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

Estd. 1996

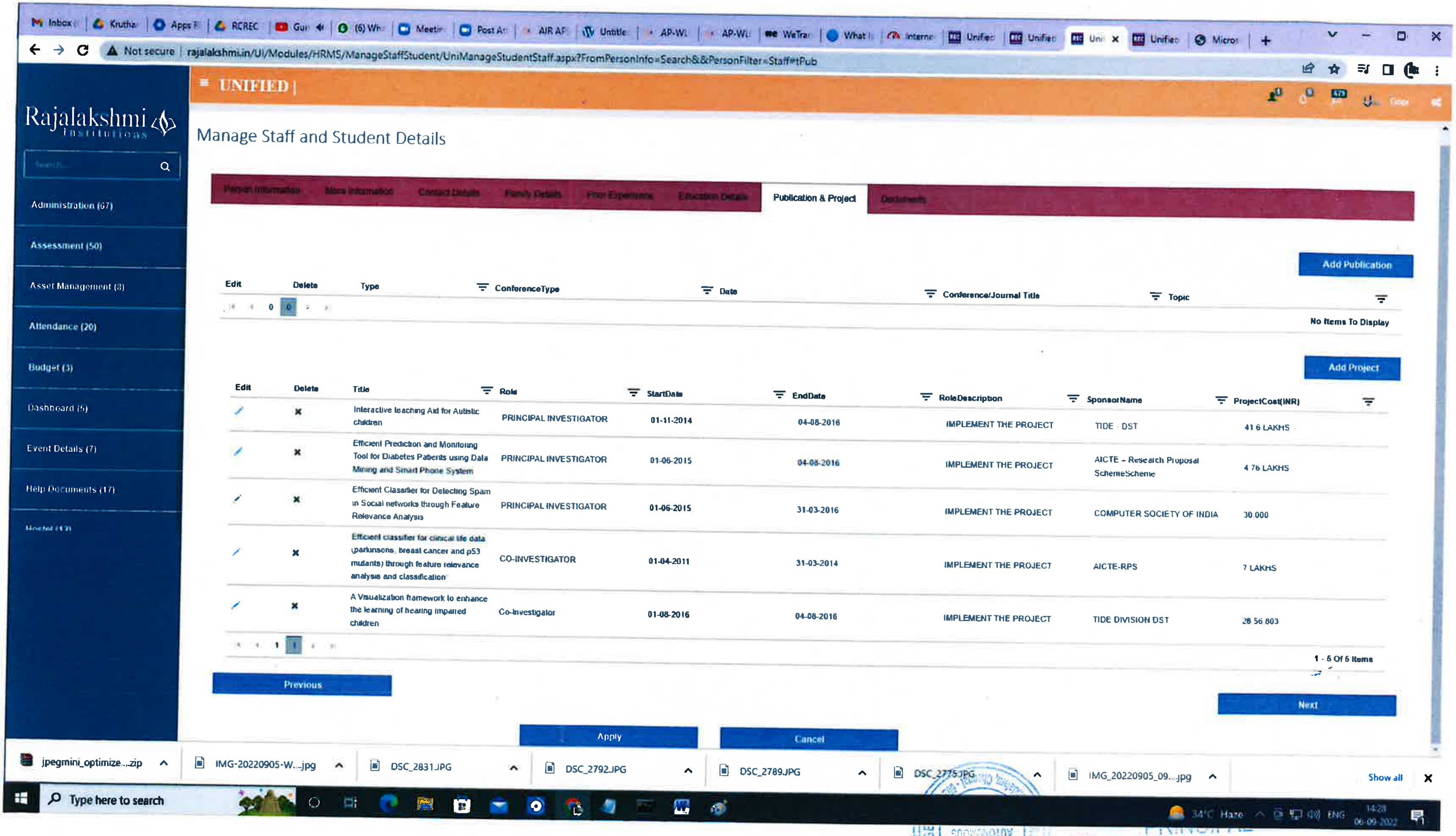
30 years
OF ACADEMIC
EXCELLENCE

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	**VIEW DOCUMENT**
Screenshots	**VIEW DOCUMENT**

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

ADMINISTRATION



Manage Staff and Student Details

Edit	Delete	Type	ConferenceType	Date	Conference/Journal Title	Topic

No Items To Display

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

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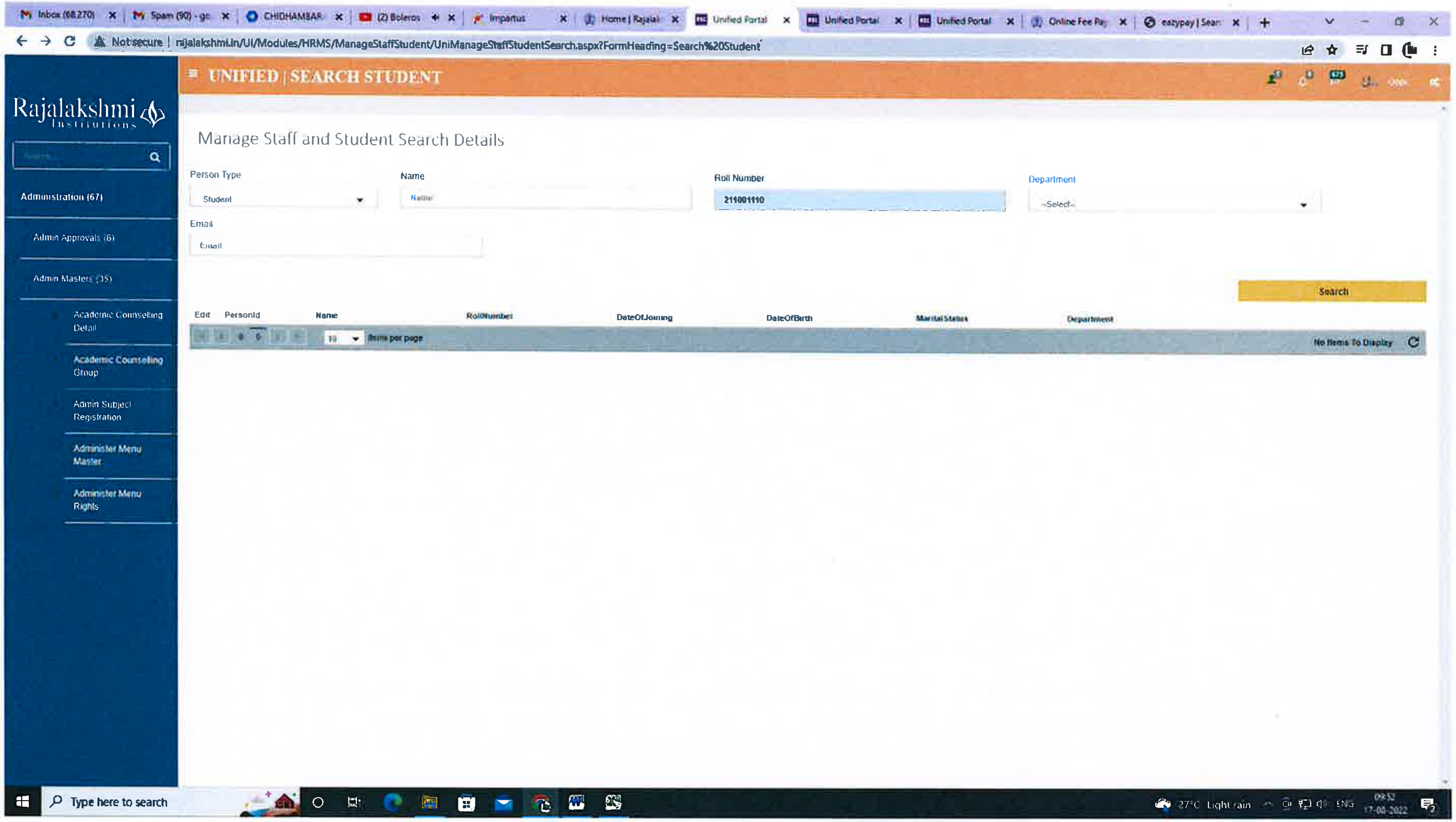

rajalakshmi.in/UI/Modules/HRMS/ManageStaffStudent/UniManageStaffStudentSearch.aspx?FormHeading=Search%20Student

UNIFIED | SEARCH STUDENT

Manage Staff and Student Search Details

Person Type: Student

Name: Name

Roll Number: 211001110

Department: --Select--

Email: Email

Edit	PersonId	Name	RollNumber	DateOfJoining	DateOfBirth	MaritalStatus	Department

10 items per page

No Items To Display

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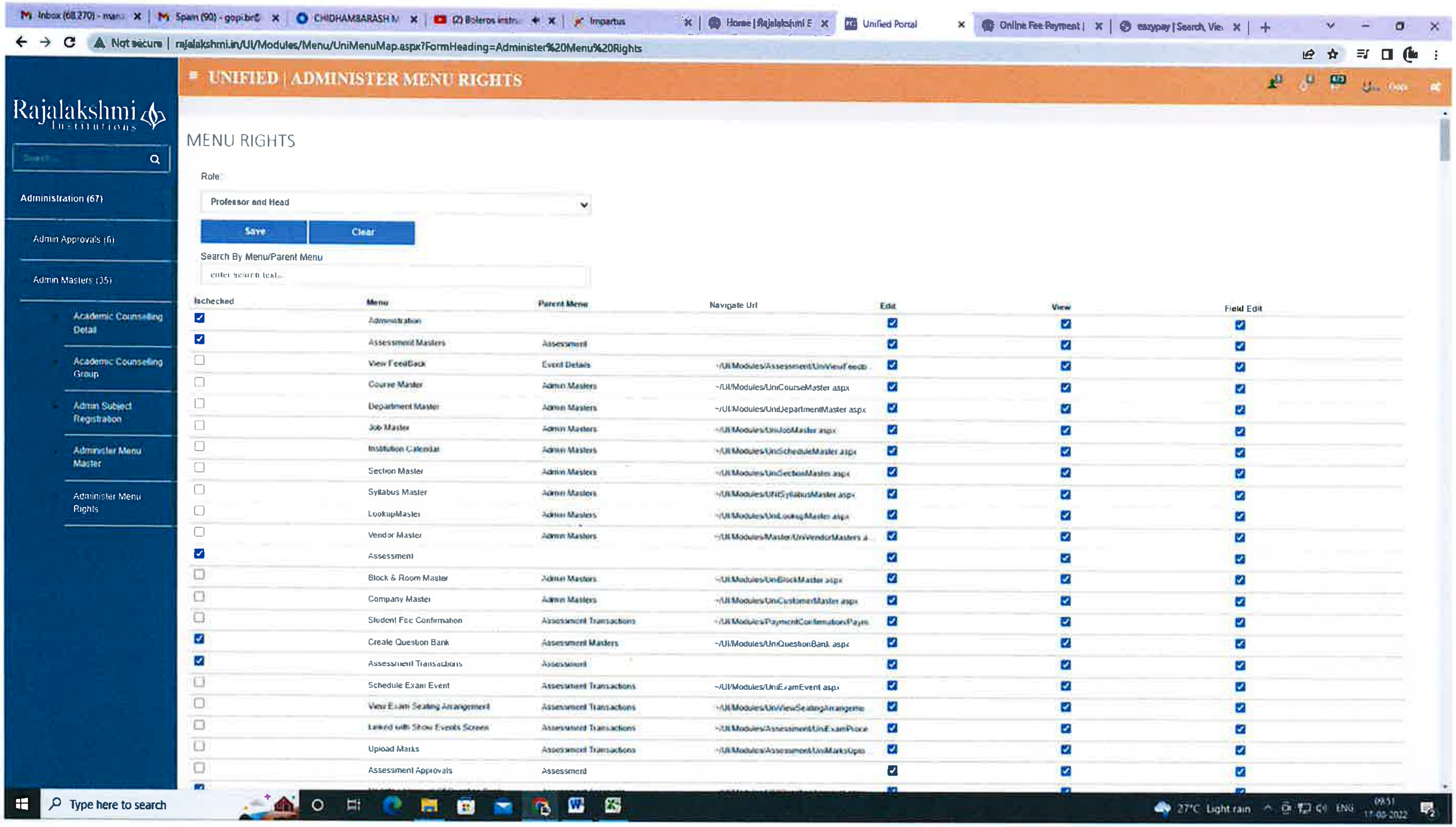

rajalakshmi.in/UI/Modules/Menu/UniMenuMap.aspx?FormHeading=Administer%20Menu%20Rights

MENU RIGHTS

Role: Professor and Head

Search By Menu/Parent Menu: enter search text...

Ischecked	Menu	Parent Menu	Navigate Url	Edit	View	Field Edit
☑	Administration			☑	☑	☑
☑	Assessment Masters	Assessment		☑	☑	☑
☐	View FeedBack	Event Details	~/UI/Modules/Assessment/UniViewFeedb	☑	☑	☑
☐	Course Master	Admin Masters	~/UI/Modules/UniCourseMaster.aspx	☑	☑	☑
☐	Department Master	Admin Masters	~/UI/Modules/UniDepartmentMaster.aspx	☑	☑	☑
☐	Job Master	Admin Masters	~/UI/Modules/UniJobMaster.aspx	☑	☑	☑
☐	Institution Calendar	Admin Masters	~/UI/Modules/UniScheduleMaster.aspx	☑	☑	☑
☐	Section Master	Admin Masters	~/UI/Modules/UniSectionMaster.aspx	☑	☑	☑
☐	Syllabus Master	Admin Masters	~/UI/Modules/UNISyllabusMaster.aspx	☑	☑	☑
☐	LookupMaster	Admin Masters	~/UI/Modules/UniLookupMaster.aspx	☑	☑	☑
☐	Vendor Master	Admin Masters	~/UI/Modules/Master/UniVendorMasters.a	☑	☑	☑
☑	Assessment			☑	☑	☑
☐	Block & Room Master	Admin Masters	~/UI/Modules/UniBlockMaster.aspx	☑	☑	☑
☐	Company Master	Admin Masters	~/UI/Modules/UniCustomerMaster.aspx	☑	☑	☑
☐	Student Fee Confirmation	Assessment Transactions	~/UI/Modules/PaymentConfirmation/Paym	☑	☑	☑
☑	Create Question Bank	Assessment Masters	~/UI/Modules/UniQuestionBank.aspx	☑	☑	☑
☑	Assessment Transactions	Assessment		☑	☑	☑
☐	Schedule Exam Event	Assessment Transactions	~/UI/Modules/UniExamEvent.aspx	☑	☑	☑
☐	View Exam Seating Arrangement	Assessment Transactions	~/UI/Modules/UniViewSeatingArrangeme	☑	☑	☑
☐	Linked with Show Events Screen	Assessment Transactions	~/UI/Modules/Assessment/UniExamProce	☑	☑	☑
☐	Upload Marks	Assessment Transactions	~/UI/Modules/Assessment/UniMarksUplo	☑	☑	☑
☐	Assessment Approvals	Assessment		☑	☑	☑

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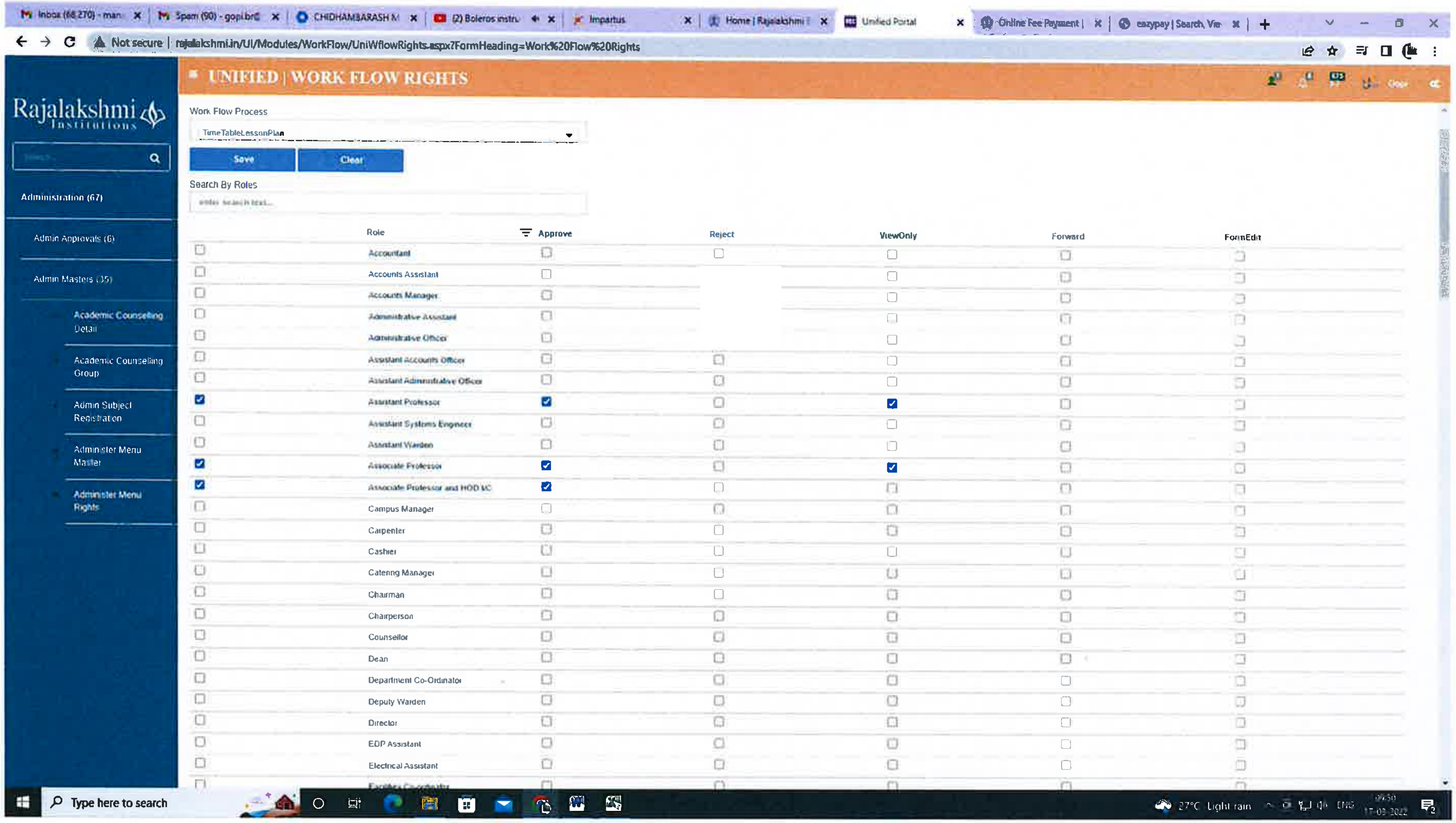
ADMINISTRATION



UNIFIED | WORK FLOW RIGHTS

Work Flow Process: TimeTableLessonPlan

Search By Roles: enter search text...

	Role	Approve	Reject	ViewOnly	Forward	FormEdit
☐	Accountant	☐	☐	☐	☐	☐
☐	Accounts Assistant	☐		☐	☐	☐
☐	Accounts Manager	☐		☐	☐	☐
☐	Administrative Assistant	☐		☐	☐	☐
☐	Administrative Officer	☐		☐	☐	☐
☐	Assistant Accounts Officer	☐	☐	☐	☐	☐
☐	Assistant Administrative Officer	☐	☐	☐	☐	☐
☑	Assistant Professor	☑	☐	☑	☐	☐
☐	Assistant Systems Engineer	☐	☐	☐	☐	☐
☐	Assistant Warden	☐	☐	☐	☐	☐
☑	Associate Professor	☑	☐	☑	☐	☐
☑	Associate Professor and HOD I/C	☑	☐	☐	☐	☐
☐	Campus Manager	☐	☐	☐	☐	☐
☐	Carpenter	☐	☐	☐	☐	☐
☐	Cashier	☐	☐	☐	☐	☐
☐	Catering Manager	☐	☐	☐	☐	☐
☐	Chairman	☐	☐	☐	☐	☐
☐	Chairperson	☐	☐	☐	☐	☐
☐	Counsellor	☐	☐	☐	☐	☐
☐	Dean	☐	☐	☐	☐	☐
☐	Department Co-Ordinator	☐	☐	☐	☐	☐
☐	Deputy Warden	☐	☐	☐	☐	☐
☐	Director	☐	☐	☐	☐	☐
☐	EDP Assistant	☐	☐	☐	☐	☐
☐	Electrical Assistant	☐	☐	☐	☐	☐

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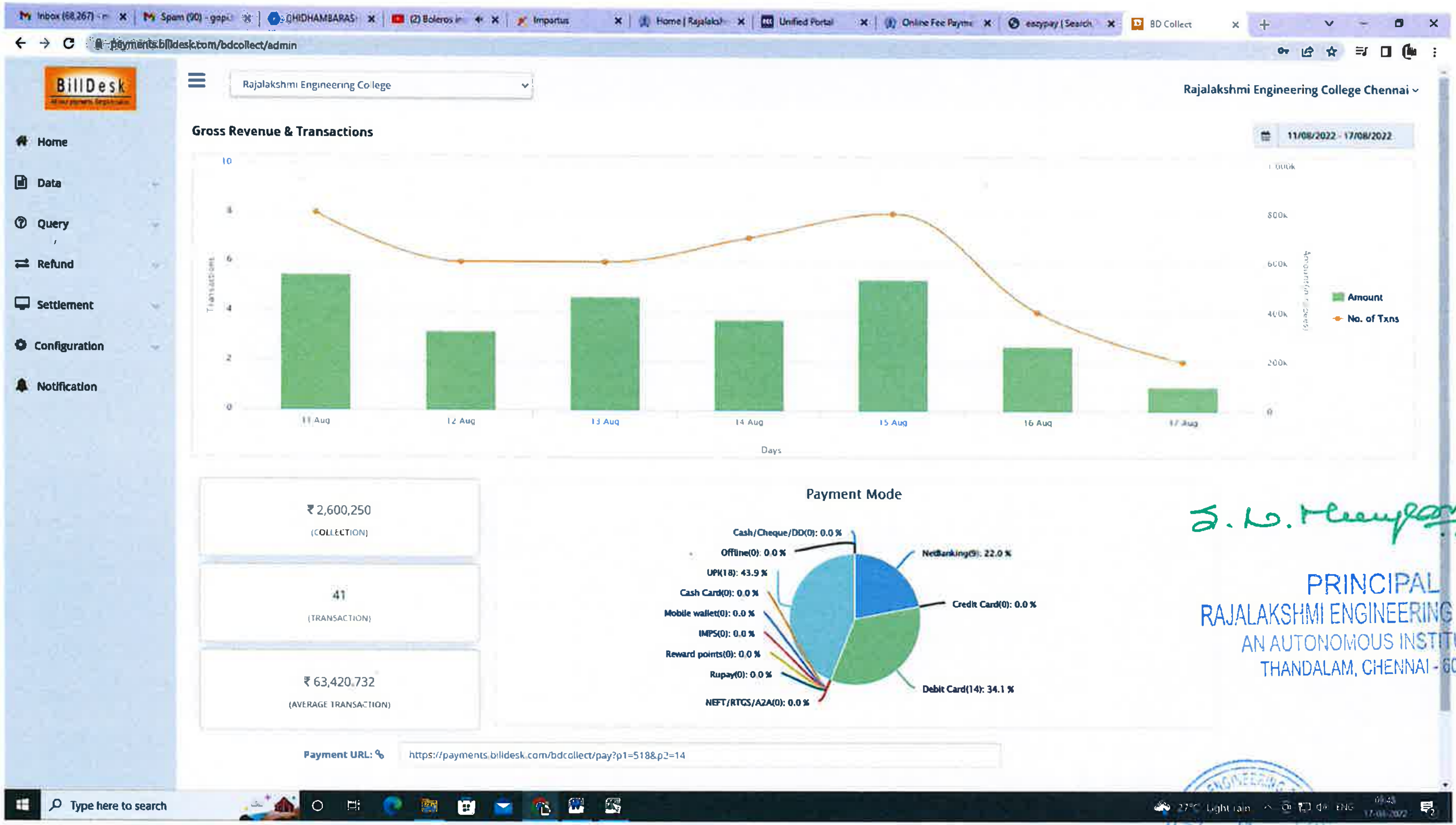
FINANCE & ACCOUNTS



₹ 2,600,250
(COLLECTION)

41
(TRANSACTION)

₹ 63,420.732
(AVERAGE TRANSACTION)

Payment Mode

Cash/Cheque/DD(0): 0.0 %
Offline(0): 0.0 %
UPI(18): 43.9 %
Cash Card(0): 0.0 %
Mobile wallet(0): 0.0 %
IMPS(0): 0.0 %
Reward points(0): 0.0 %
Rupay(0): 0.0 %
NEFT/RTGS/A2A(0): 0.0 %
NetBanking(9): 22.0 %
Credit Card(0): 0.0 %
Debit Card(14): 34.1 %

Payment URL: https://payments.billdesk.com/bdcollect/pay?p1=518&p2=14

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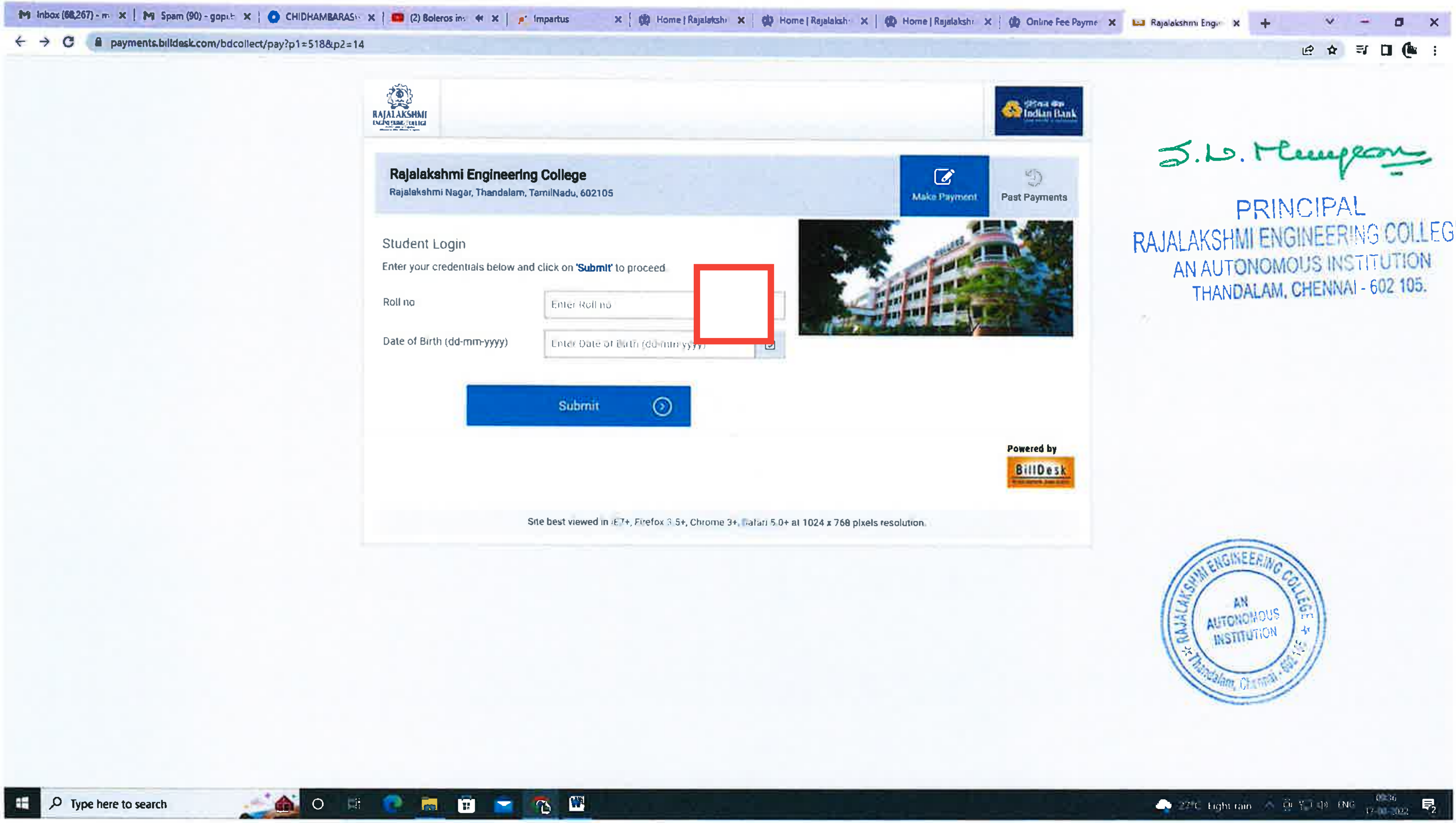
FINANCE &ACCOUNTS



Rajalakshmi Engineering College
Rajalakshmi Nagar, Thandalam, TamilNadu, 602105

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)

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

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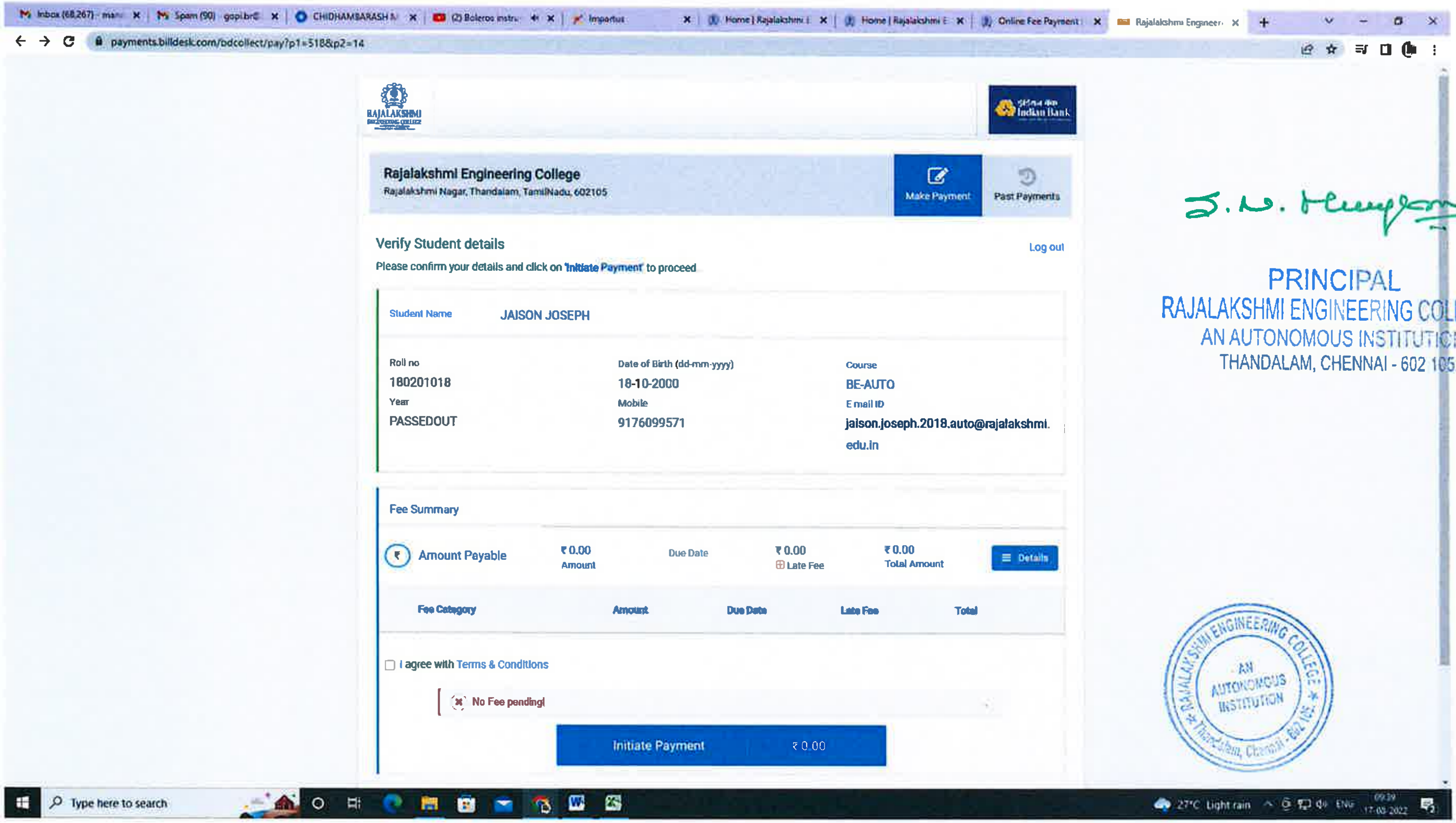
FINANCE & ACCOUNTS



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

Rajalakshmi Engineering College
Rajalakshmi Nagar, Thandalam, TamilNadu, 602105

Verify Student details

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: PASSEDOUT

Mobile: 9176099571

E mail ID: jaison.joseph.2018.auto@rajalakshmi.edu.in

Fee Summary

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

Fee Category	Amount	Due Date	Late Fee	Total

☐ I agree with Terms & Conditions

No Fee pending!

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STUDENT ADMISSION & SUPPORT

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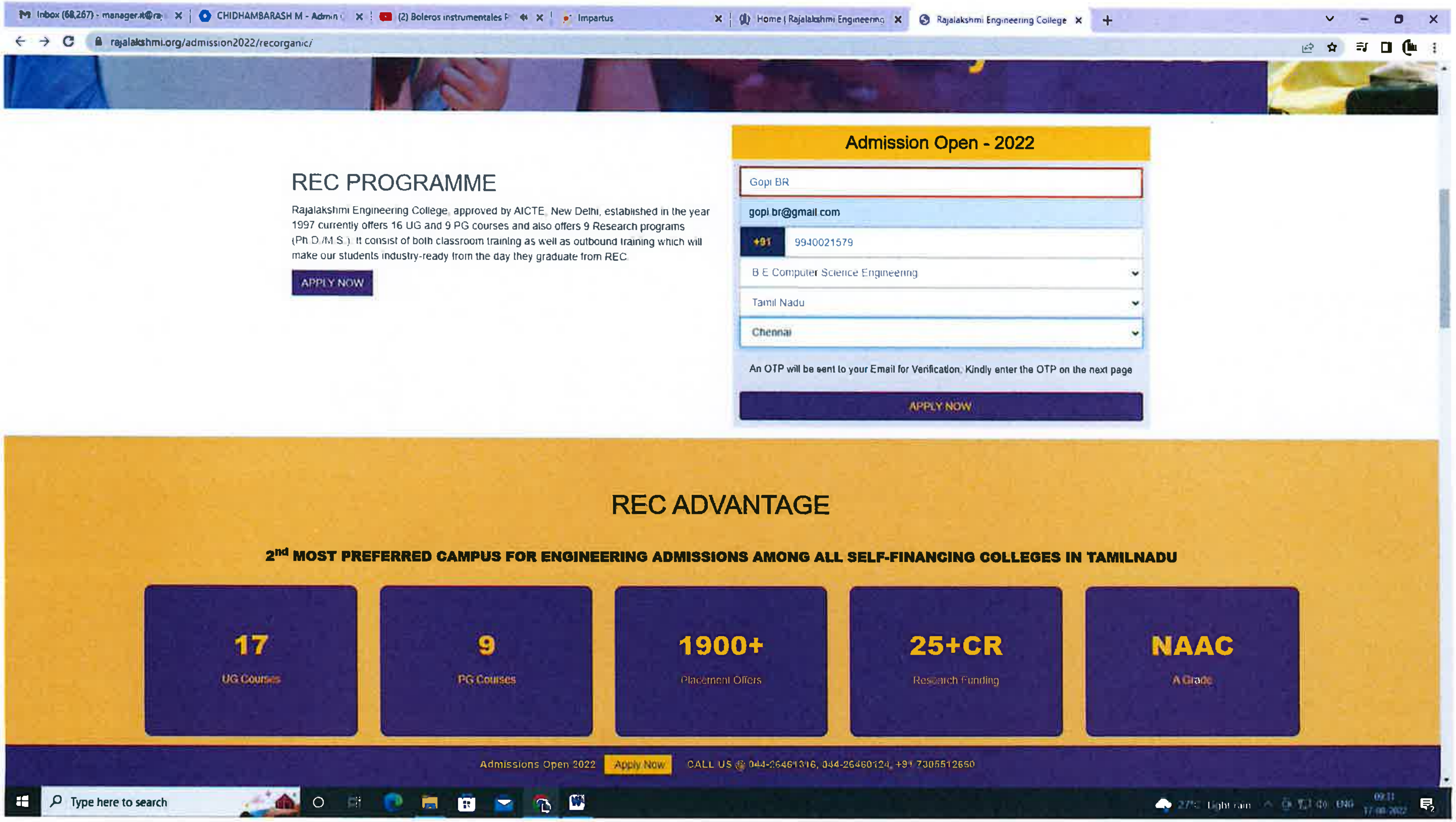

REC PROGRAMME

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^{nd} MOST PREFERRED CAMPUS FOR ENGINEERING ADMISSIONS AMONG ALL SELF-FINANCING COLLEGES IN TAMILNADU

17	9	1900+	25+CR	NAAC
UG Courses	PG Courses	Placement Offers	Research Funding	A Grade

Admissions Open 2022 Apply Now CALL US @ 044-26461316, 044-26460124, +91 7305512650

STUDENTADMISSION &SUPPORT

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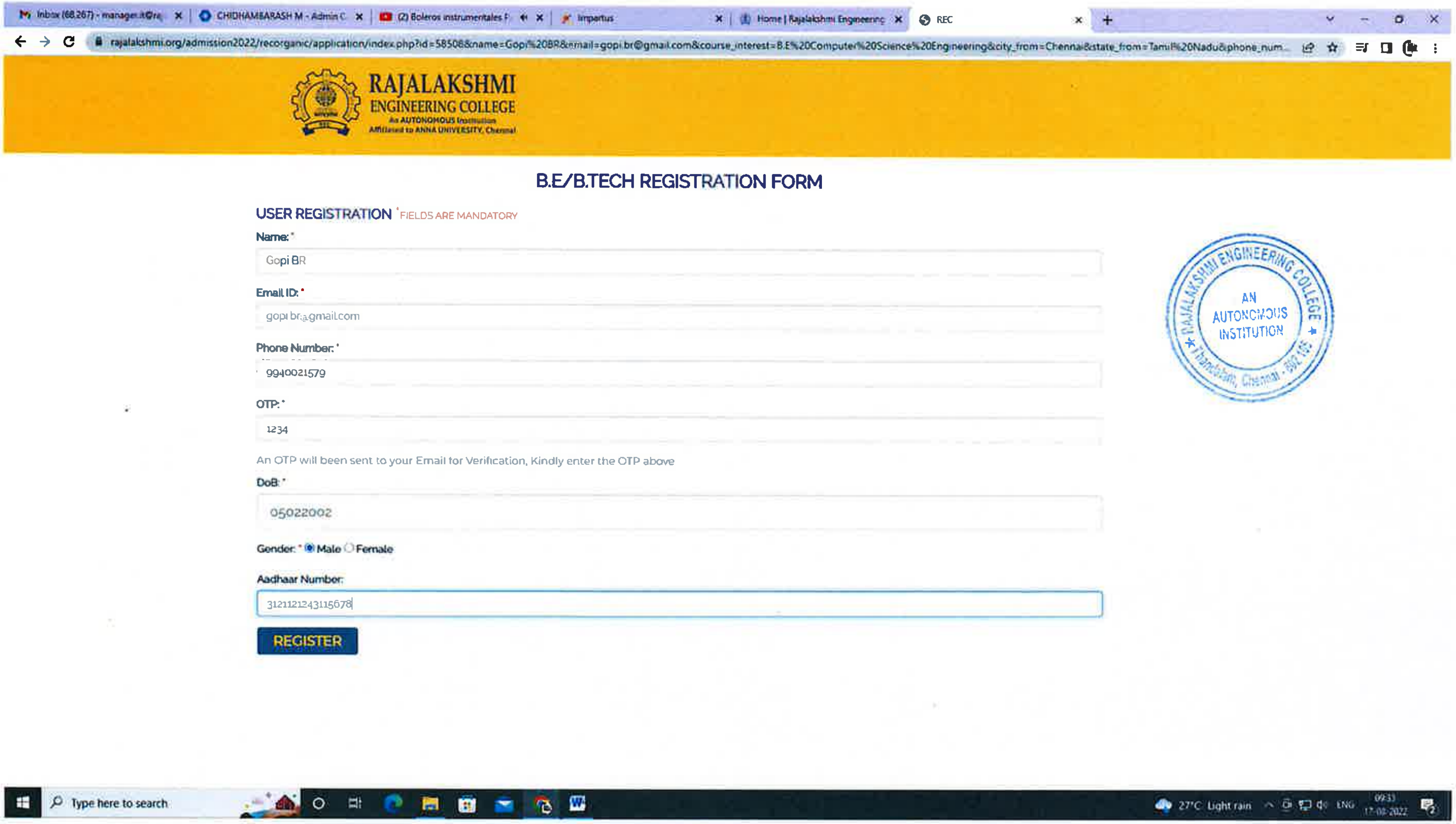


B.E/B.TECH REGISTRATION FORM

USER REGISTRATION *FIELDS ARE MANDATORY

Name: * Gopi BR

Email ID: * gopi.br@gmail.com

Phone Number: * 9940021579

OTP: * 1234

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

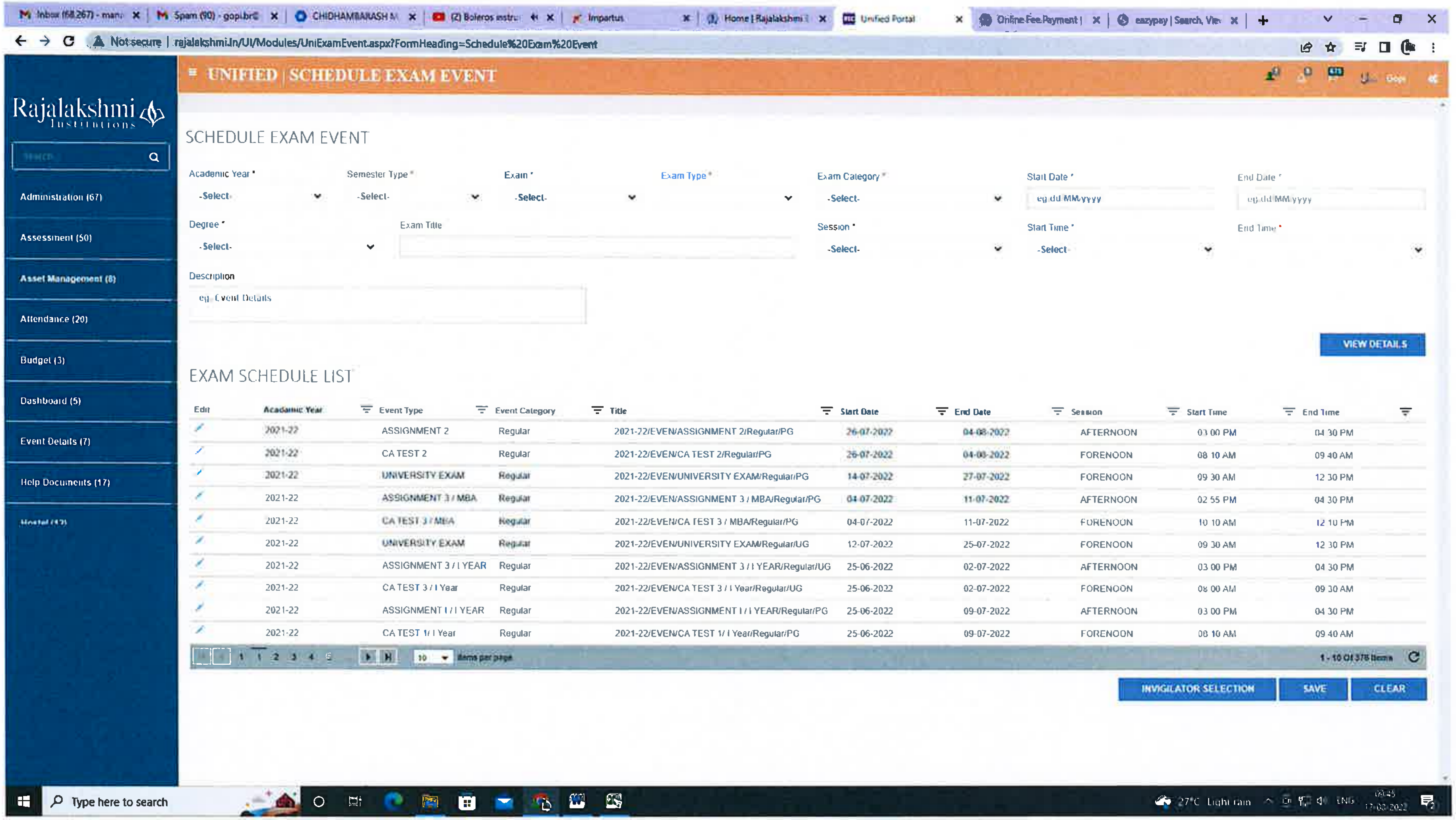
DoB: * 05022002

Gender: * ● Male ○ Female

Aadhaar Number: 3121121243115678

REGISTER

EXAMINATION



SCHEDULE EXAM EVENT

Academic Year * -Select-
Semester Type * -Select-
Exam * -Select-
Exam Type *
Exam Category * -Select-
Start Date * eg.dd/MM/yyyy
End Date * eg.dd/MM/yyyy
Degree * -Select-
Exam Title
Session * -Select-
Start Time * -Select-
End Time *
Description eg.: Event 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 I / I YEAR	Regular	2021-22/EVEN/ASSIGNMENT I / 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

10 items per page

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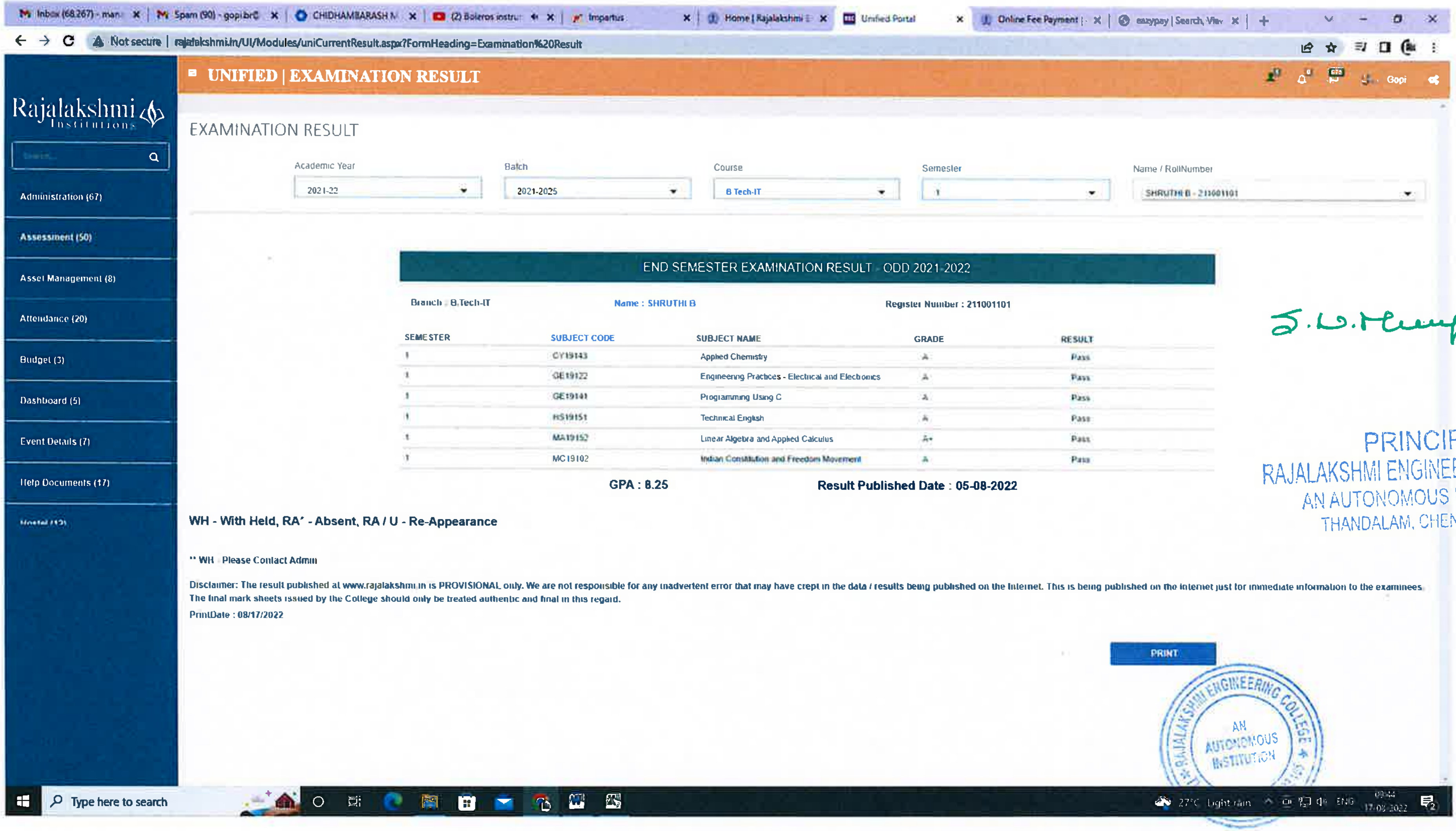
EXAMINATION



EXAMINATION RESULT

Academic Year: 2021-22
Batch: 2021-2025
Course: B.Tech-IT
Semester: 1
Name / RollNumber: 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
1	CY19143	Applied Chemistry	A	Pass
1	GE19122	Engineering Practices - Electrical and Electronics	A	Pass
1	GE19141	Programming Using C	A	Pass
1	HS19151	Technical English	A	Pass
1	MA19152	Linear Algebra and Applied Calculus	A+	Pass
1	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-Appearance

** 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

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RAJALAKSHMI ENGINEERING COLLEGE

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Affiliated to ANNA UNIVERSITY, Chennai

E-Governance – Unified Portal

Campus Automation System

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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 Accounts3.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 quiet 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 MANEGEMENT

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 canbe 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 functionalitieslike Update Placement Details and Update Placement attendance.

HOSTEL MANAGEMENT

In this module various functionalities are added to automate the manual workflow and to enhance theexisting 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 SecurityAdmin 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.

RAJALAKSHMI
ENGINEERING COLLEGE

UNIFIED PORTAL

User Guide Ver1.0

ADMINISTRATION

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

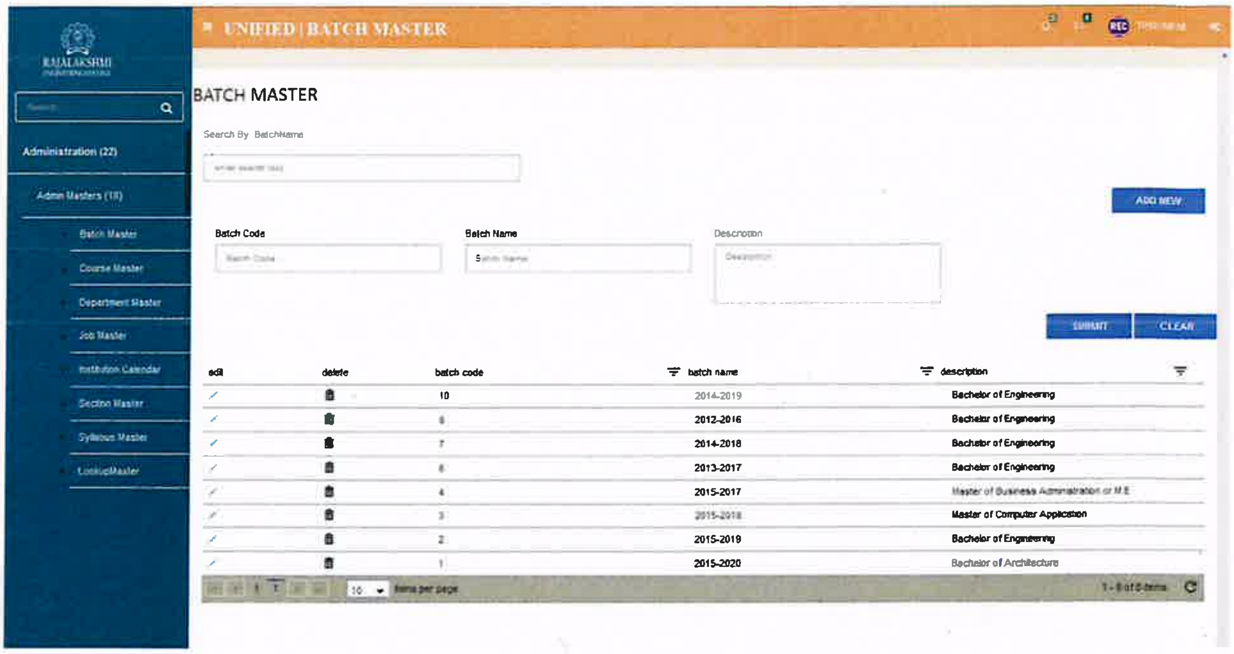
Contents

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



edit	delete	batch code	batch name	description
✎	🗑	10	2014-2019	Bachelor of Engineering
✎	🗑	[illegible]	2012-2016	Bachelor of Engineering
✎	🗑	7	2014-2018	Bachelor of Engineering
✎	🗑	[illegible]	2013-2017	Bachelor of Engineering
✎	🗑	4	2015-2017	Master of Business Administration or M.E
✎	🗑	3	2015-2018	Master of Computer Application
✎	🗑	2	2015-2019	Bachelor of Engineering
✎	🗑	1	2015-2020	Bachelor of Architecture

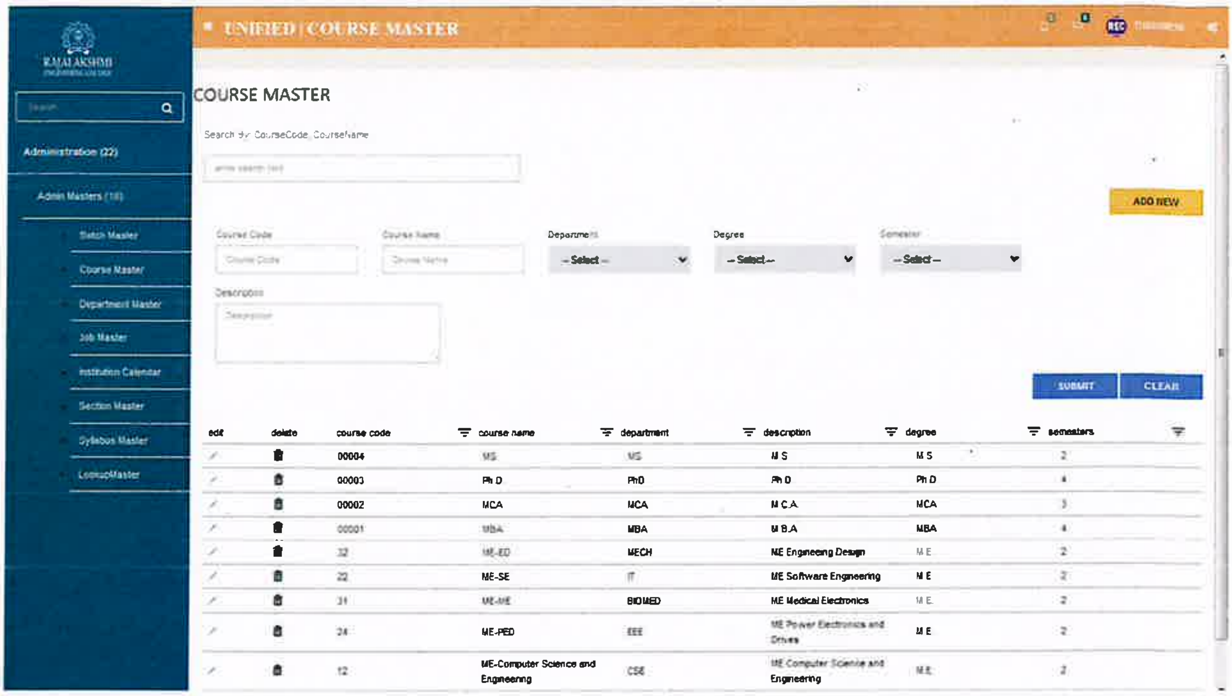
This functionality helps in creating the Batch concerning the Departments and Courses.

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



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

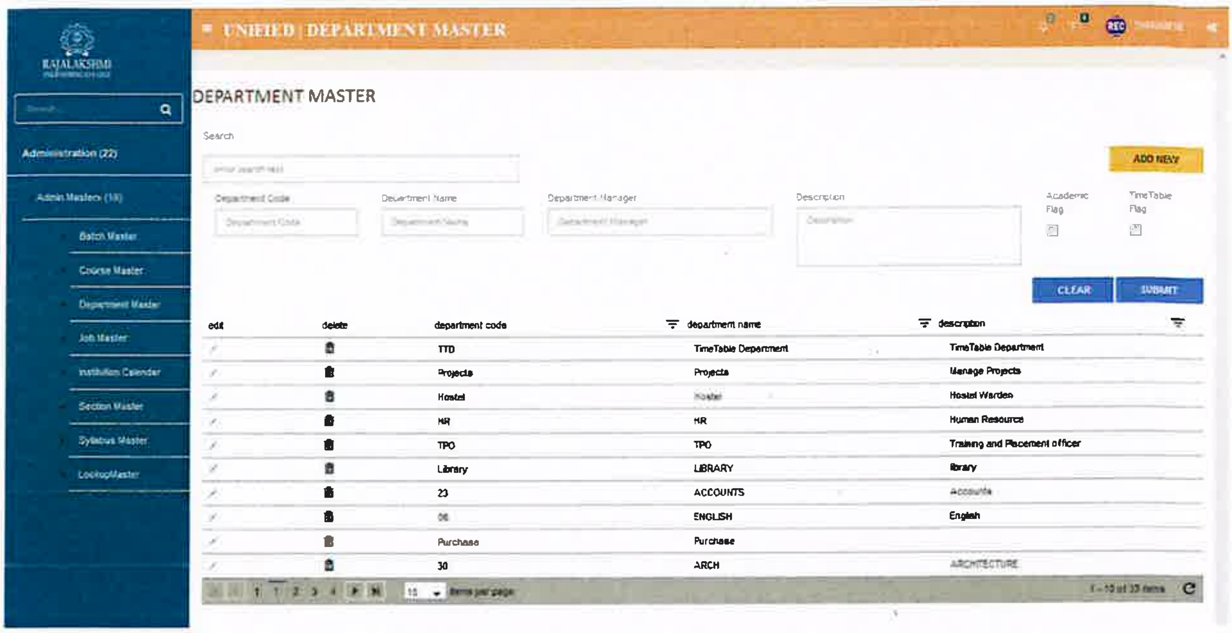
This functionality deals with adding courses of REC. Administering the course can be performed like entry of masterdata and updating by searching the respective course details.

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



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

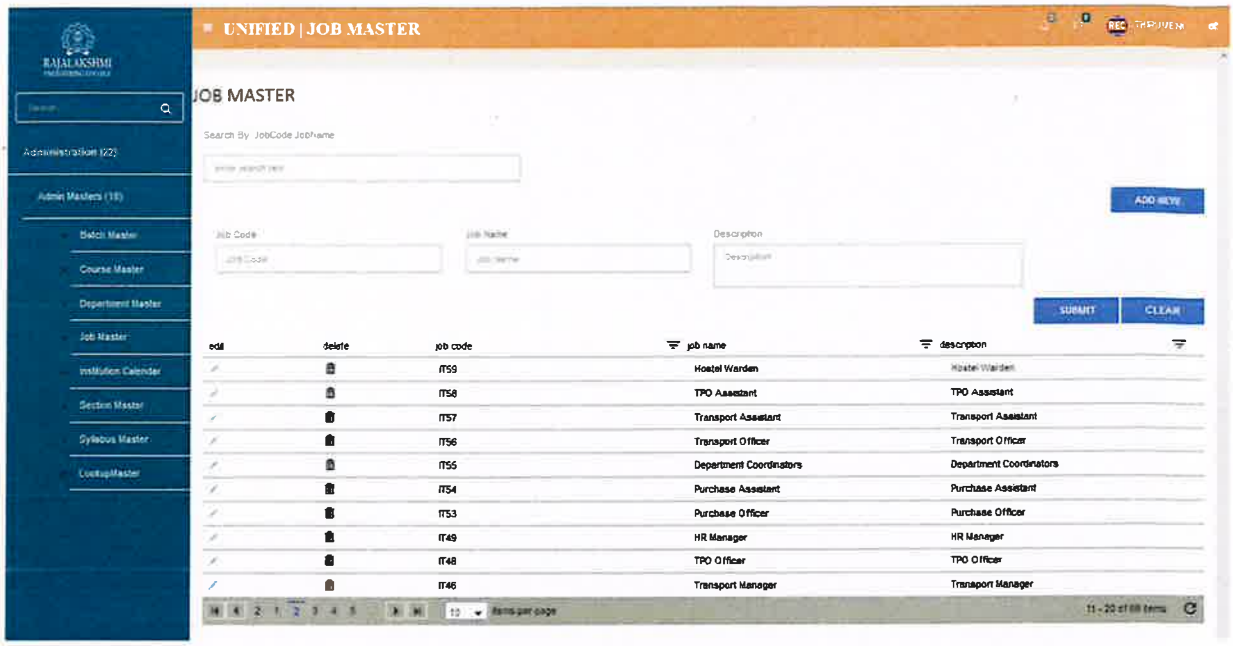
This functionality deals with departments of REC. Administering the departments can be performed by entry of master data and updating by searching the respective department.

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 Checkthe 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



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

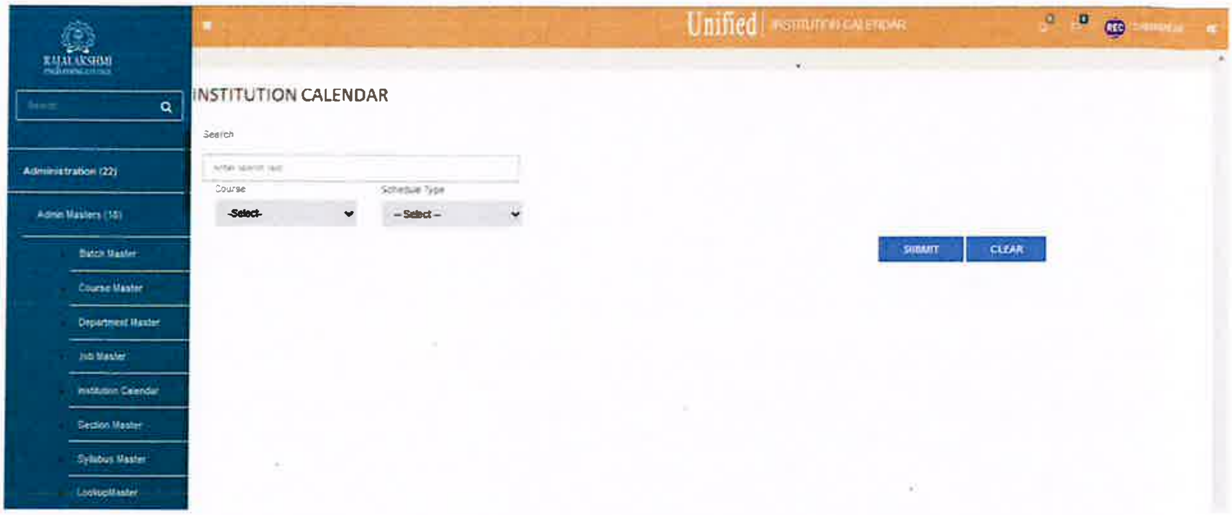
This functionality deals with creating Teaching and Non-teaching staff designations in REC. All staff designationscan be entered and updated by using this.

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



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.

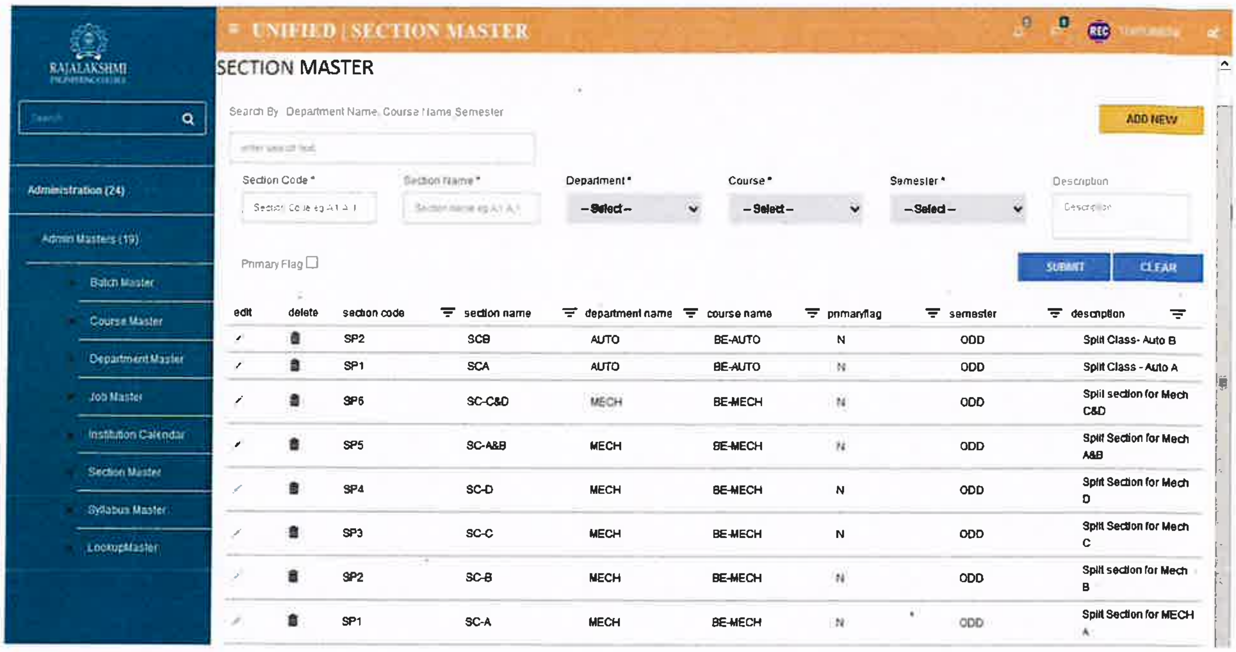
- For Academic Year creation, ensure the START DATE against the COURSE selected and submitted.
- For adding SEMESTER, ensure ACADEMIC YEAR data has been provided.
- After creating ACADEMIC YEAR and SEMESTER data successfully, then we can add EXAM details

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



edit	delete	section code	section name	department name	course name	primaryflag	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

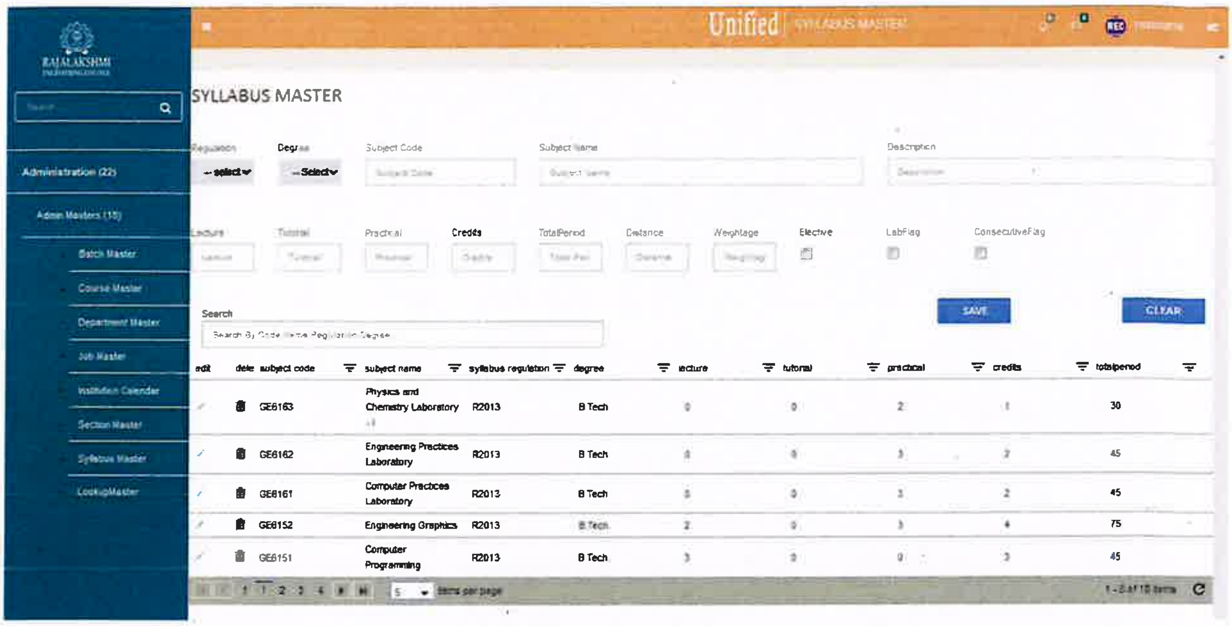
This functionality deals with adding sections to courses based on actual student strength and also allocated roomstrength. Entry of master data section, data and updating by searching the respective section.

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 EnterDescription.
3. For all Primary Sections, Primary Flag check box has to be selected. If it is Split Class, PrimaryFlag 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



edit	dele	subject code	subject name	syllabus regulation	degree	lecture	tutorial	practical	credits	totalperiod
		GE6163	Physics and Chemistry Laboratory - I	R2013	B Tech	0	0	2	1	30
		GE6162	Engineering Practices Laboratory	R2013	B Tech	0	0	3	2	45
		GE6161	Computer Practices Laboratory	R2013	B Tech	3	0	3	2	45
		GE6152	Engineering Graphics	R2013	B Tech	2	0	3	4	75
		GE6151	Computer Programming	R2013	B Tech	3	0	0	3	45

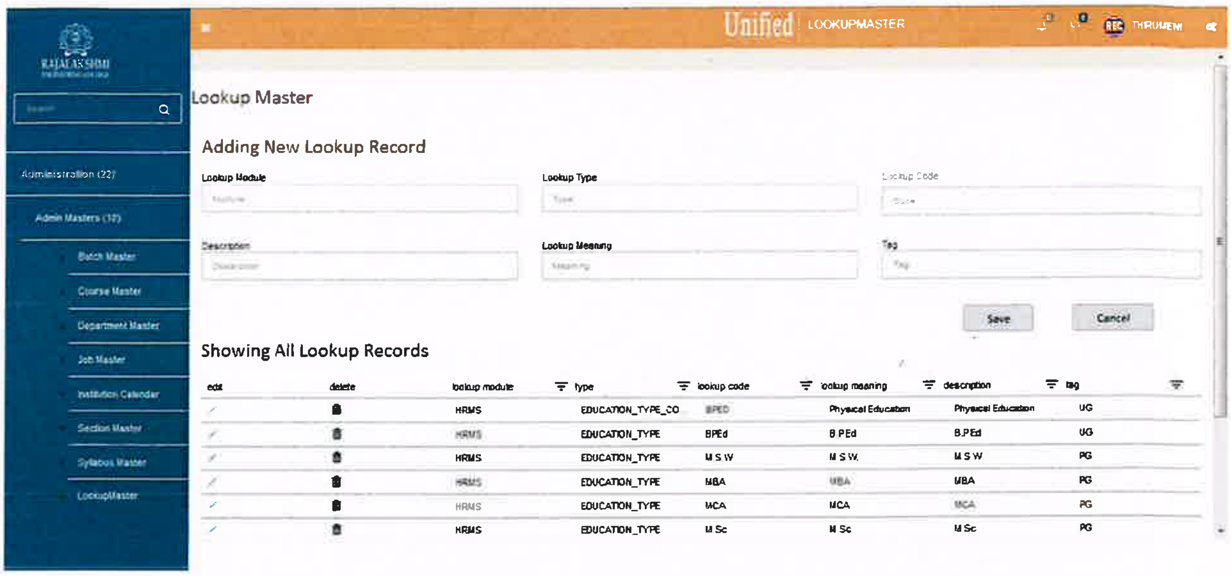
This functionality deals with subject details of REC. Administering subjects can be performed like entry of master data and updating by searching the respective subject.

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



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	MBA	MBA	PG
✎	🗑	HRMS	EDUCATION_TYPE	MCA	MCA	MCA	PG
✎	🗑	HRMS	EDUCATION_TYPE	M Sc	M Sc	M Sc	PG

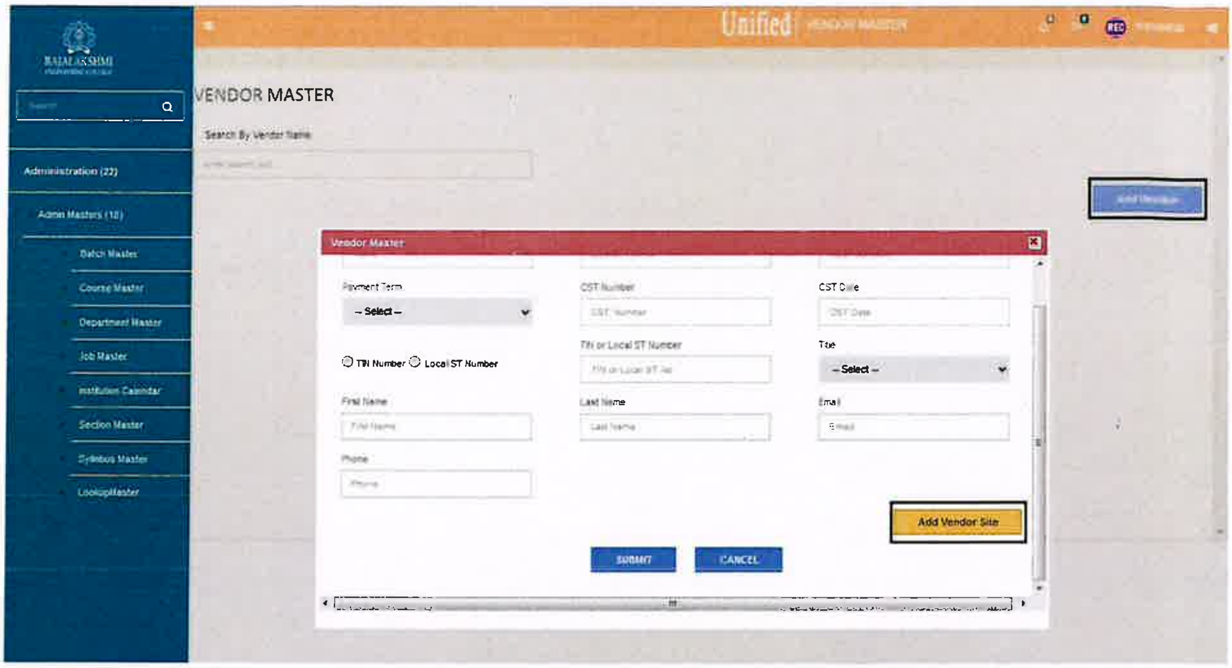
This functionality helps in adding values in the Dropdown list for all the Modules.

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

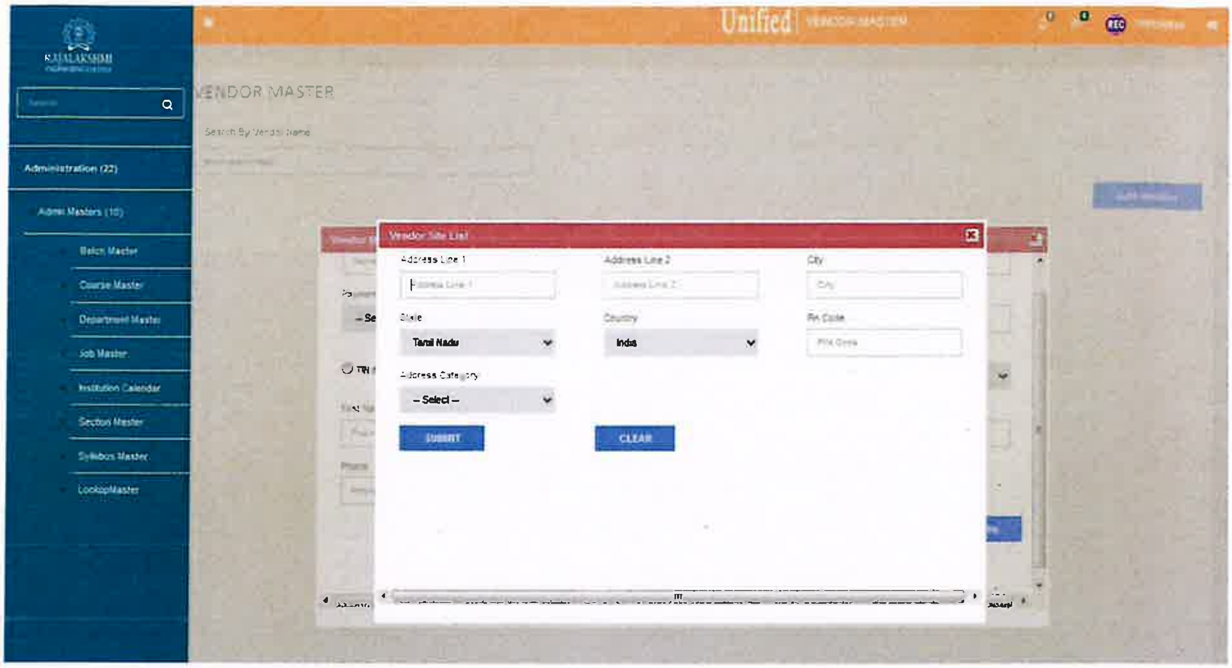


Through this functionality all registered vendor details can be managed. Entry and update of vendor details can be done using this functionality.

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

Steps Involved:

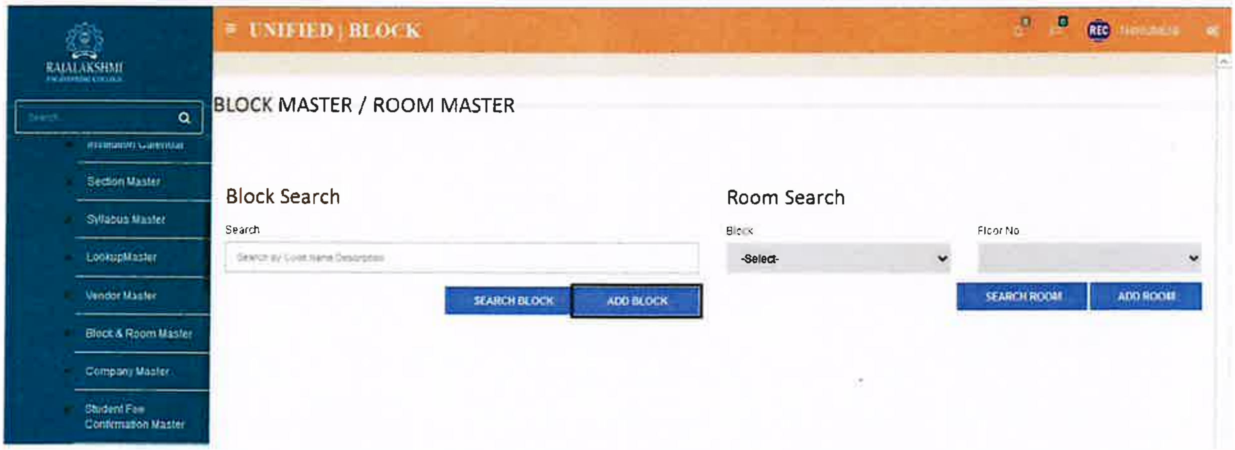
1. Click Add Vendor.
2. Select and Enter the details in the Respective and Mandatory Fields.
3. Name, Service Tax No, PAN No, Payment Term, CST Number, CST Date, TIN or Local ST Number,Title, First Name, Last Name, Email, Phone are Mandatory fields.



Address Line 1
Address Line 2
City
State: Tamil Nadu
Country: India
Pin Code
Address Category: -- Select --

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



Block: -Select-

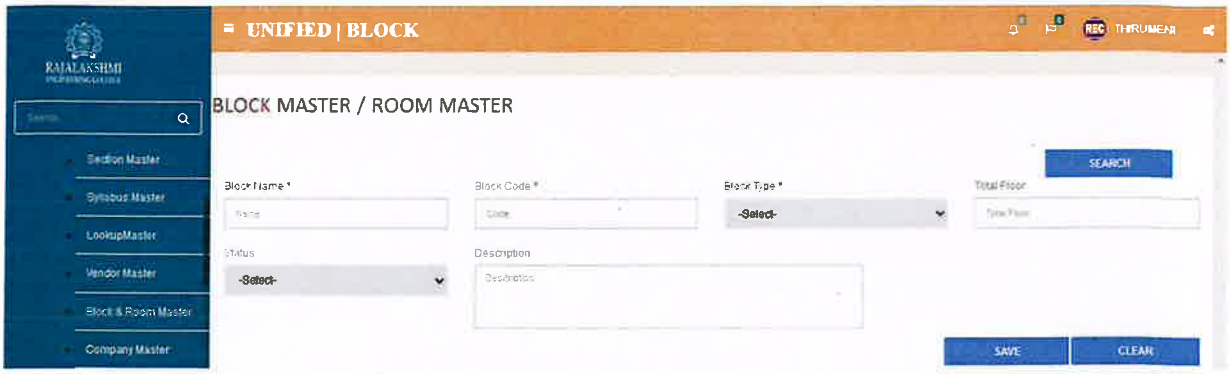
This functionality deals with Buildings and respective Room database of REC . Block master will have details of eachbuilding with floor details, Block type etc... Respective rooms of each block can be managed through Room Master.

Both masters can be edited by searching with appropriate values

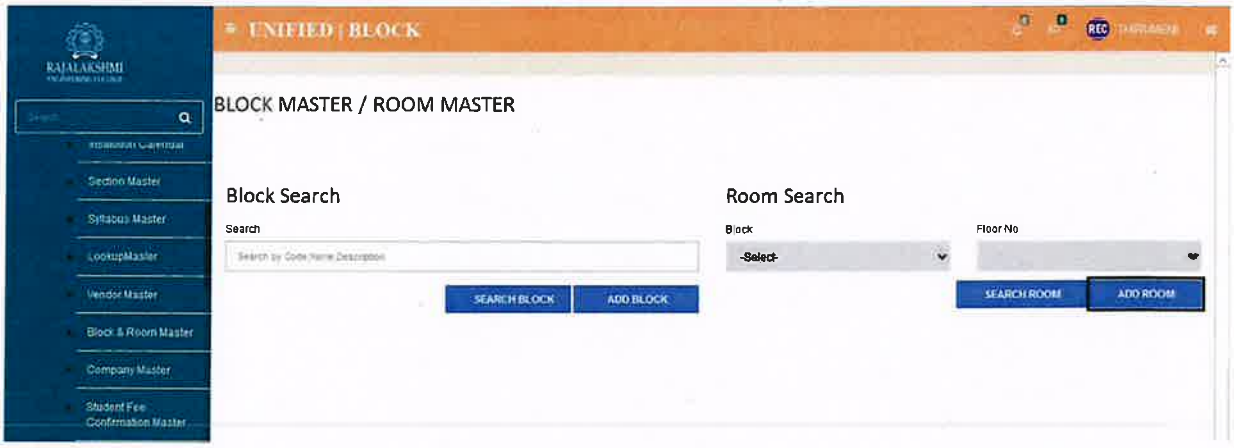
Below is the process which follows for adding details in Block and Room master:

Steps Involved:

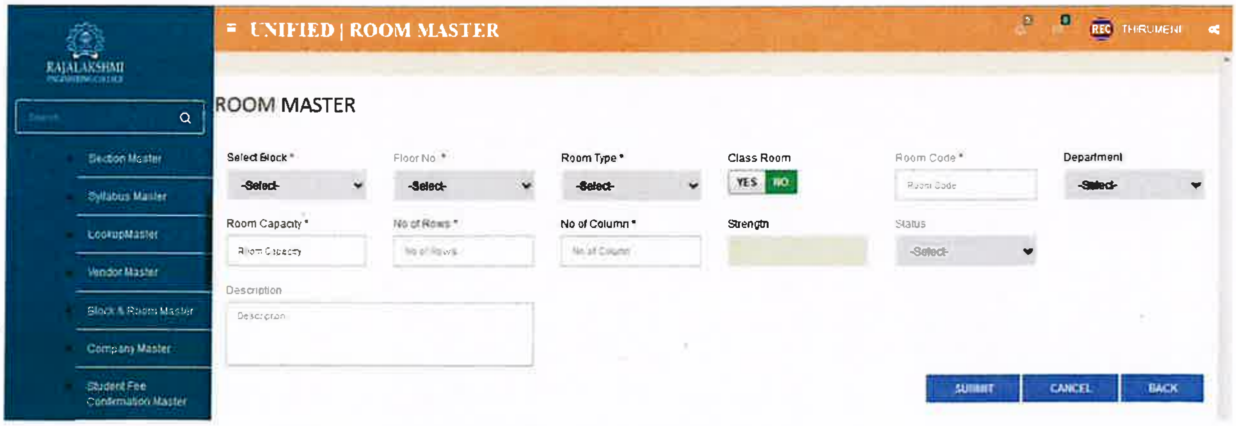
1. Click Add Block.



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.



1. Click Add Room.



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

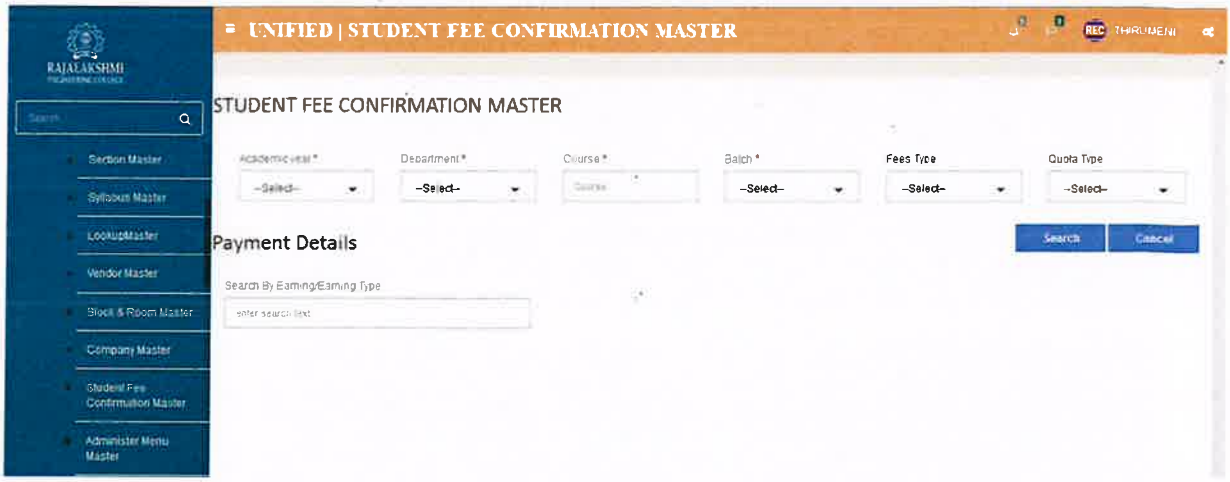
This functionality helps in adding the details of a New or Existing Company(Vendor) with respect to the Type andCategory. After adding the details of Company, the respective details of the Company would be linked to the Vendor Master, Placement.

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



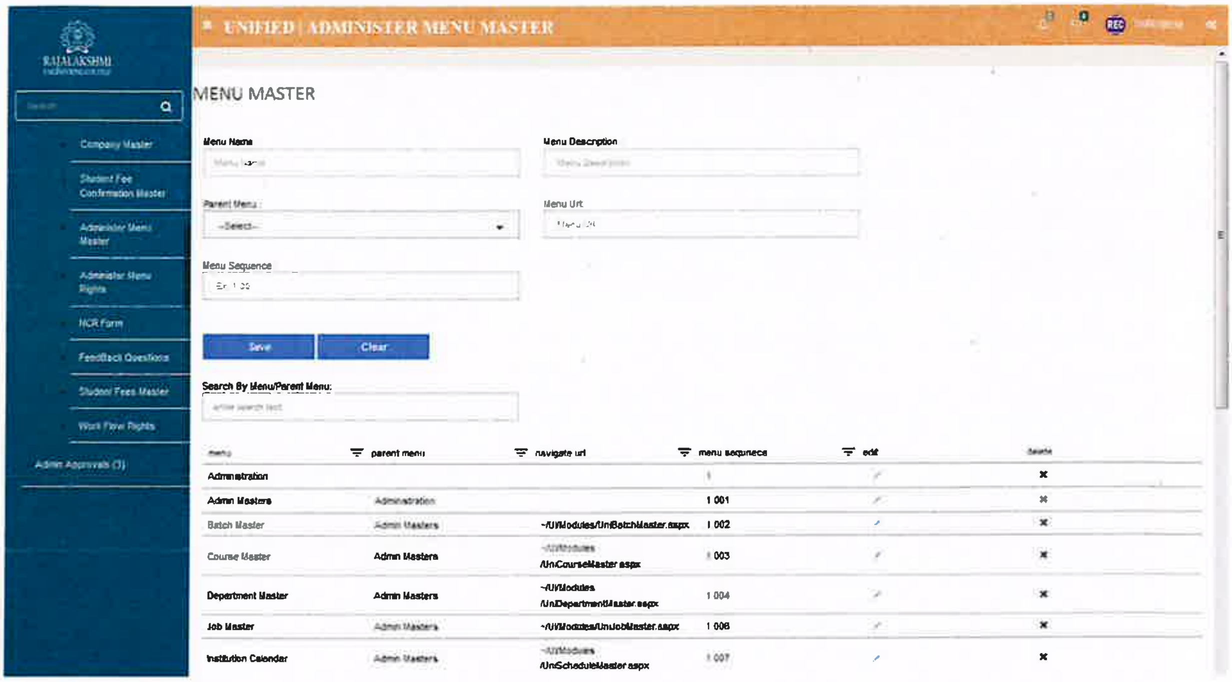
This functionality helps in confirming the details of the Student Fees with respect to Academic Year, Department,Course, Batch and Fees Type.

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



menu	parent menu	navigate url	menu sequnece	edit	delete
Administration			1		✖
Admin Masters	Administration		1 001		✖
Batch Master	Admin Masters	~/UI/Modules/UniBatchMaster.aspx	1 002		✖
Course Master	Admin Masters	~/UI/Modules /UniCourseMaster.aspx	1 003		✖
Department Master	Admin Masters	~/UI/Modules /UniDepartmentMaster.aspx	1 004		✖
Job Master	Admin Masters	~/UI/Modules/UniJobMaster.aspx	1 006		✖
Institution Calendar	Admin Masters	~/UI/Modules /UniScheduleMaster.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 MenuSequence.
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

Role: --Select--

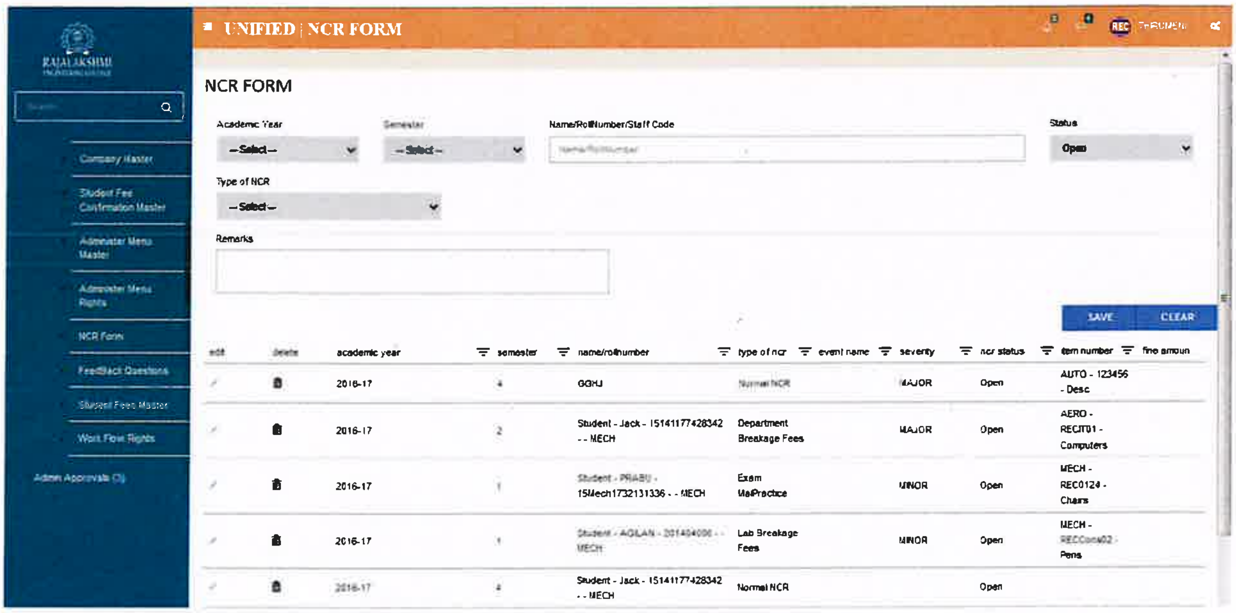
This Functionality helps in giving the rights for the Respective Roles.

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



Academic Year: --Select--

Semester: --Select--

Name/RollNumber/Staff Code:

Status: Open

Type of NCR: --Select--

edit	delete	academic year	semester	name/rollnumber	type of ncr	event name	severity	ncr status	item number	fine amoun
		2016-17	4	GGHJ	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 - PRABU - 15Mech1732131336 - - MECH	Exam MalPractice		MINOR	Open	MECH - REC0124 - Chairs	
		2016-17	1	Student - AGILAN - 201404006 - - MECH	Lab Breakage Fees		MINOR	Open	MECH - RECCons02 - 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 andEvent Name.

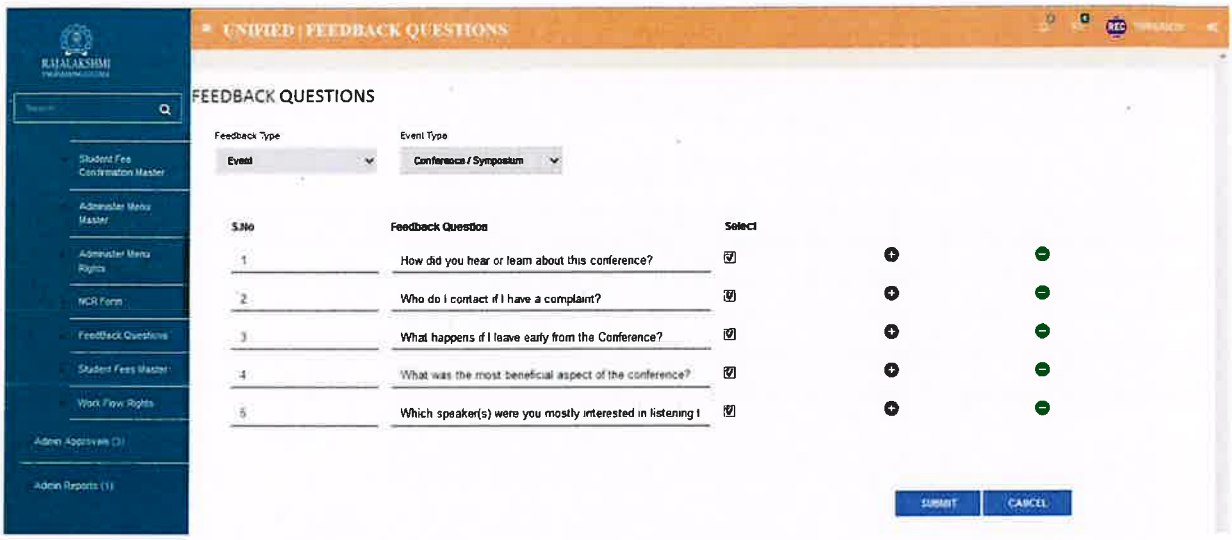
Below is the process which follows for adding details in NCR Form:

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



FEEDBACK QUESTIONS

Feedback Type: Event

Event Type: Conference / Symposium

S.No	Feedback Question	Select
1	How did you hear or learn about this conference?	☑
2	Who do I contact if I have a complaint?	☑
3	What happens if I leave early from the Conference?	☑
4	What was the most beneficial aspect of the conference?	☑
5	Which speaker(s) were you mostly interested in listening t	☑

This Functionality helps in adding the Feedback Questions with respect to Feedback Type and Event TypeBelow 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

STUDENT FEE MASTER

Quota Type: -- Select --
Academic year: -- Select --
Degree: -- Select --
Course: -- Select --
Batch: -- Select --
Tution Fees:
Various Facility:
Transport Fees:
Hostel Fees:

Fees Details

edit	delete	degree name	course name	batch name	quota	academic year	tution 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	0
✎	🗑	B.E.	BE-AERO	2015-2019	Free	2016-17	15000	2000	5000	0
✎	🗑	B.E.	BE-MECH	2014-2018	Free	2016-17	5000	200	1200	0
✎	🗑	B.E.	BE-MECH	2012-2016	Government	2016-17	25000	10000	18500	25000

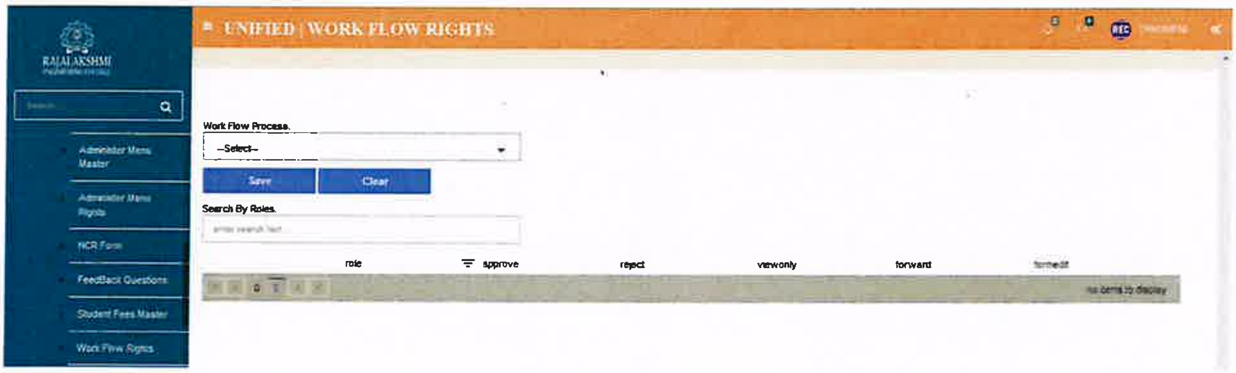
This Functionality helps in adding the details of the Course Fees with Respect to Quota Type, Academic Year,Degree, Course and Batch.

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 Feesand 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



Work Flow Process: --Select--

Search By Roles: enter search text

role	approve	reject	viewonly	forward	formedit

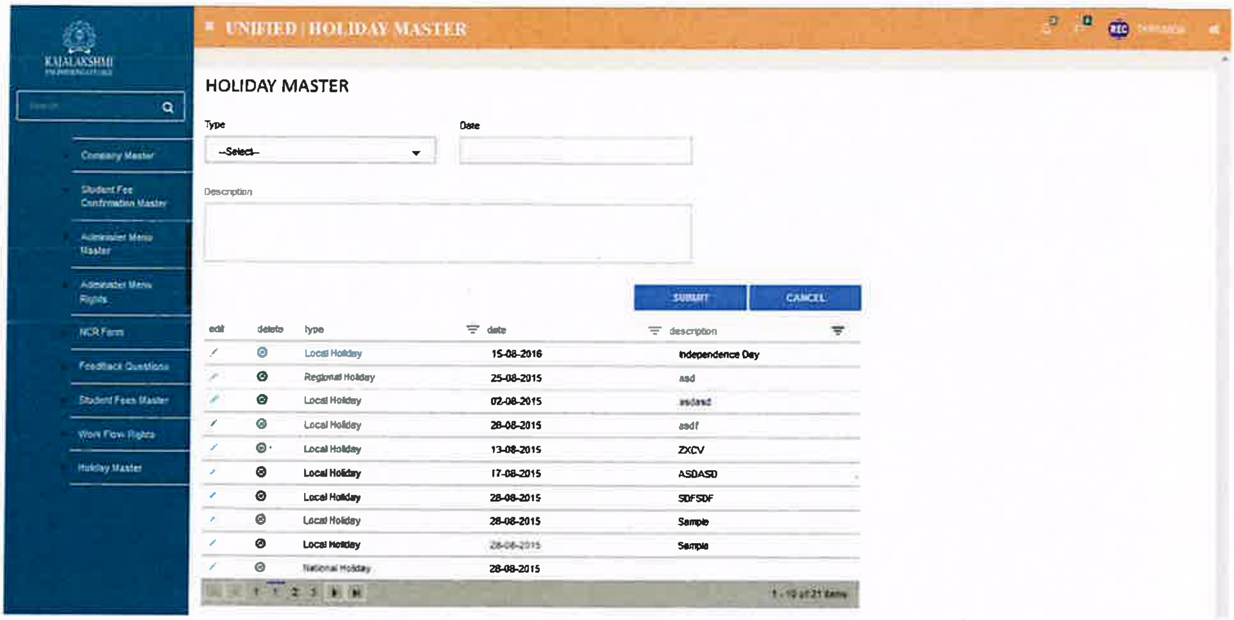
This Functionality helps in adding the Workflow Process for the Concerned Staff.

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



HOLIDAY MASTER

Type: --Select--

Date:

Description:

edit	delete	type	date	description
✎	⊝	Local Holiday	15-08-2016	Independence Day
✎	⊝	Regional Holiday	25-08-2015	asd
✎	⊝	Local Holiday	02-08-2015	asdasd
✎	⊝	Local Holiday	28-08-2015	asdf
✎	⊝	Local Holiday	13-08-2015	ZXCV
✎	⊝	Local Holiday	17-08-2015	ASDASD
✎	⊝	Local Holiday	28-08-2015	SDFSDF
✎	⊝	Local Holiday	28-08-2015	Sample
✎	⊝	Local Holiday	28-08-2015	Sample
✎	⊝	National Holiday	28-08-2015	

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

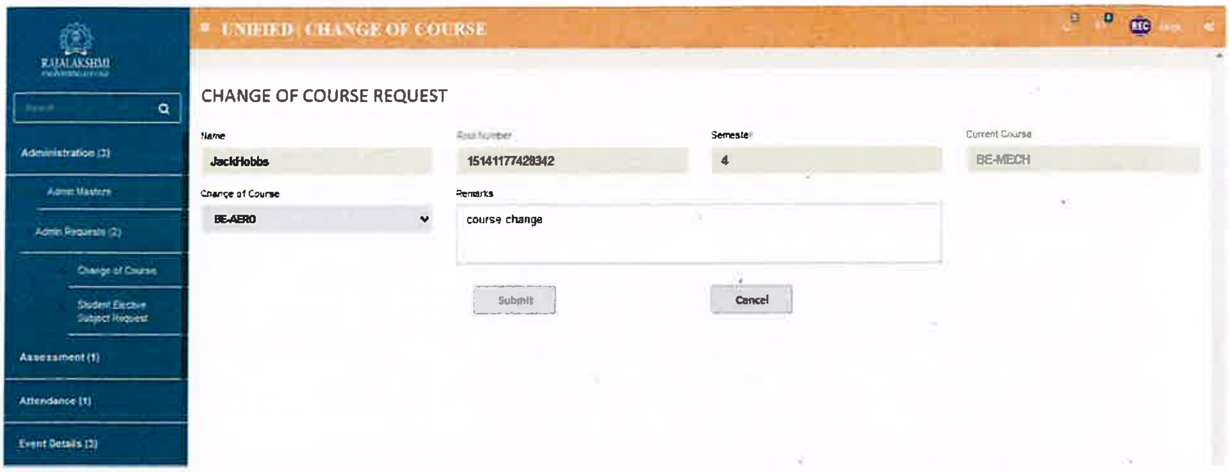
Below is the process which follows for adding details in Workflow Rights:

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



CHANGE OF COURSE REQUEST

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

Change of Course: BE-AERO

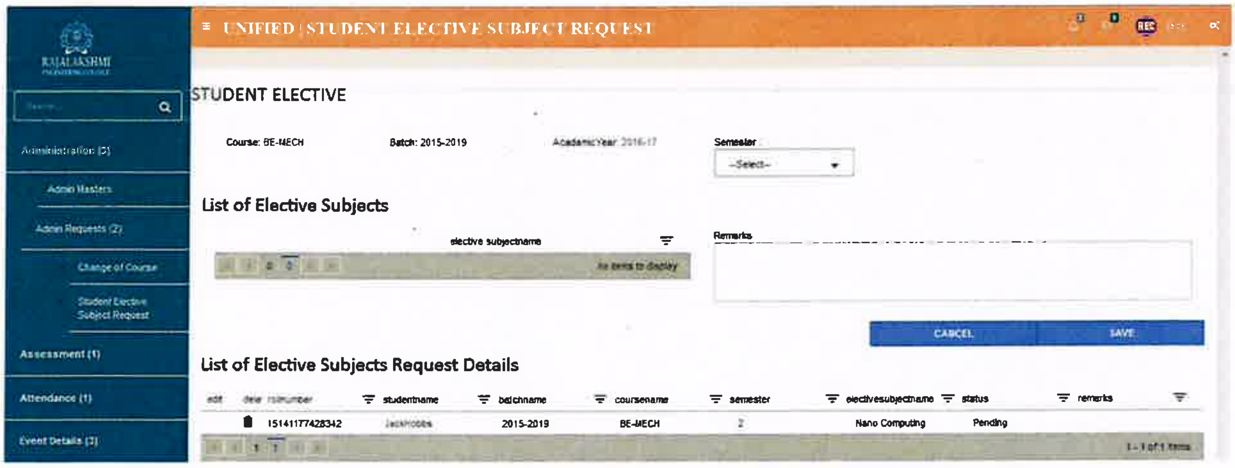
Remarks: course change

This Functionality helps in changing the Course requested by the Student with respect to required CourseBelow 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



STUDENT ELECTIVE

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

List of Elective Subjects

elective subjectname
No items to display

Remarks

List of Elective Subjects Request Details

edit	dele	rollnumber	studentname	batchname	coursename	semester	electivesubjectname	status	remarks
	■	15141177428342	JackHobbs	2015-2019	BE-MECH	2	Nano Computing	Pending	

1 - 1 of 1 items

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:

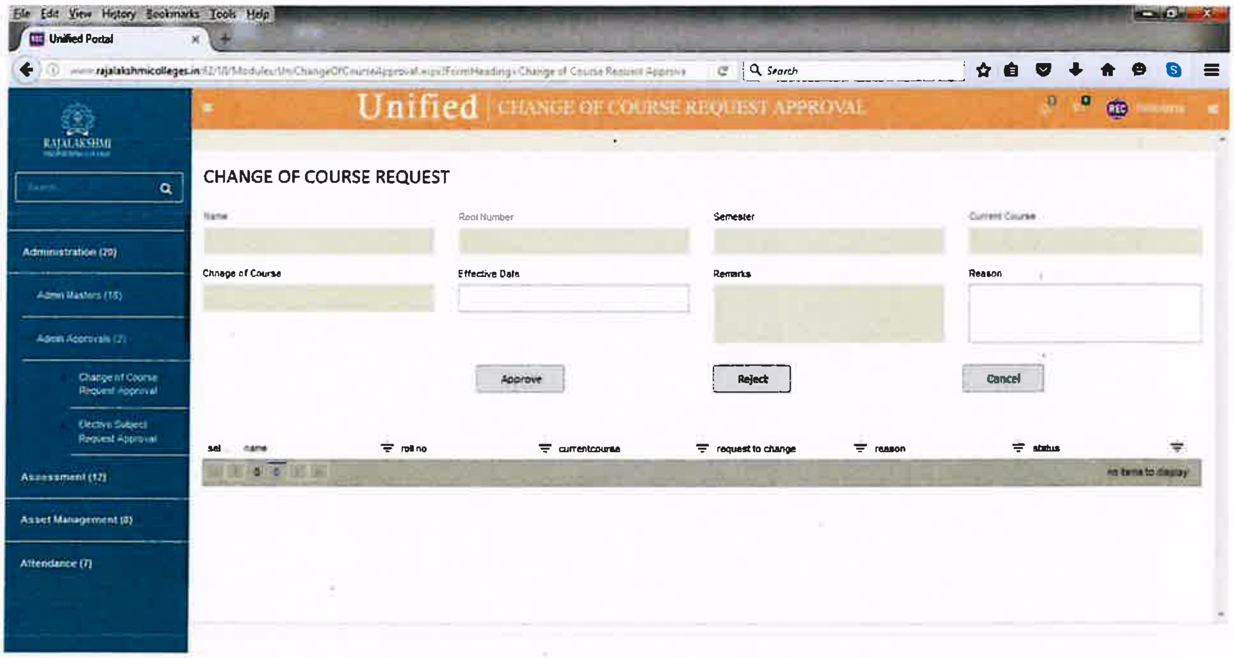
Steps Involved:

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



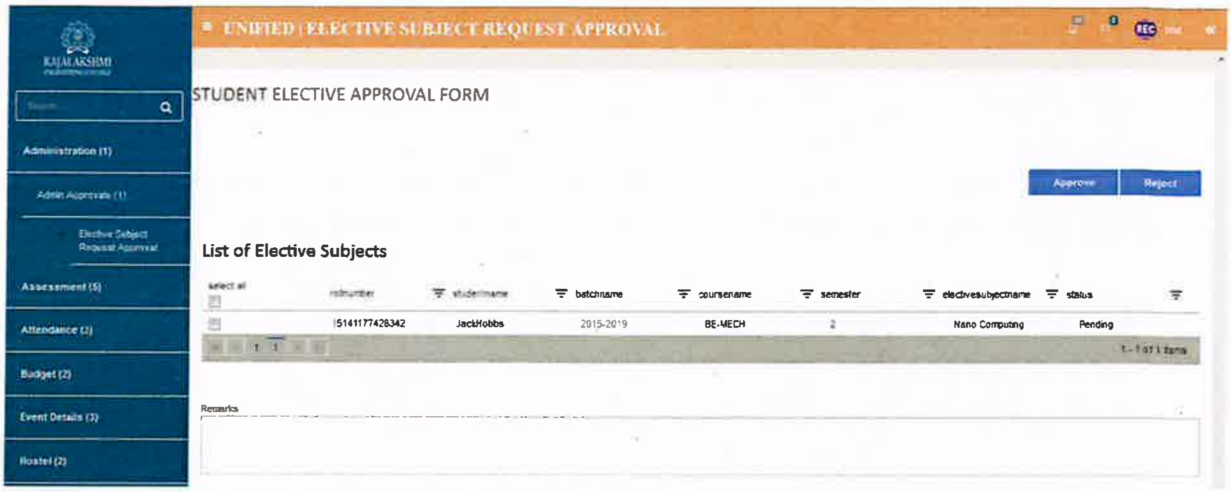
This Functionality helps in Approval of Course Change requested by the Student with respect to required Course,which will be approved by the Admin

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

List of Elective Subjects

select all	rollnumber	studentname	batchname	coursename	semester	electivesubjectname	status
☐	5141177428342	JackHobbs	2015-2019	BE-MECH	2	Nano Computing	Pending

Remarks

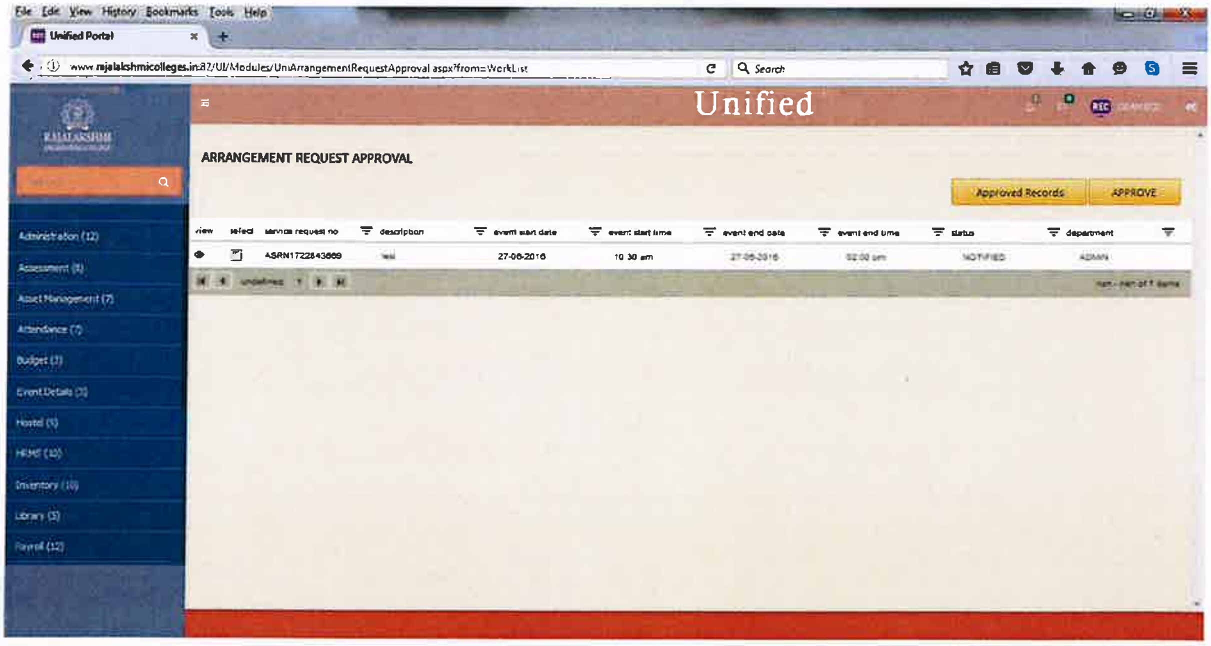
This Functionality helps in Approval of Elective Subject requested by the Student with respect to required Subject,which will be approved by the HOD

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

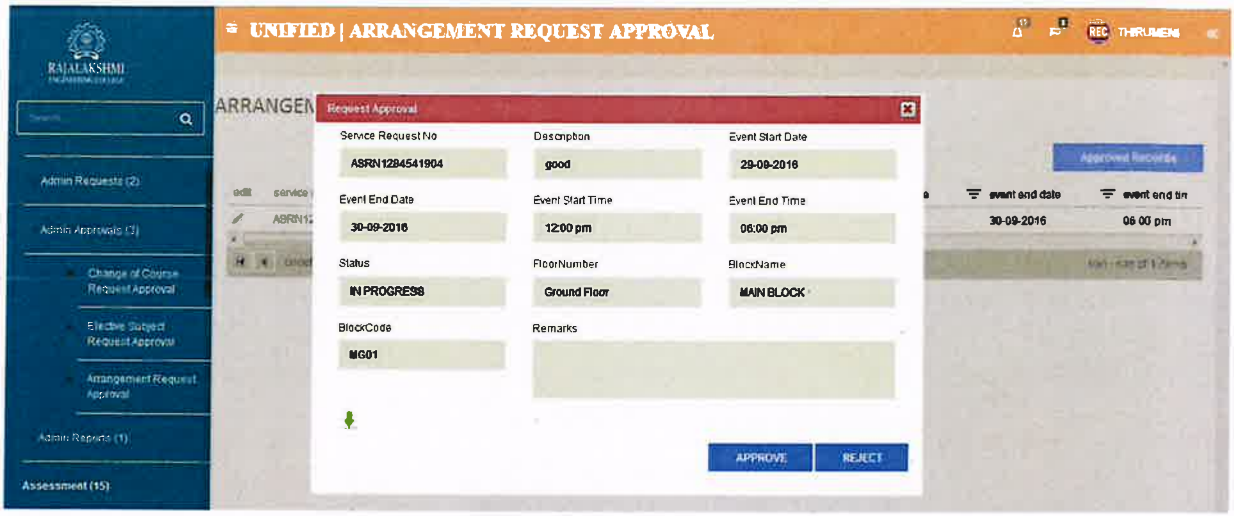
view	select	service request no	description	event start date	event start time	event end date	event end time	status	department
●	☐	ASRN1722843669	test	27-06-2016	10 30 am	27-06-2016	02 00 pm	NOTIFIED	ADMIN

This functionality helps to approve the details in the Arrangement Request Approval form by which it is approvedby 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.



Service Request No: ASRN1284541904
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
FloorNumber: Ground Floor
BlockName: MAIN BLOCK
BlockCode: MG01
Remarks:

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.

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UNIFIED PORTAL

User Guide Ver1.0

ATTENDANCE

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

Contents

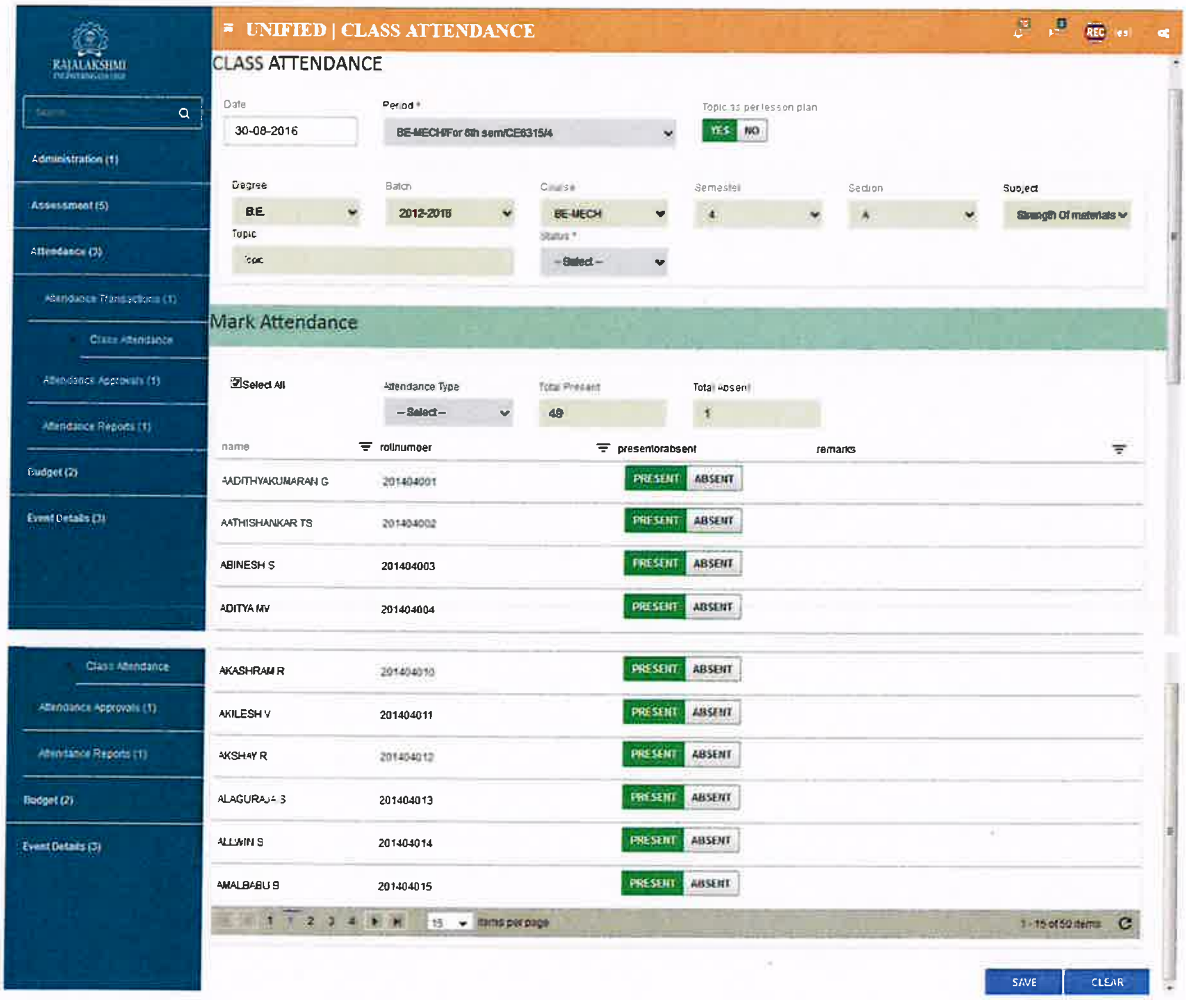
Attendance

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



CLASS ATTENDANCE

Date: 30-08-2016

Period *: BE-MECH/For 6th sem/CE6315/4

Topic as per lesson plan: YES NO

Degree: B.E

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	presentorabsent	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 S	201404015	PRESENT ABSENT	

1 2 3 4 15 items per page 1 - 15 of 50 items

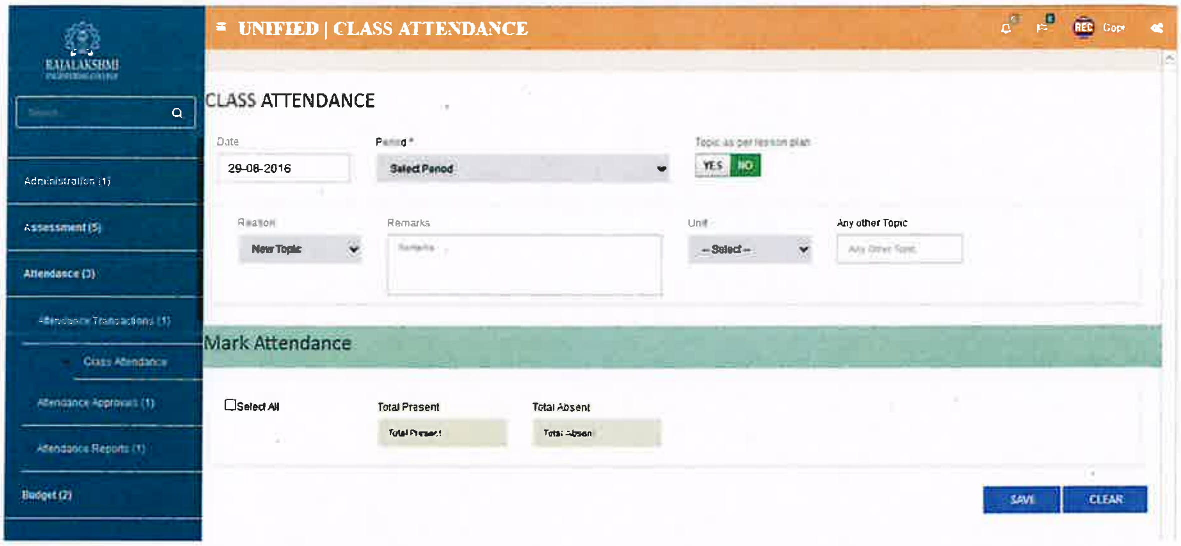
Through this functionality faculty can log attendance for the periods handled in a day. This functionality is integrated with timetable and lesson plan. Faculty can also update the class details through this functionality which will in-turn update the lesson plan entries table with actual details.

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.



CLASS ATTENDANCE

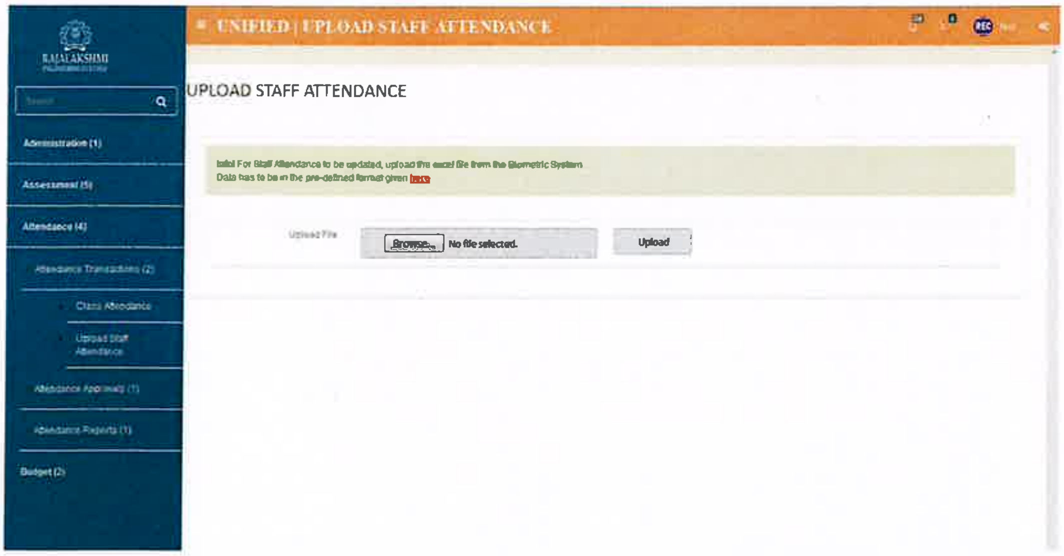
Date: 29-08-2016
Period *: Select Period
Topic as per lesson plan: YES NO
Reason: New Topic
Remarks: Remarks
Unit: -- Select --
Any other Topic: Any Other Topic

Mark Attendance

☐ Select All
Total Present: Total Present
Total Absent: Total Absent

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



UPLOAD STAFF ATTENDANCE

Info! For Staff Attendance to be updated, upload the excel file from the Biometric System
Data has to be in the pre-defined format given here

Upload File: No file selected.

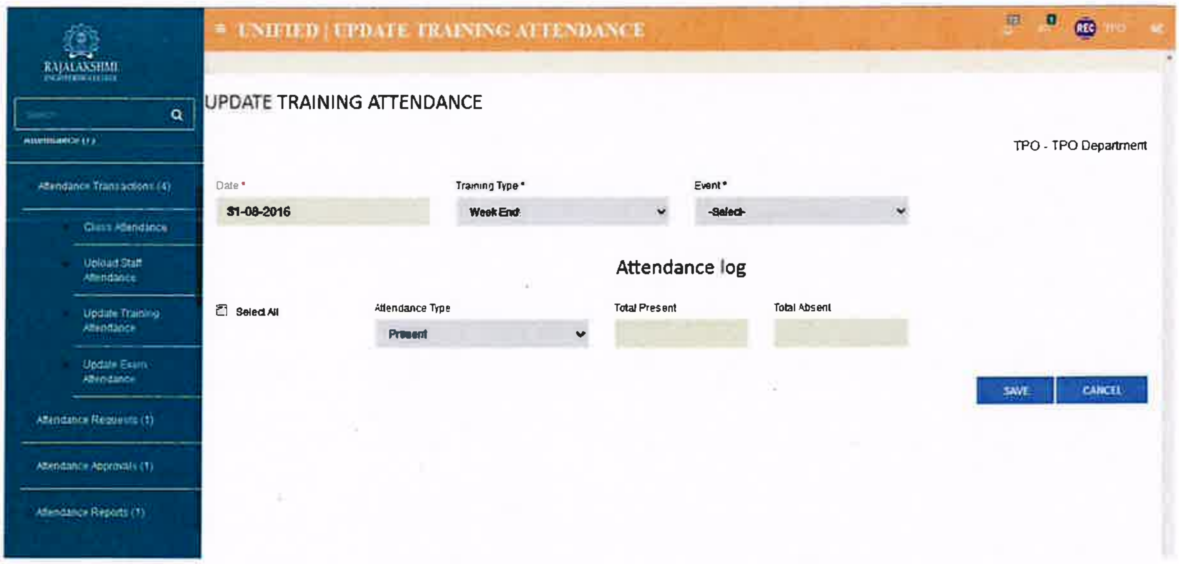
Through this functionality the HR can upload the staff biometric data as per the predefined template on daily basis. The HR exports the report from the biometric machine and imports into the Unified portal database through this functionality. While importing it will also integrate with the leave management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



UPDATE TRAINING ATTENDANCE

TPO - TPO Department

Date * 31-08-2016

Training Type * Week End

Event * -Select-

Attendance log

☐ Select All

Attendance Type Present

Total Present

Total Absent

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

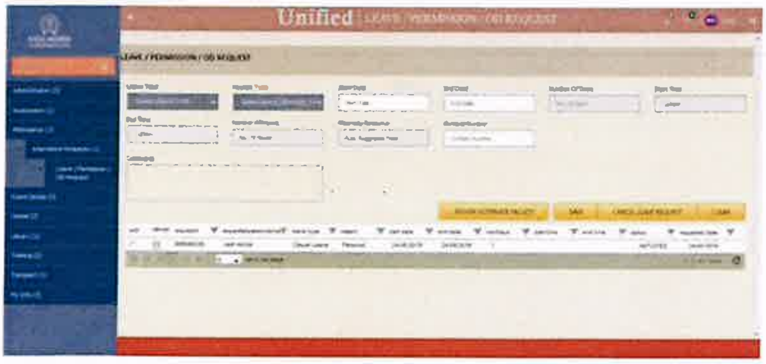
This functionality helps the Admin to check the No. of Students those are present or absent. Below is the process which follows for Managing details in Update Exam Attendance:

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.

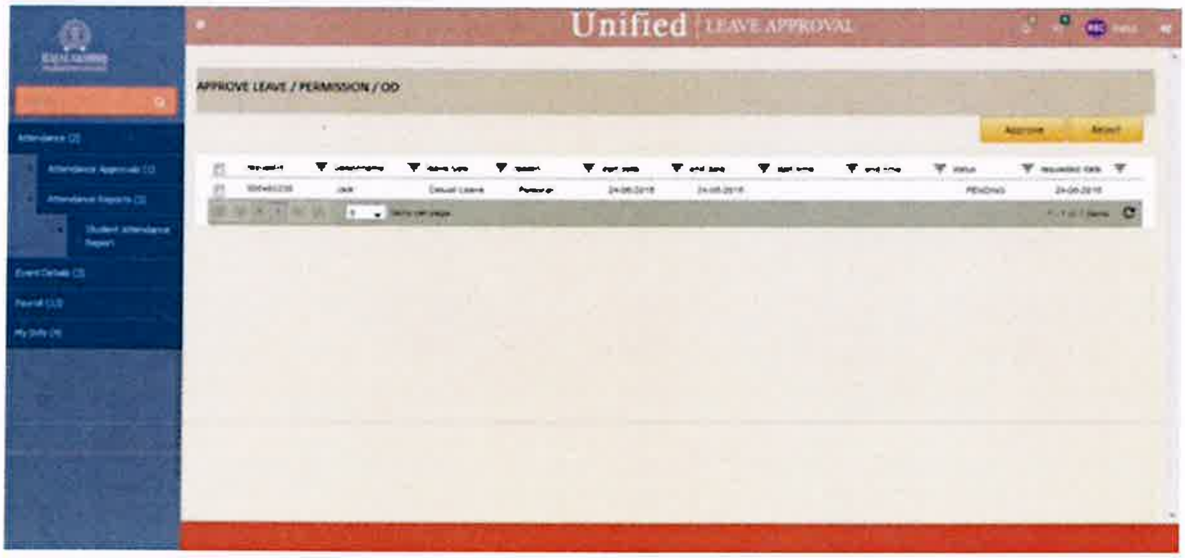
Below is the process which follows for adding details in Leave/Permission/OD Request:

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.

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User Guide Ver1.0

HOSTEL MANAGEMENT

Revision History

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

Contents

Hostel Management

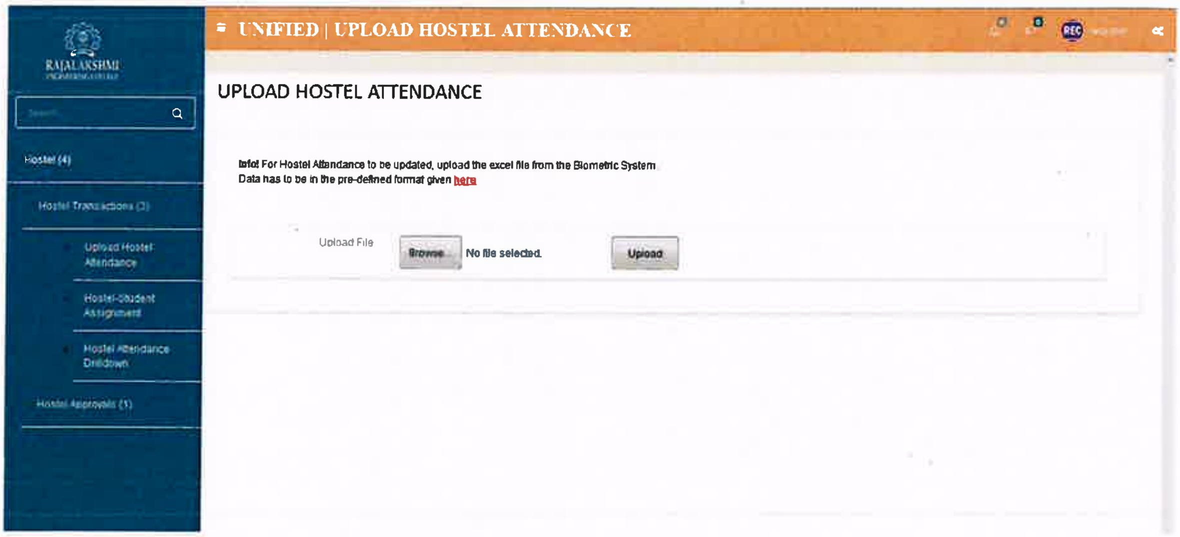
In this module various functionalities are added to automate the manual workflow in order to enhance the existing process in REC Hostels.

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



UPLOAD HOSTEL ATTENDANCE

Info! For Hostel Attendance to be updated, upload the excel file from the Biometric System
Data has to be in the pre-defined format given here

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

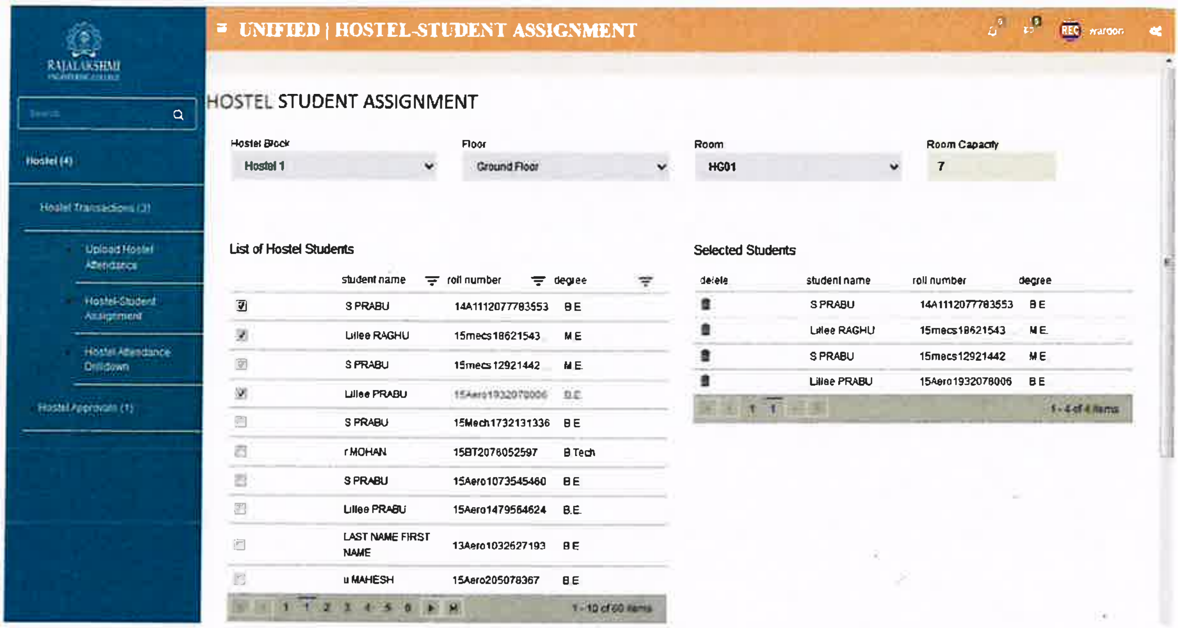
Assigned Students.

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



HOSTEL STUDENT ASSIGNMENT

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

List of Hostel Students

	student name	roll number	degree
☑	S PRABU	14A1112077783553	B E
☑	Lillee RAGHU	15mecs18621543	M E
☑	S PRABU	15mecs12921442	M E
☑	Lillee PRABU	15Aero1932078006	B.E
☐	S PRABU	15Mech1732131336	B E
☐	r MOHAN	15BT2076052597	B Tech
☐	S PRABU	15Aero1073545460	B E
☐	Lillee PRABU	15Aero1479564624	B.E.
☐	LAST NAME FIRST NAME	13Aero1032627193	B E
☐	u MAHESH	15Aero205078367	B E

1 - 10 of 60 items

Selected Students

delete	student name	roll number	degree
🗑	S PRABU	14A1112077783553	B E
🗑	Lillee RAGHU	15mecs18621543	M E.
🗑	S PRABU	15mecs12921442	M E
🗑	Lillee PRABU	15Aero1932078006	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 beAssigned.

Ensure the below mentioned preliminary processes are completed:

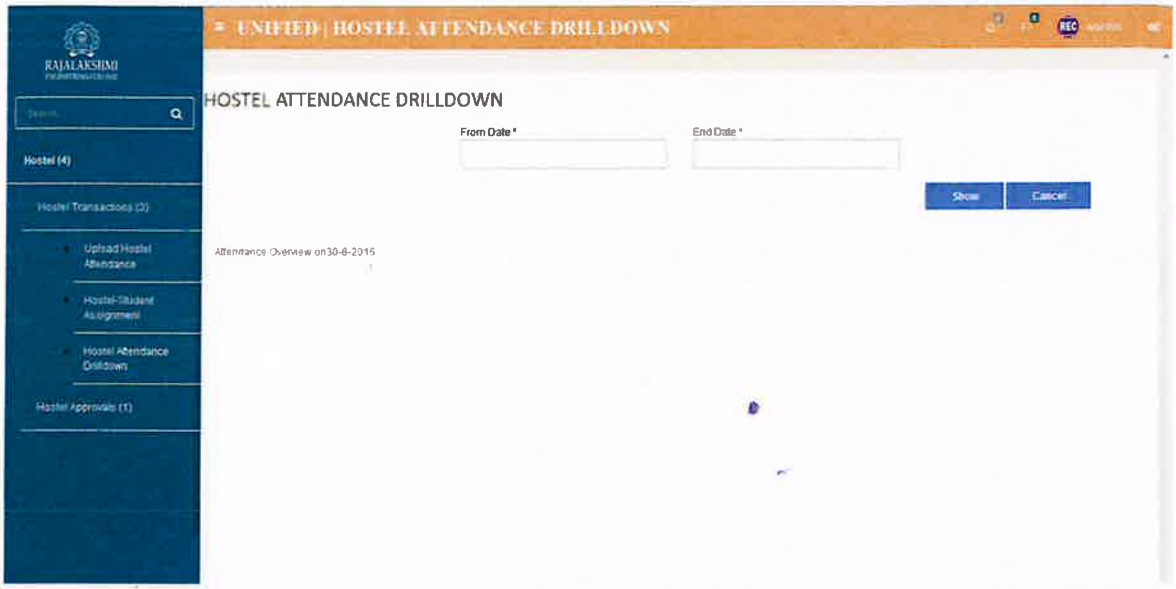
1. Hostel Block, No. of Floors, and rooms are assigned appropriately.
2. Ensure the room capacity is mentioned while adding the room details.
3. The List of hostel students will be displayed based on HRMS hostel students.

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



HOSTEL ATTENDANCE DRILLDOWN

From Date *

End Date *

Attendance Overview on30-8-2016

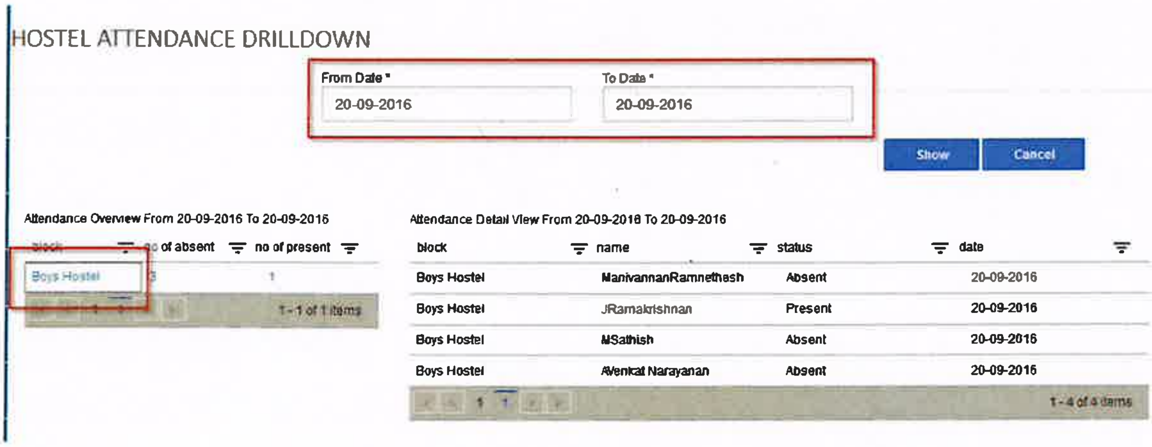
This functionality helps in viewing the No. of students who are present or absent for the given date range.

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.



HOSTEL ATTENDANCE DRILLDOWN

From Date * 20-09-2016

To Date * 20-09-2016

Attendance Overview From 20-09-2016 To 20-09-2016

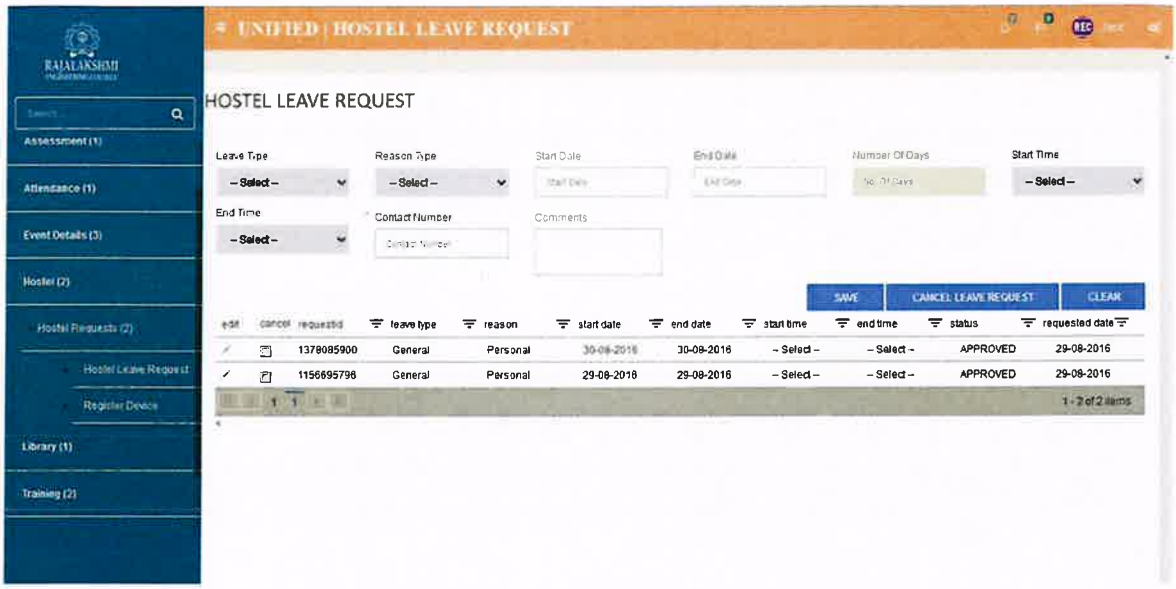
block	no of absent	no of present
Boys Hostel	3	1

Attendance Detail View From 20-09-2016 To 20-09-2016

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	AVenkat Narayanan	Absent	20-09-2016

Hostel Requests

Hostel Leave Request



edit	cancel	requestid	leave type	reason	start date	end date	start time	end time	status	requested date
	☐	1378085900	General	Personal	30-08-2016	30-08-2016	– Select –	– Select –	APPROVED	29-08-2016
✓	☐	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:

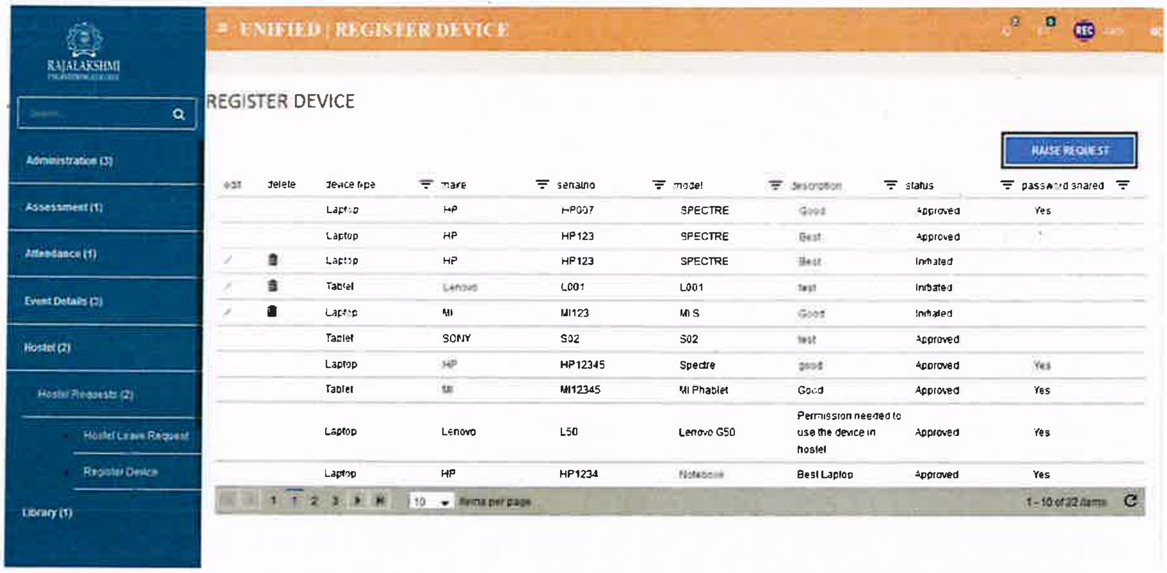
- The registered hostel student can raise hostel leave request.
- Approval flow: Level 1: Hostel Warden; Level 2: Class In-charge; Level 3: HOD; Level 4: Admin Officer.

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	serialno	model	description	status	password shared
		Laptop	HP	HP007	SPECTRE	Good	Approved	Yes
		Laptop	HP	HP123	SPECTRE	Best	Approved	
✎	🗑	Laptop	HP	HP123	SPECTRE	Best	Initiated	
✎	🗑	Tablet	Lenovo	L001	L001	test	Initiated	
✎	🗑	Laptop	MI	MI123	MI S	Good	Initiated	
		Tablet	SONY	S02	S02	test	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.

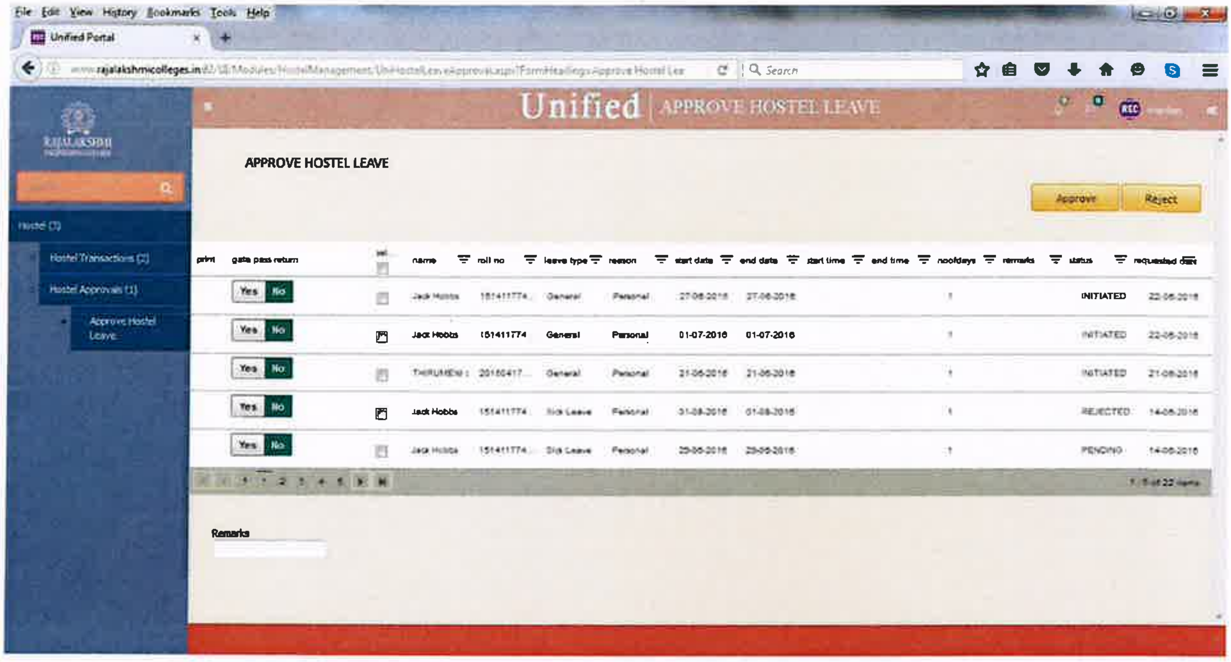
2. Select Device Type, Enter Make, Serial No. , Model and Description.
3. Click Save.
4. Click Edit for updating the details, correct the details.
5. Click Update.
6. Click Delete.
7. Click OK for deleting the details.

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



APPROVE HOSTEL LEAVE

print	gate pass return	sel...	name	roll no	leave type	reason	start date	end date	start time	end time	noofdays	remarks	status	requested date
	Yes No	☐	Jack Hobbs	151411774...	General	Personal	27-06-2016	27-06-2016			1		INITIATED	22-06-2016
	Yes No	☑	Jack Hobbs	151411774	General	Personal	01-07-2016	01-07-2016			1		INITIATED	22-06-2016
	Yes No	☐	THIRUMENI :	20160417...	General	Personal	21-06-2016	21-06-2016			1		INITIATED	21-06-2016
	Yes No	☑	Jack Hobbs	151411774	Sick Leave	Personal	01-08-2016	01-08-2016			1		REJECTED	14-06-2016
	Yes No	☐	Jack Hobbs	151411774...	Sick Leave	Personal	29-06-2016	29-06-2016			1		PENDING	14-06-2016

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

Steps Involved:

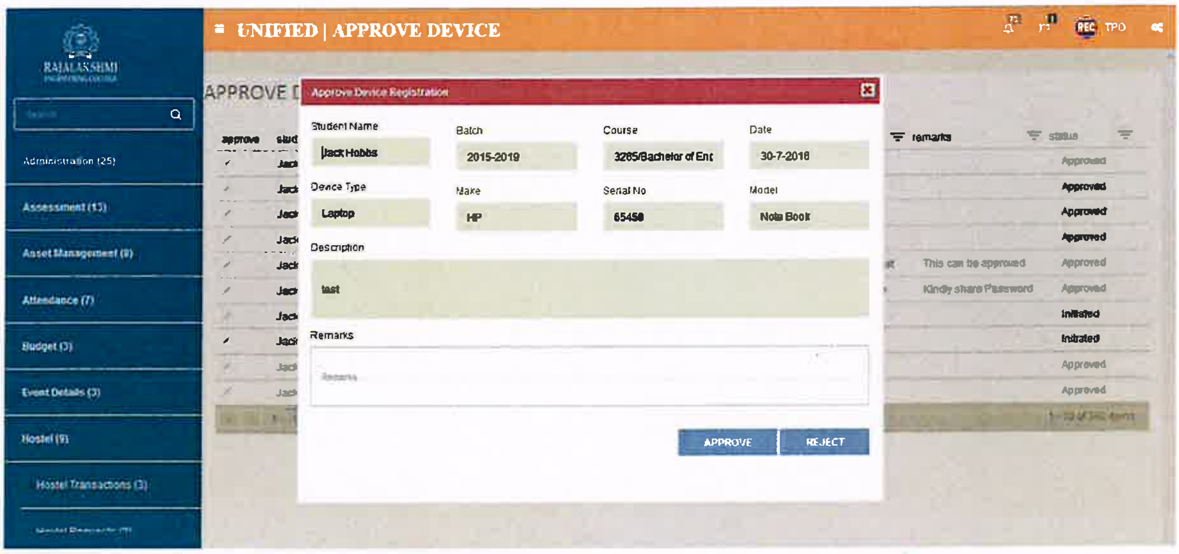
1. Click on the Notifications for Partial Approval in HOD Login.
2. Click on the Notification and Click View Details in Warden Login.
3. Select the Hostel Leave Request for Approval.
4. If want Gate Pass return Click Yes or else No.
5. Check If want to Click Select All.
6. Click Approve or Reject for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

Approve Device

APPROVE DEVICE

approve	student name	roll number	device type	make	serialno	model	description	remarks	status
☐	Jack Hobbs	15141177428	Laptop	HP	65458	Note Book	test		Approved
	Jack Hobbs	15141177423	Tablet	Dell	AD4561465	TX-150	Best Tablet		Approved
	Jack Hobbs	15141177428	Laptop	HP	HJI112345	Notebook	Good		Approved
	Jack Hobbs	15141177428	Tablet	Mi	MI12345	Tablet			Approved
	Jack Hobbs	15141177428	Laptop	Lenovo	HGTSU75758	G50	Test Request	This can be approved	Approved
	Jack Hobbs	15141177428	Tablet	Apple	ImAC	IpAD	New Device	Kindly share Password	Approved
	Jack Hobbs	15141177428	Tablet	Lenovo	L001	L001	test		Initiated
	Jack Hobbs	15141177428	Laptop	HP	HP123	SPECTRE	Best		Initiated
	Jack Hobbs	15141177428	Laptop	HP	HP121	SPECTRE	Best		Approved
	Jack Hobbs	15141177428	Laptop	HP	HP007	SPECTRE	Good		Approved

1 1 2 3 4 5 6 7 8 9 10 … 1 - 10 of 352 items



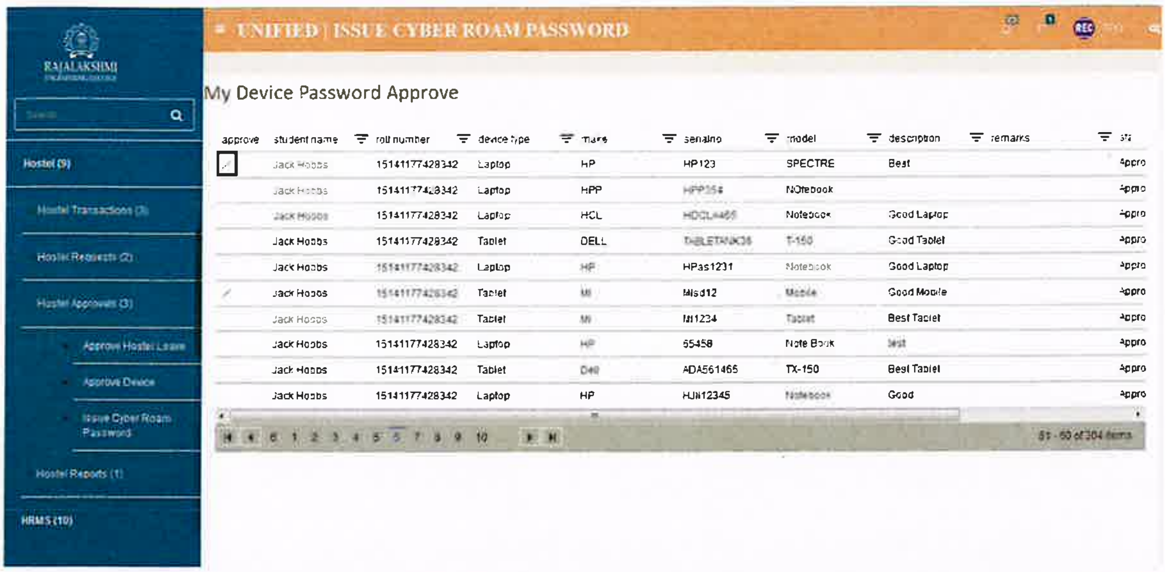
Student Name: Jack Hobbs
Batch: 2015-2019
Course: 3265/Bachelor of Enc
Date: 30-7-2018
Device Type: Laptop
Make: HP
Serial No: 65458
Model: Nota Book
Description: test
Remarks: Remarks

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:

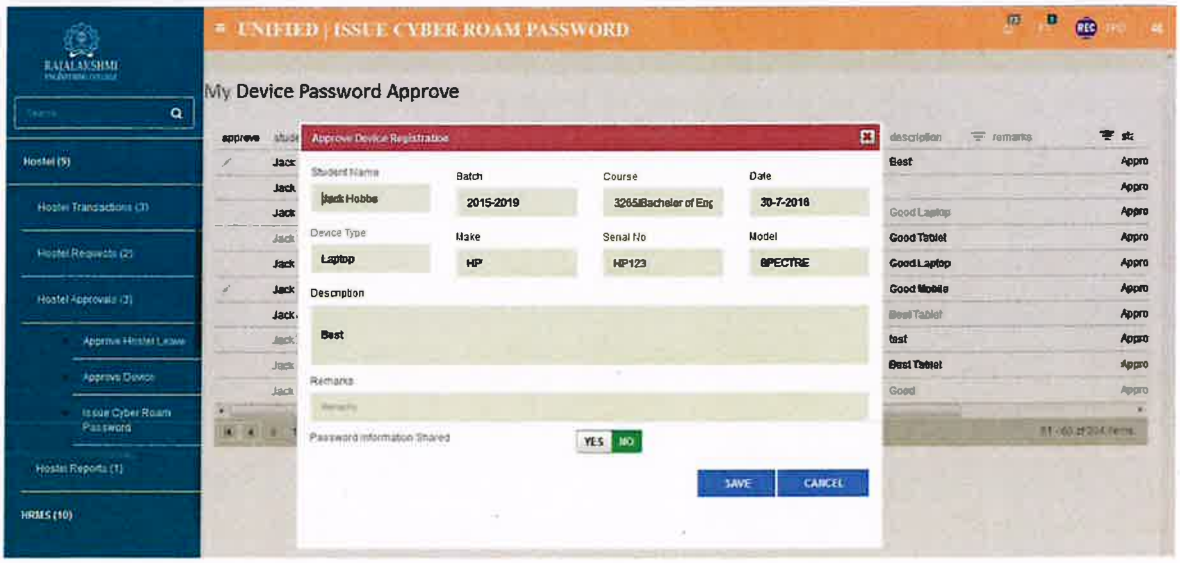
1. Click on the Notification and Click View Details in TPO Login.
2. Or Click Approval in the Menu and in it Click Device Approve.
3. Click Approve, If Reject enter Remarks and Click Reject.

Issue Cyber Roam Password



My Device Password Approve

approve	student name	roll number	device type	make	serialno	model	description	remarks	sta
☐	Jack Hobbs	15141177428342	Laptop	HP	HP123	SPECTRE	Best		Appro
	Jack Hobbs	15141177428342	Laptop	HPP	HPP254	NOtebook			Appro
	Jack Hobbs	15141177428342	Laptop	HCL	HDCL4465	Notebook	Good Laptop		Appro
	Jack Hobbs	15141177428342	Tablet	DELL	TABLETANK36	T-150	Good Tablet		Appro
	Jack Hobbs	15141177428342	Laptop	HP	HPas1231	Notebook	Good Laptop		Appro
	Jack Hobbs	15141177428342	Tablet	MI	MIsd12	Mobile	Good Mobile		Appro
	Jack Hobbs	15141177428342	Tablet	MI	MI1234	Tablet	Best Tablet		Appro
	Jack Hobbs	15141177428342	Laptop	HP	55458	Note Book	test		Appro
	Jack Hobbs	15141177428342	Tablet	Dell	ADA561465	TX-150	Best Tablet		Appro
	Jack Hobbs	15141177428342	Laptop	HP	HJII12345	Notebook	Good		Appro



My Device Password Approve

Student Name: Jack Hobbs
Batch: 2015-2019
Course: 3265Bachelor of Eng
Date: 30-7-2016
Device Type: Laptop
Make: HP
Serial No: HP123
Model: SPECTRE
Description: Best
Remarks:
Password information Shared: YES [✓ NO]

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.

RAJALAKSHMI
ENGINEERING COLLEGE

UNIFIED PORTAL

User Guide Ver1.0

HRMS

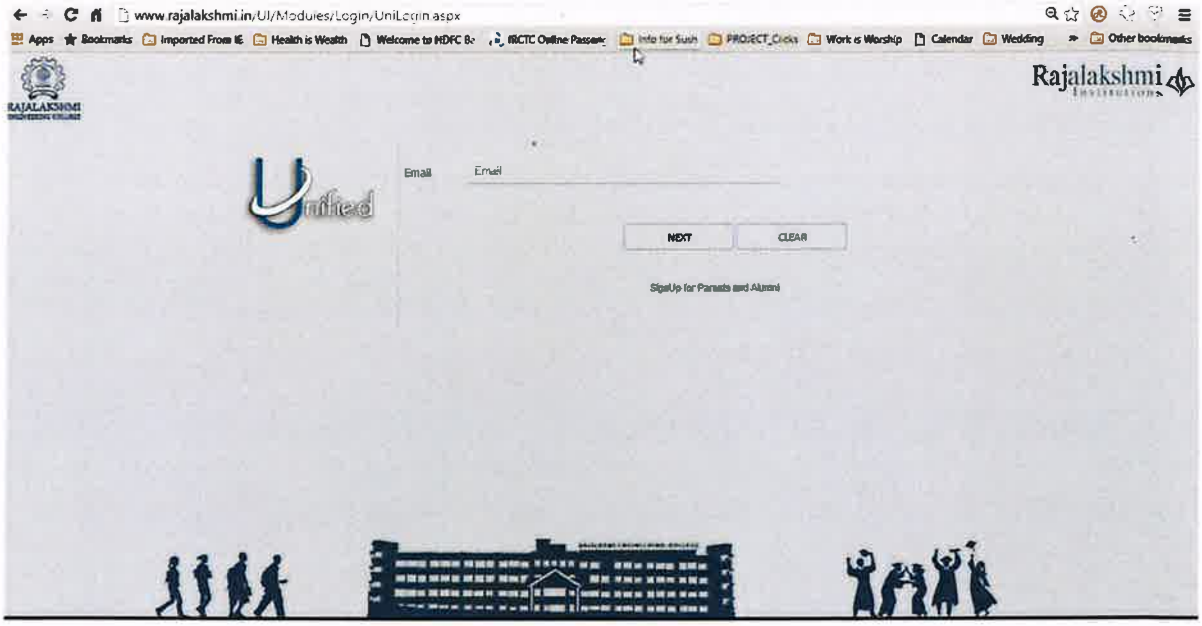
Date	Version	Author	Summary of changes
AUG - 2016	1.0	ABITS	First release to client

Contents

Login Page

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

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



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.

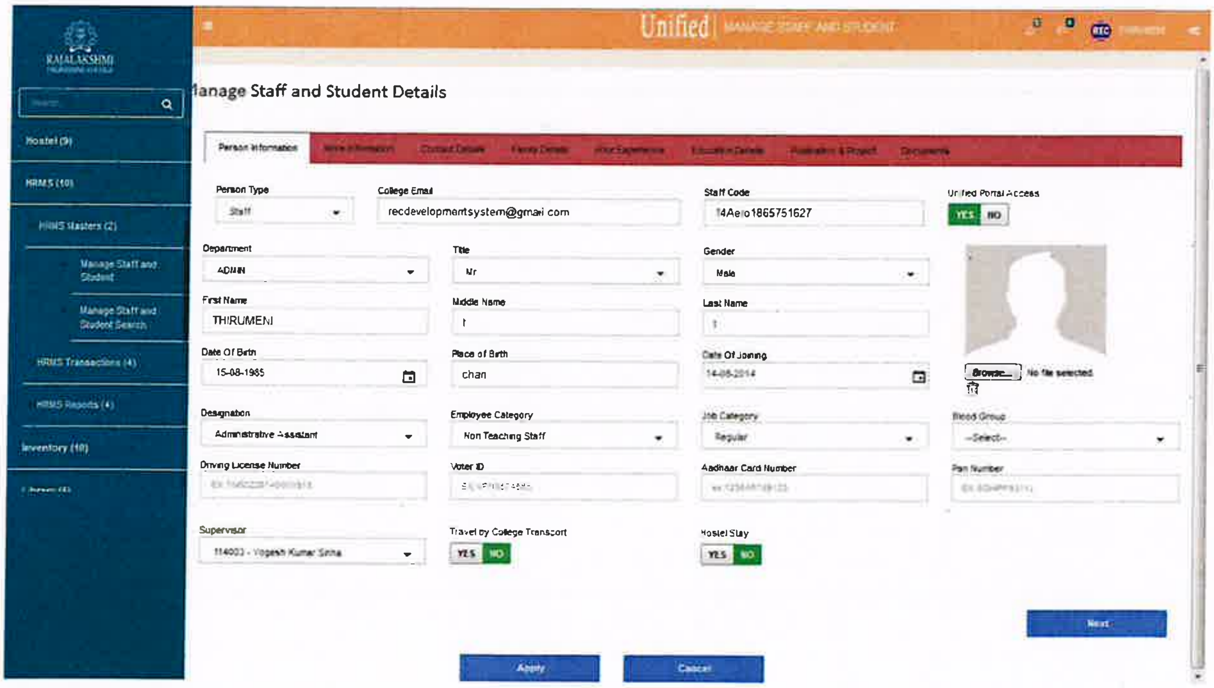
All Education and experience certificates can be uploaded and saved through this functionality. All the details willbe auto saved by default and also manually it can be saved by clicking **APPLY**.

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.



anage Staff and Student Details

Person Type: Staff
College Email: recdevelopmentsystem@gmai com
Staff Code: 14Aelo1865751627
Unified Portal Access: YES
Department: ADMIN
Title: Mr
Gender: Male
First Name: THIRUMENI
Middle Name: t
Last Name: t
Date Of Birth: 15-08-1985
Place of Birth: chan
Date Of Joining: 14-06-2014
Designation: Administrative Assistant
Employee Category: Non Teaching Staff
Job Category: Regular
Blood Group: --Select--
Driving License Number
Voter ID
Aadhaar Card Number
Pan Number
Supervisor: 114003 - Yogesh Kumar Sinha
Travel by College Transport: NO
Hostel Stay: NO

Steps Involved:

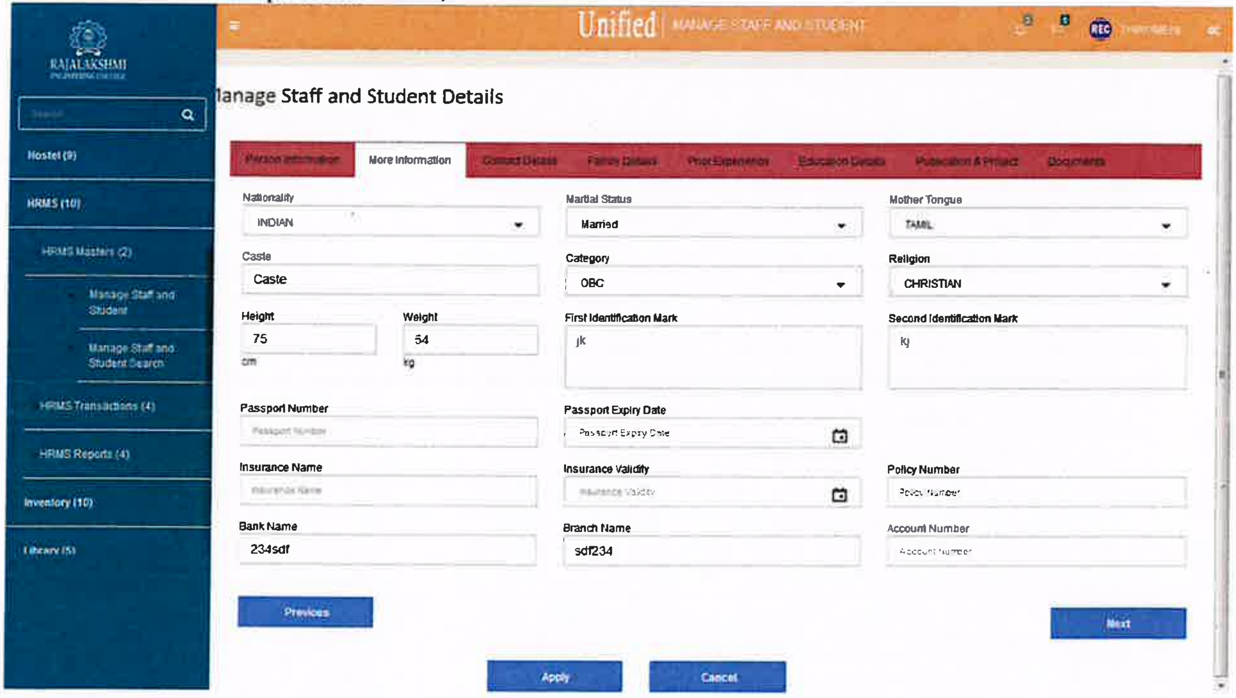
1. In Personal Information Tab.
2. Select Person Type as Staff.
3. Email ID and Staff Code fields will be auto generated after entering all the required information.

   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.



Nationality INDIAN

Marital Status Married

Mother Tongue TAMIL

Caste Caste

Category OBC

Religion CHRISTIAN

Height 75 cm

Weight 54 kg

First Identification Mark jk

Second Identification Mark kj

Bank Name 234sdf

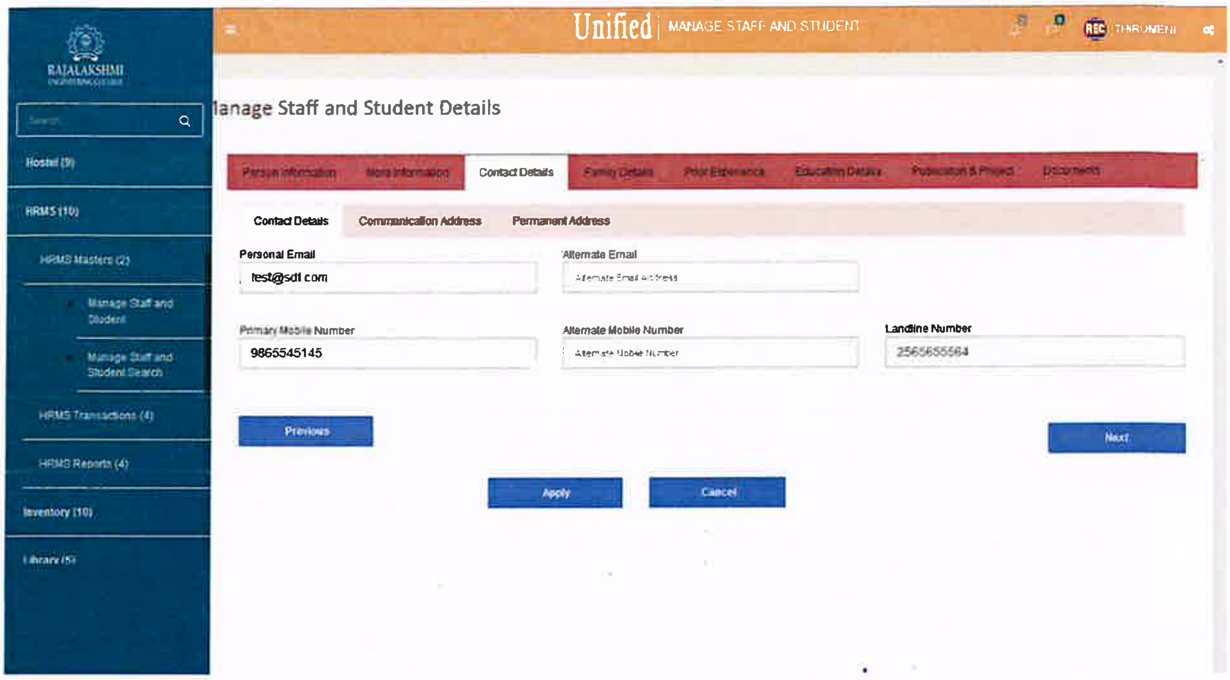
Branch Name sdf234

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.



Personal Email: test@sdl com

Alternate Email: Alternate Email Address

Primary Mobile Number: 9865545145

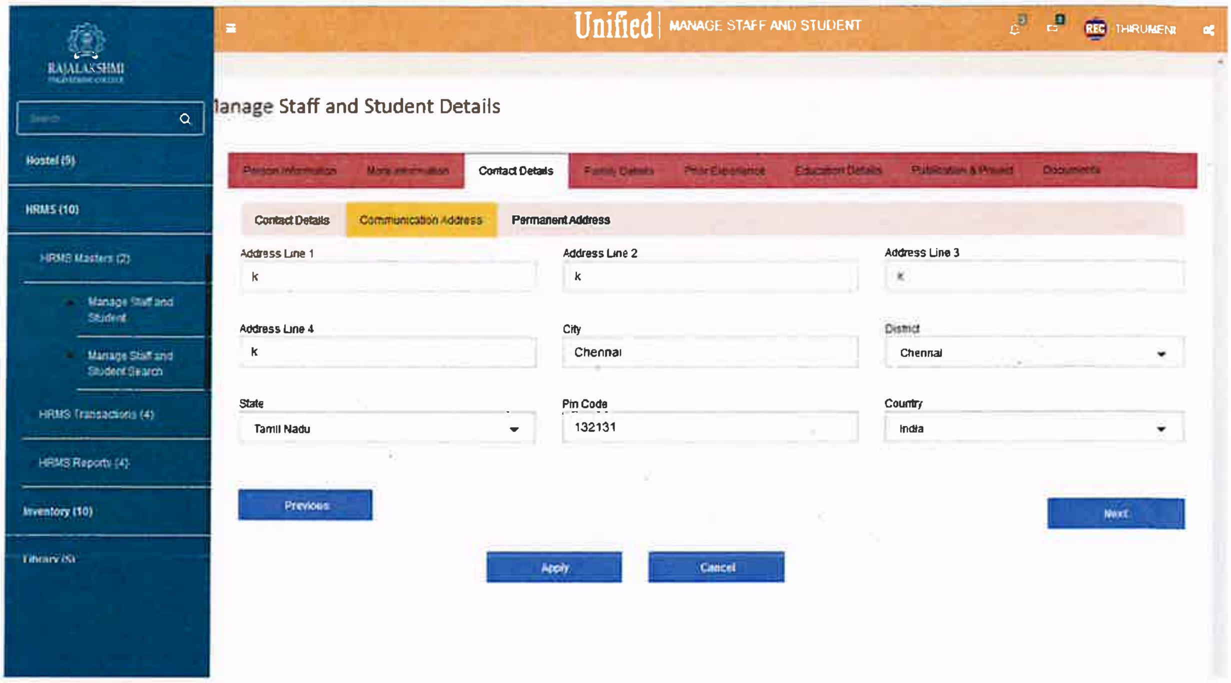
Alternate Mobile Number: Alternate Mobile Number

Landline Number: 2565655564

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.

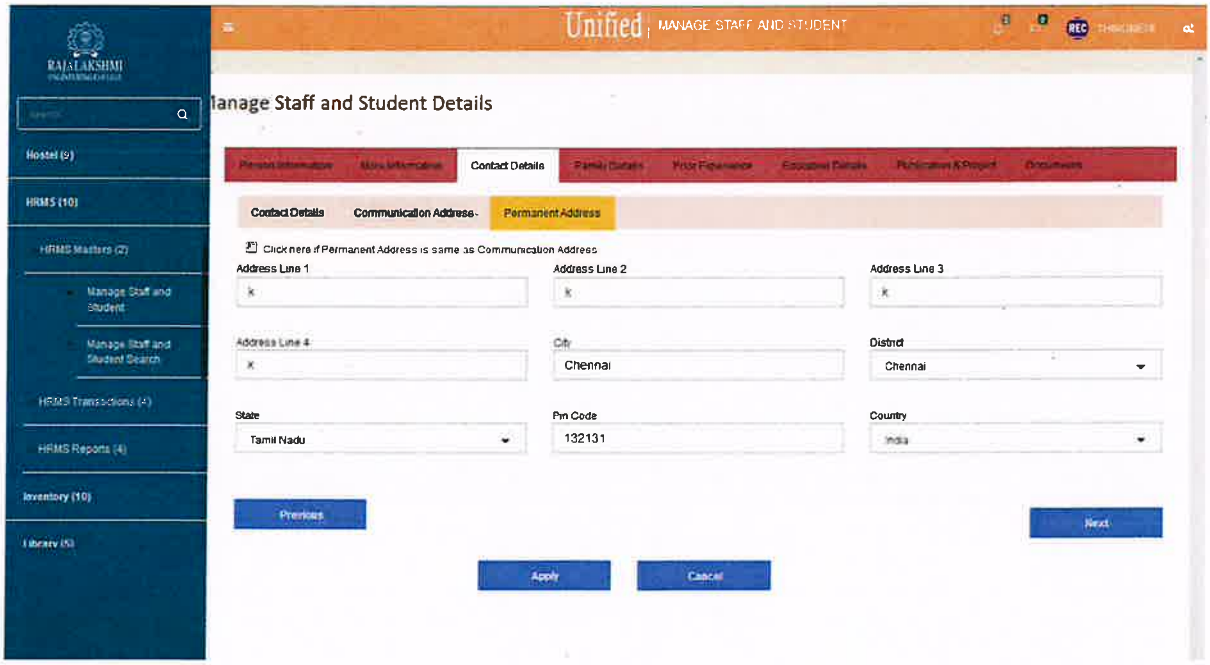
Communication Address



Manage Staff and Student Details

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



Manage Staff and Student Details

☑ 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

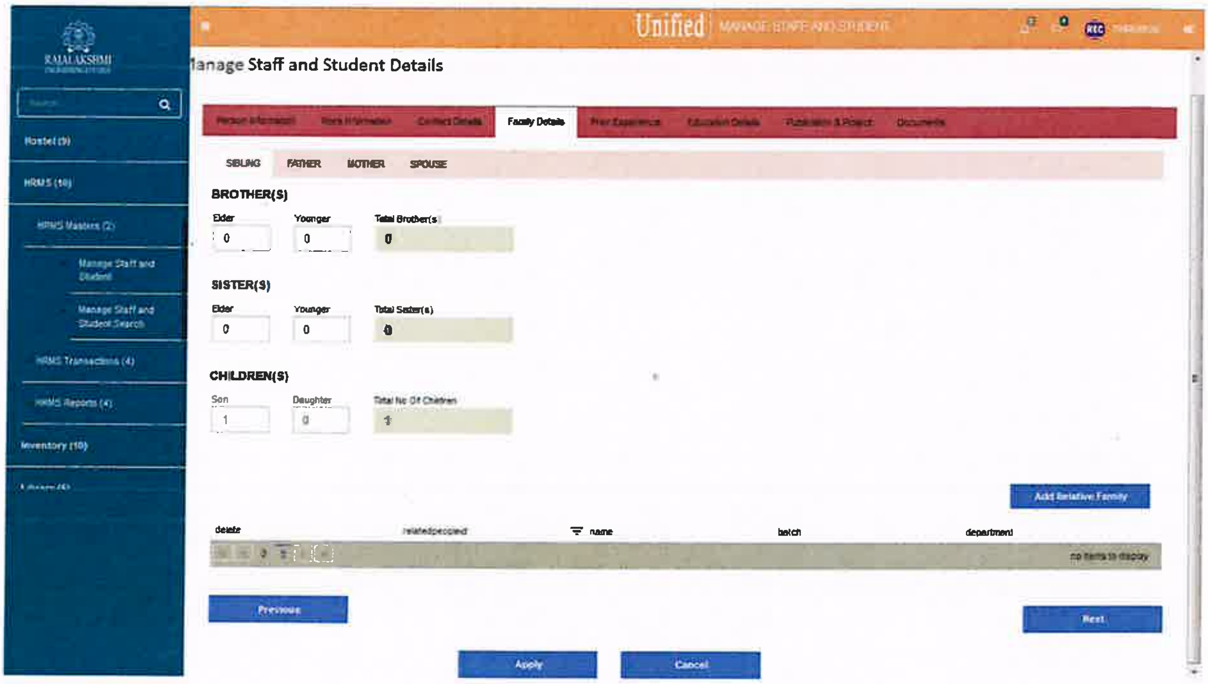
Steps Involved:

1. Please enter 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

BROTHER(S)

Elder: 0
Younger: 0
Total Brother(s): 0

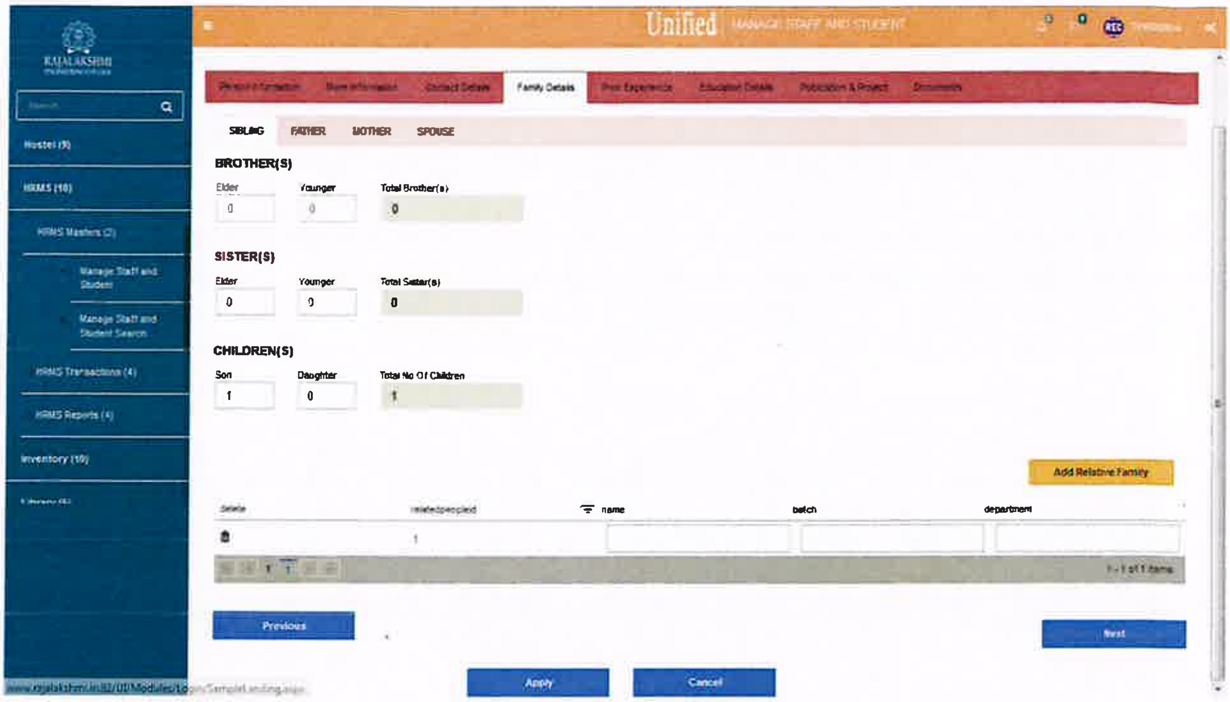
SISTER(S)

Elder: 0
Younger: 0
Total Sister(s): 0

CHILDREN(S)

Son: 1
Daughter: 0
Total No Of Children: 1

delete	relatedpeopleid	name	batch	department
				no items to display



BROTHER(S)
Elder: 0
Younger: 0
Total Brother(s): 0

SISTER(S)
Elder: 0
Younger: 0
Total Sister(s): 0

CHILDREN(S)
Son: 1
Daughter: 0
Total No Of Children: 1

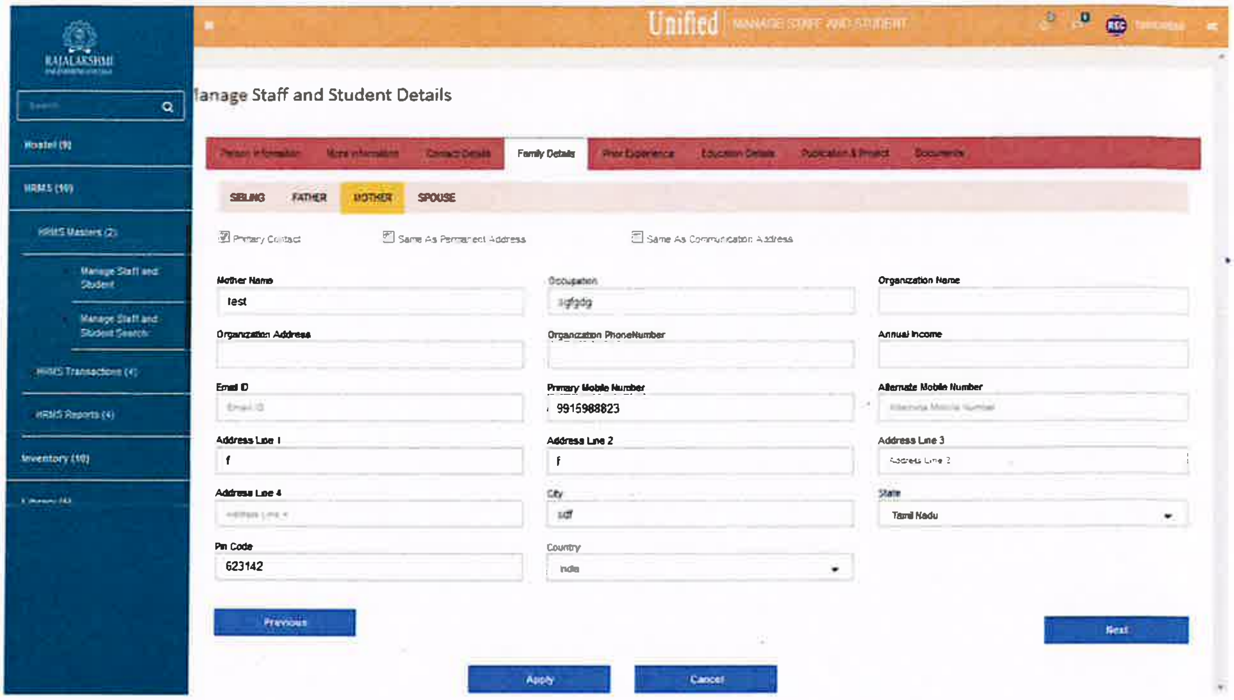
delete	relatedpeopleid	name	batch	department
	1			

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.



lanage Staff and Student Details

☑ Primary Contact ☑ Same As Permanent Address ☐ Same As Communication Address

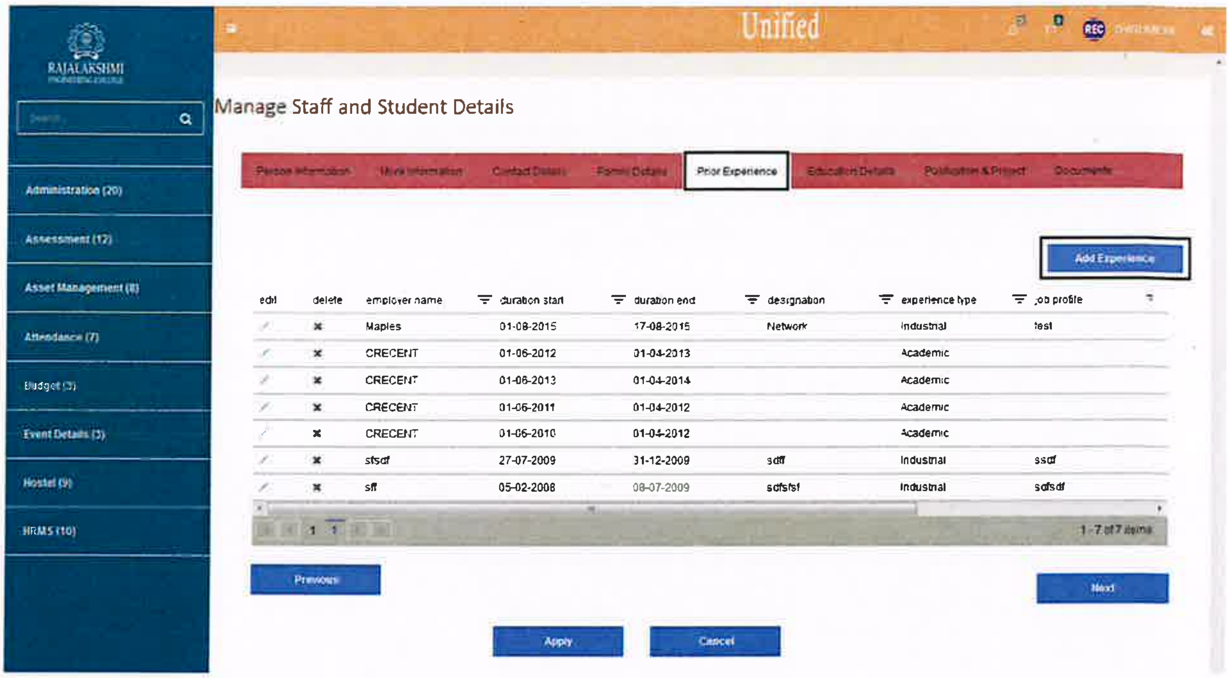
Mother Name: test
Occupation: sgfgdg
Organization Name:
Organization Address:
Organization PhoneNumber:
Annual Income:
Email ID:
Primary Mobile Number: 9915988823
Alternate Mobile Number:
Address Line 1: f
Address Line 2: f
Address Line 3:
Address Line 4:
City: sdf
State: Tamil Nadu
Pin Code: 623142
Country: India

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.

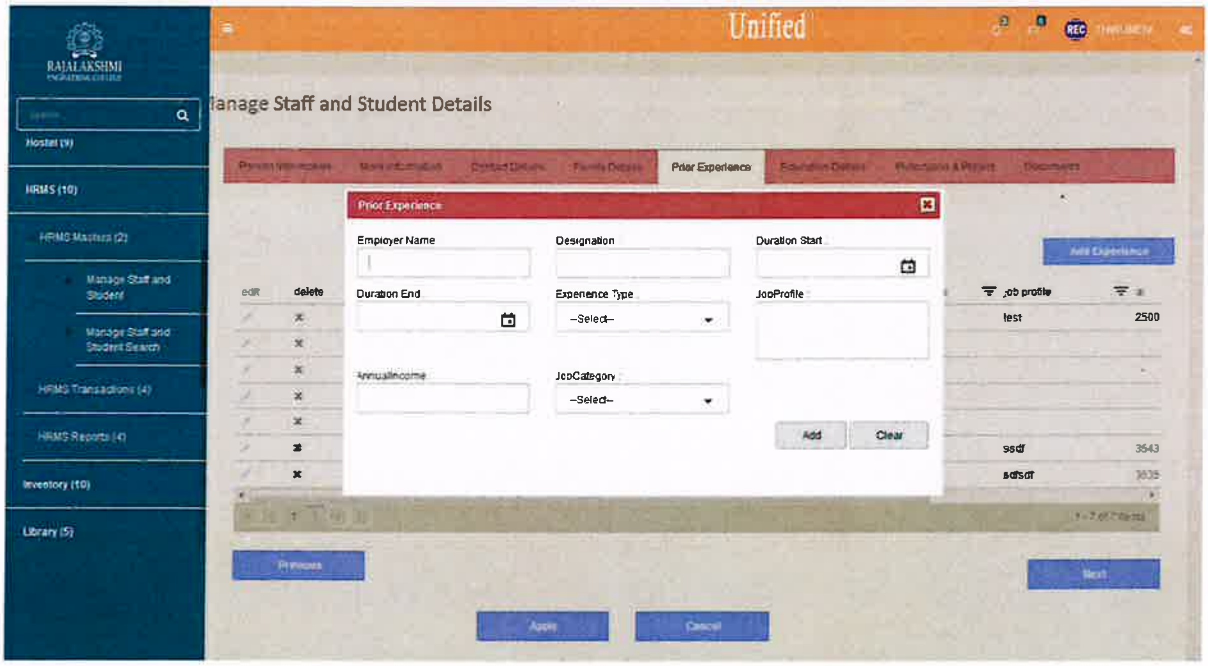


edit	delete	employer name	duration start	duration end	designation	experience type	job profile
✎	✖	Maples	01-08-2015	17-08-2015	Network	Industrial	test
✎	✖	CRECENT	01-06-2012	01-04-2013		Academic	
✎	✖	CRECENT	01-06-2013	01-04-2014		Academic	
✎	✖	CRECENT	01-06-2011	01-04-2012		Academic	
✎	✖	CRECENT	01-06-2010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

1 - 7 of 7 items

Steps Involved:

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



Prior Experience

Employer Name
Designation
Duration Start
Duration End
Experience Type: --Select--
JobProfile
AnnualIncome
JobCategory: --Select--

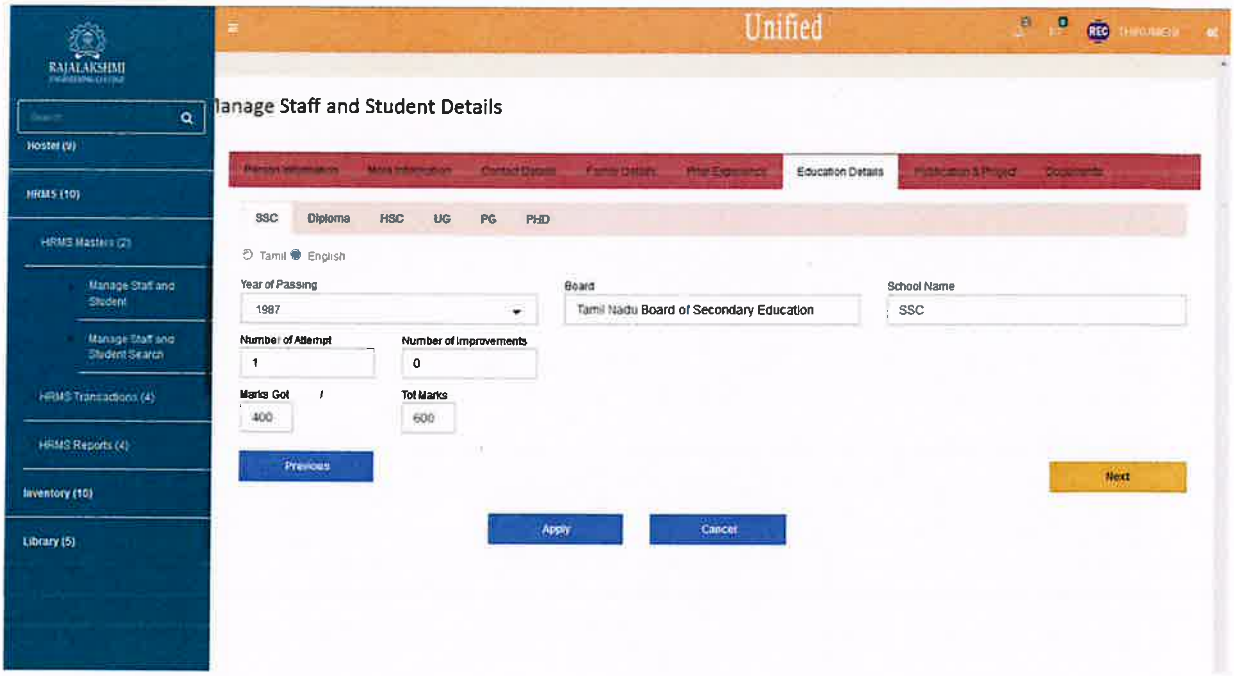
edit	delete	job profile	
	✖	test	2500
	✖		
	✖		
	✖		
	✖		
	✖	ssdf	3543
	✖	sdfsdf	3635

1 - 7 of 7 items

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



lanage Staff and Student Details

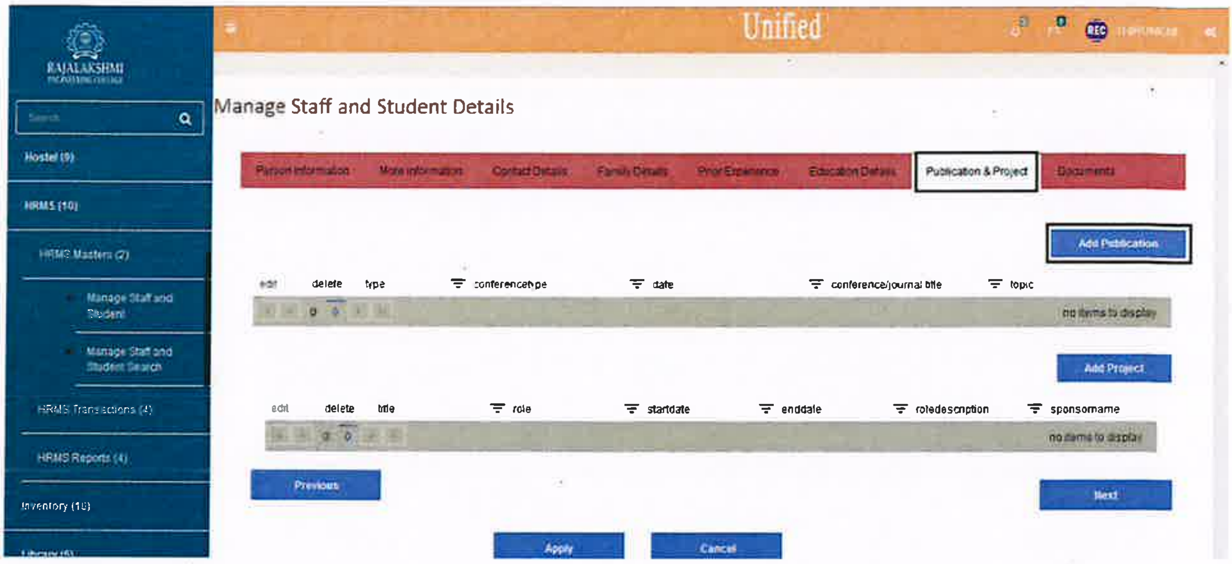
Year of Passing: 1987
Board: Tamil Nadu Board of Secondary Education
School Name: SSC
Number of Attempt: 1
Number of Improvements: 0
Marks Got: 400 /
Tot Marks: 600

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.

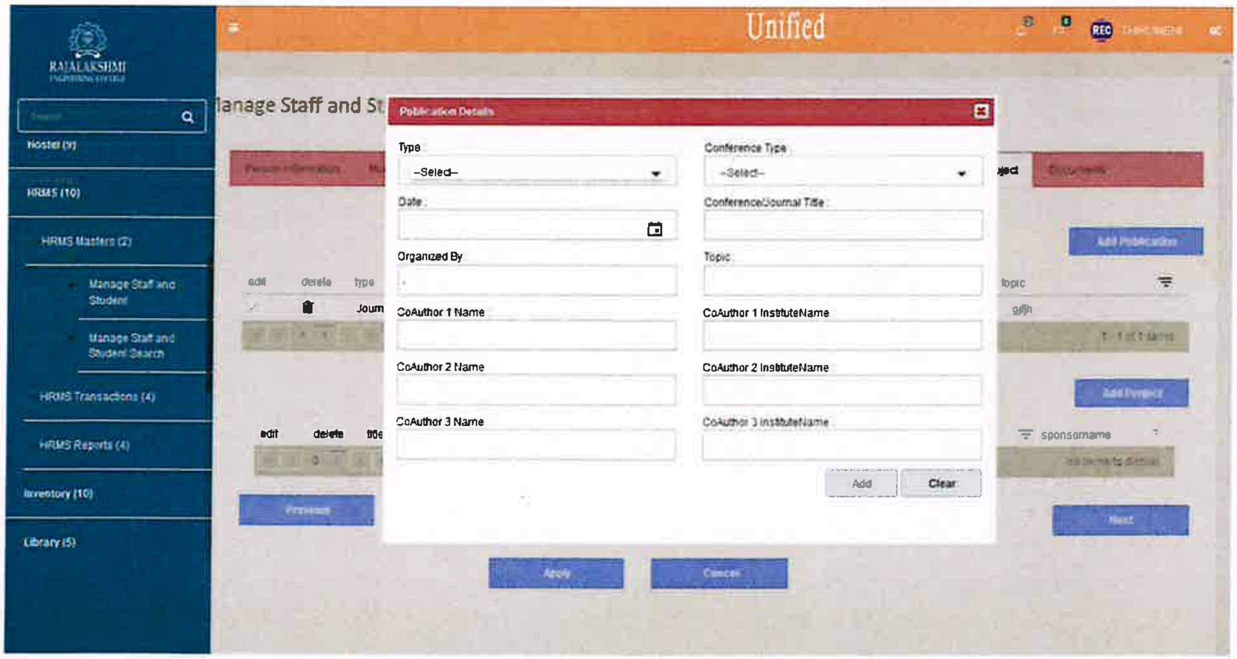
Publication & Projects

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.



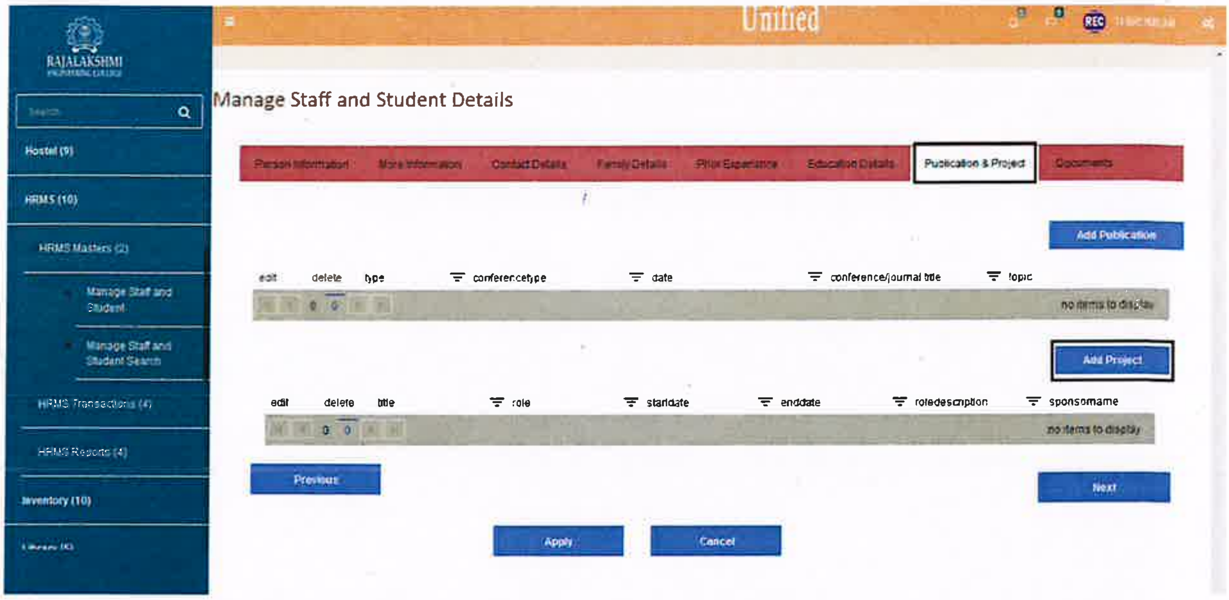
Steps Involved:

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

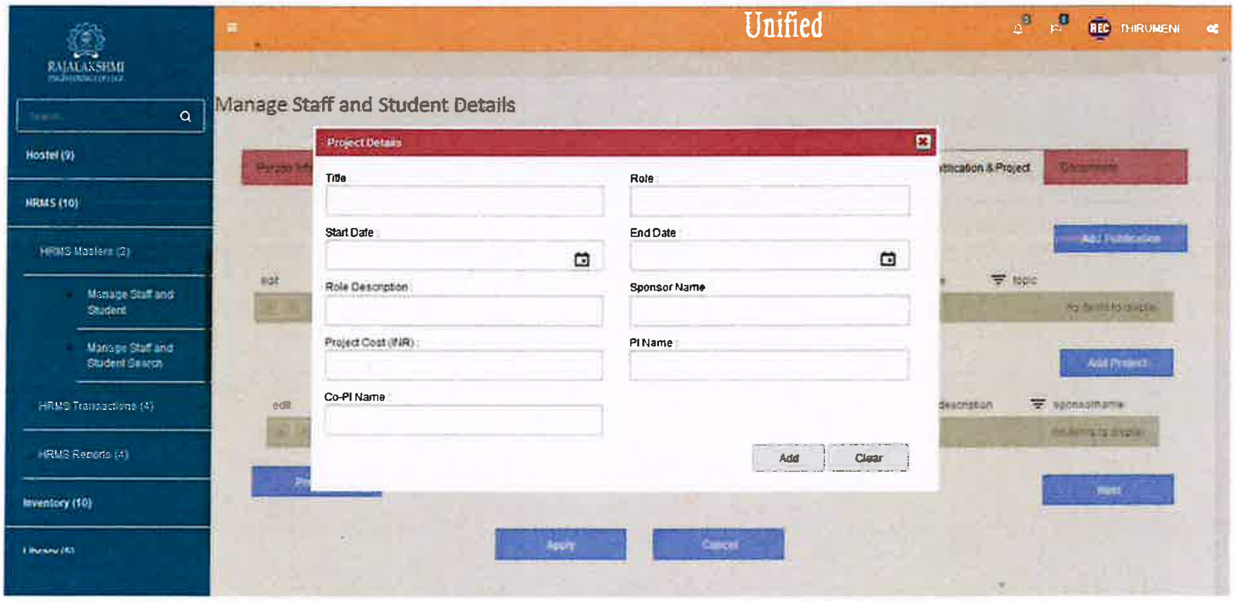


1. Select and Enter the details in the Respective and Mandatory Fields.

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, CoAuthor 3 Institute Name are Mandatory Fields.
3. Click Add.



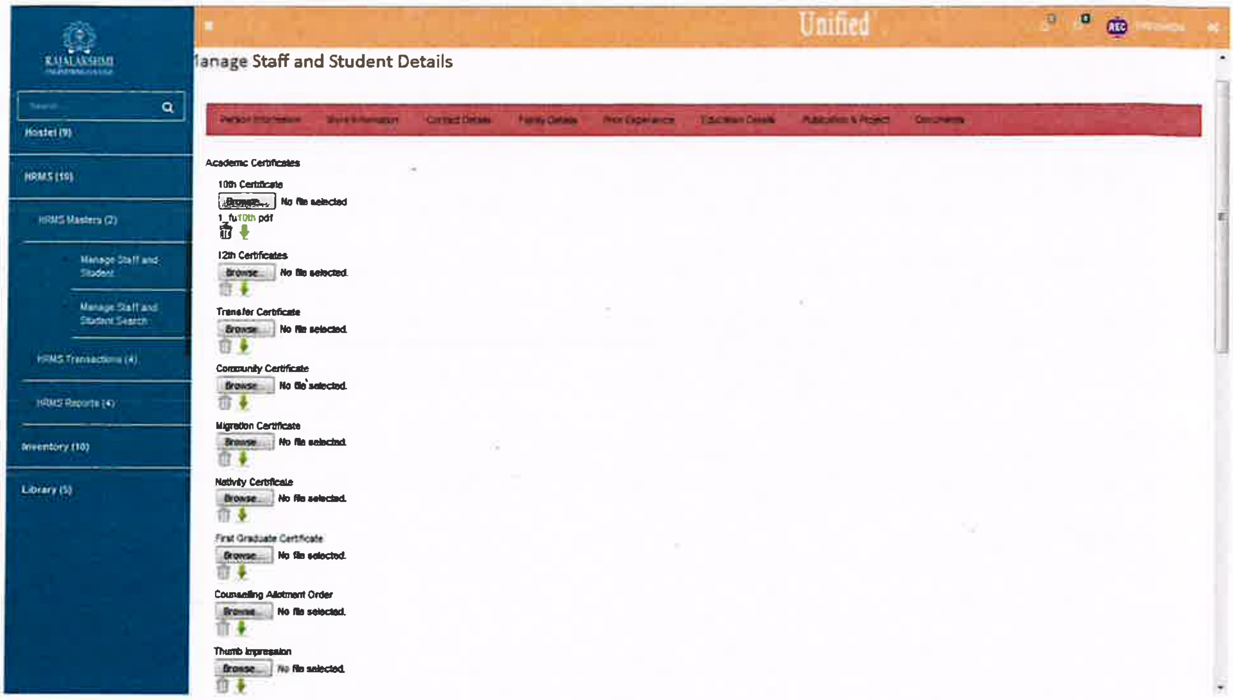
1. Click Add Project.



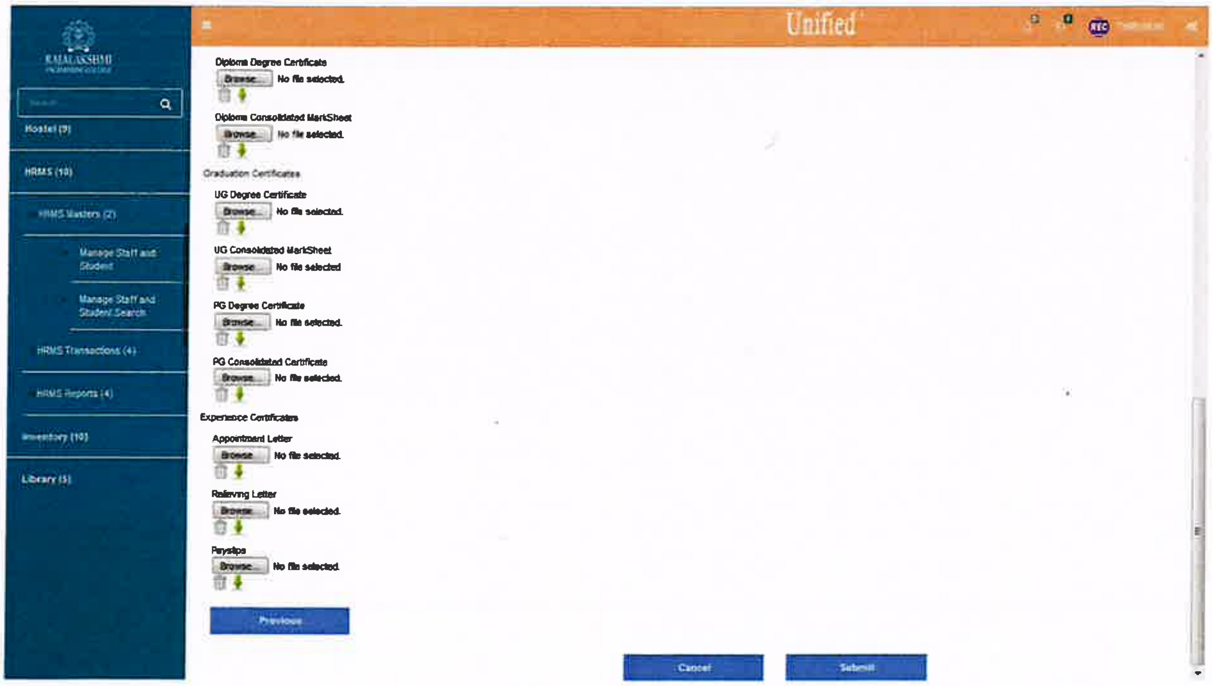
1. Select and Enter the details in the Respective and Mandatory Fields.
2. Title, Role, Start Date, End Date, Role Description, Sponsor Name are Mandatory Fields.
3. Click Add.
4. All the details will be auto saved, before navigating to next tab.
5. Click Next to proceed further.

Documents

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



1_fu10th pdf



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.

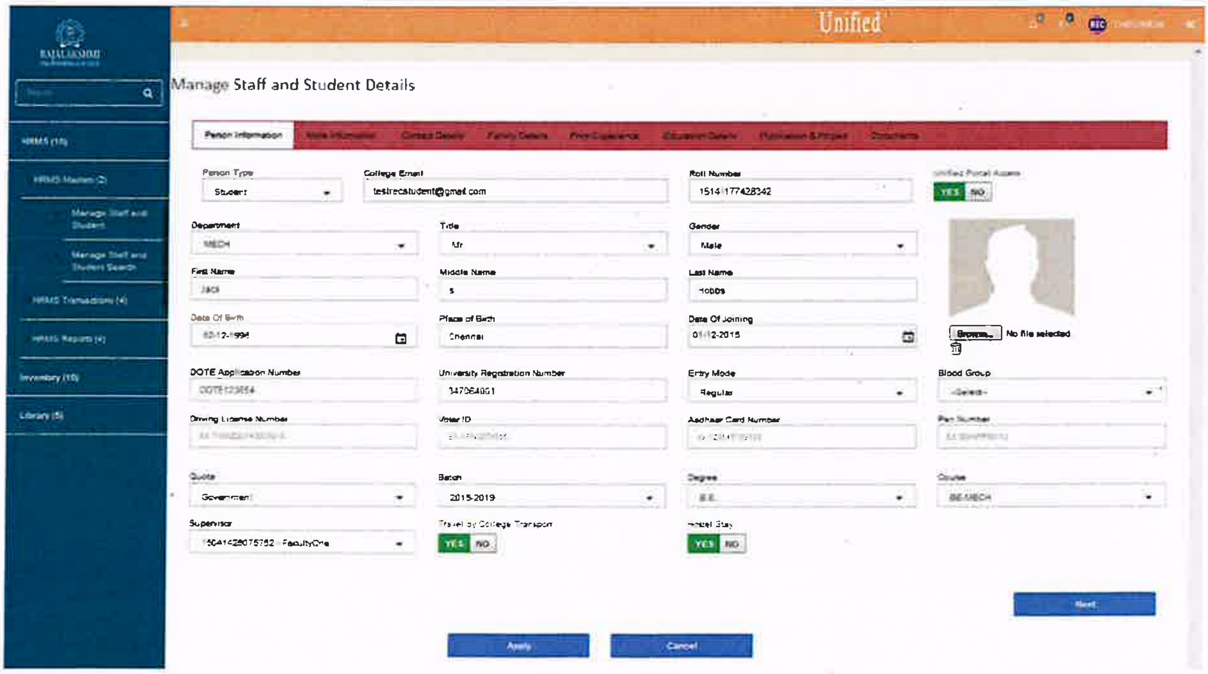
All Education and experience certificates can be uploaded and saved through this functionality. All the details will be auto saved by default and also manually it can be saved by clicking **APPLY**.

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.



Person Type: Student

College Email: testrecstudent@gmail.com

Roll Number: 1514177428342

Department: MECH

Title: Mr

Gender: Male

Middle Name: s

Last Name: Hobbs

Place of Birth: Chennai

Date Of Joining: 01-12-2015

DOTE Application Number: DOTE123654

University Registration Number: 347064051

Entry Mode: Regular

Blood Group: -Select-

Quota: Government

Batch: 2015-2019

Degree: B.E.

Course: BE-MECH

Supervisor: 15041428075752 - FacultyOne

Travel by College Transport: YES

Hostel Stay: YES

Steps Involved:

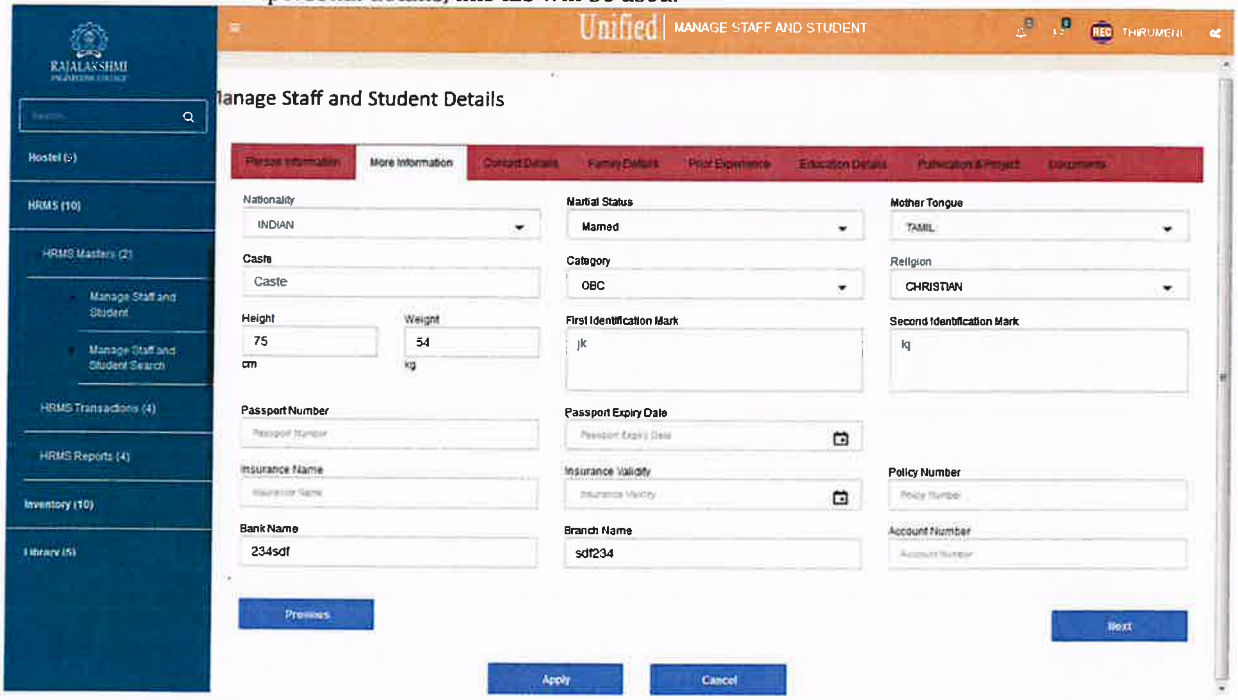
1. Select Person Type as Student.
2. Email ID and Roll Number fields will be auto generated after entering all the required information.

   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, Courseand 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.



lanage Staff and Student Details

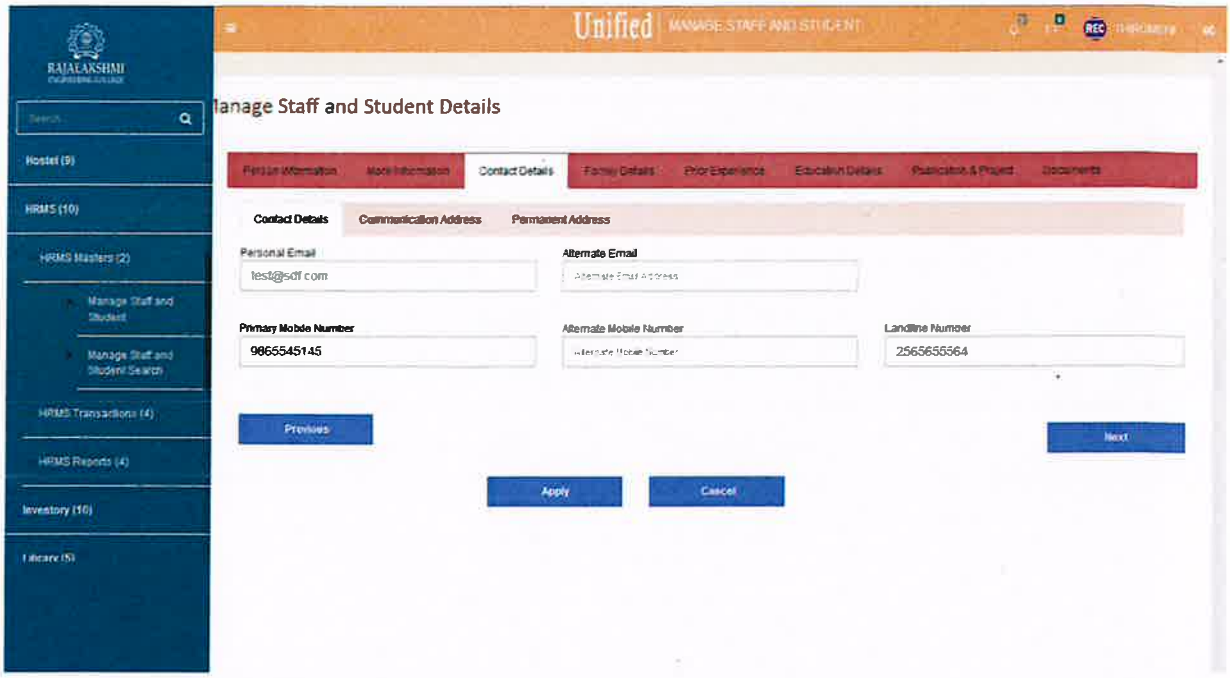
Nationality: INDIAN
Marital Status: Married
Mother Tongue: TAMIL
Caste: Caste
Category: OBC
Religion: CHRISTIAN
Height: 75 cm
Weight: 54 kg
First Identification Mark: jk
Second Identification Mark: kj
Passport Number: Passport Number
Passport Expiry Date: Passport Expiry Date
Insurance Name: Insurance Name
Insurance Validity: Insurance Validity
Policy Number: Policy Number
Bank Name: 234sdf
Branch Name: sdf234
Account Number: Account Number

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.

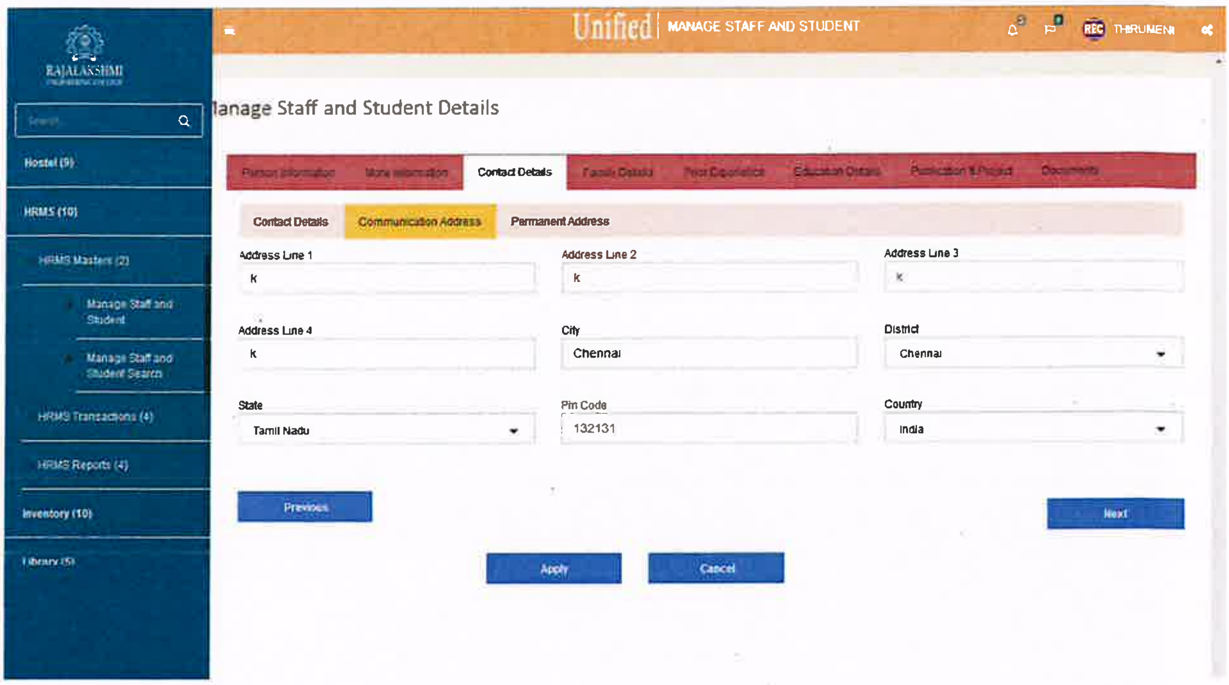


Personal Email: test@sdf com
Alternate Email:
Primary Mobile Number: 9865545145
Alternate Mobile Number:
Landline Number: 2565655564

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.

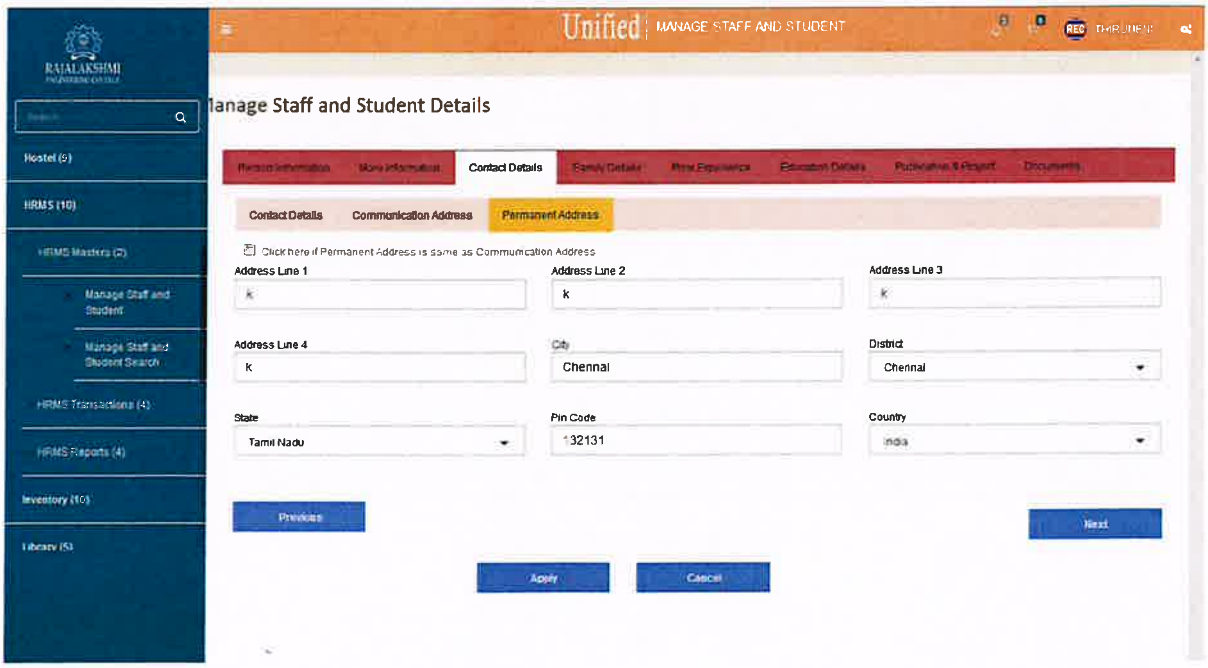
Communication Address



Manage Staff and Student Details

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



Manage Staff and Student Details

☐ Click here if Permanent Address is same as Communication Address

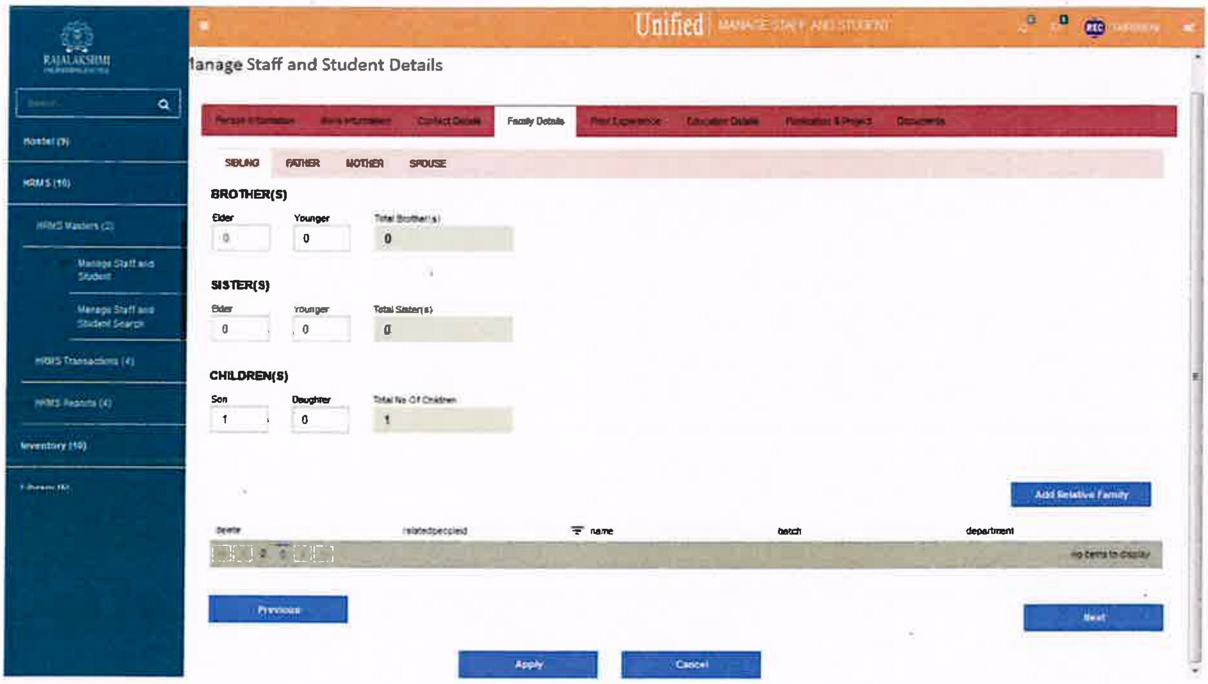
Address Line 1: k
Address Line 2: k
Address Line 3: k
Address Line 4: k
City: Chennai
District: Chennai
State: Tamil Nadu
Pin Code: 132131
Country: India

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.



Manage Staff and Student Details

BROTHER(S)

Elder: 0
Younger: 0
Total Brother(s): 0

SISTER(S)

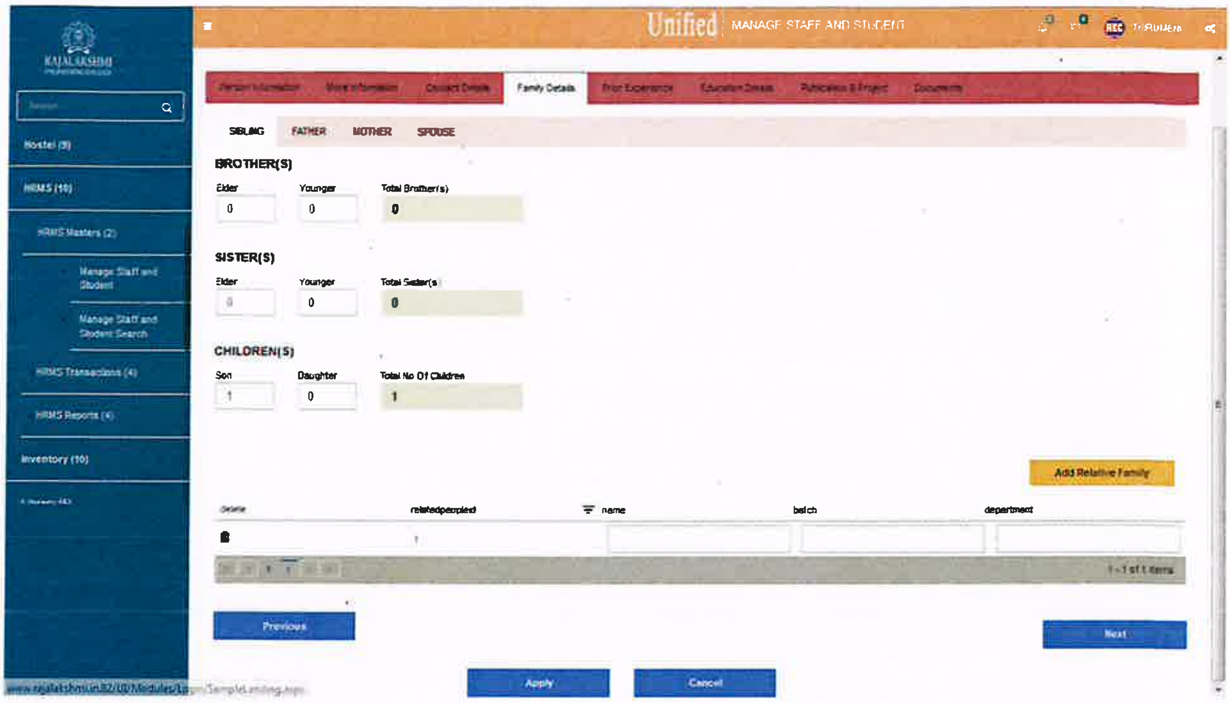
Elder: 0
Younger: 0
Total Sister(s): 0

CHILDREN(S)

Son: 1
Daughter: 0
Total No Of Children: 1

delete	relatedpeopleid	name	batch	department

No items to display



BROTHER(S)

Elder: 0
Younger: 0
Total Brother(s): 0

SISTER(S)

Elder: 0
Younger: 0
Total Sister(s): 0

CHILDREN(S)

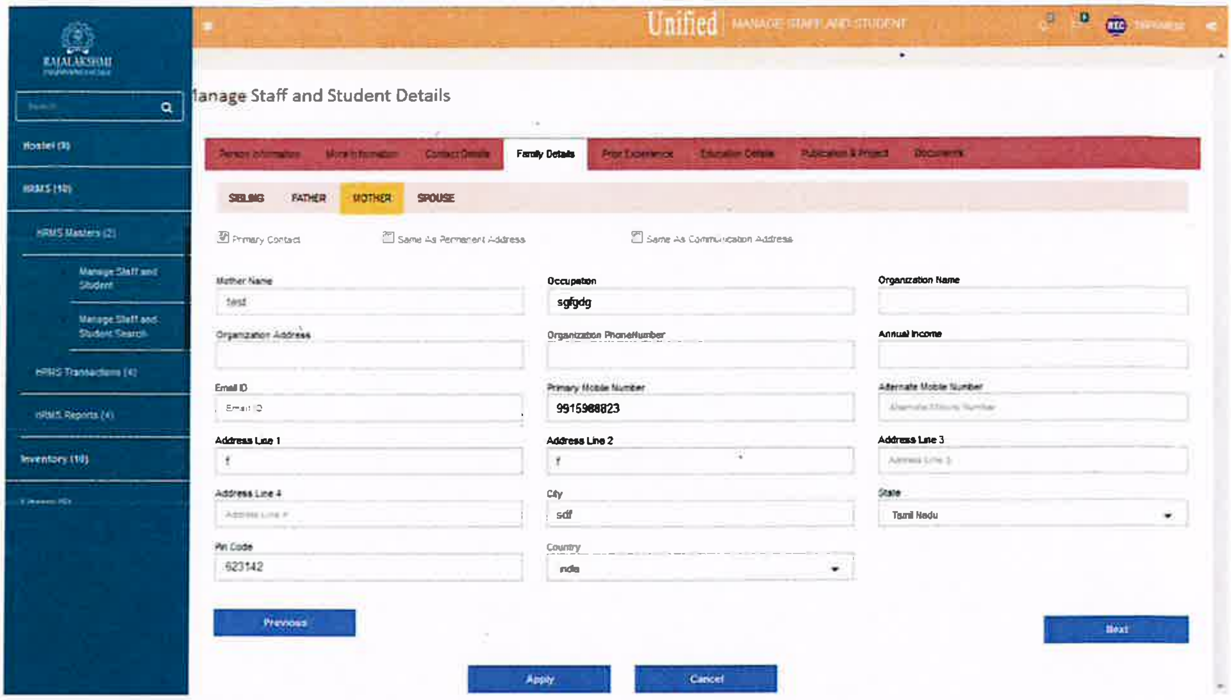
Son: 1
Daughter: 0
Total No Of Children: 1

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.



Manage Staff and Student Details

☑ Primary Contact
☐ Same As Permanent Address
☐ Same As Communication Address

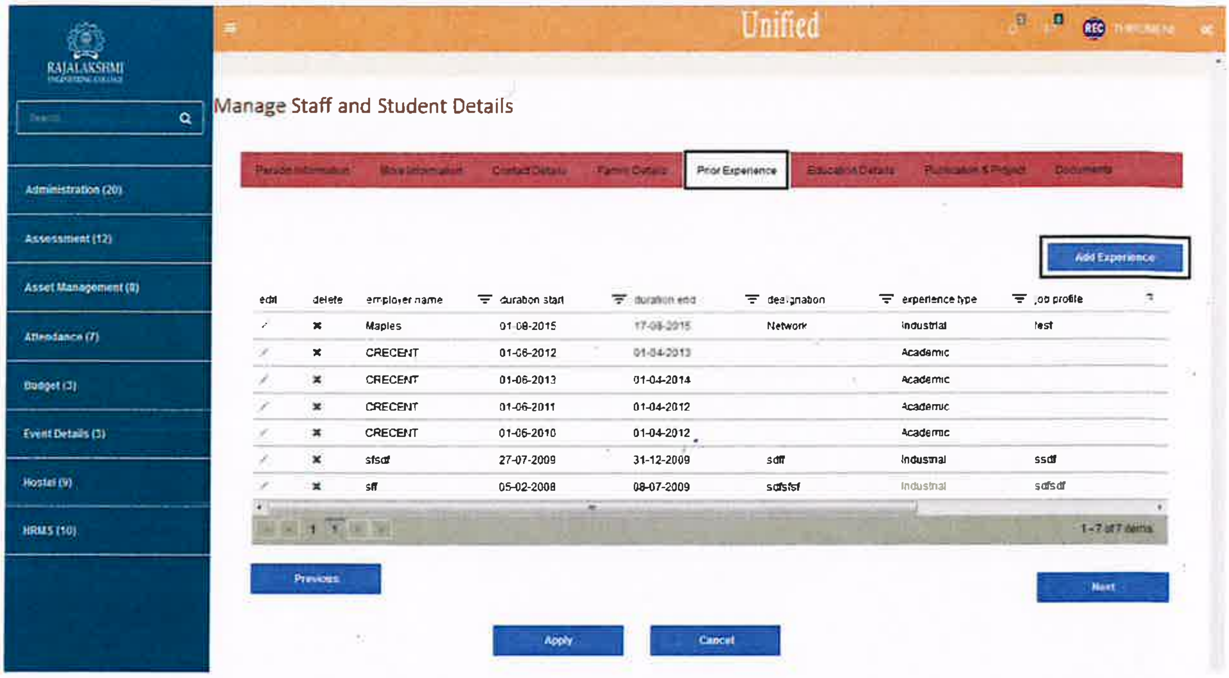
Mother Name: test
Occupation: sgfgdg
Organization Name:
Organization Address:
Organization PhoneNumber:
Annual Income:
Email ID:
Primary Mobile Number: 9915988823
Alternate Mobile Number:
Address Line 1: f
Address Line 2: f
Address Line 3:
Address Line 4:
City: sdf
State: Tamil Nadu
Pin Code: 623142
Country: india

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

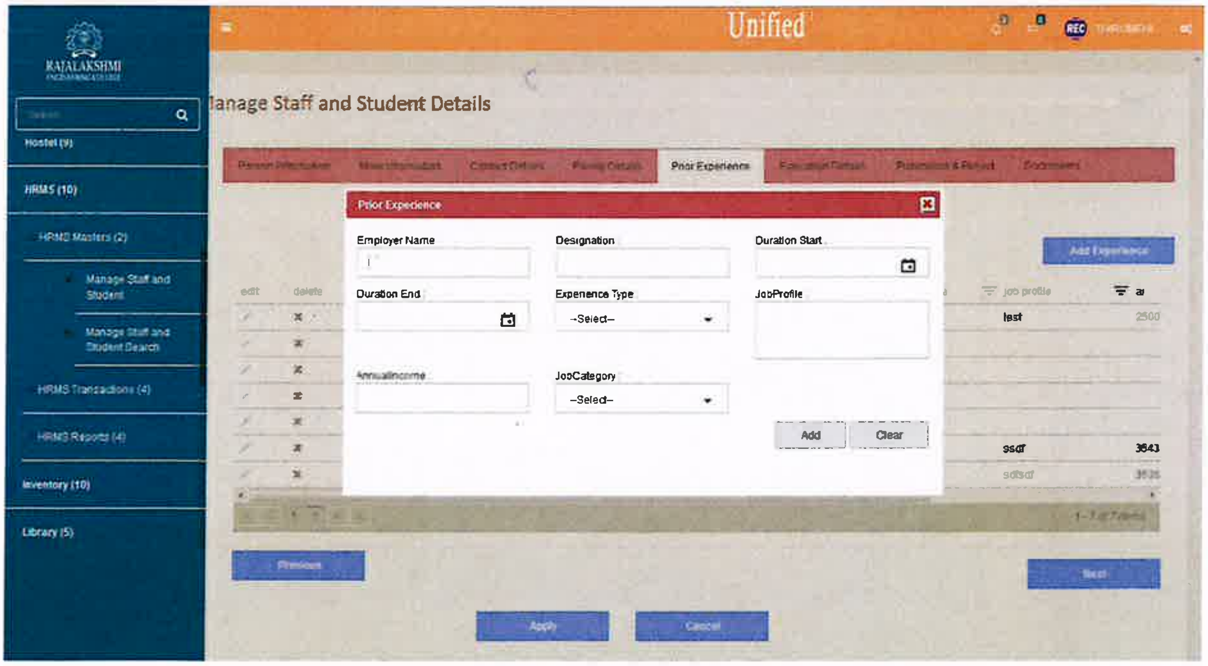
Enter the past experience details by filling the required mandate fields. Click **Add Experience** to start with.



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	
✎	✖	sfsdf	27-07-2009	31-12-2009	sdff	Industrial	ssdf
✎	✖	sff	05-02-2008	08-07-2009	sdfsfsf	Industrial	sdfsdf

Steps Involved:

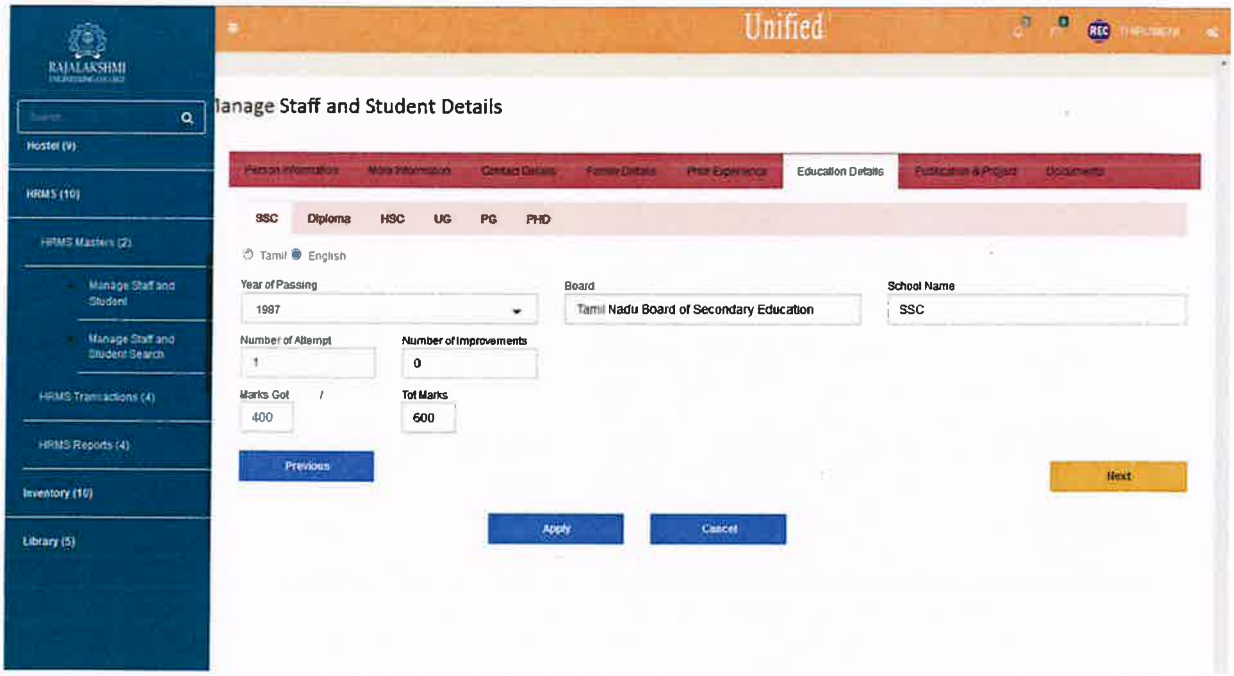
1. In Prior Experience Tab.
2. Click Add Experience.



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.



lanage Staff and Student Details

○ Tamil ● English

Year of Passing: 1987

Board: Tamil Nadu Board of Secondary Education

School Name: SSC

Number of Attempt: 1

Number of Improvements: 0

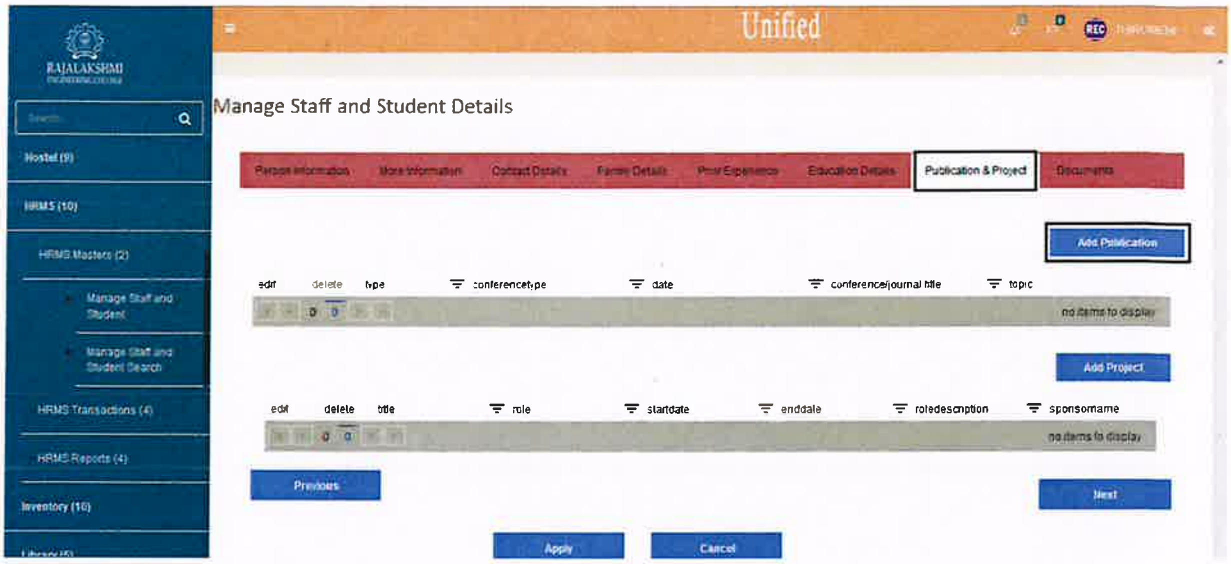
Marks Got / Tot Marks: 400 / 600

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.

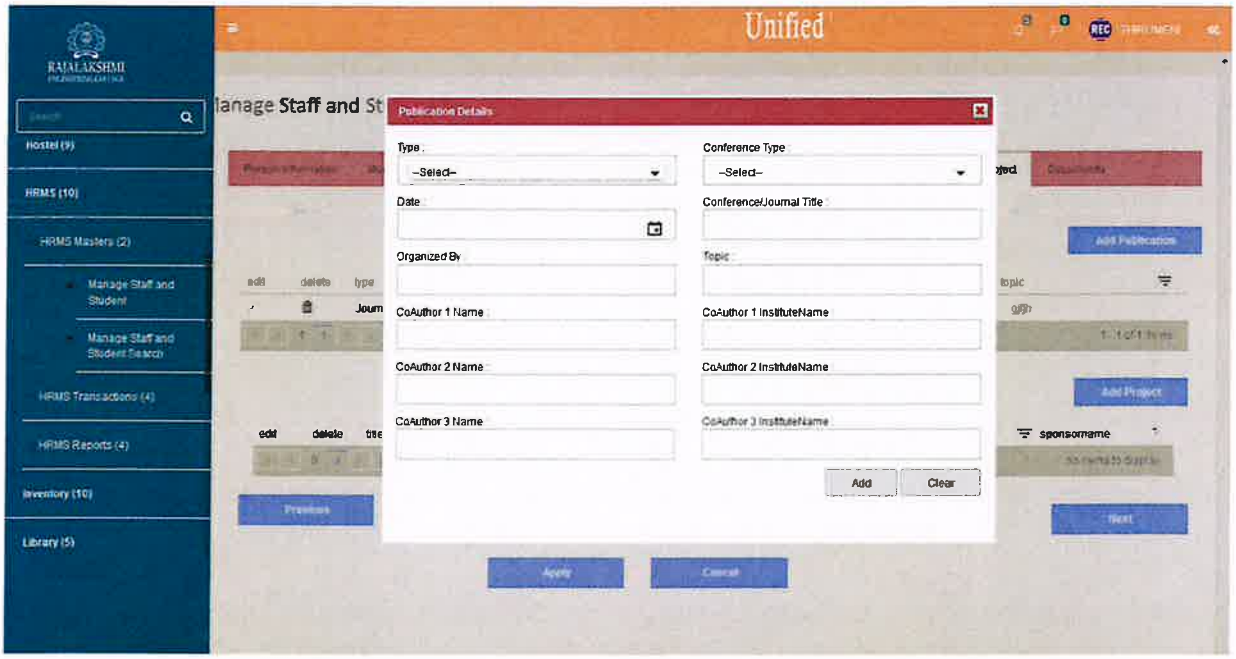
Publication & Projects

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.



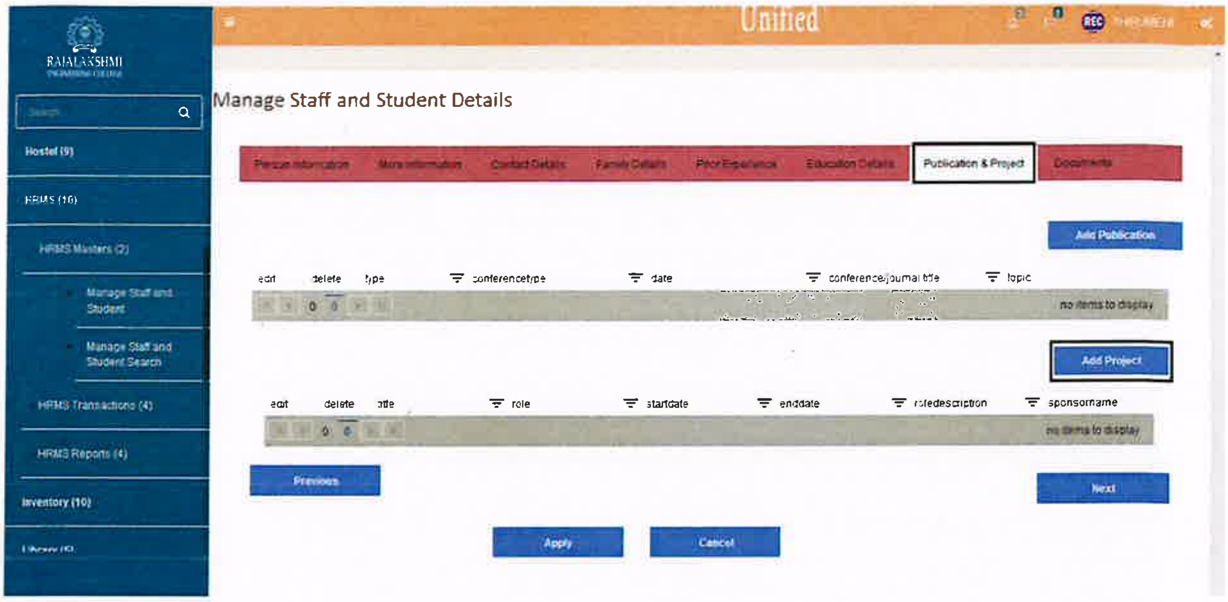
Steps Involved:

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

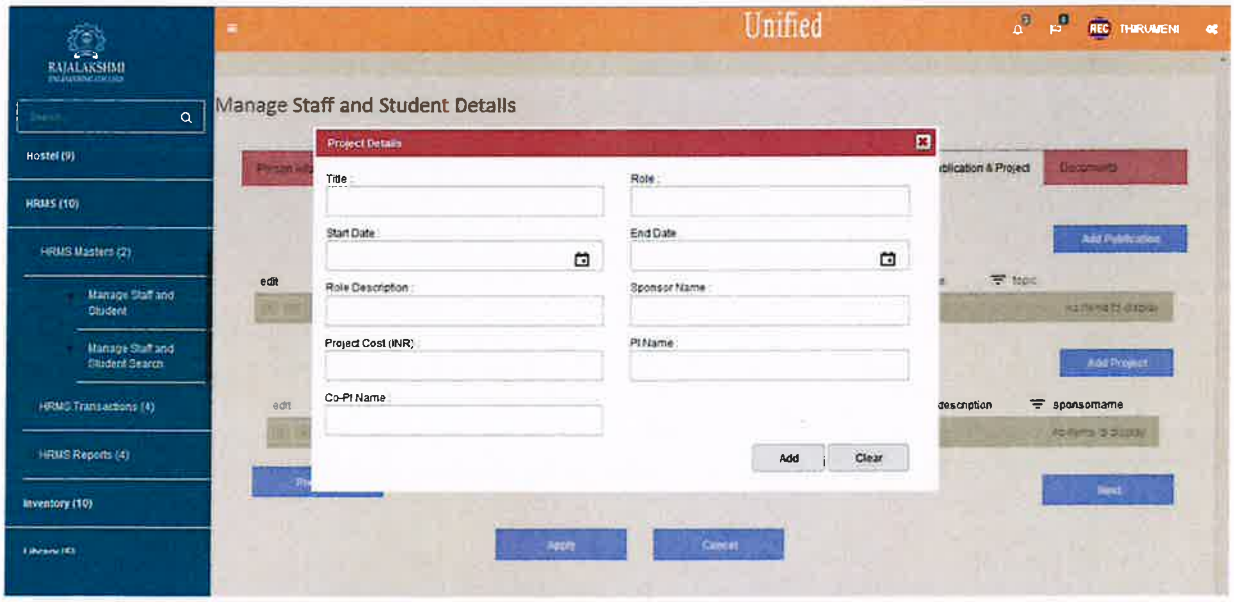


1. Select and Enter the details in the Respective and Mandatory Fields.
2. Conference Type, Date, Conference/Journal Title, Organized by, Topic, Co Author 1 Name,Co Author 1 Institute Name, Co Author 2 Name, Co Author 2 Institute Name, Co Author 3 Name, Co Author 3 Institute Name are Mandatory Fields.

3. Click Add.



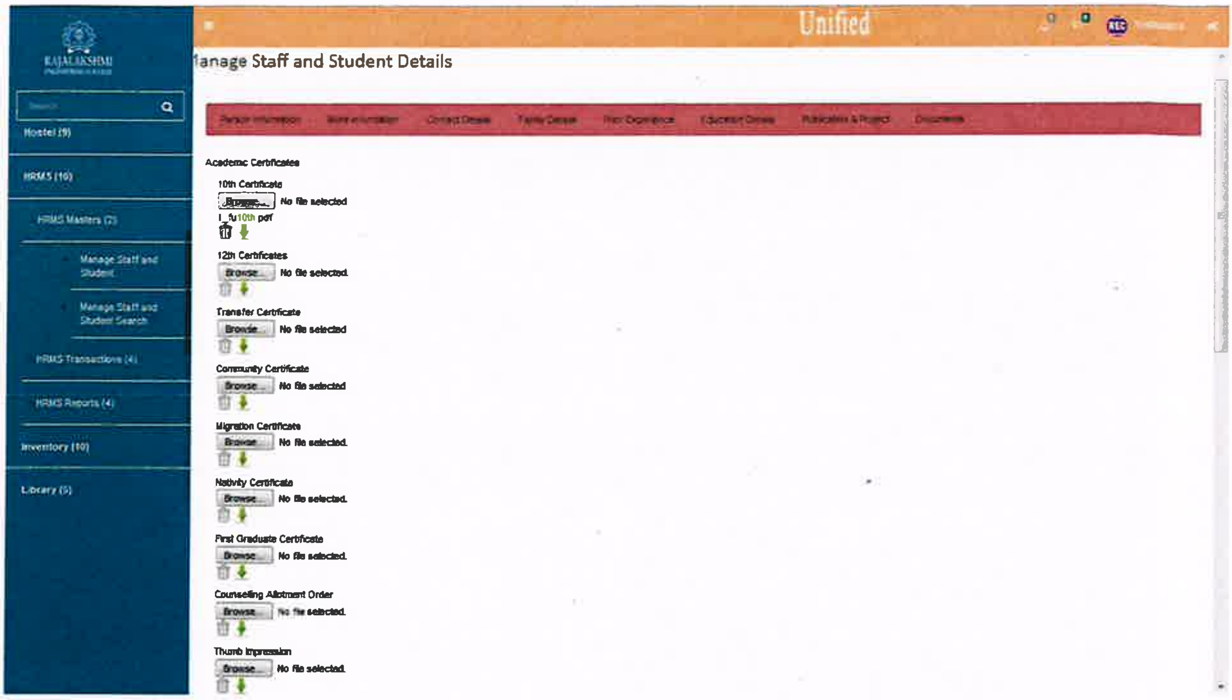
1. Click Add Project.

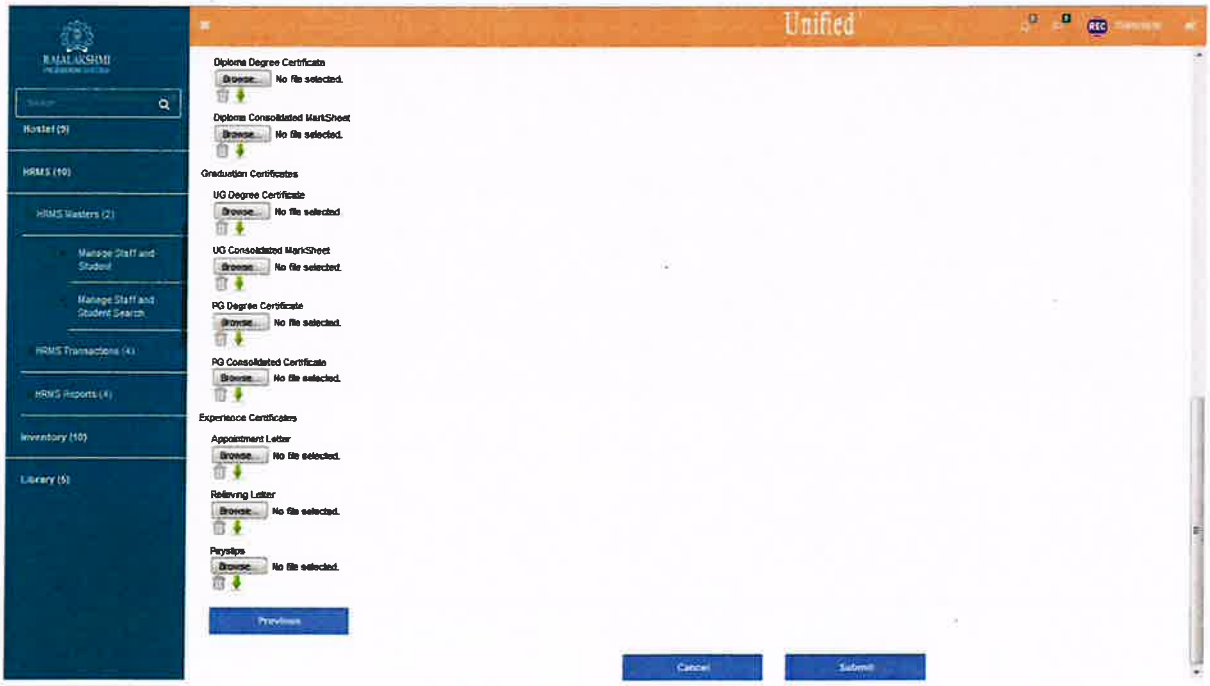


1. Select and Enter the details in the Respective and Mandatory Fields.
2. Title, Role, Start Date, End Date, Role Description, Sponsor Name are Mandatory Fields.
3. Click Add.
4. All the details will be auto saved, before navigating to the next tab.
5. Click Next to proceed further.

Documents

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



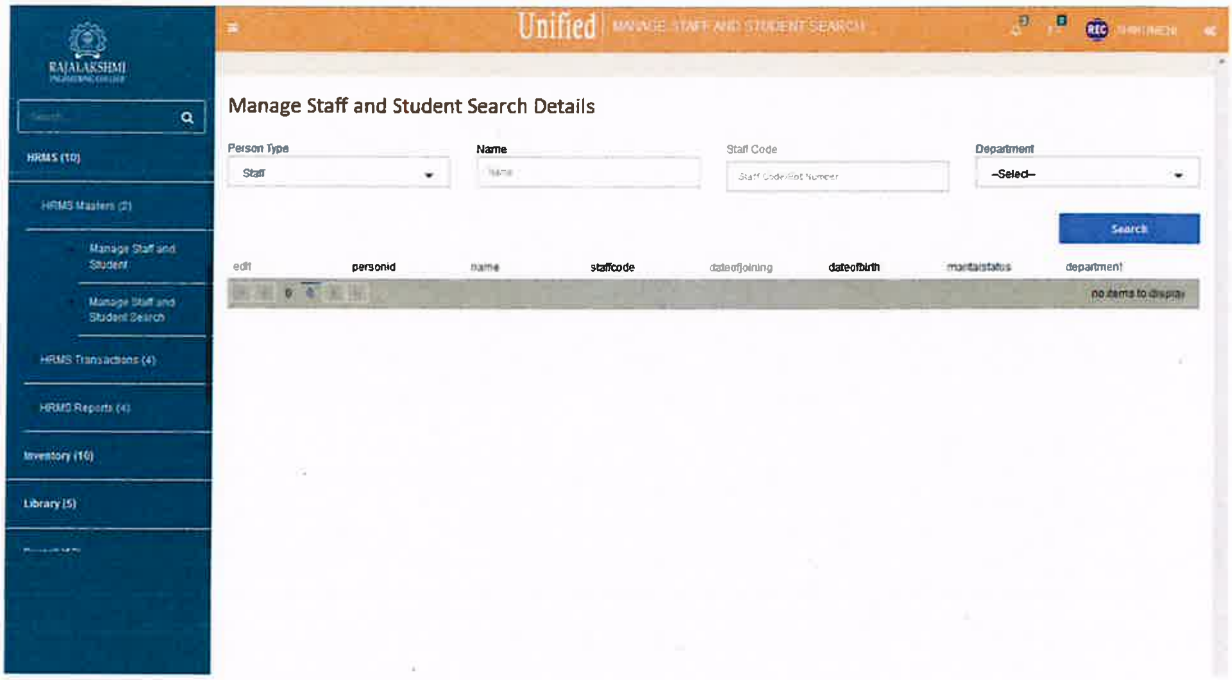


Steps Involved:

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 insearching the details based on Staff, Student etc.



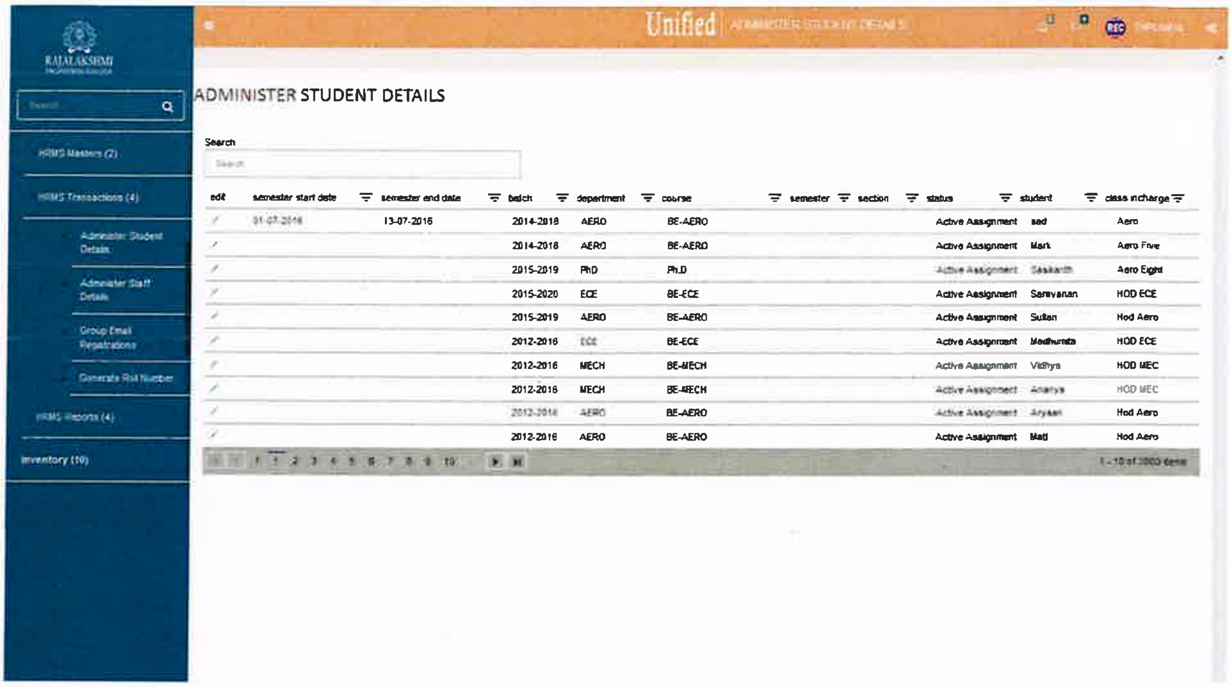
Steps Involved:

1. Select Person Type as Staff, Student.
2. Enter the Name, Staff Code/Roll Number and Select Department for Searching the SpecificStaff/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.

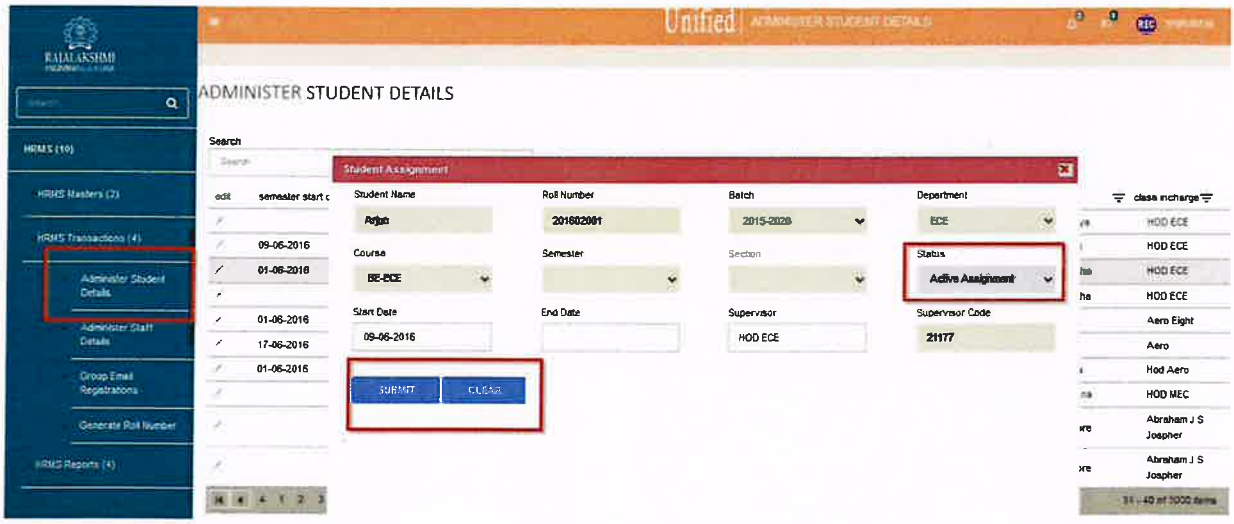


ADMINISTER STUDENT DETAILS

Search

edit	semester start date	semester end date	batch	department	course	semester	section	status	student	class incharge
	01-07-2016	13-07-2016	2014-2018	AERO	BE-AERO			Active Assignment	sad	Aero
			2014-2018	AERO	BE-AERO			Active Assignment	Mark	Aero Five
			2015-2019	PhD	Ph.D			Active Assignment	Saskarth	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	Mati	Hod Aero

1 - 10 of 3000 items



ADMINISTER STUDENT DETAILS

Student Assignment

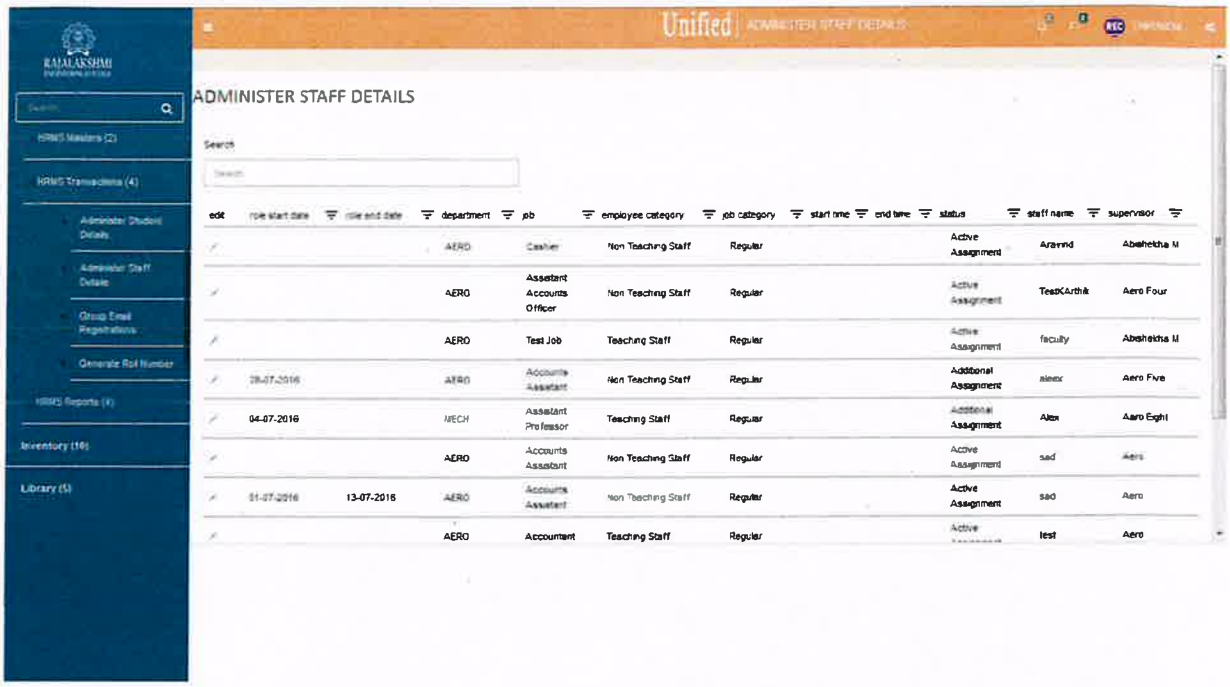
Student Name: Arjun
Roll Number: 201602001
Batch: 2015-2020
Department: ECE
Course: BE-ECE
Semester:
Section:
Status: Active Assignment
Start Date: 09-06-2016
End Date:
Supervisor: HOD ECE
Supervisor Code: 21177

Steps Involved:

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

Administer Staff Details

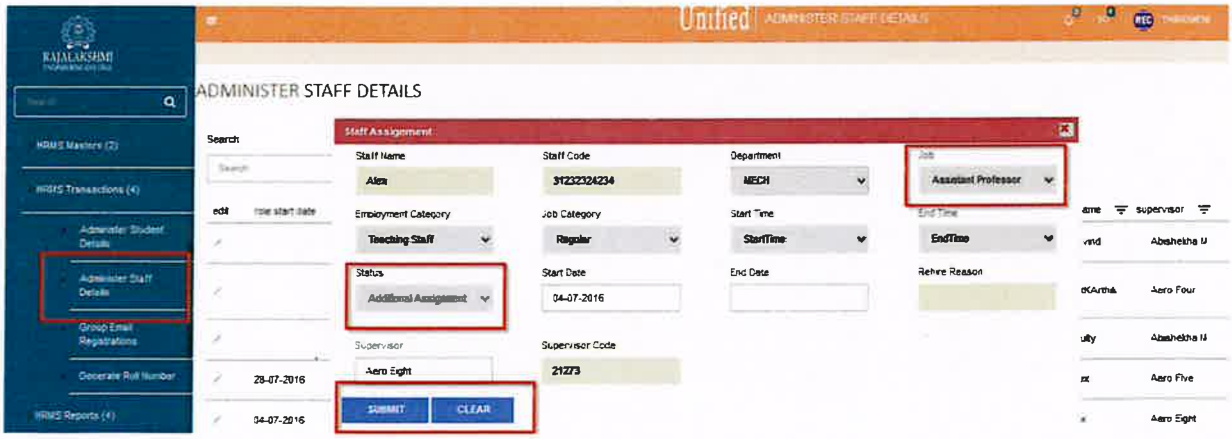
This Functionality helps in editing the details of the students that have already been created in the Manage Staffdetails for changing the current status of the Staff. There should be only one ACTIVE ASSIGNMENT for a Staff. Based on role, START date and END date should be selected.



ADMINISTER STAFF DETAILS

Search

edit	role start date	role end date	department	job	employee category	job category	start time	end time	status	staff name	supervisor
			AERO	Cashier	Non Teaching Staff	Regular			Active Assignment	Aravind	Abishekha M
			AERO	Assistant Accounts Officer	Non Teaching Staff	Regular			Active Assignment	TestKArthik	Aero Four
			AERO	Test Job	Teaching Staff	Regular			Active Assignment	faculty	Abishekha M
	28-07-2016		AERO	Accounts Assistant	Non Teaching Staff	Regular			Additional Assignment	alexx	Aero Five
	04-07-2016		MECH	Assistant Professor	Teaching Staff	Regular			Additional Assignment	Alex	Aero Eight
			AERO	Accounts Assistant	Non Teaching Staff	Regular			Active Assignment	sad	Aero
	01-07-2016	13-07-2016	AERO	Accounts Assistant	Non Teaching Staff	Regular			Active Assignment	sad	Aero
			AERO	Accountant	Teaching Staff	Regular			Active	test	Aero



ADMINISTER STAFF DETAILS

Staff Assignment

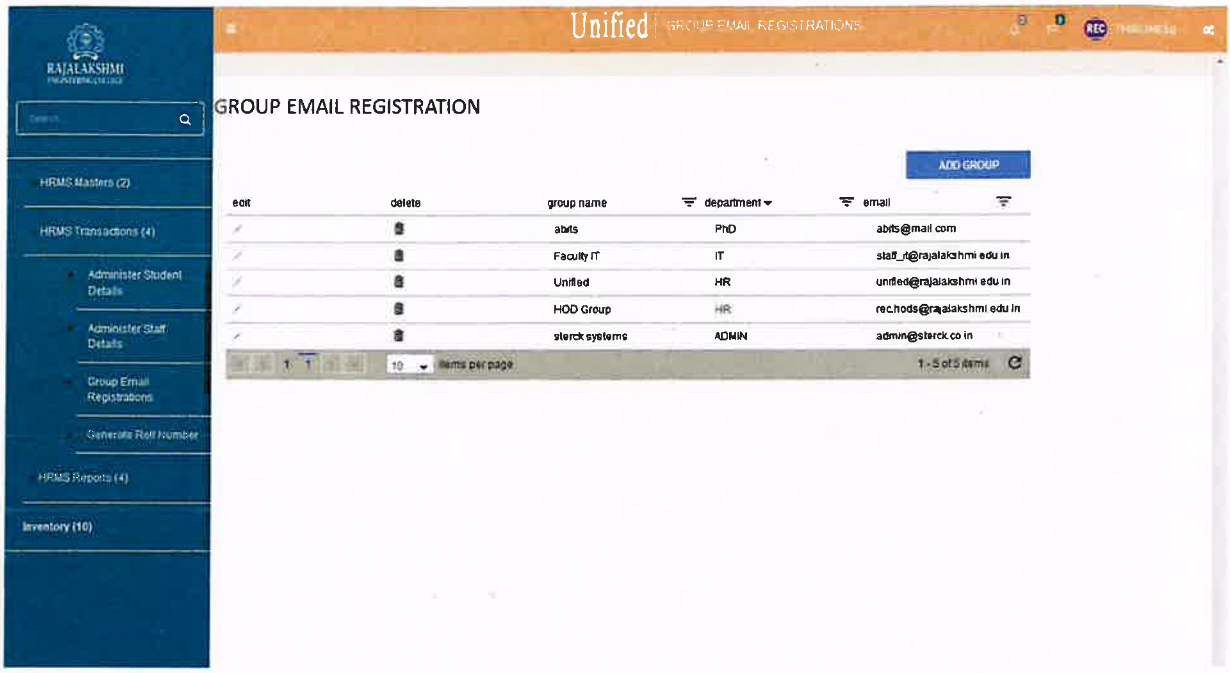
Staff Name: Alex
Staff Code: 31232324234
Department: MECH
Job: Assistant Professor
Employment Category: Teaching Staff
Job Category: Regular
Start Time: StartTime
End Time: EndTime
Status: Additional Assignment
Start Date: 04-07-2016
End Date:
Retire Reason:
Supervisor: Aero Eight
Supervisor Code: 21273

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.



GROUP EMAIL REGISTRATION

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

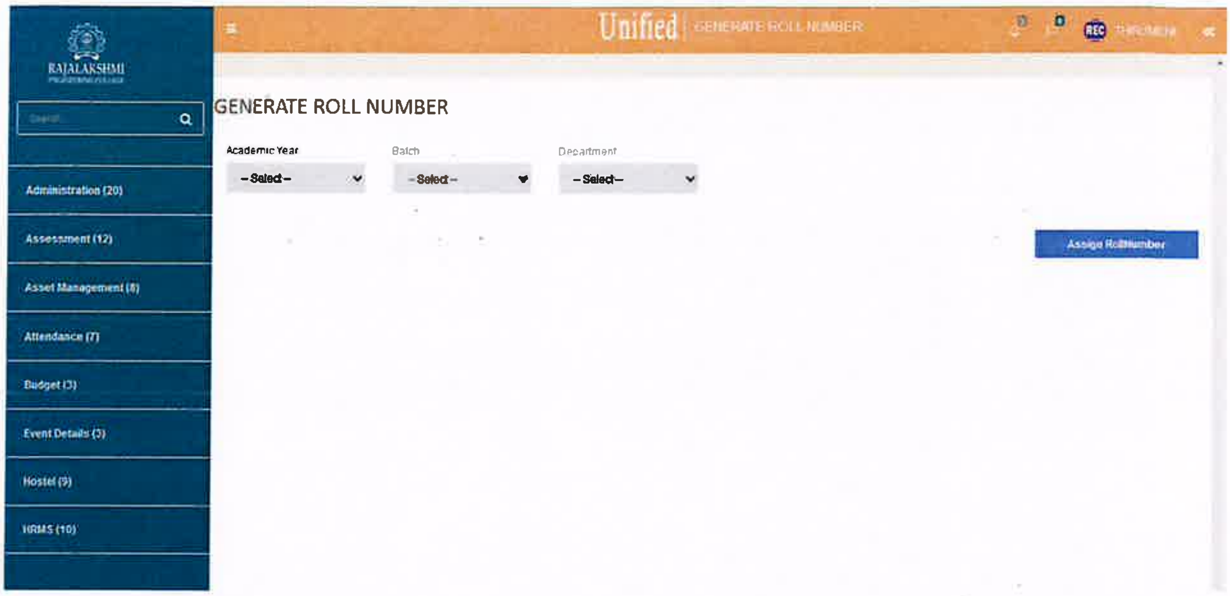
Steps Involved:

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.



Steps Involved:

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

RAJALAKSHMI
ENGINEERING COLLEGE

UNIFIED PORTAL

User Guide Ver1.0

PAYROLL

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

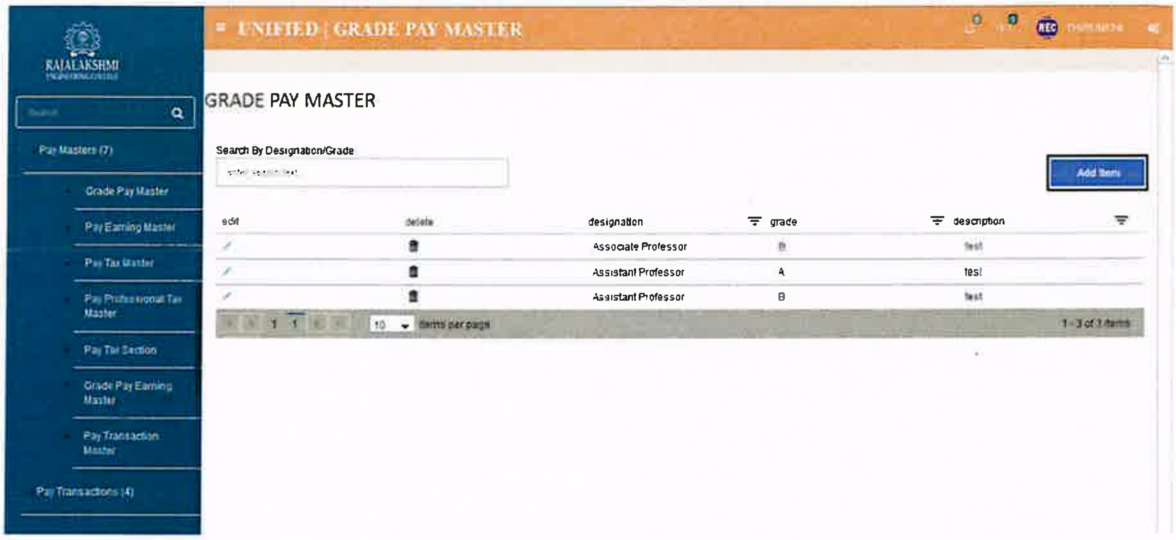
Contents

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



GRADE PAY MASTER

Search By Designation/Grade

edit	delete	designation	grade	description
		Associate Professor	B	test
		Assistant Professor	A	test
		Assistant Professor	B	test

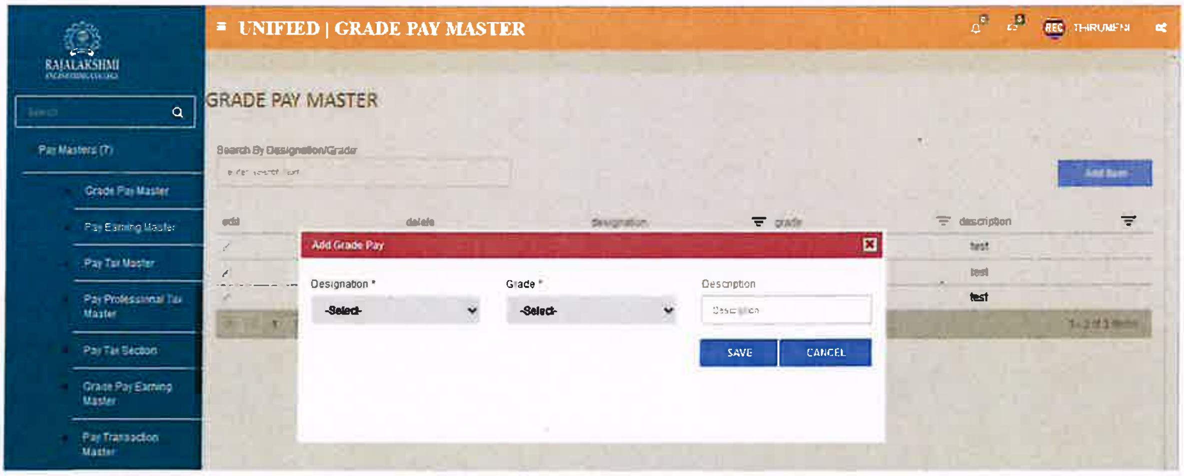
1 - 3 of 3 items

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.



Add Grade Pay

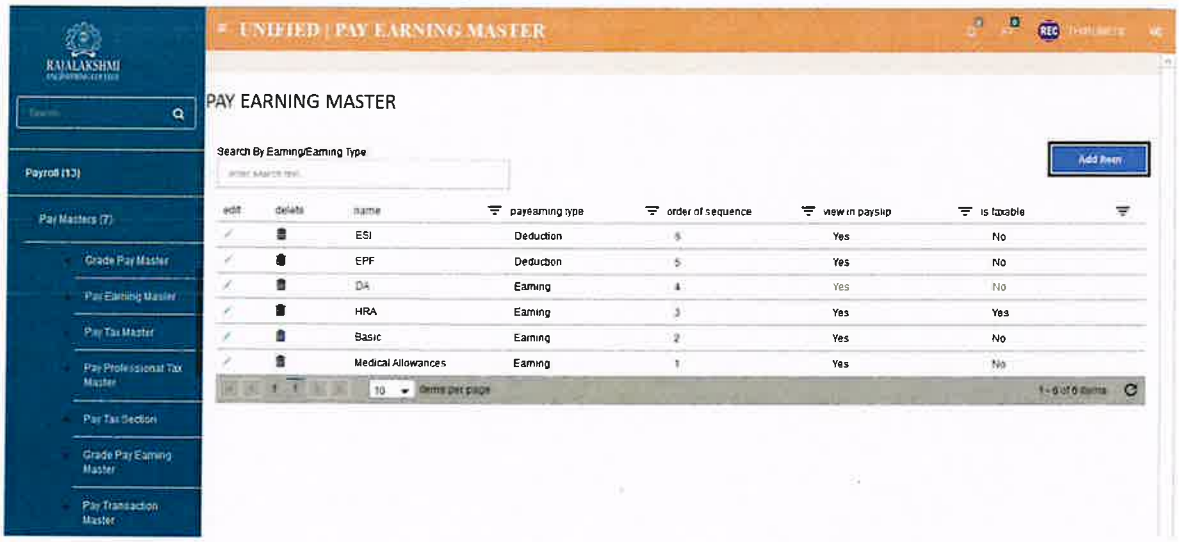
Designation * -Select-

Grade * -Select-

Description

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



PAY EARNING MASTER

Search By Earning/Earning Type

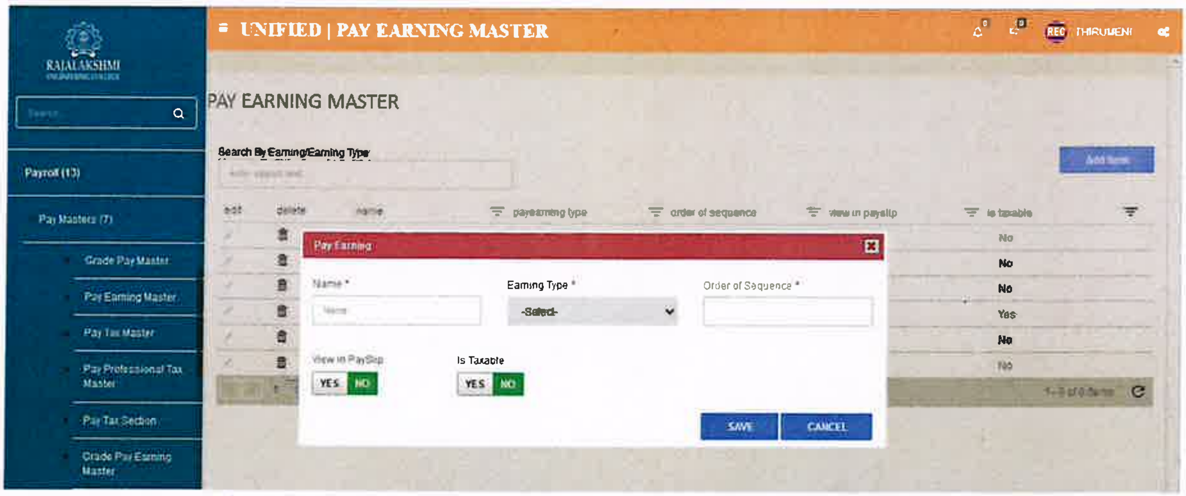
edit	delete	name	payearning type	order of sequence	view in payslip	is taxable
		ESI	Deduction	6	Yes	No
		EPF	Deduction	5	Yes	No
		DA	Earning	4	Yes	No
		HRA	Earning	3	Yes	Yes
		Basic	Earning	2	Yes	No
		Medical Allowances	Earning	1	Yes	No

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:

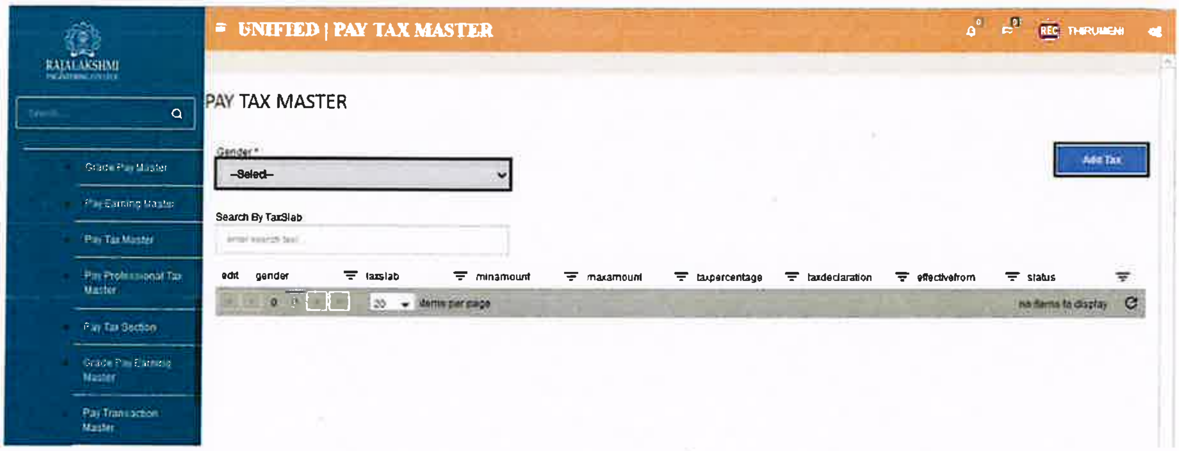
Steps Involved:

1. Click Add Item.



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



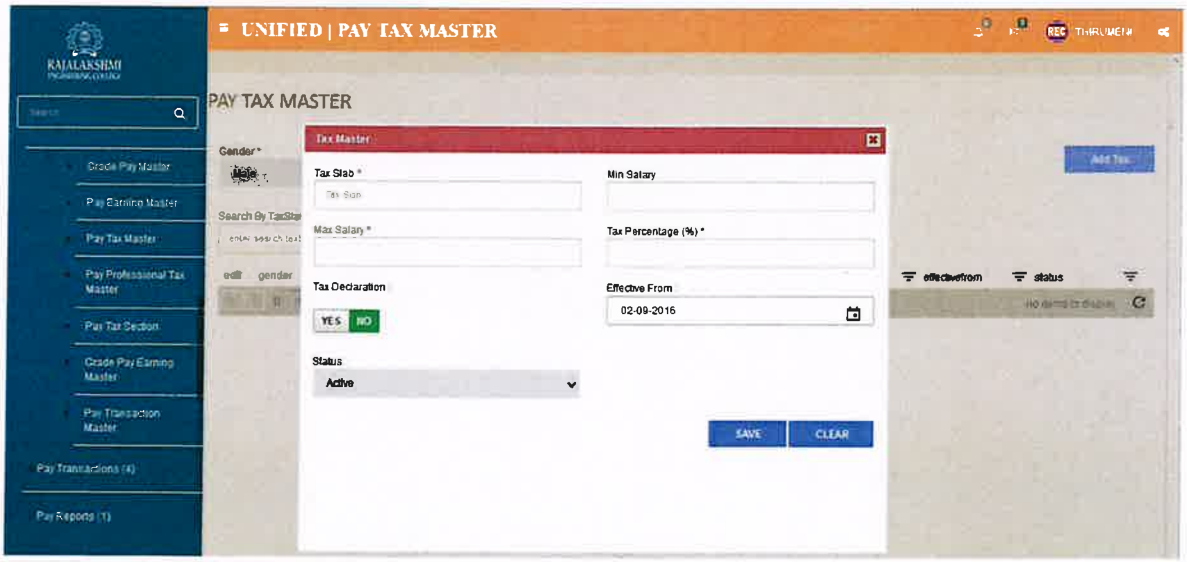
Gender * —Select—

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.



Gender * Male

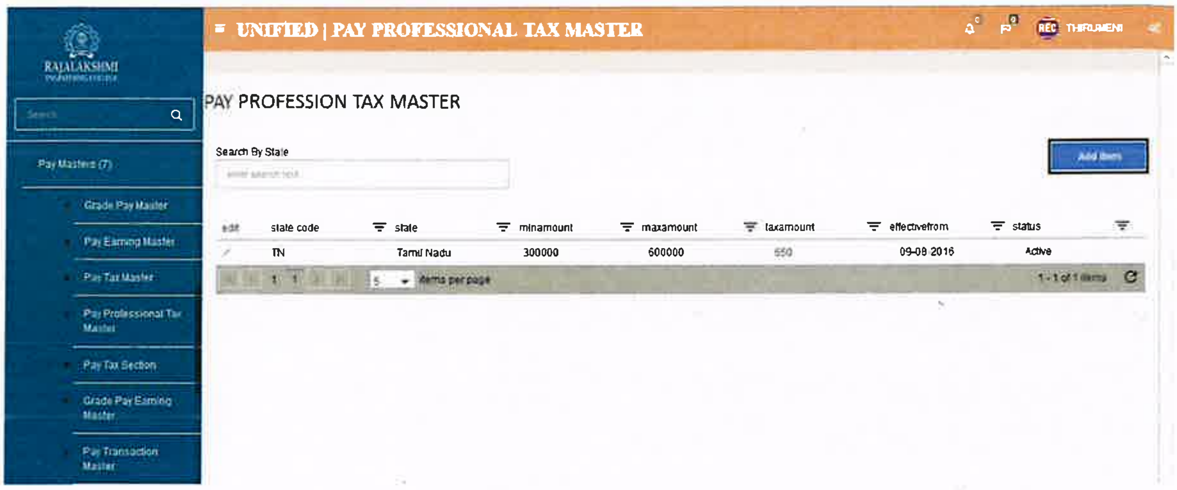
Effective From 02-09-2016

Status Active

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



PAY PROFESSION TAX MASTER

Search By State

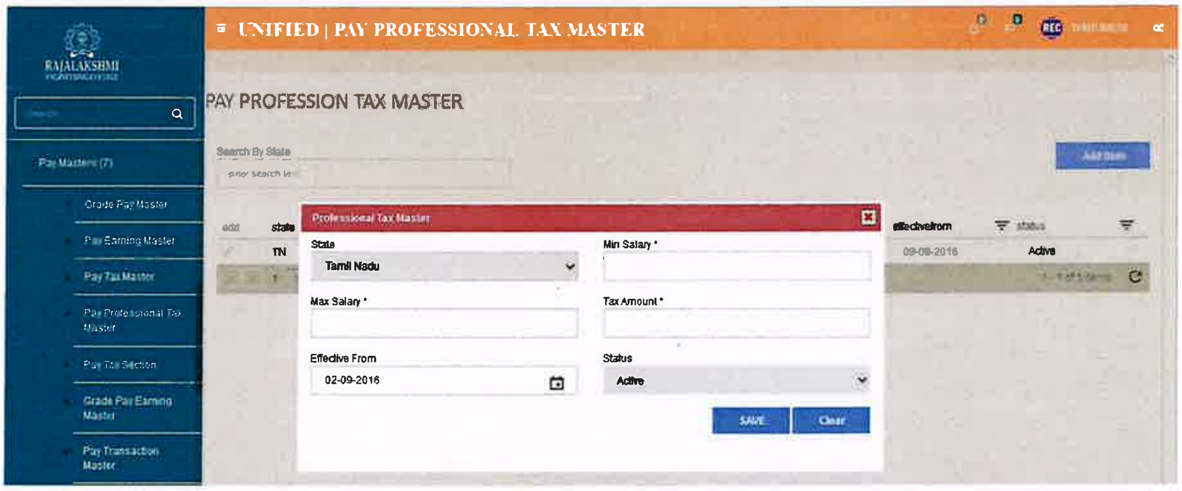
edit	state code	state	minamount	maxamount	taxamount	effectivefrom	status
	TN	Tamil Nadu	300000	600000	550	09-08-2016	Active

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.



Professional Tax Master

State: Tamil Nadu
Min Salary *
Max Salary *
Tax Amount *
Effective From: 02-09-2016
Status: Active

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.

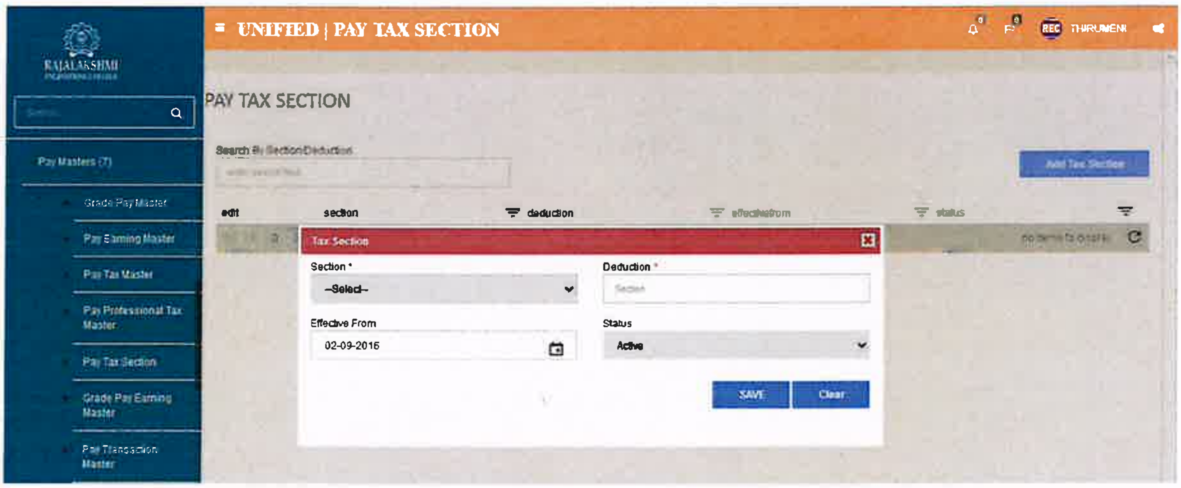
Pay Tax Section

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.



Section * --Select--

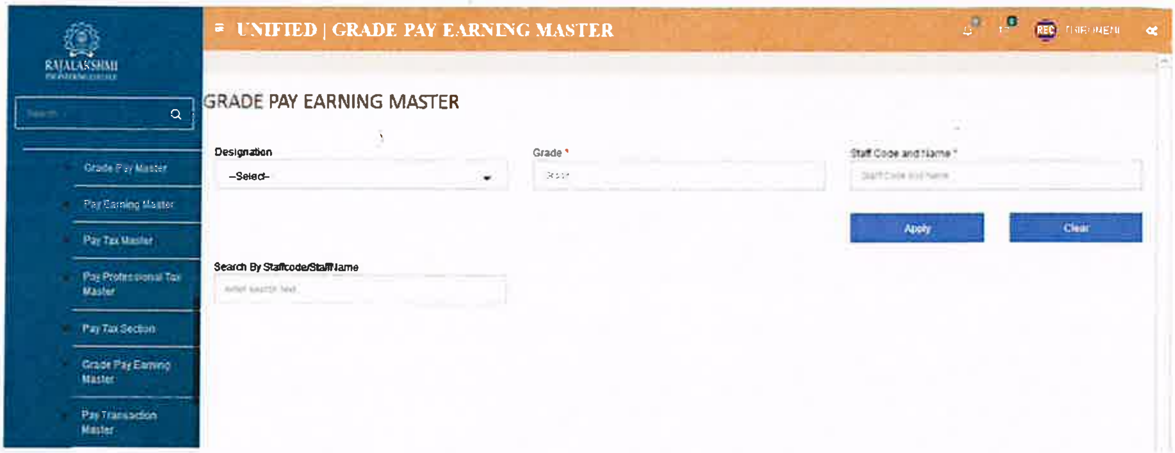
Deduction * Section

Effective From 02-09-2016

Status Active

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



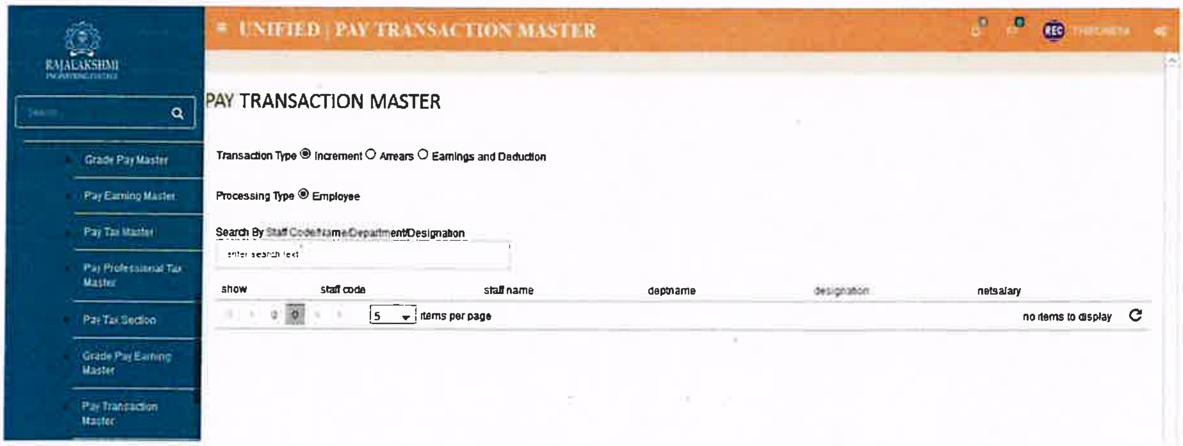
This screen enables to apply the pay earnings and deductions to a designation and grade. Based on conditional filters of designation and grade Staff details will be auto suggested. This will enable for applying the earnings and deductions which are already mapped. Updating existing or added components 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



Transaction Type ● Increment ○ Arrears ○ Earnings and Deduction

Processing Type ● Employee

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

PAY ROLL PROCESS

Pay Process Month: Sep

Pay Process Year: 2016

Is Final Process: NO

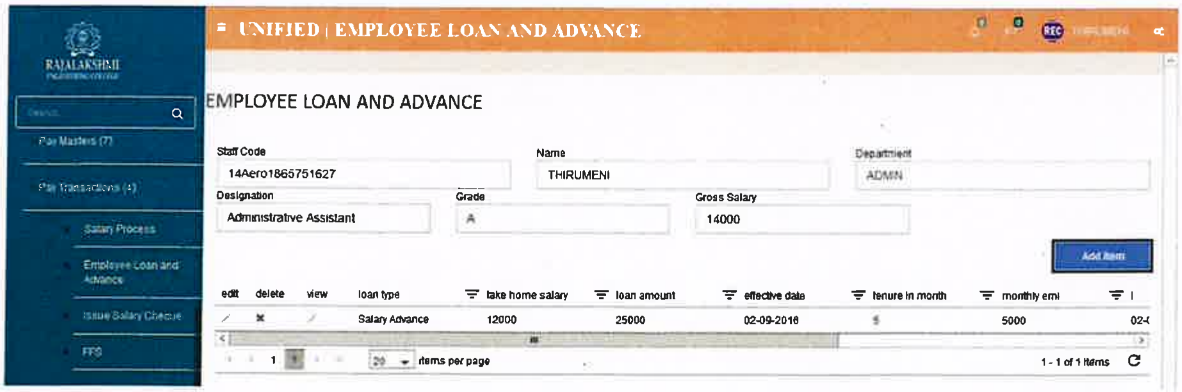
This screen is for processing salary for a payroll cycle. Dummy processing can be performed for validating the salary generated to overcome any deviations. Salary processed can be viewed in a detailed summary report. It is done by an HR Assistant.

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



EMPLOYEE LOAN AND ADVANCE

Staff Code: 14Aero1865751627

Name: THIRUMENI

Department: ADMIN

Designation: Administrative Assistant

Grade: A

Gross Salary: 14000

edit	delete	view	loan type	take home salary	loan amount	effective date	tenure in month	monthly emi	l
	✖		Salary Advance	12000	25000	02-09-2016	5	5000	02-(

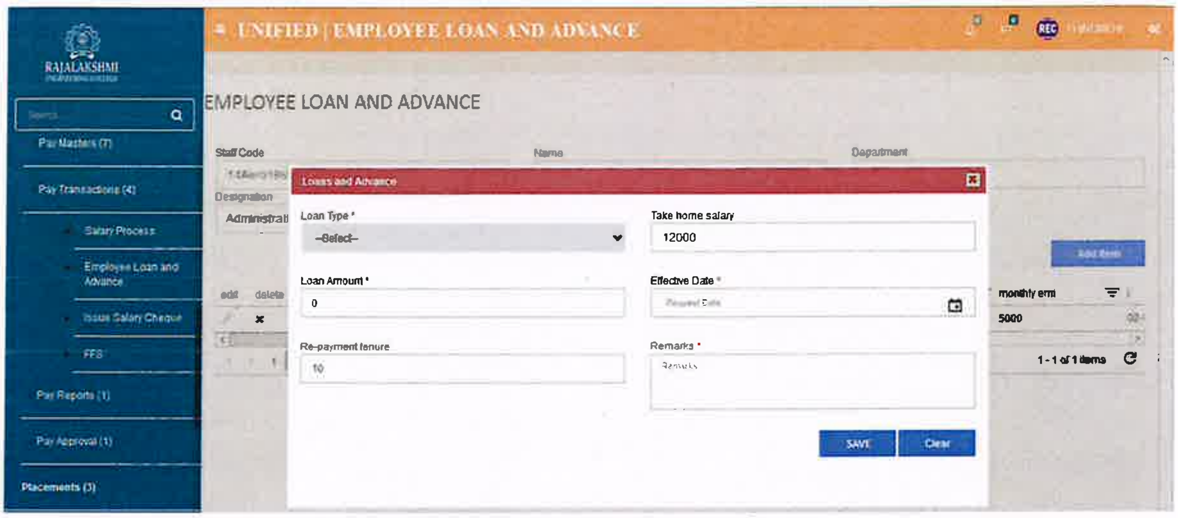
In this functionality, any eligible employee can avail Loans and Salary advances from the management basedon requests and approvals.

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.



Loan Type * --Select--

Take home salary 12000

Loan Amount * 0

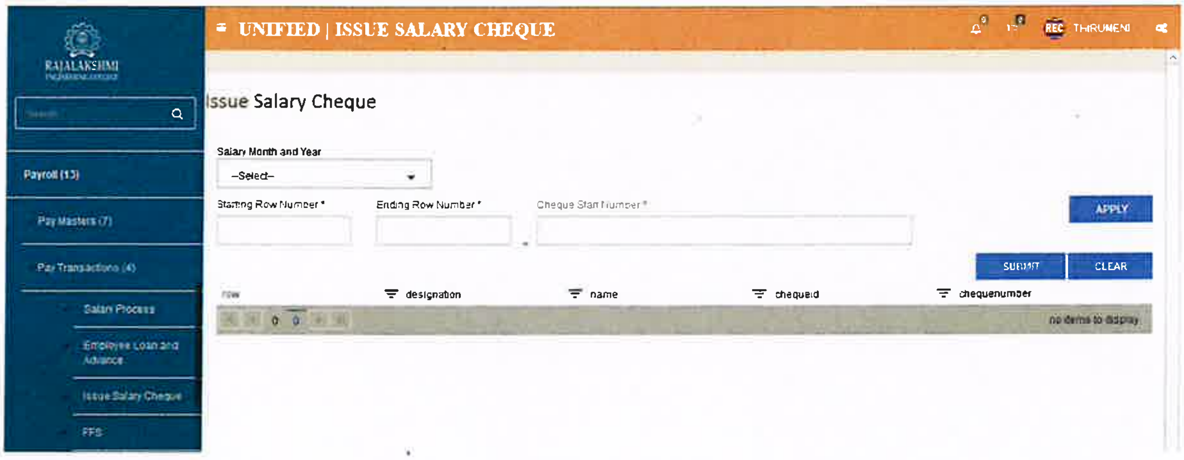
Effective Date *

Re-payment tenure 10

Remarks *

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



Salary Month and Year --Select--

Starting Row Number *

Ending Row Number *

Cheque Start Number *

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

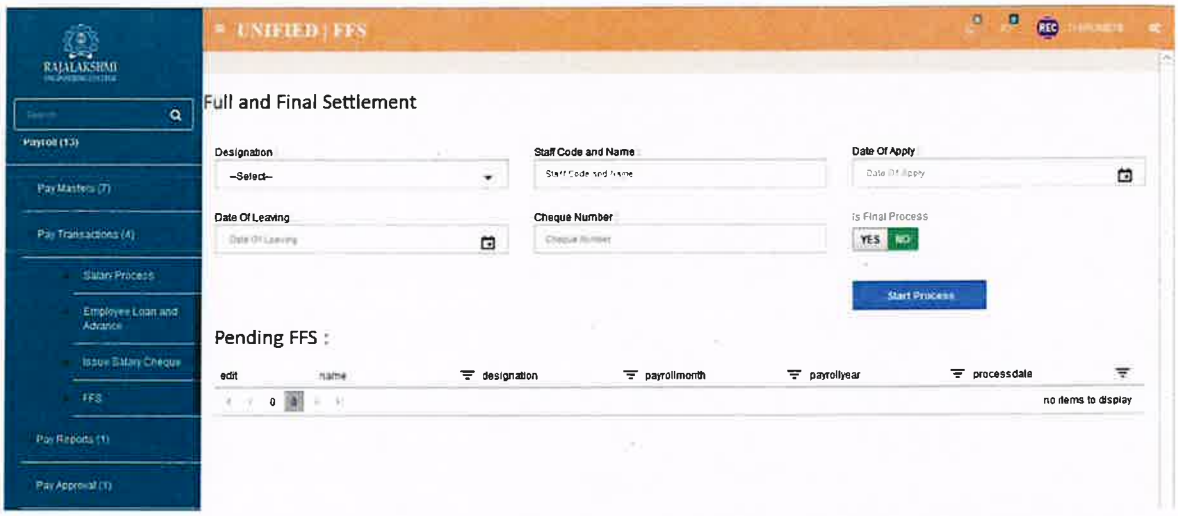
Start Number. It is done by an HR Assistant.

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



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

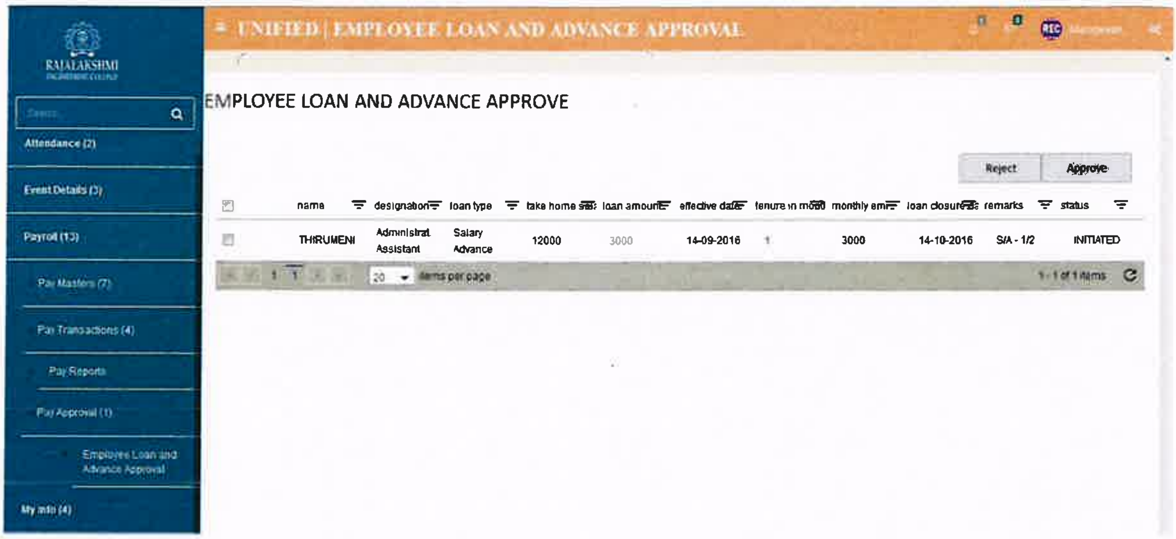
Below is the process which follows for adding details in full and final settlement:

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



EMPLOYEE LOAN AND ADVANCE APPROVE

☐	name	designation	loan type	take home sa	loan amoun	effective da	tenure in mo	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.

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ENGINEERING COLLEGE

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PLACEMENT

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

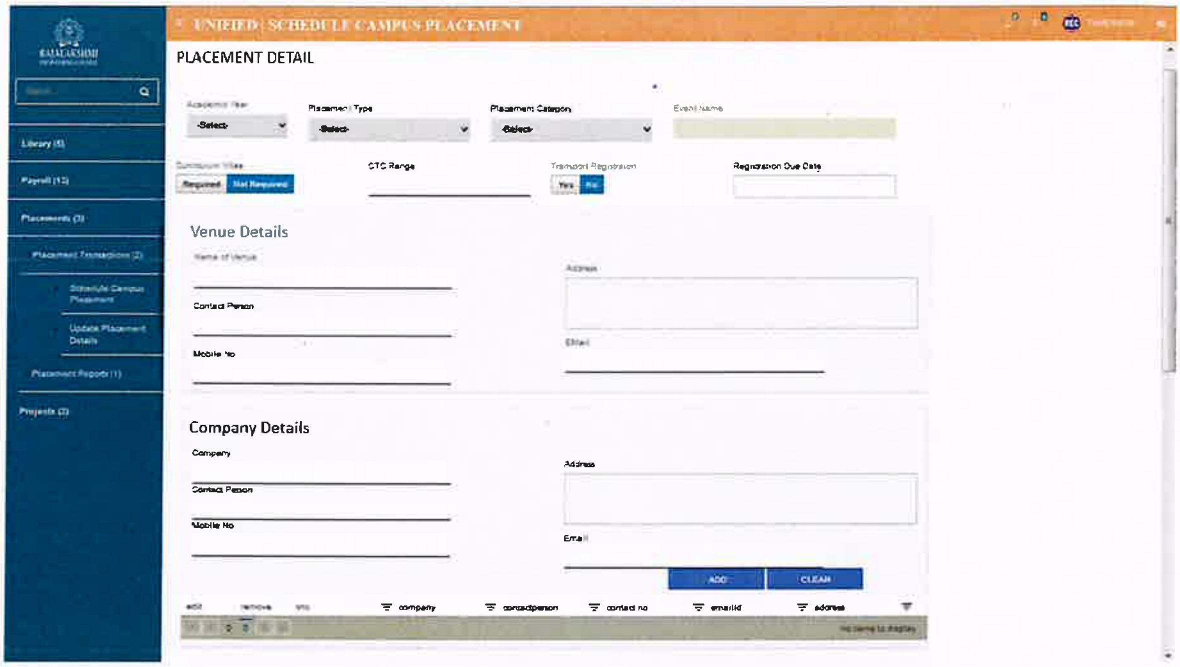
Contents

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



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:

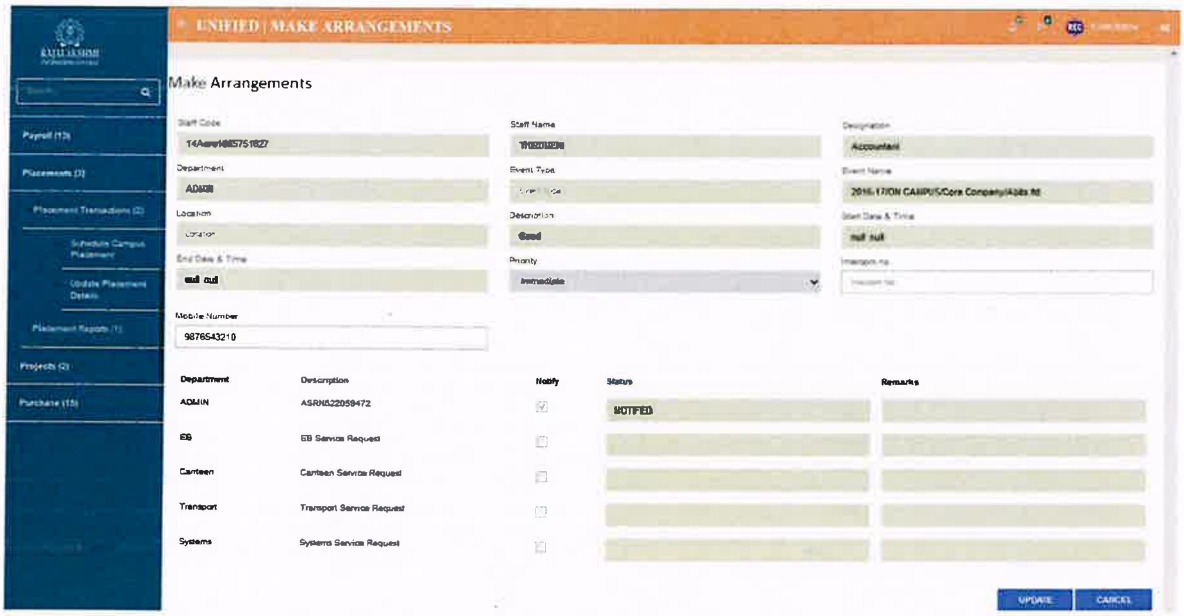
Steps Involved:

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



Make Arrangements

Designation: Accountant
Department: ADMIN
Event Name: 2016-17/ON CAMPUS/Core Company/Abb ltd
Description: Good
Start Date & Time: null null
End Date & Time: null null
Priority: Immediate
Mobile Number: 9876543210

Department	Description	Notify	Status	Remarks
ADMIN	ASRN522059472	☑	NOTIFIED	
EB	EB Service Request	☐		
Canteen	Canteen Service Request	☐		
Transport	Transport Service Request	☐		
Systems	Systems Service Request	☐		

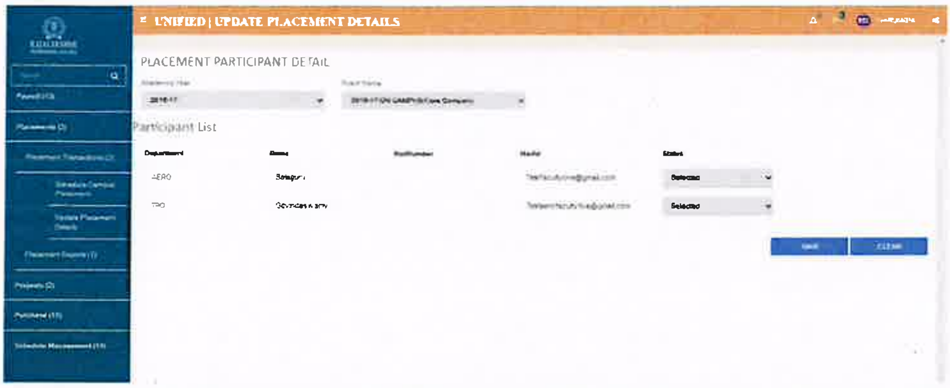
This functionality helps to select the priority, enter the Intercom No. and the mobile number. The request is being raised respectively to the department and after the request is being raised, it is being approved by the respective department managers.

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



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

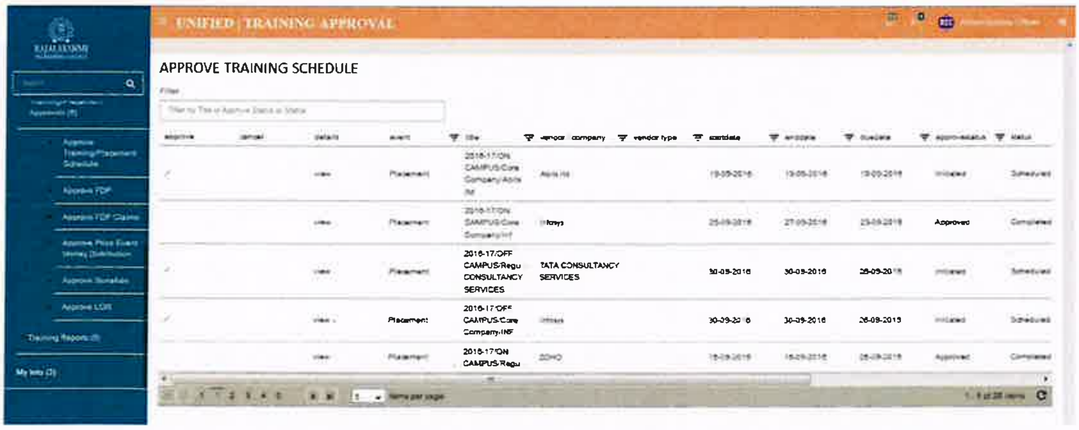
Below is the process which follows for adding the details in Update Placement Details:

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



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.

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SCHEDULE EVENTS

Date	Version	Author	Summary of changes
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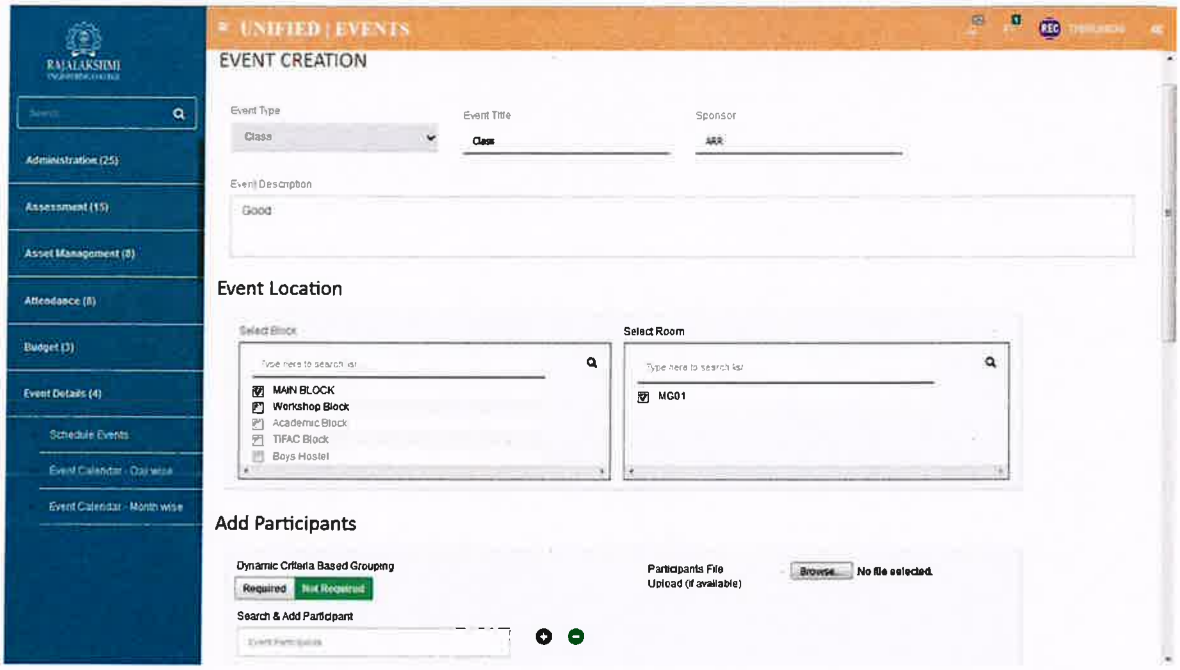
Contents

Event Details

Schedule Events



EVENT CREATION

Event Type: Class

Event Title: Class

Sponsor: ARR

Event Description: Good

Event Location

Select Block:
☑ MAIN BLOCK
☐ Workshop Block
☐ Academic Block
☐ TIFAC Block
☐ Boys Hostel

Select Room:
☑ MG01

Add Participants

Dynamic Criteria Based Grouping

Participants File Upload (if available)

Search & Add Participant

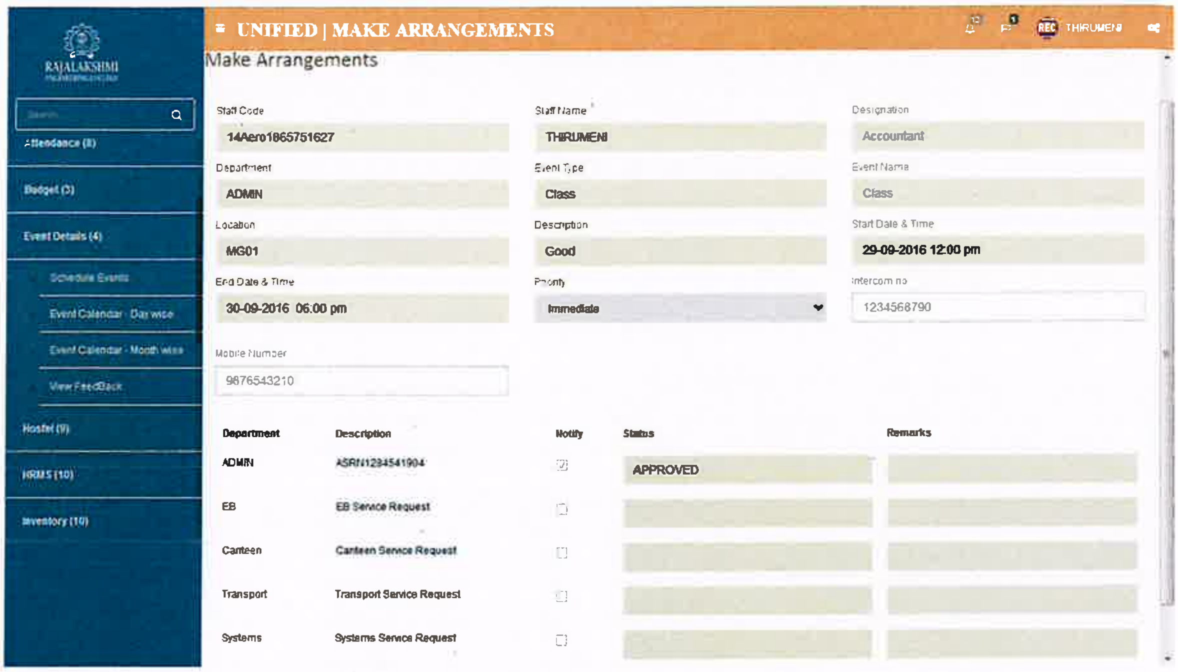
Event creation is a common functionality which will be used while scheduling all events like staff meetings, student meetings, special class, and training. Through this functionality all events can be tracked/sorted w.r.t event type wise, month wise. Participants with specific criteria can also be selected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



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	ASRN1284541904	☑	APPROVED	
EB	EB Service Request	☐		
Canteen	Canteen Service Request	☐		
Transport	Transport Service Request	☐		
Systems	Systems Service Request	☐		

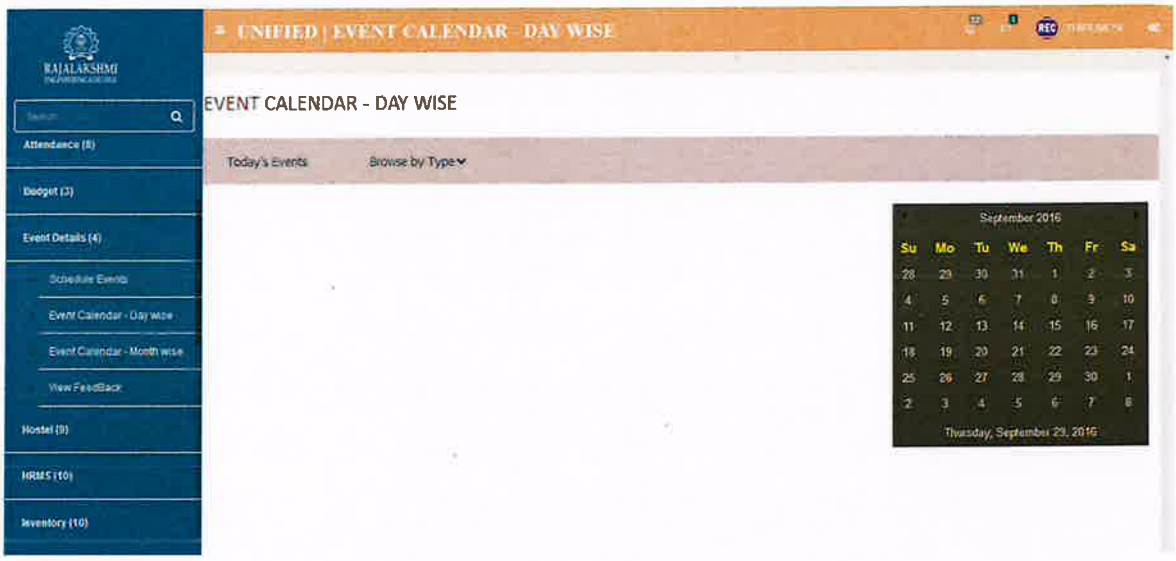
This functionality helps to select the priority, enter the intercom no. and the mobile number. The request is being raised respective to the department and after the request is being raised it is being approved by the respective department managers.

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



Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Thursday, September 29, 2016

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

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.

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SCHEDULE MANAGEMENT

Date	Version	Author	Summary of changes
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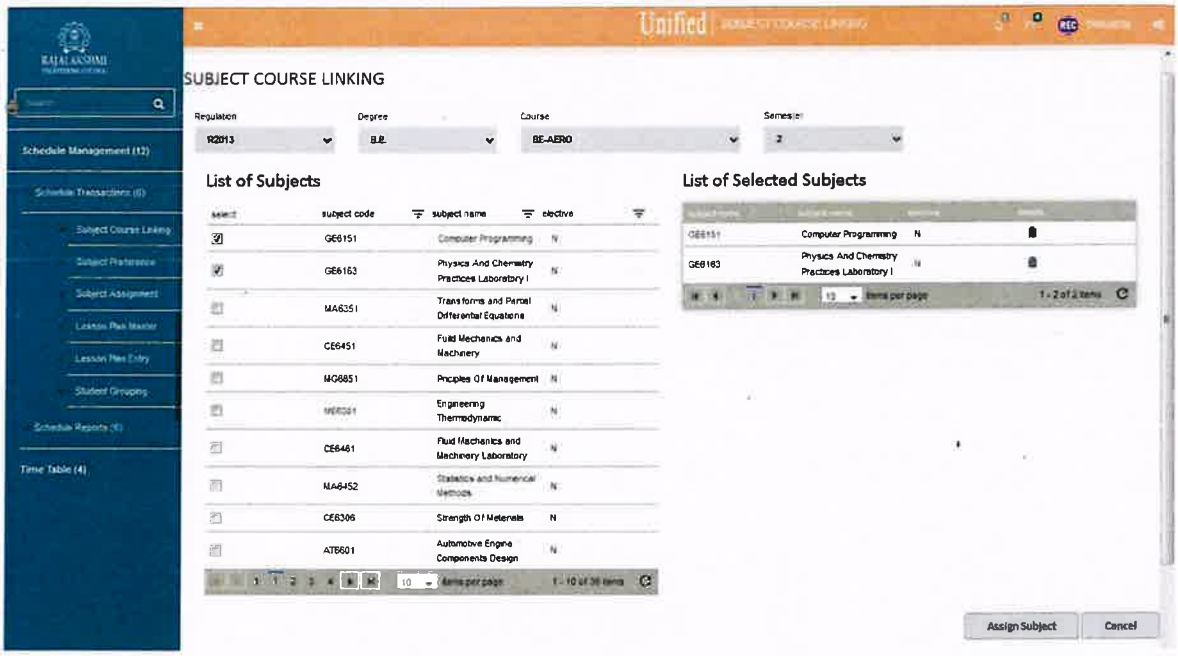
Schedule Management

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

select	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
☐	ME6301	Engineering Thermodynamic	N
☐	CE6461	Fluid Machanics and Machinery Laboratory	N
☐	MA6452	Statistics and Numerical Methods	N
☐	CE6306	Strength Of Meterials	N
☐	AT6601	Automotive Engine Components Design	N

1 - 10 of 36 items

List of Selected Subjects

GE6151	Computer Programming	N	🗑
GE6163	Physics And Chemistry Practices Laboratory I	N	🗑

1 - 2 of 2 items

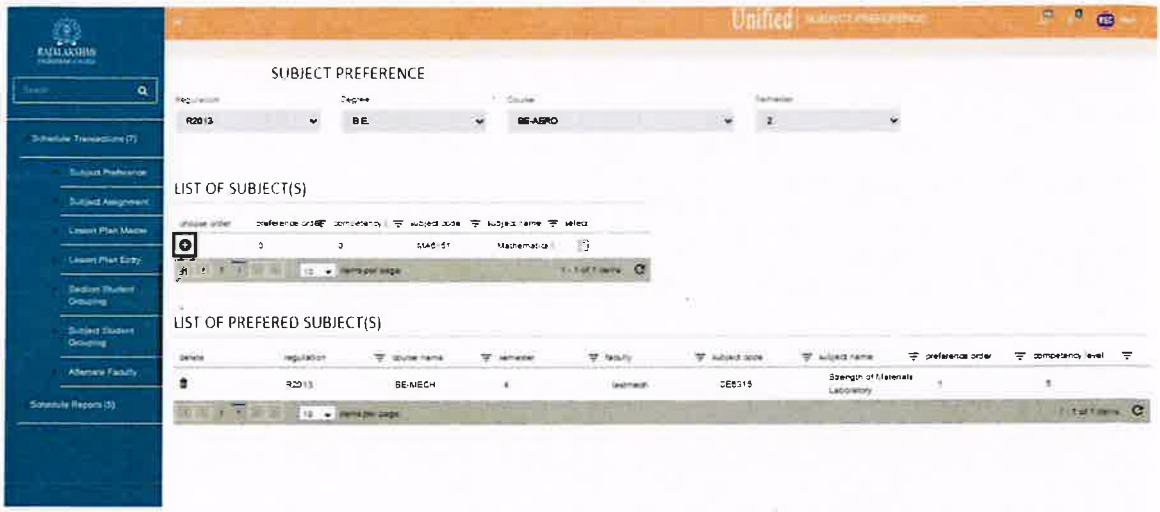
Based on University Syllabus regulations for all the subjects will be assigned to a course as one time activity. Subjects will be remained active to the course till the time it gets updated based on revised syllabus regulation or norms given by a University

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

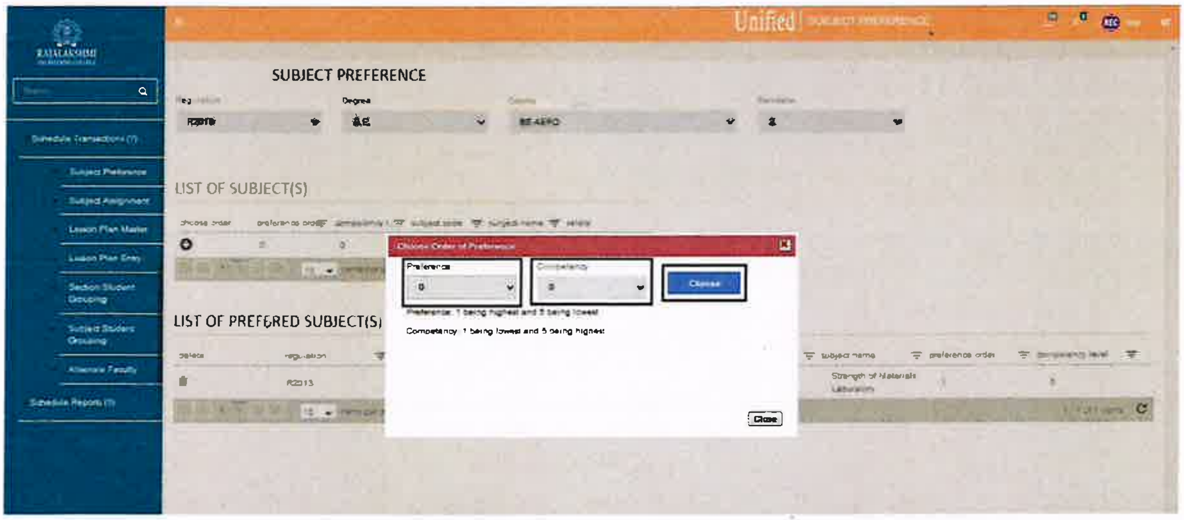


This functionality helps the faculty to give preference to a subject before the start of a semester. HOD can check the list of faculty who have given their preference. The same can be seen by the HOD while assigning subjects to Faculty

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

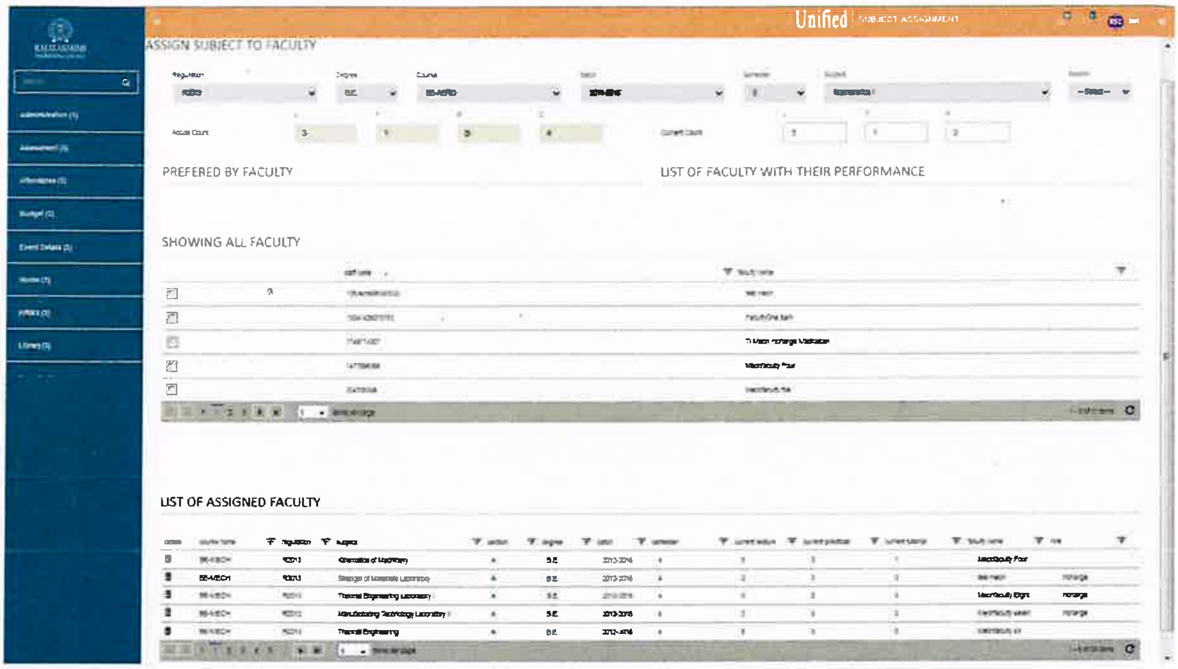
Steps Involved:

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



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.

Subject Assignment

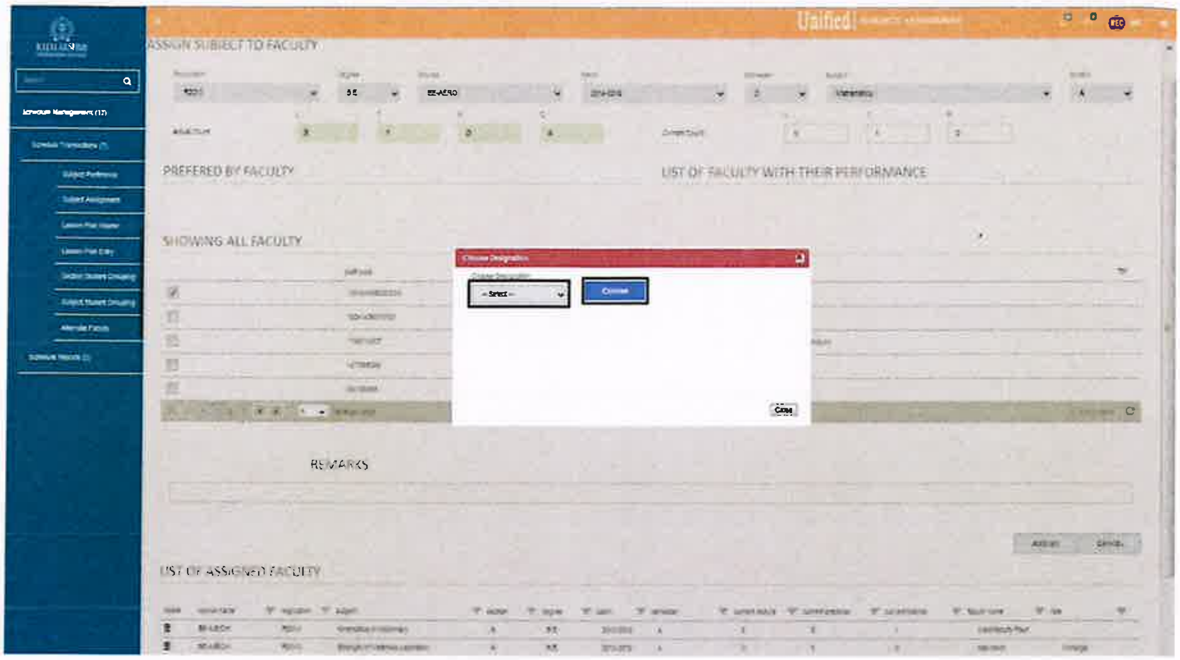


This functionality helps the HOD assign the subjects to a Faculty at the beginning of the semester. This functionality helps the HOD in decision making while assigning subjects. HOD can see the names of the faculty who have given their preference to the respective subject. The application will also suggest the list of faculty based on their assessment for the previous semester

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

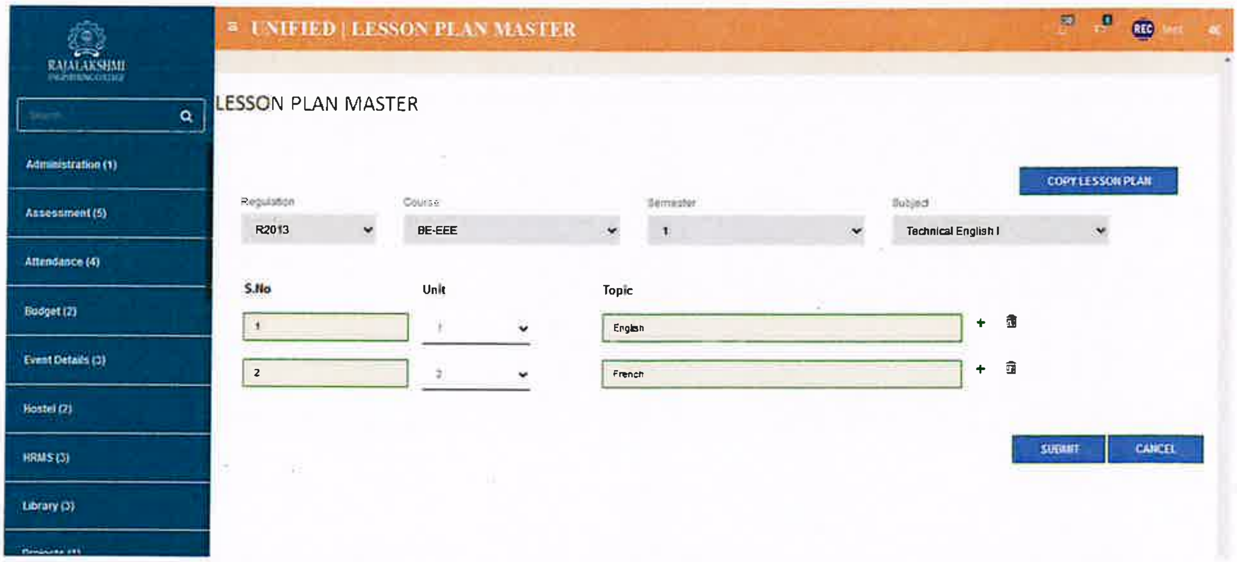
Steps Involved:

1. Select Regulation, Degree, Course, Batch, Semester, Subject and Section.
2. Enter the Current Count.
3. Select the Faculty.



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



LESSON PLAN MASTER

Regulation: R2013
Course: BE-EEE
Semester: 1
Subject: Technical English I

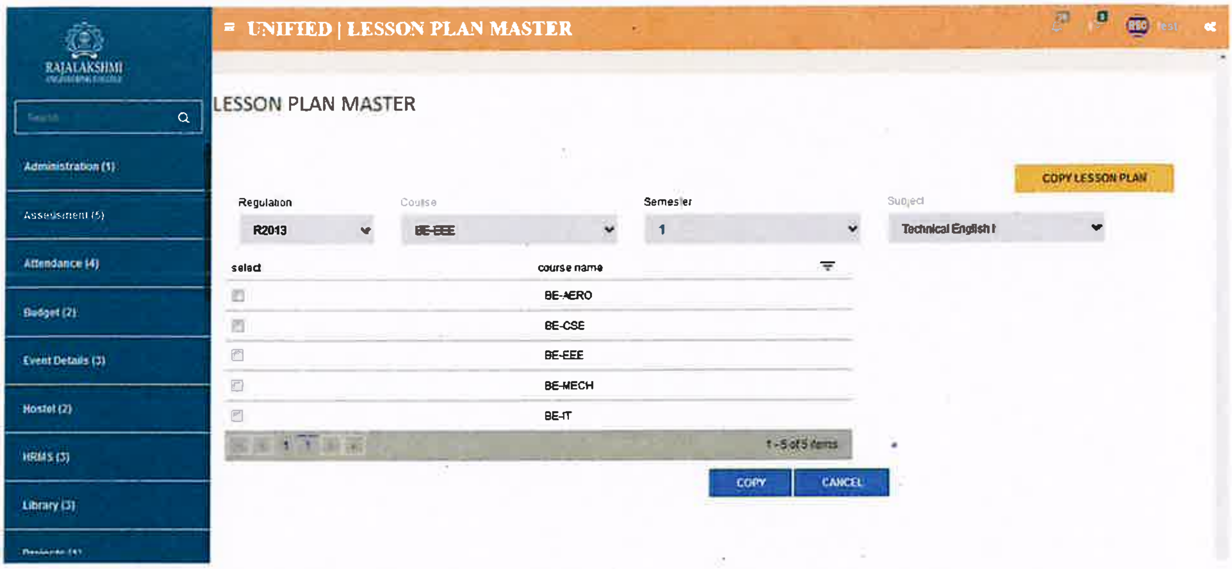
S.No	Unit	Topic
1	1	English
2	2	French

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.



LESSON PLAN MASTER

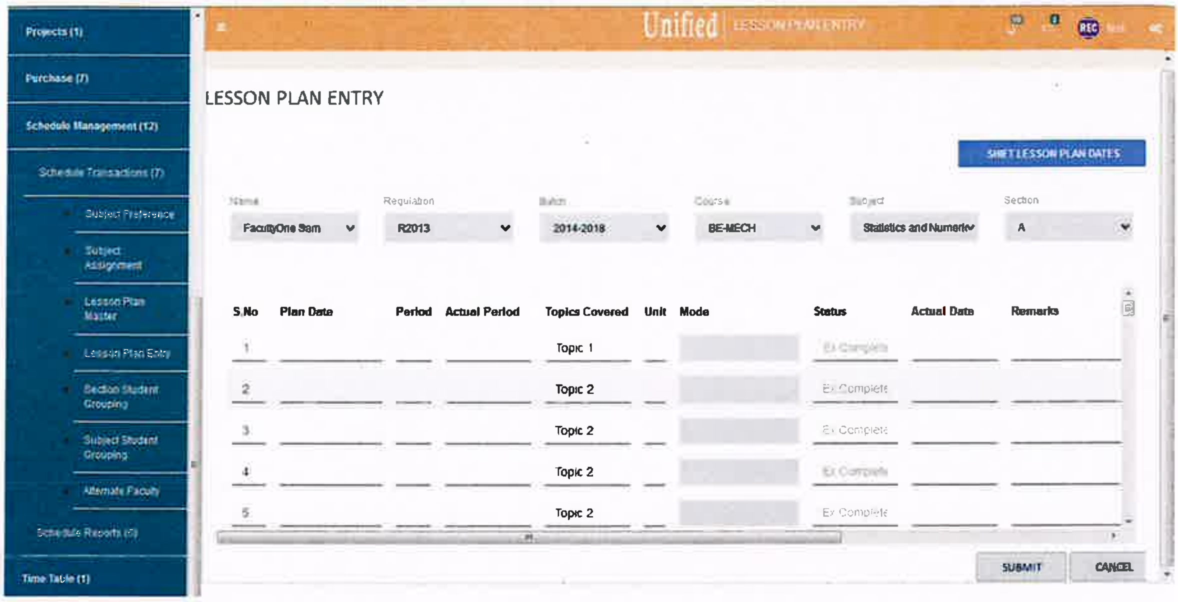
Regulation: R2013
Course: BE-EEE
Semester: 1
Subject: Technical English I

select	course name
☐	BE-AERO
☐	BE-CSE
☐	BE-EEE
☐	BE-MECH
☐	BE-IT

1 - 5 of 5 items

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

Lesson Plan Entry



LESSON PLAN ENTRY

Name: FacultyOne Sam
Regulation: R2013
Batch: 2014-2018
Course: BE-MECH
Subject: Statistics and Numeric
Section: A

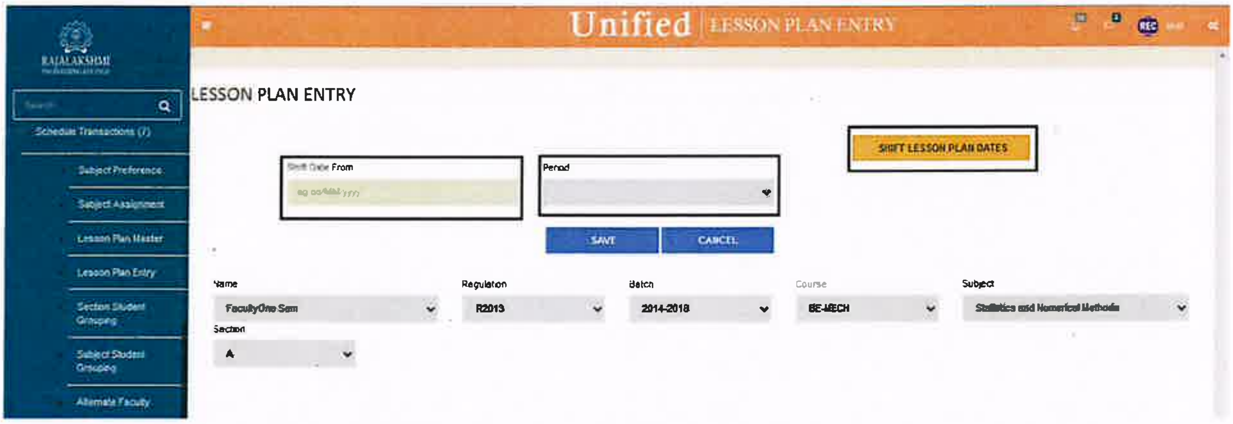
S.No	Plan Date	Period	Actual Period	Topics Covered	Unit	Mode	Status	Actual Date	Remarks
1				Topic 1			Ex Complete		
2				Topic 2			Ex Complete		
3				Topic 2			Ex Complete		
4				Topic 2			Ex Complete		
5				Topic 2			Ex Complete		

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.



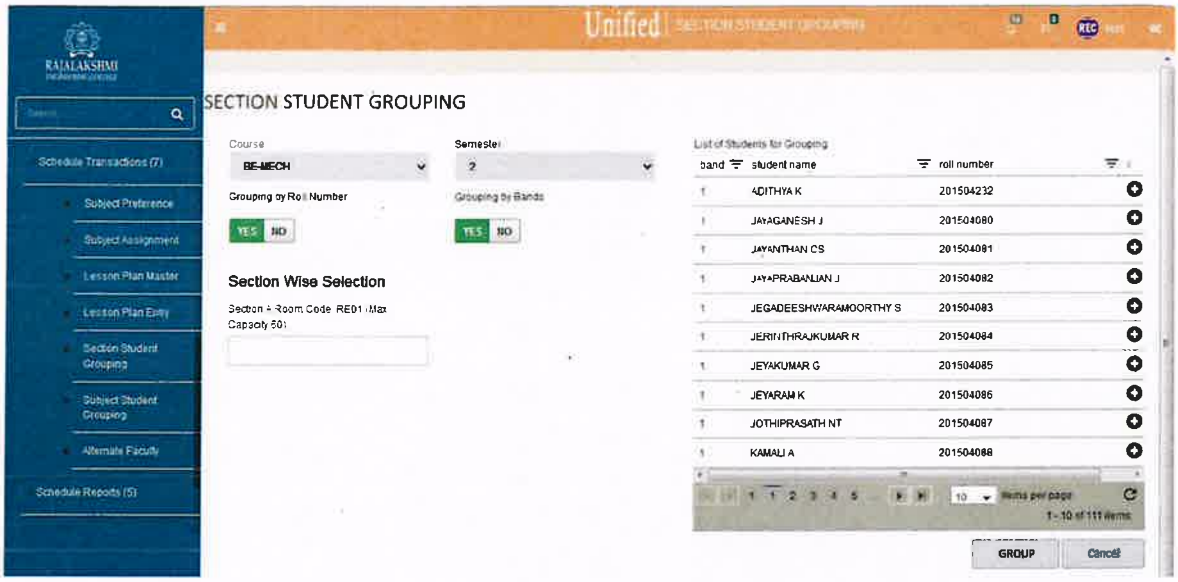
LESSON PLAN ENTRY

Shift Date From: dd/MM/yyyy
Period:

Name: FacultyOne Sam
Regulation: R2013
Batch: 2014-2018
Course: BE-MECH
Subject: Statistics and Numerical Methods
Section: A

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 A Room Code: RE01 (Max Capacity 60)

List of Students for Grouping

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

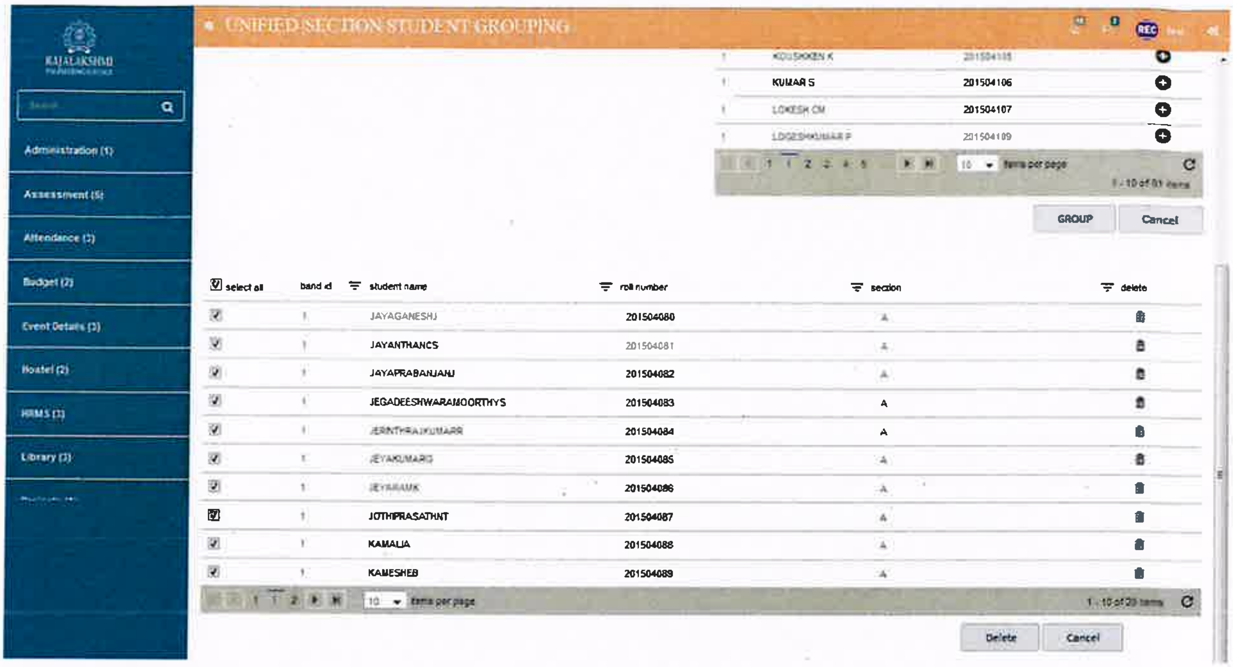
1 2 3 4 5 … 10 items per page 1 - 10 of 111 items

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.



1	KOUSHIKEN K	201504105	⊕
1	KUMAR S	201504106	⊕
1	LOKESH CM	201504107	⊕
1	LOGESHKUMAR P	201504109	⊕

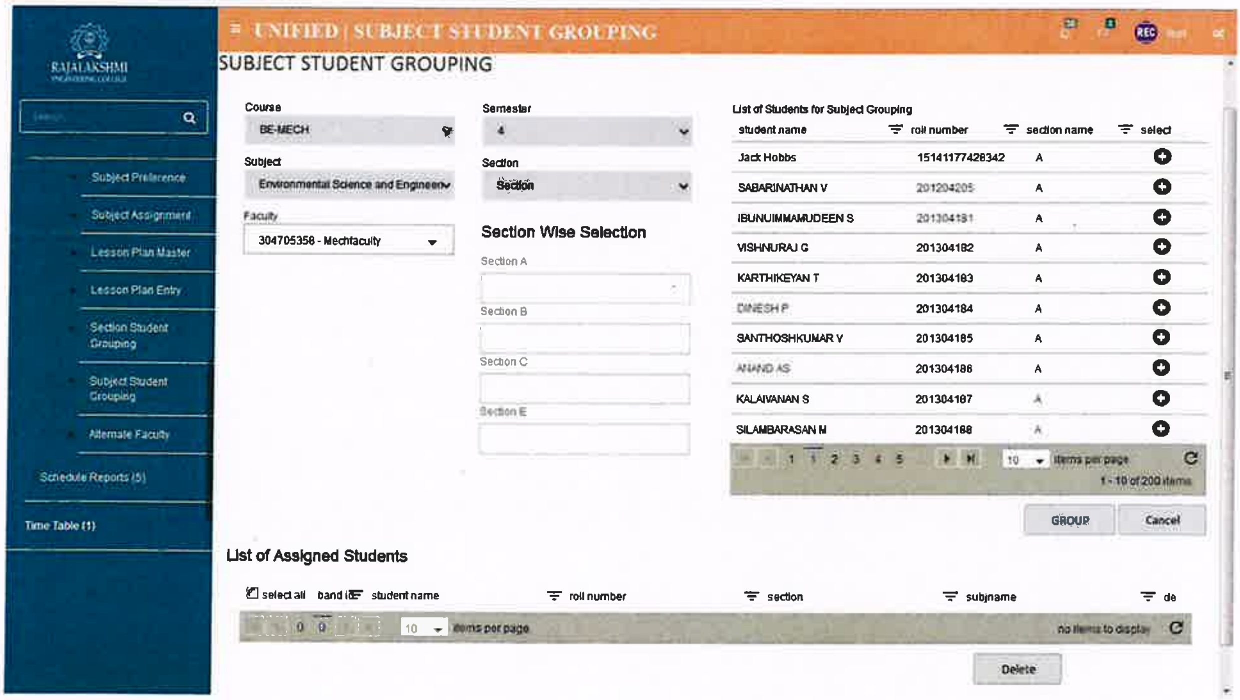
1 - 10 of 81 items

☑ select all	band id	student name	roll number	section	delete
☑	1	JAYAGANESHJ	201504080	A	🗑
☑	1	JAYANTHANCS	201504081	A	🗑
☑	1	JAYAPRABANJANJ	201504082	A	🗑
☑	1	JEGADEESHWARAMOORTHYS	201504083	A	🗑
☑	1	JERINTHRAJKUMARR	201504084	A	🗑
☑	1	JEYAKUMARG	201504085	A	🗑
☑	1	JEYARAMK	201504086	A	🗑
☑	1	JOTHIPRASATHNT	201504087	A	🗑
☑	1	KAMALIA	201504088	A	🗑
☑	1	KAMESHEB	201504089	A	🗑

10 items per page 1 - 10 of 20 items

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

Subject Student Grouping



SUBJECT STUDENT GROUPING

Course: BE-MECH
Semester: 4
Subject: Environmental Science and Engineerir
Section: Section
Faculty: 304705358 - Mechfaculty

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	⊕
IBUNUIMMAMUDEEN S	201304181	A	⊕
VISHNURAJ G	201304182	A	⊕
KARTHIKEYAN T	201304183	A	⊕
DINESH P	201304184	A	⊕
SANTHOSHKUMAR V	201304185	A	⊕
ANAND AS	201304186	A	⊕
KALAIVANAN S	201304187	A	⊕
SILAMBARASAN M	201304188	A	⊕

10 items per page 1 - 10 of 200 items

List of Assigned Students

☐ select all	band id	student name	roll number	section	subjname	de

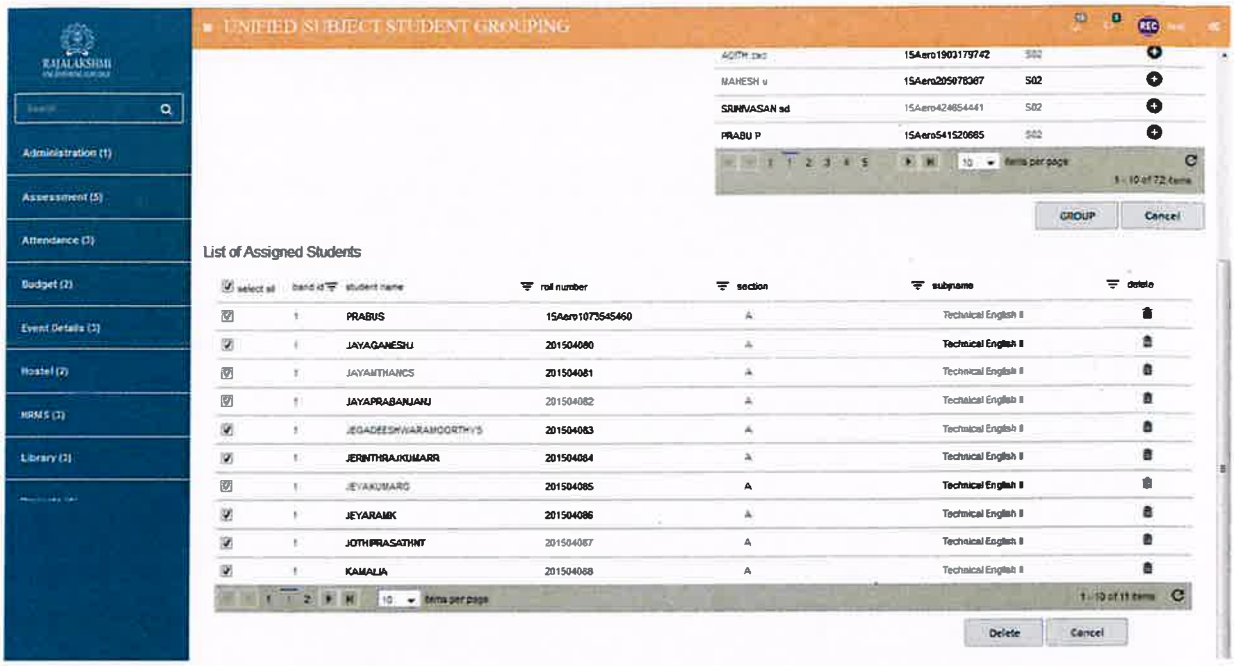
10 items per page no items to display

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.



AGITH [illegible]	15Aero1903179742	S02	⊕
MAHESH u	15Aero205078367	S02	⊕
SRINIVASAN sd	15Aero424654441	S02	⊕
PRABU P	15Aero541520685	S02	⊕

List of Assigned Students

☑ select all	band id	student name	roll number	section	subname	delete
☑	1	PRABUS	15Aero1073545460	A	Technical English II	🗑
☑	1	JAYAGANESHJ	201504080	A	Technical English II	🗑
☑	1	JAYANTHANCS	201504081	A	Technical English II	🗑
☑	1	JAYAPRABANJANJ	201504082	A	Technical English II	🗑
☑	1	JEGADEESHWARAMOORTHYS	201504083	A	Technical English II	🗑
☑	1	JERINTHRAJKUMARR	201504084	A	Technical English II	🗑
☑	1	JEYAKUMARG	201504085	A	Technical English II	🗑
☑	1	JEYARAMK	201504086	A	Technical English II	🗑
☑	1	JOTHIPRASATHNT	201504087	A	Technical English II	🗑
☑	1	KAMALIA	201504088	A	Technical English II	🗑

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

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TRANSPORT

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

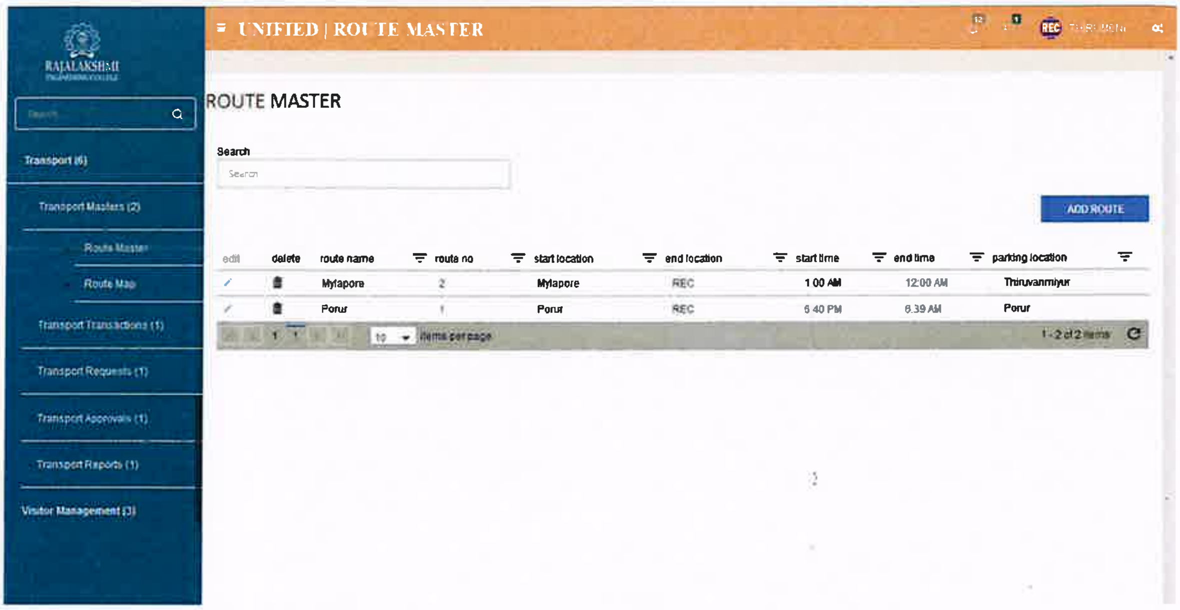
Contents

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



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	Thiruvanmiyur
		Porur	1	Porur	REC	6 40 PM	6.39 AM	Porur

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

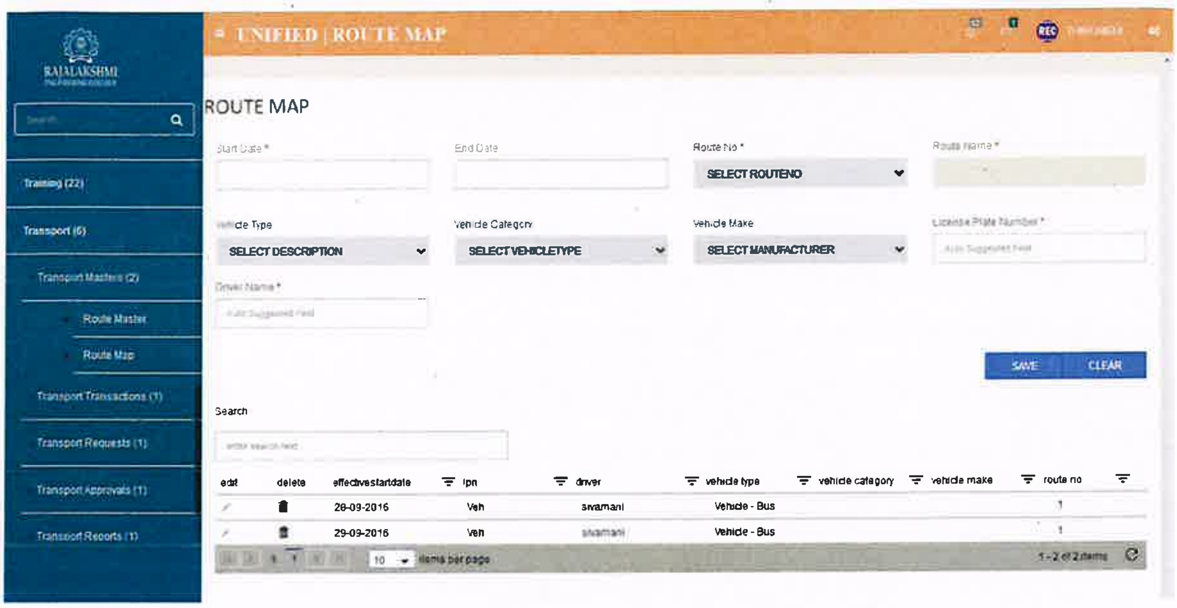
Based on Transaction Type, the employees list will be populated in the grid, by clicking edit, where it can beupdated.

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



edit	delete	effectivestartdate	lpn	driver	vehicle type	vehicle category	vehicle make	route no
		28-09-2016	Veh	sivamani	Vehicle - Bus			1
		29-09-2016	Veh	sivamani	Vehicle - Bus			1

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.

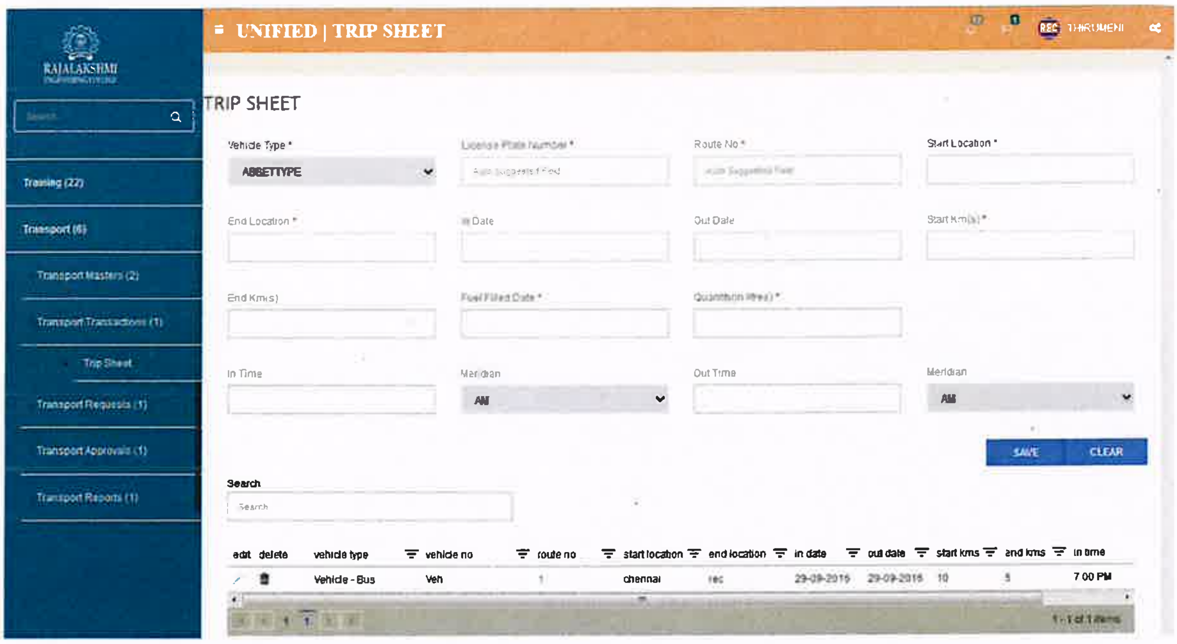
Below is the process which follows for adding details in Route Map:

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



Vehicle Type *: ABBETTYPE

Meridian: AM

Meridian: AM

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	29-09-2016	29-09-2016	10	5	7 00 PM

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.

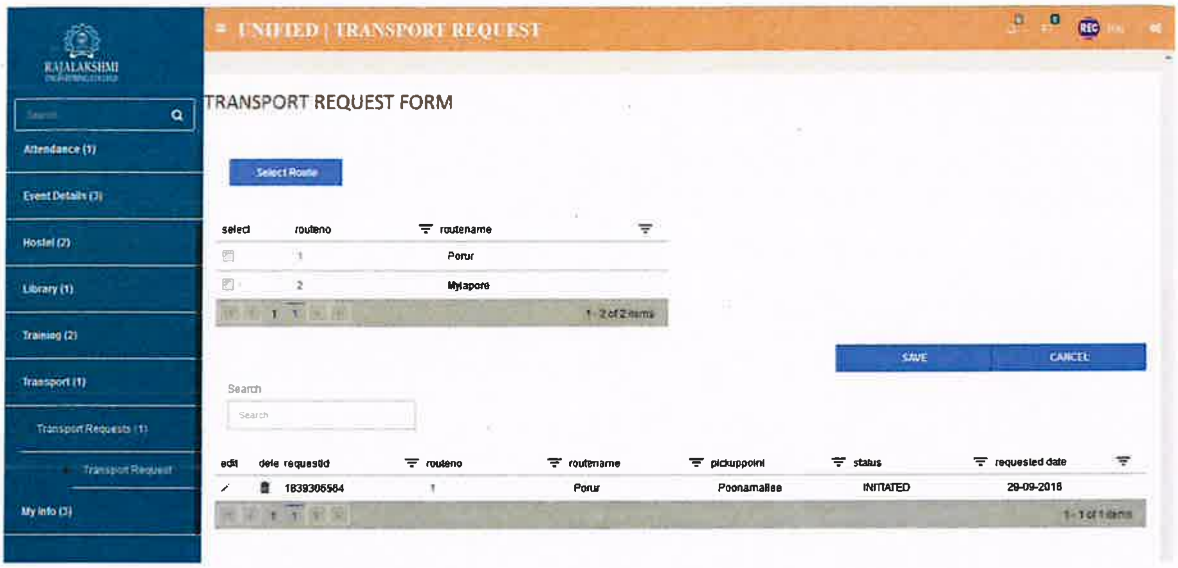
Below is the process which follows for adding details in Trip Sheet:

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	routeno	routename
☐	1	Porur
☐	2	Mylapore

1 - 2 of 2 items

edit	dele	requestid	routeno	routename	pickuppoint	status	requested date
✓		1839306584	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 forapprovals is implemented accordingly.

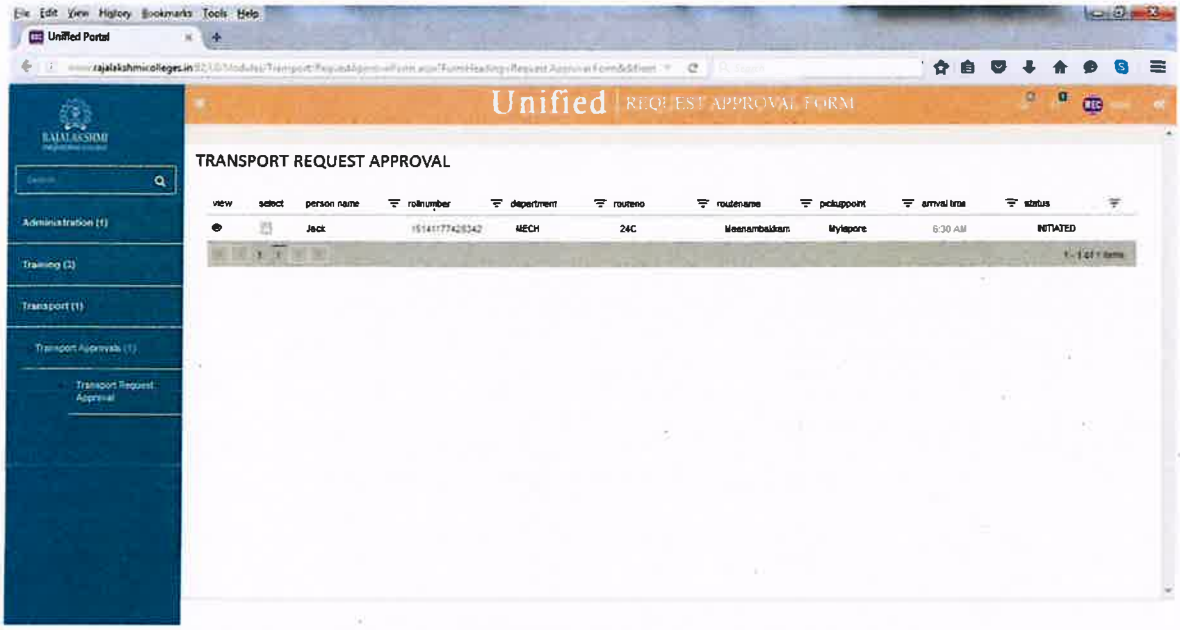
Below is the process which follows for adding details in Transport Request:

Steps Involved:

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

Transport Approvals

Transport Request Approval



TRANSPORT REQUEST APPROVAL

view	select	person name	rollnumber	department	routeno	routename	pickuppoint	arrival time	status
●	☐	Jack	[illegible]	MECH	24C	Meenambakkam	Mylapore	6:30 AM	INITIATED

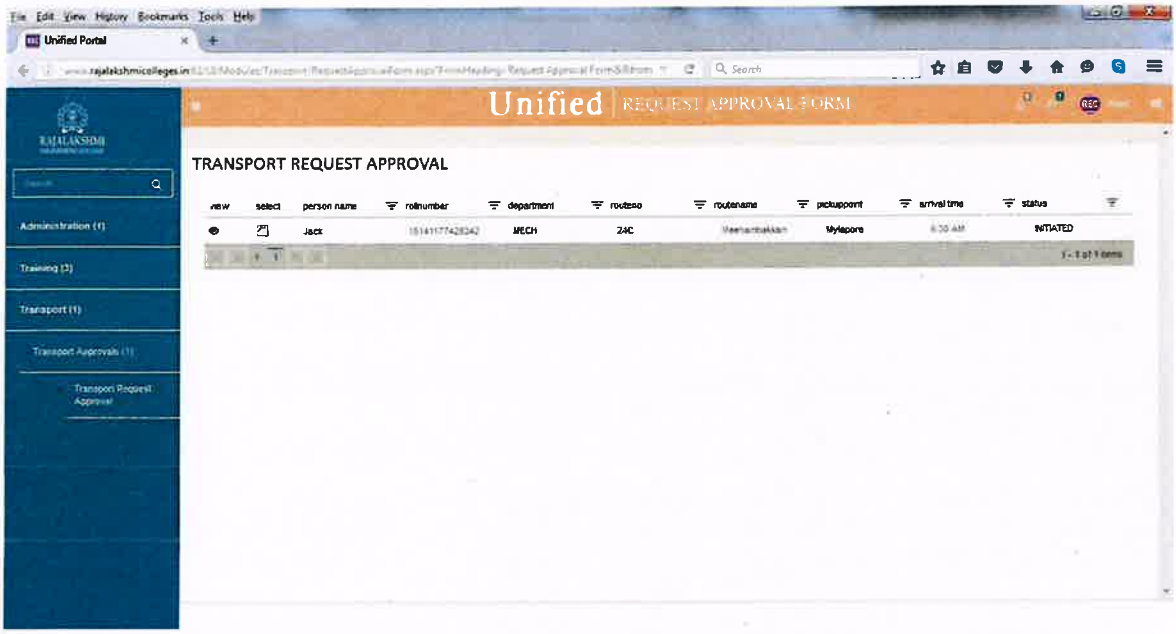
This functionality helps to approve the details in the Transport Request Approval form by which it is approvedby the Accounts manager for the confirmation of Transport fees.

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



TRANSPORT REQUEST APPROVAL

view	select	person name	rollnumber	department	routeno	routename	pickuppoint	arrival time	status
●	☐	Jack	[illegible]	MECH	24C	[illegible]	Mylapore	6:30 AM	INITIATED

This functionality helps to approve the details in the Transport Request Approval form by which it is approvedby 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.

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VISITOR MANAGEMENT

Date	Version	Author	Summary of changes
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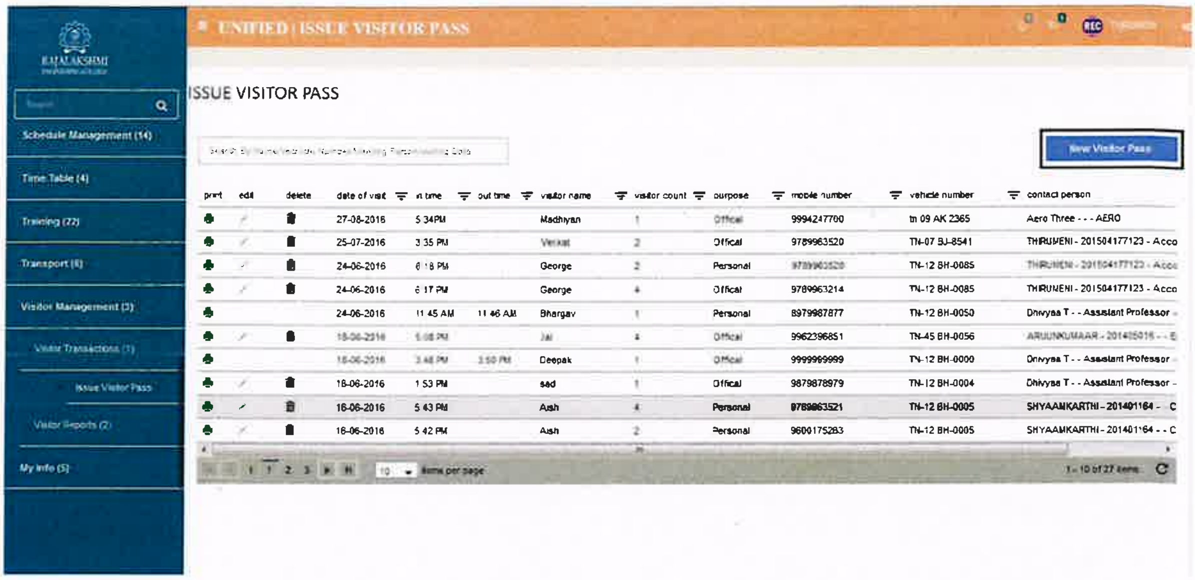
Visitor Management

Visitor Transactions

Issue Visitor Pass



ISSUE VISITOR PASS

print	edit	delete	date of visit	in time	out time	visitor name	visitor count	purpose	mobile number	vehicle number	contact person
♣	✓	🗑	27-08-2016	5 34PM		Madhiyan	1	Offical	9994247700	tn 09 AK 2365	Aero Three - - - AERO
♣	✓	🗑	25-07-2016	3 35 PM		Venkat	2	Offical	9789963520	TN-07 BJ-8541	THIRUMENI - 201504177123 - Acco
♣	✓	🗑	24-06-2016	6 18 PM		George	2	Personal	9789963520	TN-12 BH-0085	THIRUMENI - 201504177123 - Acco
♣	✓	🗑	24-06-2016	6 17 PM		George	4	Offical	9789963214	TN-12 BH-0085	THIRUMENI - 201504177123 - Acco
♣			24-06-2016	11 45 AM	11 46 AM	Bhargav	1	Personal	8979987877	TN-12 BH-0050	Dhivyaa T - - Assistant Professor -
♣	✓	🗑	18-06-2016	5 08 PM		Jai	4	Offical	9962396851	TN-45 BH-0056	ARJUNKUMAAR - 201405015 - - E
♣			18-06-2016	3 48 PM	3 50 PM	Deepak	1	Offical	9999999999	TN-12 BH-0000	Dhivyaa T - - Assistant Professor -
♣	✓	🗑	18-06-2016	1 53 PM		sad	1	Offical	9879878979	TN-12 BH-0004	Dhivyaa T - - Assistant Professor -
♣	✓	🗑	16-06-2016	5 43 PM		Ash	4	Personal	9789963521	TN-12 BH-0005	SHYAAMKARTHI - 201401164 - - C
♣	✓	🗑	16-06-2016	5 42 PM		Ash	2	Personal	9600175283	TN-12 BH-0005	SHYAAMKARTHI - 201401164 - - C

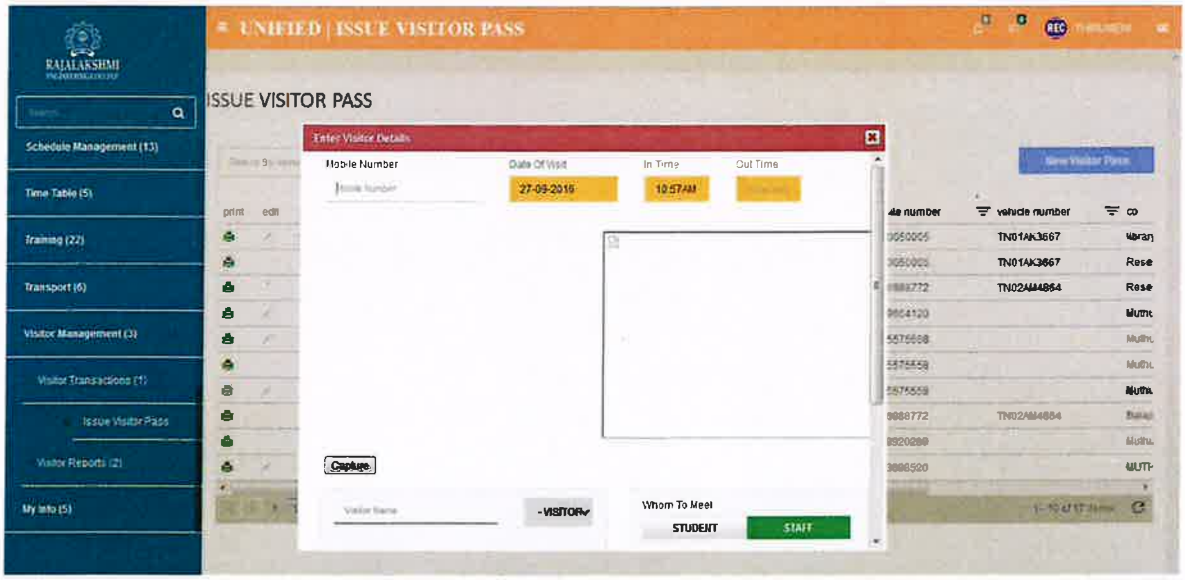
1 - 10 of 27 items

This functionality helps to track the visitors visiting the Staff or the Student, which is being permitted by theSecurity 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.



ISSUE VISITOR PASS

Enter Visitor Details

Mobile Number: Mobile Number

Date Of Visit: 27-09-2016

In Time: 10:57AM

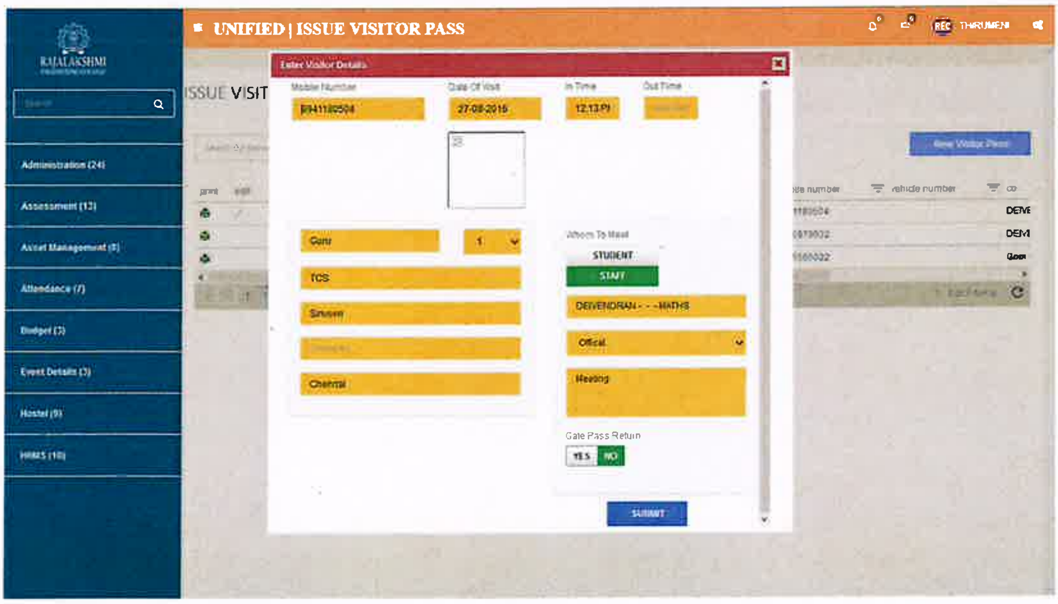
Out Time

Visitor Name

Whom To Meet: STUDENT / STAFF

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.



Date Of Visit: 27-08-2016
In Time: 12:13 PM
Guru
1
TCS
Chennai
DEIVENDRAN - - -MATHS
Offical
Meeting

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

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