# SAARC TECHNOLOGIES
Powered by intellect, Driven by intelligence
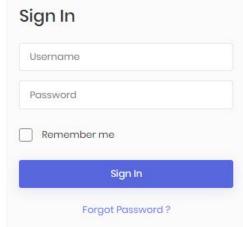
*Presents*

## USER MANUAL

*For*

**Shri Shankaracharya Institute of Professional Management and Technology**
Old Dhamtari Road, Sejabahar, Mujgahan Raipur Chhattisgarh   webSite : https://www.ssipmt.com/

netcampus

### Sign In

Username

Password

☐ Remember me

**Sign In**

Forgot Password ?

**SAARC Technologies,**

**31/A, 1st Floor, Abbigere Main Road, Kammagondanahalli, Bangalore, Karnataka – 560090, INDIA**

# CONTENT OVERVIEW

# ACKNOWLEDGEMENT

To,

Shri Shankaracharya Institute of Professional Management and Technology

Greetings!!

SAARC Technologies is a brand that will deals under the in the education system with enhancing the management and make it functional and automate the management as ease of the betterment for future instances.

Our experience design, complex engineering and agile delivery coupled with cream-of-the-crop technology tools provides solutions that give competitive edge to today's businesses. We enable digital transformation for start-ups and enterprises all across the globe by delivering cutting-edge technology tools & solutions. Get enhanced business efficiency and actionable insights through an integrated set of disruptive technologies like Artificial Intelligence, Machine Learning, Blockchain, Mobility & Cloud Computing.

Providing various solutions and work over various infrastructure now we head to focus on the education society to be transformed as digital society. For that concern, we present you our cruise solution for you which is called as ***NetCampus.***

Although We had a great time with you and thank you to being as a parent for the product and provided us a proper direction for building a complete solution for the entire academic and management purpose and we are honoured to have you as our back.

Regards.

SAARC Technologies.

# INTRODUCTION

***NetCampus*** basically a full and pro solution for the for the universities colleges and schools which will manage all type of academic and management problems.

This product works under three phases. 1st phase is for the pre school's management, 2nd phase is for school's management (from class 1 to class 12) and the 3rd phase is for the college and universities solution. Here we will discuss the college version of the product.

This product will give you a betterment solution for your manual management of records. It will automate you process which will leads you to work efficient and save your time as well.



Also this solution provide you a full scalability so that you can manage your tasks from anywhere and also a lightweight approach that will save your data consumption and a secure storage that helps you to manage the records in a secure manner and long-time storage so that there will be no harm for your important documents.

This product will give you a betterment solution for your manual management of records. It will automate you process which will leads you to work efficient and save your time as well. Also this solution provide you a full scalability so that you can manage your tasks from anywhere and also a lightweight approach that will save your data consumption and a secure storage that helps you to manage the records in a secure manner and long-time storage so that there will be no harm for your important documents.

The purpose for this document is to provide a idea of how this product is capable to manage the records and also make you understand this product very well which leads you to work in an proximity and efficient manner.

# GENERAL OVERVIEW

| | |
|---|---|
| PRODUCT | • NetCampus |
| COMPANY | • Saarc Technologies |
| CLIENT | • Shri Shankaracharya Institute Of Professional Management and technology, Raipur Chhattisgarh |
| PRODUCT TYPE | • Solution for college/university |
| USER PLATFORM | • Web Application |
| PROCESSING TYPE | • Multi User, Multi task |
| DOMAIN | • Education |
| PRODUCT MODEL | • ERP Agile Base |
| URL | • http://ssipmt.mynetcampus.com |

# LIST OF MODULES

| SNO | MODULE NAME | DISCRIPTION |
|---|---|---|
| 1. | Enquiry Management | • Online submission of enquiry form<br>• Offline admission form management<br>• Enquiry management by counselors<br>• Facility to track the progress of each enquiry<br>• Admission of eligible candidates |
| 2. | Pre-admission Management | • Dynamic selection criteria to generate the merit lists<br>• Facility to generate seat no. and hall tickets for the tests conducted during admission process<br>• Facility to define and manage multiple selection parameters<br>• Generation of Merit List depending upon the multiple criteria<br>• Quota Management<br>• Integrates with Fees management system |
| 3. | Online admission | • Online submission of admission form<br>• Online Payment of Form Fees through payment gateway<br>• Facility to upload required documents along with the admission form<br>• Integrated SMS and messaging engine<br>• Admission of eligible candidates |
| 4. | Admission Management | • Registration of a student in the student register<br>• Auto generated Roll No and allocation of General Registration No.<br>• Admission Cancellation process after necessary checks |
| 5. | Front Office Management | • Enquiry Mgmt.<br>• Visitors Mgmt.<br>• Appointment<br>• Student & Staff Directory<br>• Help Desk Management<br>• Certificates & Transcripts |
| 6. | Fees Management | • Facility to configure and accept the fees<br>• Party wise fees: Parties can be associated with the fee heads<br>• Fees counter, cash box and kiosk management<br>• Examination and other fees collection |

| | | |
|---|---|---|
| | | • Bounced cheques and penalty management<br>• Fine Management<br>• Fee exemptions, sponsorships and discounts management<br>• Facility to print and reprint the fee receipts<br>• Fees reconciliation with bank<br>• Online Fee payment using payment gateway<br>• Integrated with Accounts |
| 7. | Academics | • Attendance Management<br>• Timetable Management<br>• Assignments & Homework Management<br>• Notes Manager<br>• Quiz & Online tests: Question Bank based question paper generation<br>• Student group management<br>• Books List<br>• Syllabus<br>• Create & View Academic Calendar<br>• Syllabus Coverage & Tracking |
| 8. | Examination Management | • Examination, Assessment and sub-assessment management<br>• Hall ticket generation<br>• Automatic seat no generation<br>• Intelligent generation of question papers<br>• Calculate result as per defined rules: Ordinance, GPA/CGPA, Bonus marks calculation and Percentile Intimation<br>• Provision for defining Multiple grade structure<br>• Multiple schemes in an academic year (ATKT definitions etc.)<br>• Online-offline examination support<br>• Supports OMR sheets for marks compilation<br>• Re-evaluation process<br>• Locking facility in each configuration & process stage<br>• Facility to Import marks & grades |
| 9. | Library Management | • Handles multiple media: Books, journals, magazines, CD's etc.<br>• Accession register with barcode generation<br>• Global search for books in the library<br>• Stock keeping of books, media etc.<br>• Maintaining periodicals in the library<br>• Multiple period penalties setting possible for all configurations<br>• Location tracking facility for available books<br>• Acquisition facility for vendor and publisher |

| 10. | Employee Register | • Personal details and service master |
|---|---|---|
| | | • Payroll Management |
| | | • Subject-wise association to the teacher / faculty |
| | | • Class In-charge/faculty association to the Class |
| | | • Multiple roles can be set to a single employee – e.g. Parent and faculty |
| 11. | Role based Portal Management (Daily updates) | • Notes, Assignments, Lesson Plan, Syllabus management |
| | | • Individual Messaging box |
| | | • Leave application management |
| | | • Important Notices / Circular management |
| | | • Suggestions / Feedbacks management |
| | | • Quiz management |
| | | • Lighter moments/ Announcements management |
| | | • Opinion Poll |
| | | • News & Events |
| | | • Calendar event management |
| | | • College/Institution Message Board |
| | | • Discipline Management |
| | | • Integration with Facebook and Twitter |
| 12. | Stock, Inventory, Purchase Management | • Vendor - item relation |
| | | • Raising of item requisition |
| | | • Item distribution and raising of stock transfer note facility |
| | | • Purchase order generation with vendor and cost finalization |
| | | • Store wise stocks maintenance |
| | | • Bill creation for sold items |
| 13. | Accounts and Budget Management | • Tight integration with Tally (customer to own) for accounting |
| | | • Tight integration with budget |
| | | • Capital and Revenue budget management |
| | | • Proper alerting |
| 14. | Physical Infrastructure Management | • Classrooms, Buildings, Floors, Assets can be managed |
| | | • Integration with Timetable |
| | | • Integration with Fixed assets register |
| 15. | Role level security and access definition | • 4 level security: Role based, module based, functionality based, add/edit/delete |
| | | • Data Encryption |
| | | • SSL security |

| 16. | Voice Calling System Integration | • Principal/Admin/Management can communicate with Parents/Students using their own mobile from anywhere in world.<br>• Parents/Students can receive and listen to the messages from anywhere in India.<br>• Automatic retry for Parents/Students who have missed to attend the call<br>• Reports indicating details of Parents/Students have attended/not attended as well as duration of call attended is available for the management |
|---|---|---|
| 17. | SMS and Email Communication Engine | • SMS alerts sent to the concerned stakeholders based on the set triggers at various modules.<br>• Transactional and Promotional SMS support<br>• DND register support for promotional SMS<br>• Predefined templates of Email |
| 18 | Discipline Management | • Set Discipline Category & Severity Level<br>• Record Discipline Instance<br>• Generate Discipline Reports |
| 19 | Hostel Management | • Infrastructure Master of Bed and Facility<br>• Room Allocation to Student<br>• Fees Linking to Student as per Room |
| 20 | Transport Management | • Routes, Stop, Vehicle and Driver Master<br>• Stop Association to Student and Staff<br>• Fees Linking to Student as per Stop |
| 21 | Canteen Management | • Meal Menu Master<br>• Student Wallet for Daily Meal<br>• Staff Wallet for Daily Meal |
| 22 | Training and Placement Module | • Batchwise Placement Tracking<br>• Placement Schedule Manager<br>• Reports |
| 23 | General Update | • News Event, Notice, Calendar Event<br>• Photo Gallery<br>• Poll |

# DEPARTMENTS

ADMIN

REGISTRAR

STUDENTS

ACCOUNTS

LIBRARY

EXAMINATION

ACADEMIC

HOSTEL

TRANSPORT

TRAINING AND PLACEMENT

CANTEEN

INVENTORY

# DEPARTMENT WISE MODULE MAPPING

# MODULE MAPPING

```
                                          ┌─────────────────────────────┐
                                          │ personal details and service │
                          ┌───────────────┤           master             │
          ┌───────────────┤ employee      │─────────────────────────────│
          │               │ Register      │ multiple role setup for single│
          │               └───────────────┤         employee             │
          │                               └─────────────────────────────┘
          │                               ┌─────────────────────────────┐
          │                               │   leave application          │
          │                               │     management               │
          │                               ├─────────────────────────────┤
          │                               │  important notice/circular   │
          │               ┌───────────────┤       management             │
          │               │ role based    ├─────────────────────────────┤
          │               │ portal        │    news and event            │
          │               │ management    ├─────────────────────────────┤
          │               │               │ calendar event management    │
  R       │               └───────────────┤─────────────────────────────│
  E       │                               │  college message board       │
  G       │                               └─────────────────────────────┘
  I       │                               ┌─────────────────────────────┐
  S       │                               │ Raising for item requisition │
  T       ├───────────────┐               ├─────────────────────────────┤
  R       │               │ Inventory     │ purchase order generation    │
  A       │               │ Management    ├─────────────────────────────┤
  R       │               └───────────────┤ bill creation for sold items │
          │                               └─────────────────────────────┘
          │                               ┌─────────────────────────────┐
          │               ┌───────────────┤ classroom, floor building and│
          │               │ physical      │    assets management         │
          │               │ inferastructure├────────────────────────────┤
          │               │ management    │ integration with fixed assets│
          │               └───────────────┤        registrar             │
          │                               └─────────────────────────────┘
          │                               ┌─────────────────────────────┐
          │                               │   Meeting Management         │
          │                               ├─────────────────────────────┤
          │               ┌───────────────┤    sms generations           │
          └───────────────┤ other         ├─────────────────────────────┤
                          │ utilities     │ books, e-journals,           │
                          │               │ publications etc management  │
                          └───────────────┤─────────────────────────────│
                                          │ attendance marking and       │
                                          │     processing               │
                                          └─────────────────────────────┘
```

# STUDENT

- **Enquiry Management** → Admission of eligible candidate

- **Pre-Admission Managemet**
  - facility to define and manage multiple selection paremeters
  - Generation of merit depending upon the multiple criteria
  - quota management
  - integrates with fee management system

- **Online Admission**
  - Facilit to upload required documents along with the admission form
  - Integrating SMS and messaging engine

- **Admission Management**
  - Registration of a student in student register
  - allocation of general registration No.
  - admission cancellation process after necessary checks

- **Acedemics**
  - Attendance management
  - quiz assignments and homework management
  - student group management
  - view acedemic calendar
  - syllabus coverage and tracking

- **Hostal Management**
  - Inferastructure master of bed and facility
  - room allocation

- **Transport Management** → stop association for students.

# ACCOUNTS

## Fee Mangement
- facility to congfigure and accept the fee
- party wise fee, parties can be associated with the fee head
- fee counter, cash box and kiosk management
- examination and other fee collection
- bounced cheques and penalty management
- fine management
- fee exemptions, scholarships and discount management
- facility to print and re-print the fee reciepts
- fee-reconcillation with bank
- online fee payment using payment gateway
- integrated with accounts

## Payroll Management
- managing the payroll of the employee
- salary slip generation

## Purchase Management
- Bill creation for sold items

## Accounts and Budget Management
- integration with tally
- integration with budget
- capital and revenue budget management
- proper alerting

## LIBRARY

**Library Mangement**

- handles multiple media, books, journals, magazines, etc.
- Accession register with barcode generation
- global search for books in the library
- stock keeping of book media etc
- maintaining periodical in library
- Multiple period penalties setting possible for all configurations
- Location tracking facility for available books
- Acquisition facility for vendor and publisher

# EXAMINATION

## Examination Manageent

- examination, assessment and sub assessment management
- hall ticket generation
- auto seat allocation
- question paper generation
- circulation of result
- provision for defining multiple grade structure
- multiple scheme in an acedemic year
- online, offline exam support
- support OMR sheet for marks compilation
- re-evaluation process
- locking facility in each configuration and process stage
- facility to import marks and grades

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# ACEDEMIC

- attendance management
- timetable management
- assignment and homework management
- notes manager
- quiz and offline tests, question bank
- student group management
- syllabus coverage and tracking
- create and view acedemic calendar

# OTHER UTILITIES

## Transport
- routes, stop, vehicle and driver master
- stop association to student and staff
- fee linking for student as per staff

## Hostel
- inferastructure master of bed and facility
- room association for student
- fee linking to student as per room

## canteen
- meal menu master
- student/staff wallet for daily meal

## trainng and placement
- batch wise placement tracking
- placement schedule manager
- reports

## inventory
- vendor-item relation
- raising of item requisition
- store wise stock maintainence
- •Item distribution and raising of stock transfer note facility
- •Purchase order generation with vendor and cost finalization

# FUNCTIONALITY OVERVIEW

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Kammagondanahalli, Bangalore, Karnataka – 560090, INDIA

## CONTENTS

# FUNCTIONALITY OVERVIEW

This is the functionality overview of how this product works with the screenshots.

## LOGIN AND STARTUP

**Step 1**    Go to chrome browser and type username and password which is provided to you



## MINUTES OF MEETING

## WORK FLOW

Minutes of meeting is the essential part of registrar as all meeting will schedule and authorised by registrar and principal itself. So here we will understand the workflow and process of meeting.

According to fig first stakeholder will make a schedule for meeting and then after they will submit that. Once they submit the meeting, Meeting will be scheduled and visible to concern person's dashboard. After that once they will complete the meeting, the registrar part will come where he will generate a Minutes of Meeting in which he creates agenda and assign to specific target. That's how this process works.

Meeting scheduling work on three phase,

1. assign meeting to particular employee
2. assign meeting for a bunch of group and 3. Assign meeting with an employee of different group and a group.
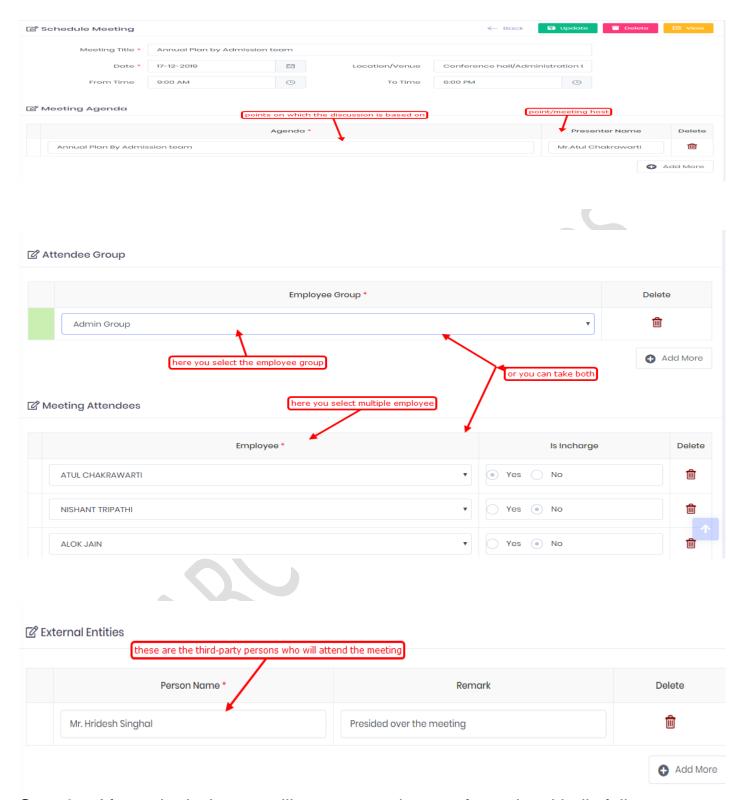


## FUNCTIONALITY ABBREVIATION

POINT 1 :- SCHEDULE A MEETING

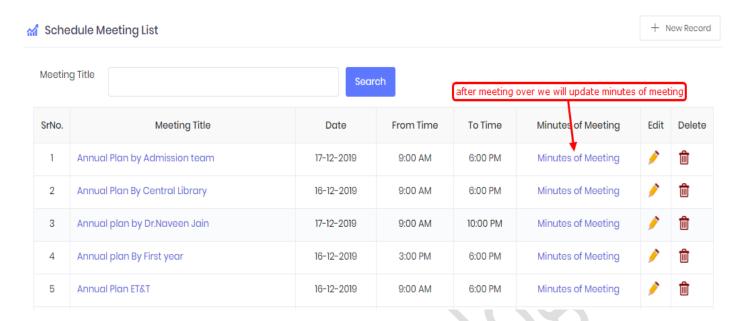**Step 1** On aside tab, go to **"registrar module -> schedule meeting -> new record"**
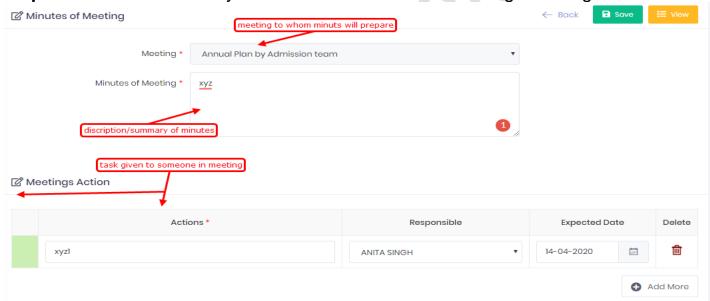


**Step 2** Follow the form

**Step 3**  After submission we will access to minutes of meeting, kindly follow.

## 📊 Schedule Meeting List

+ New Record

Meeting Title [                    ] [ Search ]

*after meeting over we will update minutes of meeting*

| SrNo. | Meeting Title | Date | From Time | To Time | Minutes of Meeting | Edit | Delete |
|---|---|---|---|---|---|---|---|
| 1 | Annual Plan by Admission team | 17-12-2019 | 9:00 AM | 6:00 PM | Minutes of Meeting | ✏️ | 🗑️ |
| 2 | Annual Plan By Central Library | 16-12-2019 | 9:00 AM | 6:00 PM | Minutes of Meeting | ✏️ | 🗑️ |
| 3 | Annual plan by Dr.Naveen Jain | 17-12-2019 | 9:00 AM | 10:00 PM | Minutes of Meeting | ✏️ | 🗑️ |
| 4 | Annual plan By First year | 16-12-2019 | 3:00 PM | 6:00 PM | Minutes of Meeting | ✏️ | 🗑️ |
| 5 | Annual Plan ET&T | 16-12-2019 | 9:00 AM | 6:00 PM | Minutes of Meeting | ✏️ | 🗑️ |

**step 4**    After this create your MOM and submit it after filling following detais.

### 📝 Minutes of Meeting

← Back    💾 Save    ☰ View

*meeting to whom minuts will prepare*

Meeting *    [ Annual Plan by Admission team         ▼ ]

Minutes of Meeting *    [ xyz                                         ] 1

*discription/summary of minutes*

*task given to someone in meeting*

### 📝 Meetings Action

| | Actions * | Responsible | Expected Date | Delete |
|---|---|---|---|---|
| | xyz1 | ANITA SINGH ▼ | 14-04-2020 📅 | 🗑️ |

➕ Add More

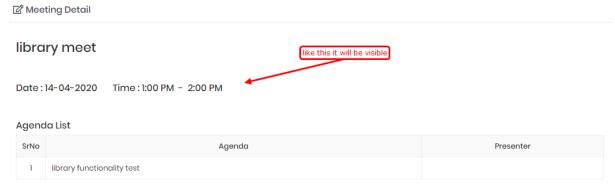**Step 5**    after this concern person able to see the meeting.

## Minutes of Meeting

this will be seen on concern person dashboard

| SrNo | Meeting Title | Date | Time |
|------|---------------|------|------|
| 1 | library meet | 14-04-2020 | 1:00 PM –2:00 PM |
| 2 | meeting1 | 27-02-2020 | 3:00 PM –3:20 PM |
| 3 | Annual Plan MBA | 18-12-2019 | 9:00 AM –6:00 AM |
| 4 | Annual plan by Dr.Naveen Jain | 17-12-2019 | 9:00 AM –10:00 PM |
| 5 | Annual Plan by Admission team | 17-12-2019 | 9:00 AM –6:00 PM |

**Step 6**   The meeting will looks like that in concern person area

✎ Meeting Detail

### library meet

like this it will be visible

Date : 14-04-2020    Time : 1:00 PM  –  2:00 PM

### Agenda List

| SrNo | Agenda | Presenter |
|------|--------|-----------|
| 1 | library functionality test | |

## CONTENT MANAGEMENT

## WORK FLOW

Content management is the eessential part for the system that provide a liquified flowdity of various information under system's communication.



ADMIN → CREATE CONTENTS → CONTENTS → DISPLAY IN USER'S DASHBOARD / USER'S DASHBOARD

According to the fig. Contents like news, event, notice, calendar etc. will be created by admin then after the creation admin will decide that will user is getting that information and according to that when he will submit the content, it will directly displays on the user dashboard.

The contents are of the following types
1. Notice Board
2. News and Events
3. Event Calendar
4. Documents
5. Photo Gallery etc.

Now we will see how the content management works on the above type creations.

## EVENT CALENDAR
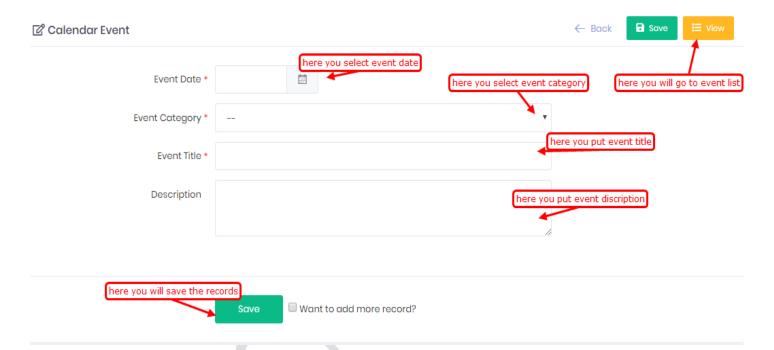
Following are the steps to create an event calendar

**Step 1**    Go to content> calendar event> event category and follow the things



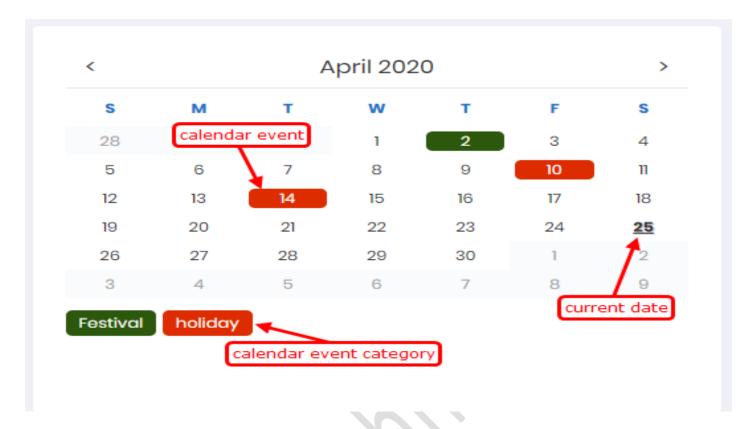**Step 2**    Go to calendar event> calendar event> new record and follow the things

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**Step 3** Now you will add the event by filling the form and create an event



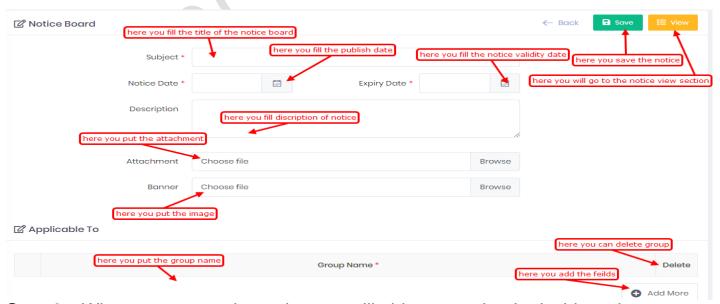**Step 4** Now after that you will see the following event calendar in dashboard

## NOTICE BOARD

Kindly follow the steps for creating a notice board.

**step 1**     Go to contents> notice board> new record and fill the form then save



**Step 2**     When you create the notice you will able to see that in dashboard

## Notice Board

you can click the link to see the full detail of notice

LOCKDOWN PERIOD

LOCKDOWN

Date: 14-03-2020    Created By: Mr. Administrator

You can see the notice view in following order

Notice Board Detail                                    ← Back

Title :    Personality and Presentation Skills Contest

Date :    09-04-2020 - 14-04-2020

Description :    Theme- We are living amidst what is potentially one of the greatest threats in our lifetime to education, a gigantic educational crisis. We have to adopt a multi-pronged approach to make up for the learning losses. So it is mandatory for all students of SSIPMT, Raipur (B.E. & M.B.A.) & all students of SSIPS, Raipur, to participate.
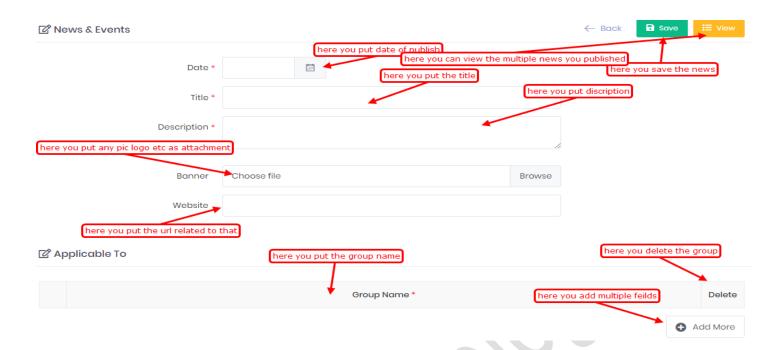
Attachment :    View
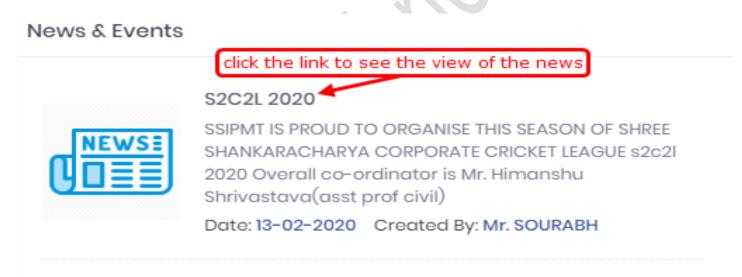
here you click to view the attachment

## **NEWS AND EVENT**

**Step 1**    Go to contents> news and events> new record and fill the form then save

## News & Events

← Back    Save    View

Date *

here you put date of publish

here you can view the multiple news you published

here you save the news

here you put the title

Title *

here you put discription

Description *

here you put any pic logo etc as attachment

Banner    Choose file    Browse

Website

here you put the url related to that

## Applicable To

here you put the group name

here you delete the group

| | Group Name * | | Delete |
| --- | --- | --- | --- |

here you add multiple feilds

⊕ Add More

**Step 2** After creating a news you can see that over dashboard

## News & Events

click the link to see the view of the news

### S2C2L 2020

SSIPMT IS PROUD TO ORGANISE THIS SEASON OF SHREE SHANKARACHARYA CORPORATE CRICKET LEAGUE s2c2l 2020 Overall co-ordinator is Mr. Himanshu Shrivastava(asst prof civil)

Date: 13-02-2020    Created By: Mr. SOURABH

After click on news you will get the following view

## News Detail

← Back

Title :    S2C2L 2020

Date :    13-02-2020

Description :    SSIPMT IS PROUD TO ORGANISE THIS SEASON OF SHREE SHANKARACHARYA CORPORATE CRICKET LEAGUE s2c2l 2020 Overall co-ordinator is Mr. Himanshu Shrivastava(asst prof civil)