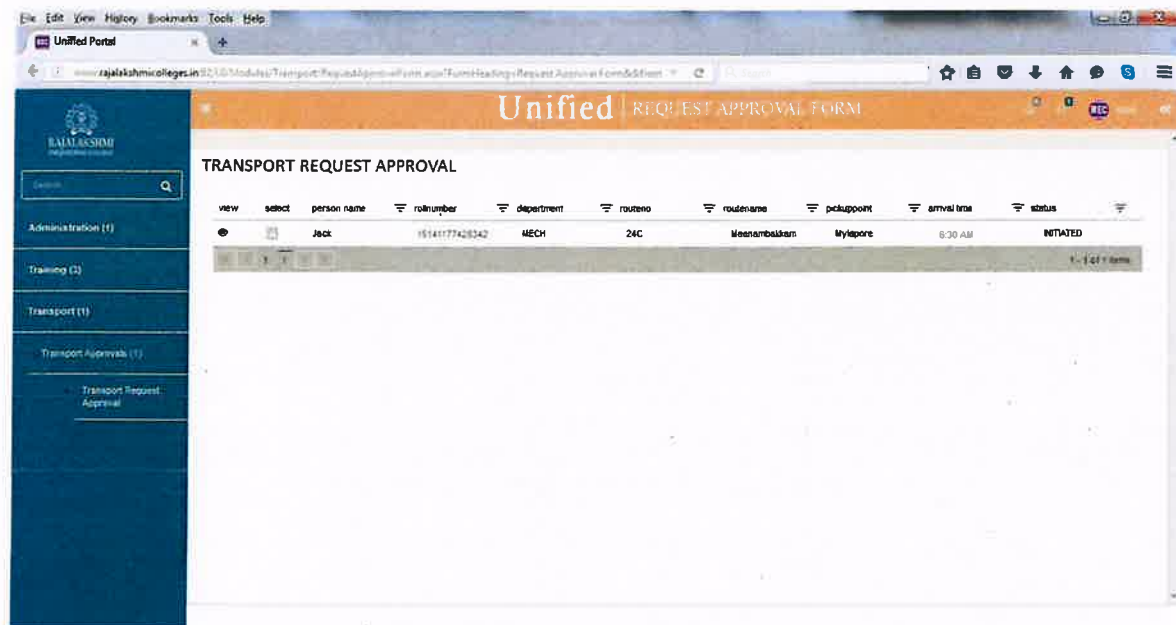
Below is the process which follows for adding details in Transport Request:

### Steps Involved:

1. Click Select Route.
2. Select the Route and Pickup Point.
3. Click Apply.

## Transport Approvals

### Transport Request Approval



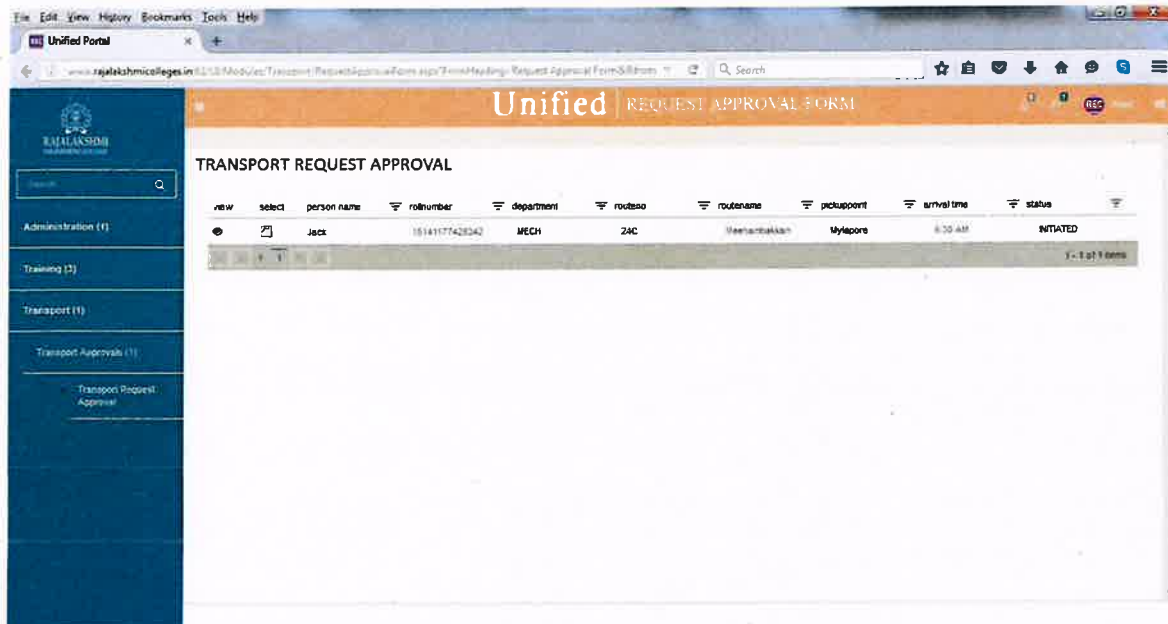
This functionality helps to approve the details in the Transport Request Approval form by which it is approved by the Accounts manager for the confirmation of Transport fees.

Below is the process which follows for Approving details in Transport Request Approval:

#### Steps Involved:

1. Click on the Notifications and Click View details.
2. Click Transport Approvals and Request Approval Form from the Menu.
3. Select the Request from the Grid for Confirmation.
4. Click on the View button for Request Approval Pop up.
5. Select Payment Status as Yes, Enter Receipt No. and Receipt Date.
6. If No, Enter Remarks.
7. Click Confirm.

## Transport Request Approval



This functionality helps to approve the details in the Transport Request Approval form by which it is approved by the Transport manager after the fees confirmation note from accounts department.

Below is the process which follows for Approving details in Transport Request Approval:

### Steps Involved:

1. Click on the Notifications and Click View details.
2. Click Approval and Request Approval Form from the Menu.
3. Select the Request from the Grid for Approval.
4. Click Approve or Reject.
5. Select the details from the Grid by Clicking the Check box.
6. Click Print Bus pass.





# UNIFIED PORTAL

---

## User Guide Ver1.0 VISITOR MANAGEMENT

Date	Version	Author	Summary of changes
AUG - 2016	1.0	ABITS	First release to client

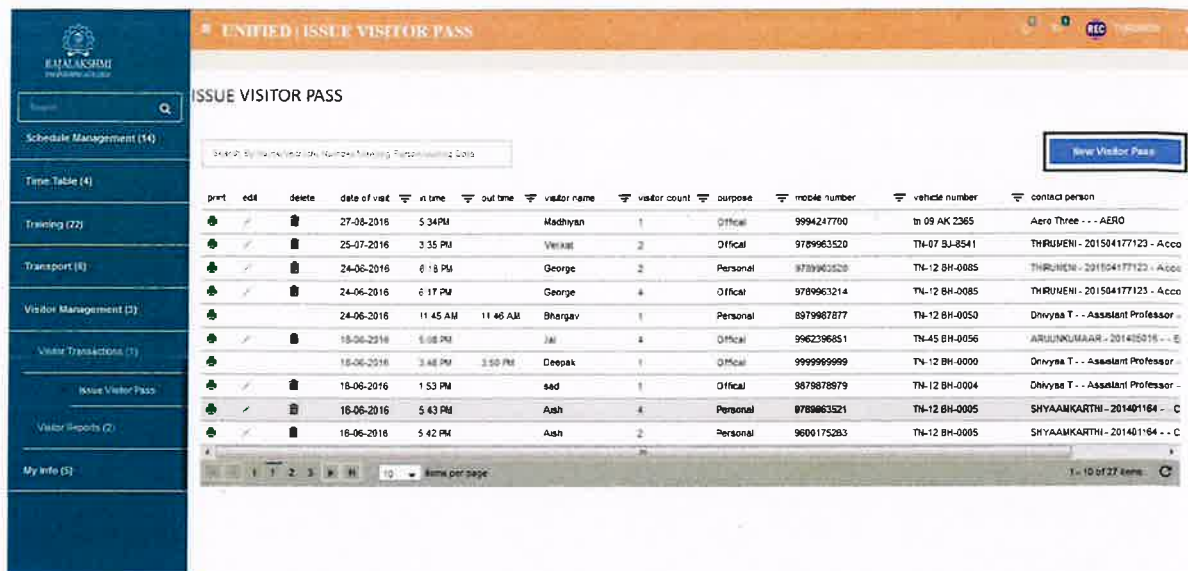
## Contents

Visitor Management.....	125
Visitor Transactions.....	125
Issue Visitor Pass.....	125

## Visitor Management

## Visitor Transactions

### Issue Visitor Pass



The screenshot displays the 'ISSUE VISITOR PASS' interface. On the left is a sidebar with navigation options: Search, Schedule Management (14), Time Table (4), Training (22), Transport (6), Visitor Management (3), Visitor Transactions (1), Issue Visitor Pass, Visitor Reports (2), and My Info (5). The main area shows a table of visitor transactions with columns for print, edit, delete, date of visit, in time, out time, visitor name, visitor count, purpose, mobile number, vehicle number, and contact person. A 'New Visitor Pass' button is located in the top right corner.

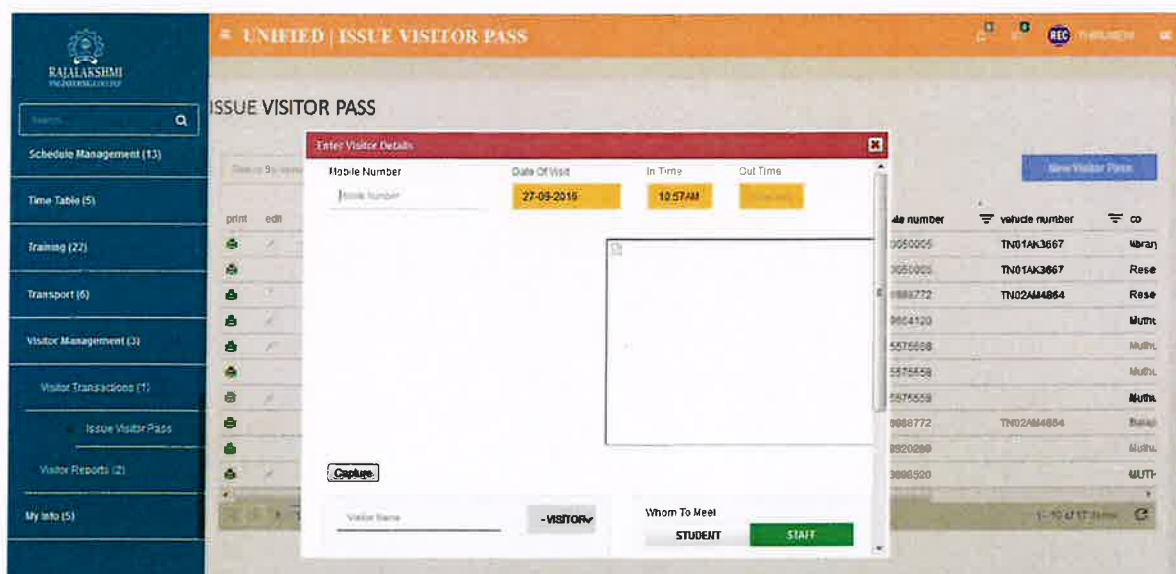
print	edit	delete	date of visit	in time	out time	visitor name	visitor count	purpose	mobile number	vehicle number	contact person
			27-06-2016	5:34 PM		Madhyan	1	Official	9994247700	In 09 AK 2365	Aero Three - - - AERO
			25-07-2016	3:35 PM		Venkai	2	Official	9789963520	TN-07 BJ-8541	THIRUVENI - 201504177123 - Acco
			24-06-2016	6:18 PM		George	2	Personal	9789963520	TN-12 BH-0085	THIRUVENI - 201504177123 - Acco
			24-06-2016	6:17 PM		George	4	Official	9789963214	TN-12 BH-0085	THIRUVENI - 201504177123 - Acco
			24-06-2016	11:45 AM	11:46 AM	Bhargav	1	Personal	8979987877	TN-12 BH-0050	Dhivya T - Assistant Professor -
			18-06-2016	6:08 PM		Jai	4	Official	9962396851	TN-45 BH-0056	ARJUNKUMAR - 201405015 - E
			18-06-2016	3:48 PM	3:50 PM	Deepak	1	Official	9999999999	TN-12 BH-0000	Dhivya T - Assistant Professor -
			18-06-2016	1:53 PM		sad	1	Official	9879878979	TN-12 BH-0004	Dhivya T - Assistant Professor -
			18-06-2016	5:43 PM		Aash	4	Personal	8789863521	TN-12 BH-0005	SHYAMKARTHI - 201401164 - C
			18-06-2016	5:42 PM		Aash	2	Personal	9600175283	TN-12 BH-0005	SHYAMKARTHI - 201401164 - C

This functionality helps to track the visitors visiting the Staff or the Student, which is being permitted by the Security Admin by issuing Visitor pass & Gate pass.

Below is the process which follows for adding details in Issue Visitor Pass:

#### Steps Involved:

1. Click New Visitor Pass.



The screenshot displays the 'ISSUE VISITOR PASS' interface with the 'Enter Visitor Details' form open. The form includes fields for Mobile Number, Date Of Visit, In Time, and Out Time. Below these fields is a 'Capture' button. At the bottom of the form, there are radio buttons for 'Visitor Name' and 'Whom To Meet' (STUDENT or STAFF). The background shows a list of visitor transactions.

mobile number	vehicle number	co
9950005	TN01AK3667	Urban
9950005	TN01AK3667	Rese
9950005	TN02AM4854	Rese
9950005		MUTHU
9950005		MUTHU
9950005		MUTHU
9950005		MUTHU
9950005		MUTHU
9950005	TN02AM4854	Rese
9950005		MUTHU
9950005		MUTHU

2. Click Capture for Capturing the Visitor.

3. Enter and Select the details in the Respective and Mandatory Fields.
4. Mobile Number, Visitor Name, Total Number of Visitors, Address Line 1, City, Meeting Person and Purpose are Mandatory.
5. Select Whom to Meet as Student and Staff and Enter and Select the Meeting Person from the Auto suggested field.
6. Select the Purpose.
7. Click Submit.
8. Click Edit for updating the details, correct the details.
9. Click Submit.
10. Click Delete.
11. Click OK for deleting the details.
12. Click Edit, Select Yes/No for Gate Pass Return.

13. Click Submit.
14. Click Print for Printing Visitor Gate Pass details.



*S. N. Kumar*