

The page features abstract geometric shapes in green, teal, and blue. In the top right corner, there is a large green parallelogram, a teal triangle, and a blue triangle. A blue diagonal line runs from the top right towards the bottom left. In the bottom left corner, there is a green parallelogram, a teal triangle, and a blue triangle. A blue diagonal line runs from the bottom left towards the top right.

Business Process and ERP

Group Assignment task – 02

Group No: 02

Group ERP Modules Selected

1. Admissions & Enrollment
2. Transport Management
3. Finance Management

1. Admissions & Enrollment Module

Purpose & Key Functions

The Admissions & Enrollment module manages the end-to-end process of admitting new students into the university. It simplifies application management, ensures transparent eligibility verification, and automates enrollment into academic programs. This module supports both applicants and administrative staff in handling applications, document submission, entrance exams (if applicable), and confirmation of admission offers.

Key Users / Roles

- Prospective Student – submits applications and required documents.
- Admissions Officer – verifies applications, evaluates eligibility, and manages selection lists.
- Faculty Reviewer – reviews specific program applications (if required).
- Finance Officer – validates fee payments for admission.
- Registrar – final approval of admission and enrollment confirmation.

High-Level Business Processes

- Online application submission.
- Document verification and eligibility check.
- Entrance exam scheduling (if required).
- Shortlisting and admission offer.
- Fee payment confirmation.
- Enrollment into the academic system.

Business Process Activities(Admissions & Enrollment)

1. Application Submission (Prospective Student)

Fill out online admission form.

Upload required documents (certificates, ID, transcripts).

Pay application processing fee.

Receive confirmation email of submission.

2. Application Review (Admissions Officer)

Access submitted applications.

Verify completeness of documents.

Flag missing or invalid documents.

Forward eligible applications to faculty reviewer.

3. Eligibility & Academic Review (Faculty

Reviewer/ Admissions Officer)

Check academic requirements (minimum grades, entrance exam, etc.).

Conduct interviews or entrance exams (if required).

Approve or reject application based on results.

4. Admission Offer (Admissions Officer & Registrar)

Generate admission offer letter.

Send admission offer to selected applicants.

Notify rejected applicants.

5. Admission Confirmation (Prospective Student & Finance Officer)

Student accepts offer online.

Student pays admission/registration fee.

Finance officer verifies successful payment.

6. Enrollment into Academic System (Registrar)

Assign student ID number.

Create student record in central database.

Enroll student into selected program/degree.

Grant access to student portal.

2. Transport Management Module

Purpose & Key Functions

The Transport Management module handles the allocation and scheduling of university buses and vehicles. It ensures efficient route planning, passenger allocation, and maintenance tracking.

Key Users / Roles

- Students / Staff – request transport services.
- Transport Manager – manage routes, schedules, and allocations.
- Driver – assigned to specific routes.
- Maintenance Staff – track fuel, repairs, and servicing.

High-Level Business Processes

- Route registration and bus allocation.
- Student/staff transport request submission.

- Fee/payment verification (if applicable).
- Scheduling and seat assignment.
- Maintenance and incident tracking.

3. Finance Management Module

Purpose & Key Functions

The Finance Management module centralizes the management of student fees, payroll, and university expenditures. It ensures transparency in financial operations and compliance with policies.

Key Users / Roles

- Students – pay tuition and fees.
- Finance Officer – manage invoices, receipts, and ledgers.
- Payroll Officer – handle staff salaries.
- Procurement Officer – manage purchases.
- University Management – monitor budgets and reports.

High-Level Business Processes

- Student fee billing and collection.
- Payroll processing for staff.
- Vendor payment and procurement settlement.
- Budget reporting and auditing.

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