Contact Detail : +91-9818225332, vmnrajesh@gmail.com

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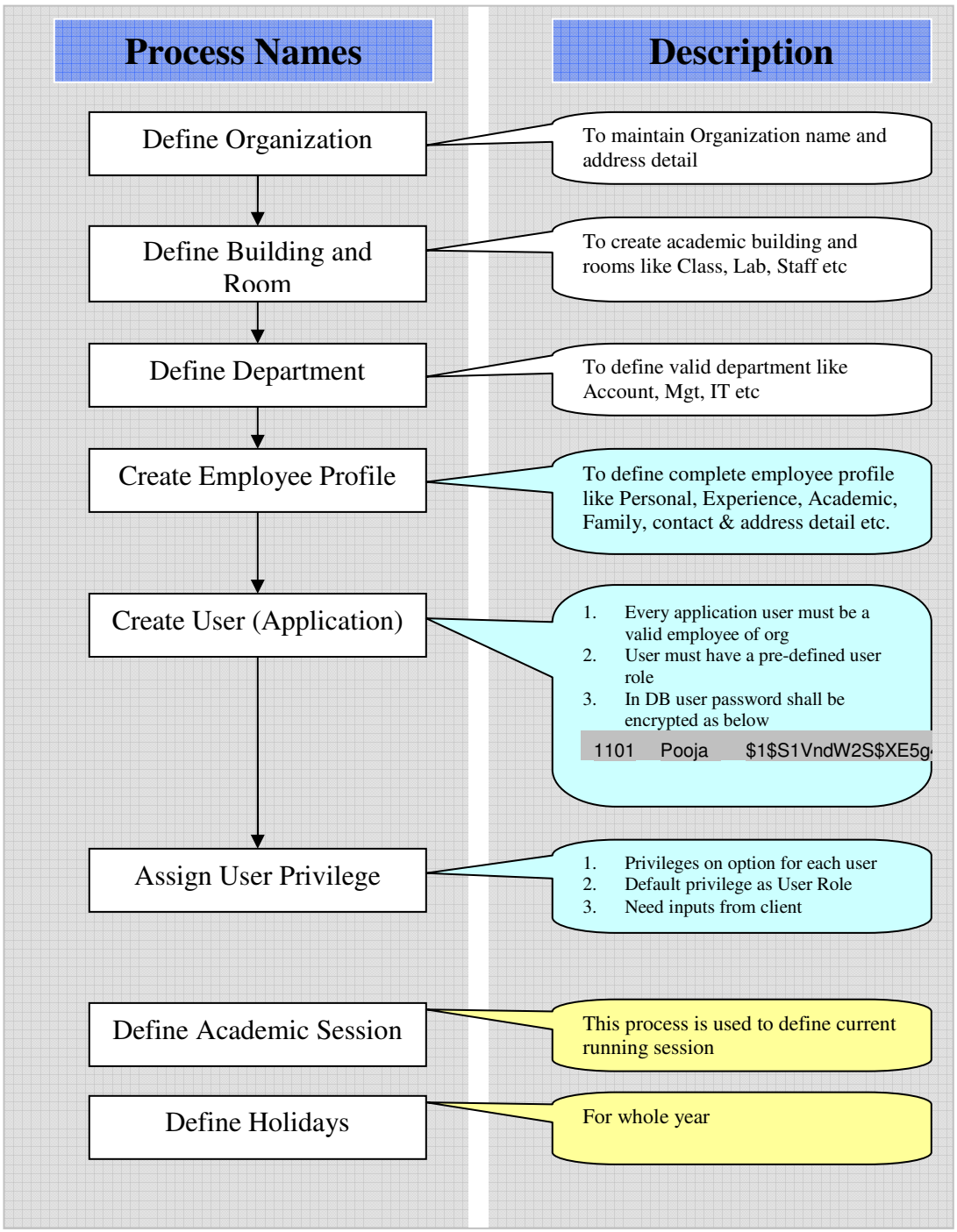
Contact Detail : +91-9818225332, vmnrajesh@gmail.com

EES Quick Configuration Guide

1. Abbreviation and Definition

- EES – Enterprise Education Solution
- Course Term – Semester
- Course Stream – Trade/Branch
- TNP – Training and Placement
- LP – Lecture Plan
- LDP – Lecture Delivery Plan
- ADR – Academic Daily Deport

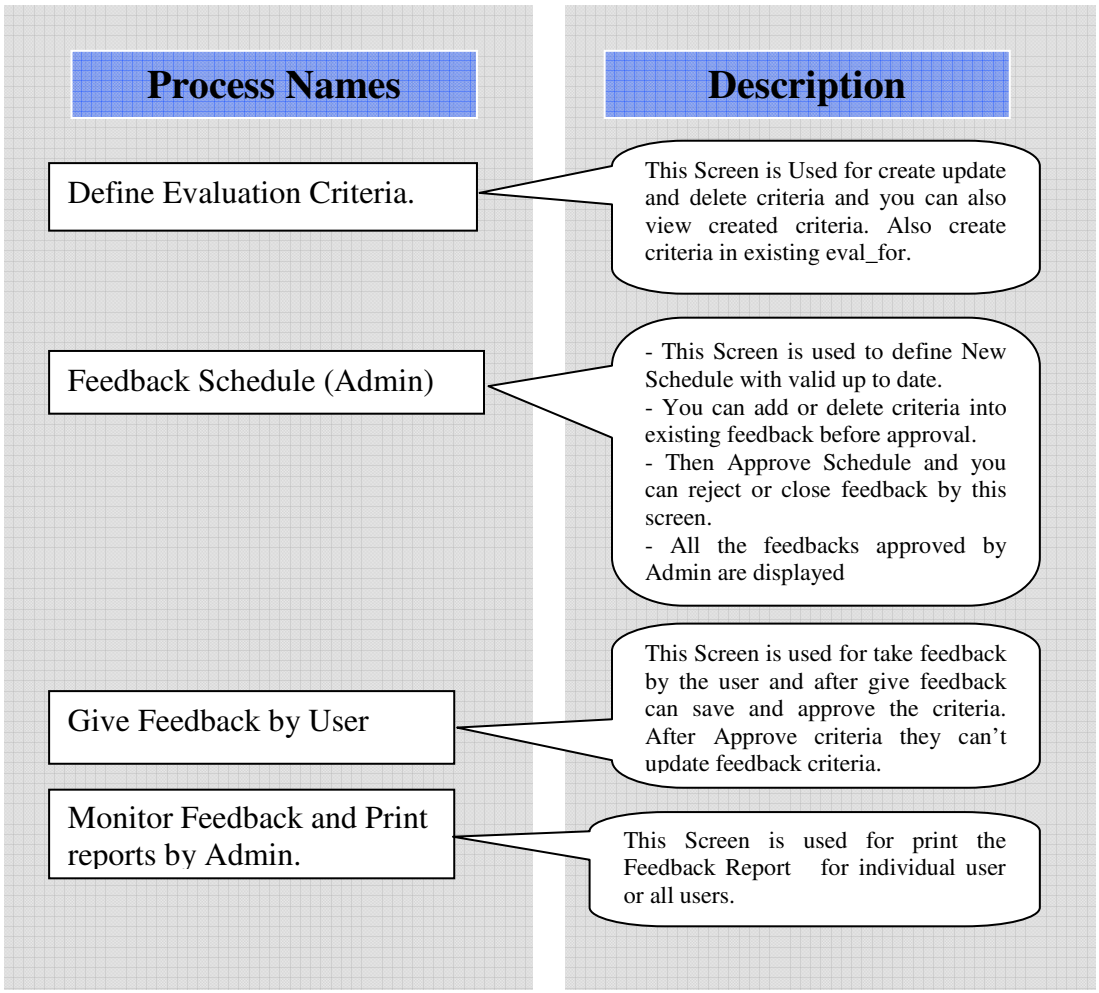
2. Product Configuration



3. Statistical Report Engine (SRE/DSS)

4. LMS and Q&A ACADEMIC FUNCTIONS (*)

4.1. Feedback and Assessment



4.2. Fine and Discipline

4.3. Online Software Development (*)

4.4. Online Exam Simulator (*)

4.5. Document Warehouse (*)

4.6. Online FAQ (*)

4.7. Online Forum (*)

5. CORE ACADEMIC FUNCTIONS

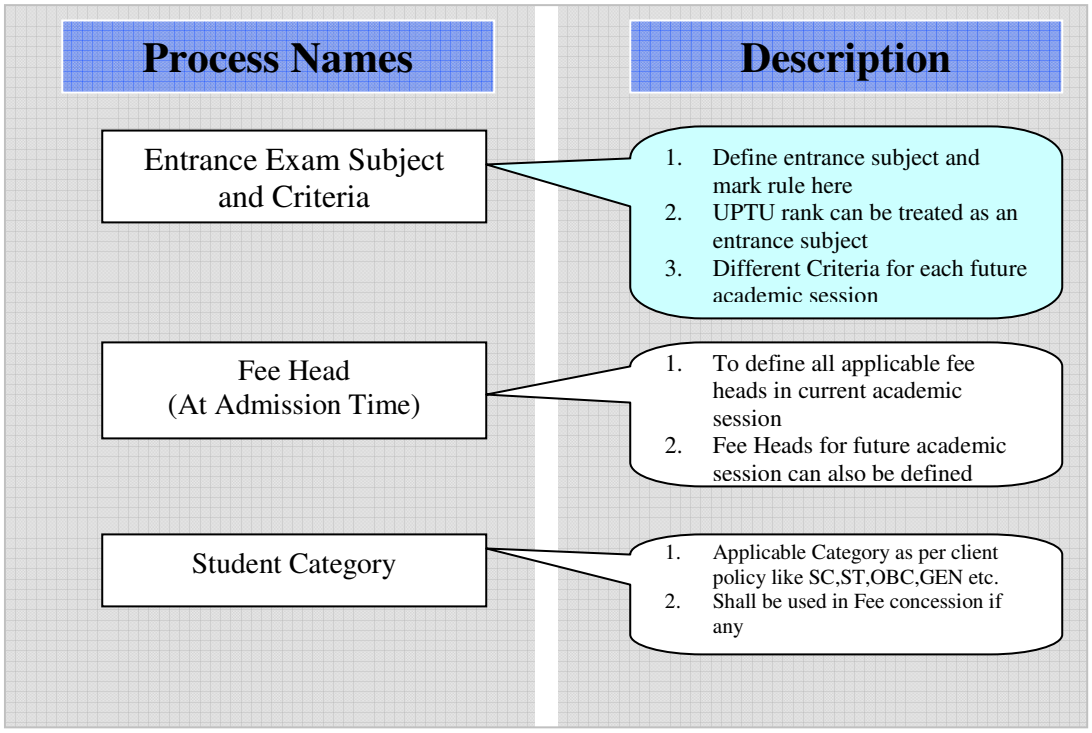
5.1. Admission

Covers admission processes for

- Admission Module Parameter data configuration
- Pre Admission – Form Collection Process
- Pre Admission – Selection Process
- Post Admission Process

- Simple admission process like training centers
- Admission procedure (Affiliated University/Board)

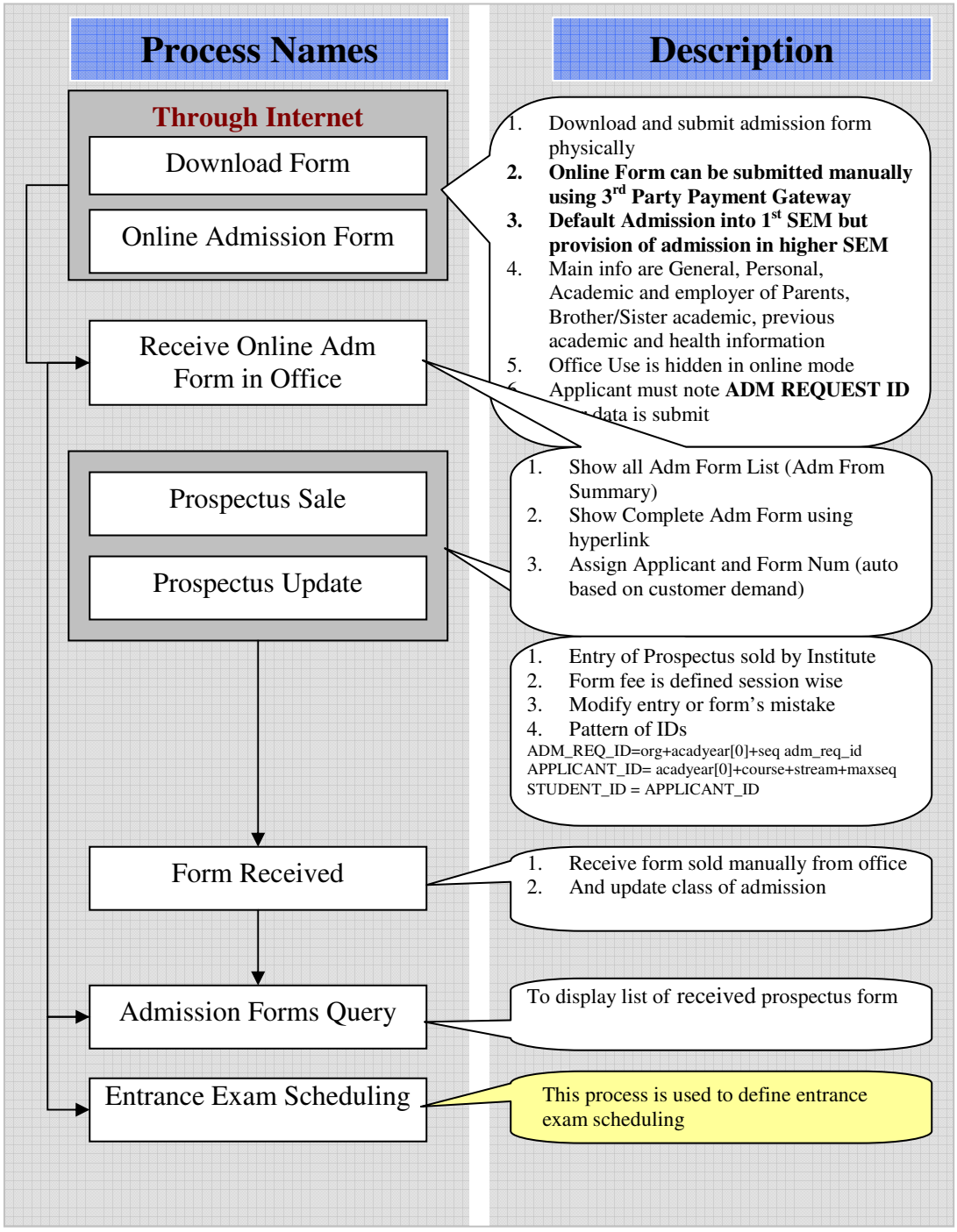
5.1.1. Admission Module Configuration (STD)



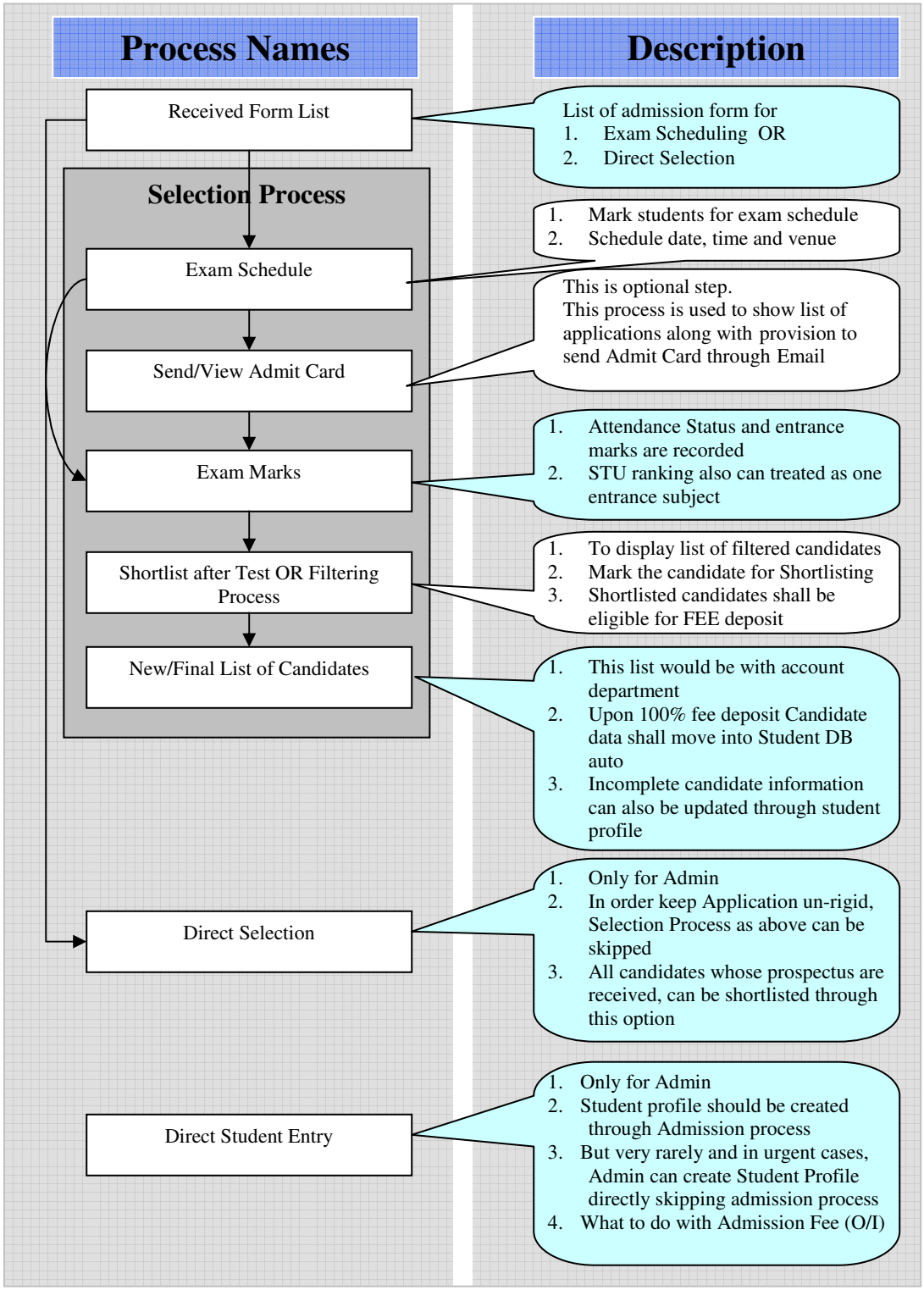
5.1.2. Pre-Admission

- Collect Admission Form => Selection Process =>

5.1.3. Pre-Admission – Form Collection Process (STD)



5.1.4. Pre Admission – Selection Process (STD)



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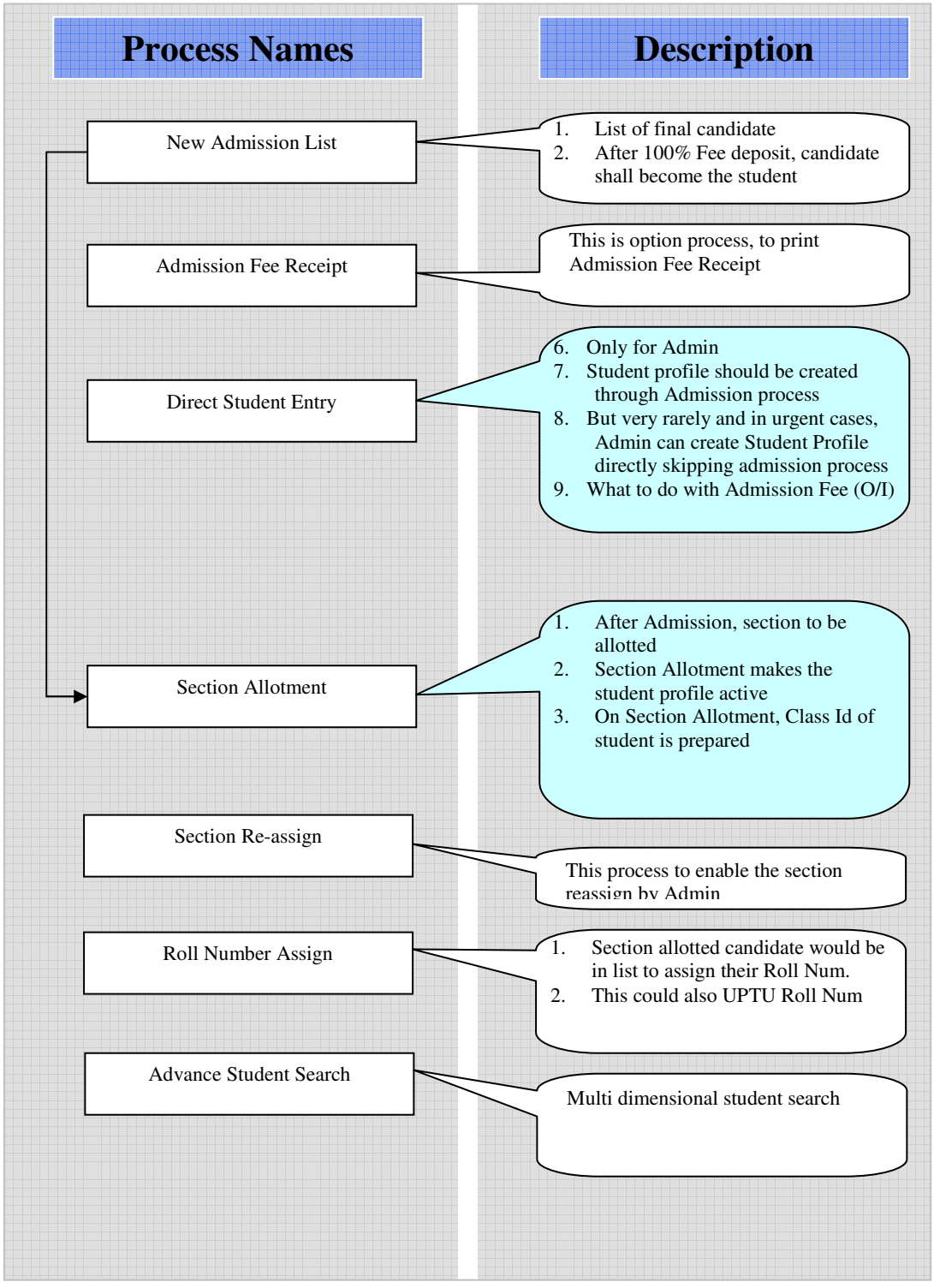
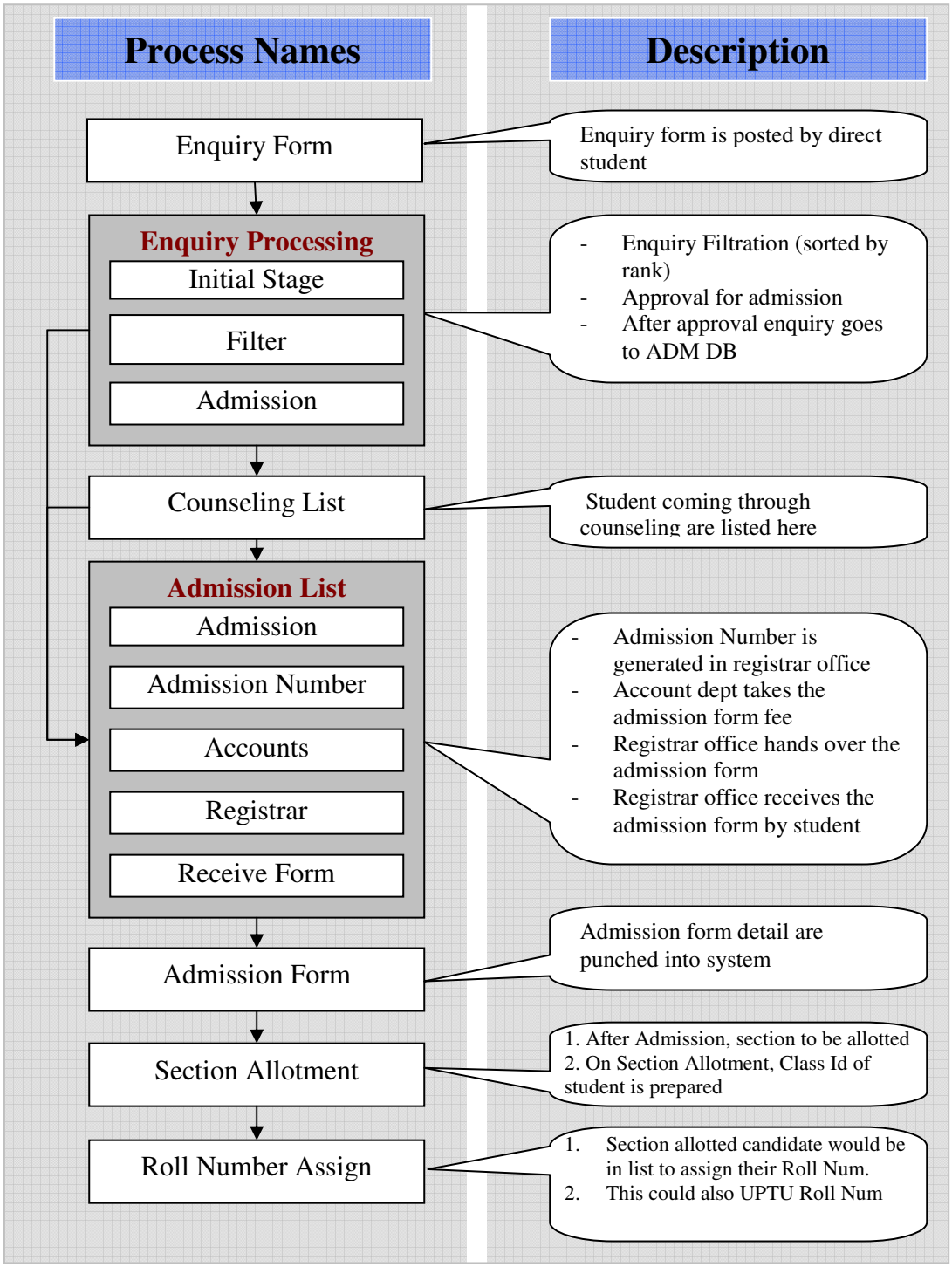
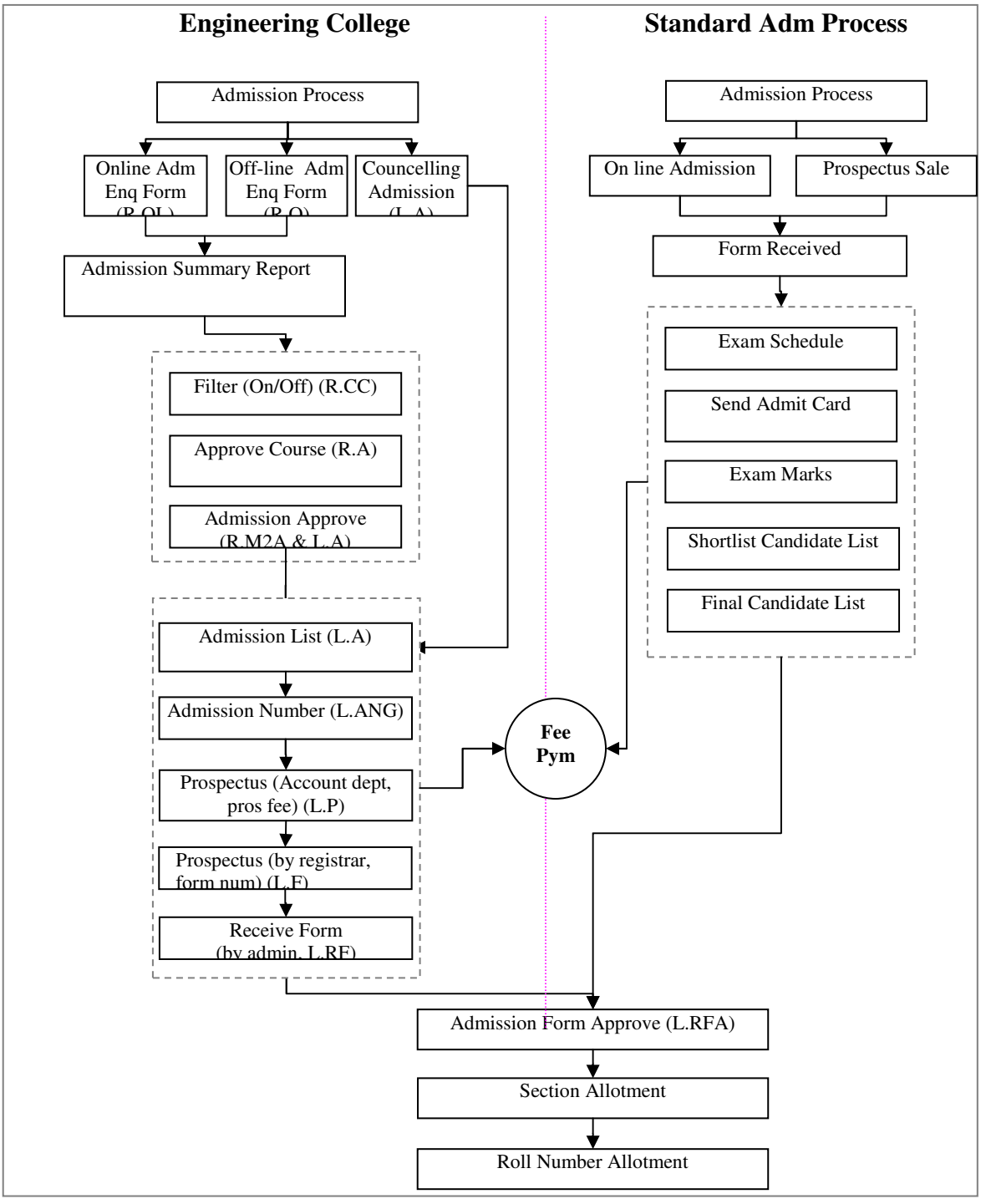
5.1.5. Post-Admission Process (STD)



5.1.6. Admission Process (Engg College Under Technical University)

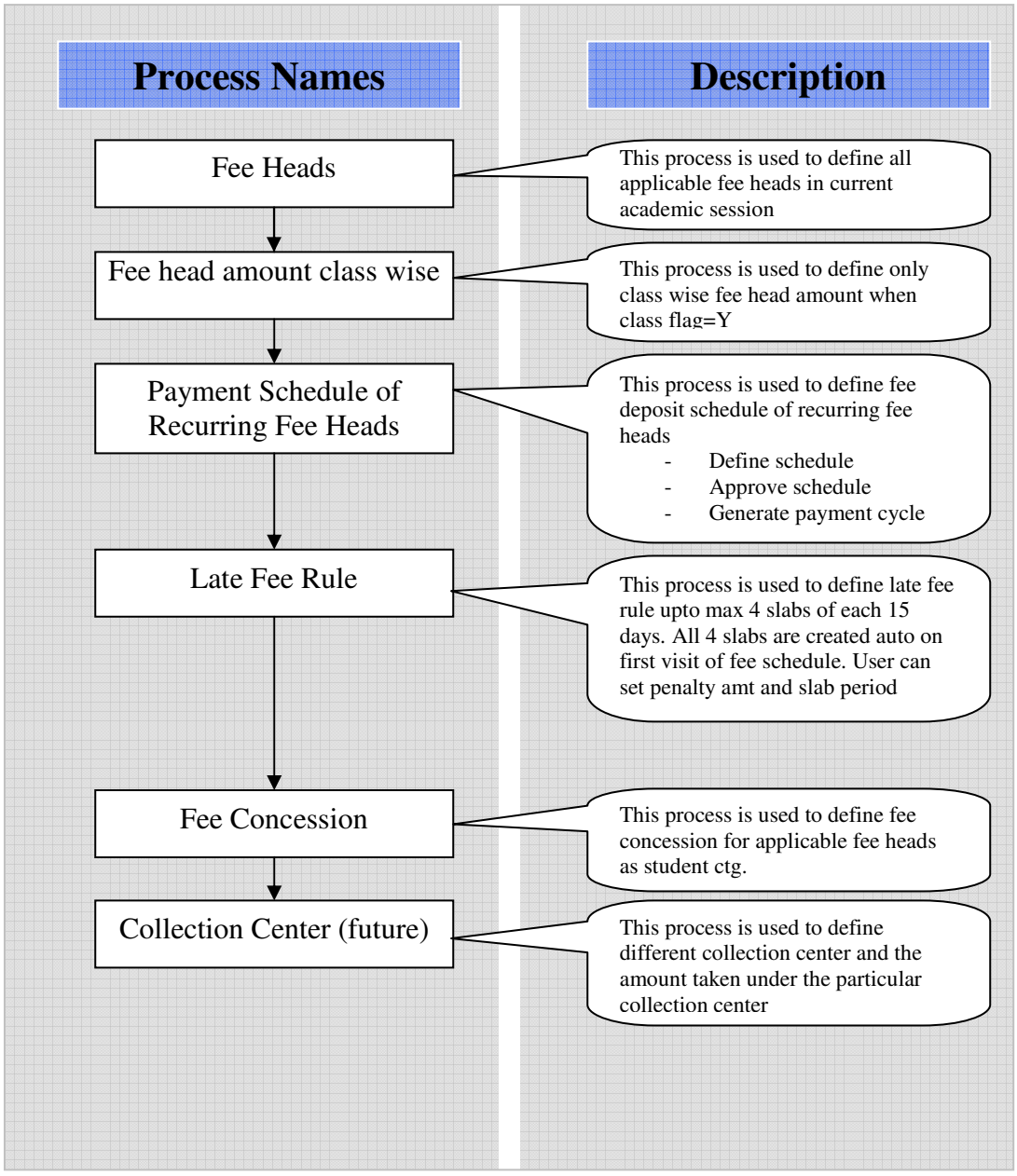


5.1.7. Admission Process Flow



5.2. Fee Module

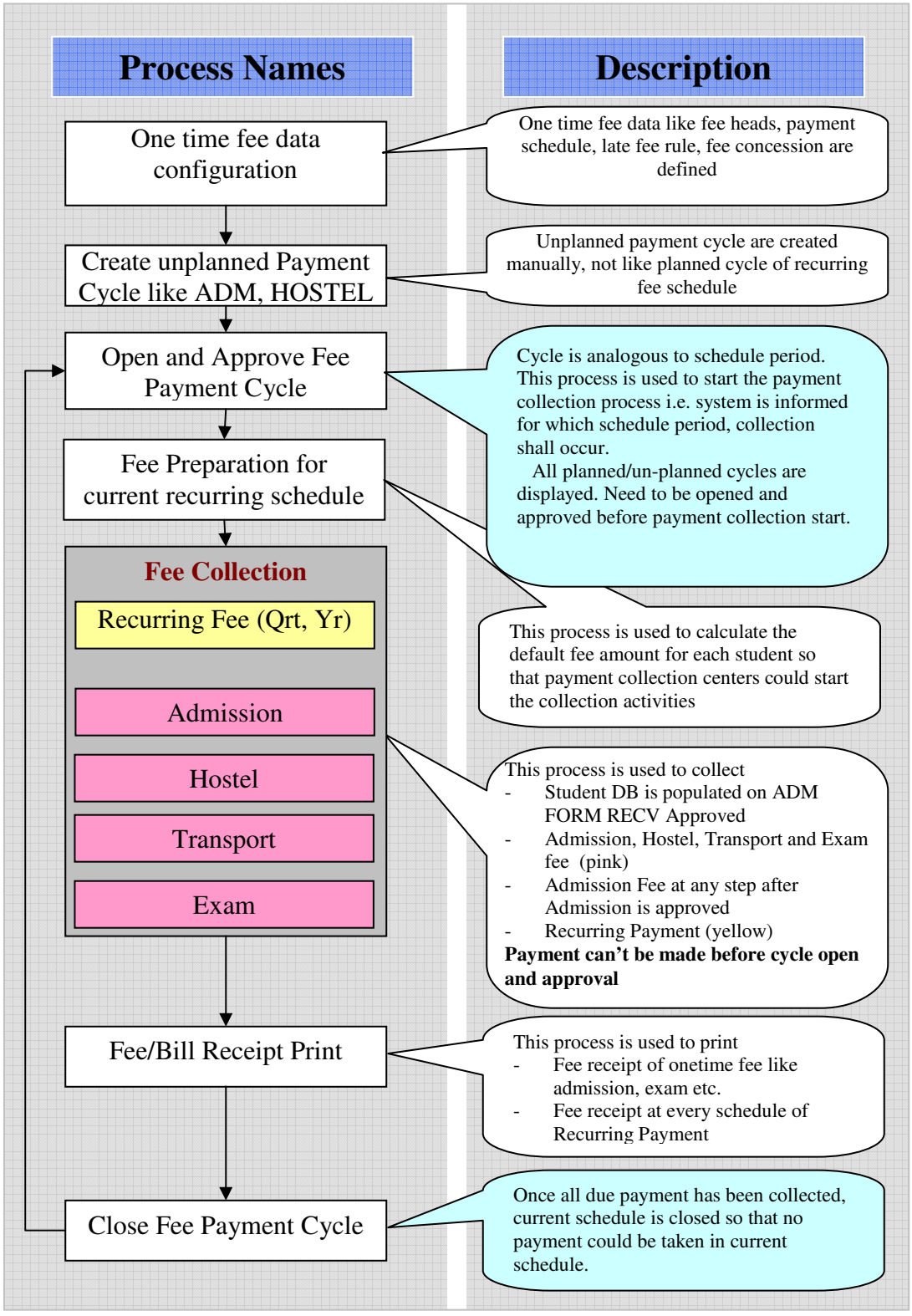
5.2.1. Fee Module Configuration (Onetime data configuration)



Fee Step	Cycle Sts	Cycle Run Sts	Cycle Apr Sts
Create Cycle	P	N	N
Open Cycle	O	N	N
Fee Prep	O	R	N
Fee Approve	O	R	A
Payment	O	R	N
Close Cycle	C	R	A

Payment Sts	Code	
Full Payment	F	Upon full payment, charge.status = C
Partial Payment	P	Upon full payment, charge.status = P and one record "OS" is created in charge table for same cycle
Definition of Amount Field like default_amount, net_amount, paid_amount, txn_amt, activity_amt		
On Payment Screen		Handling of • Full Payment • Partial Payment • Excess Payment

5.2.2. Fee Deposit Process



5.2.3. Fee Module DD

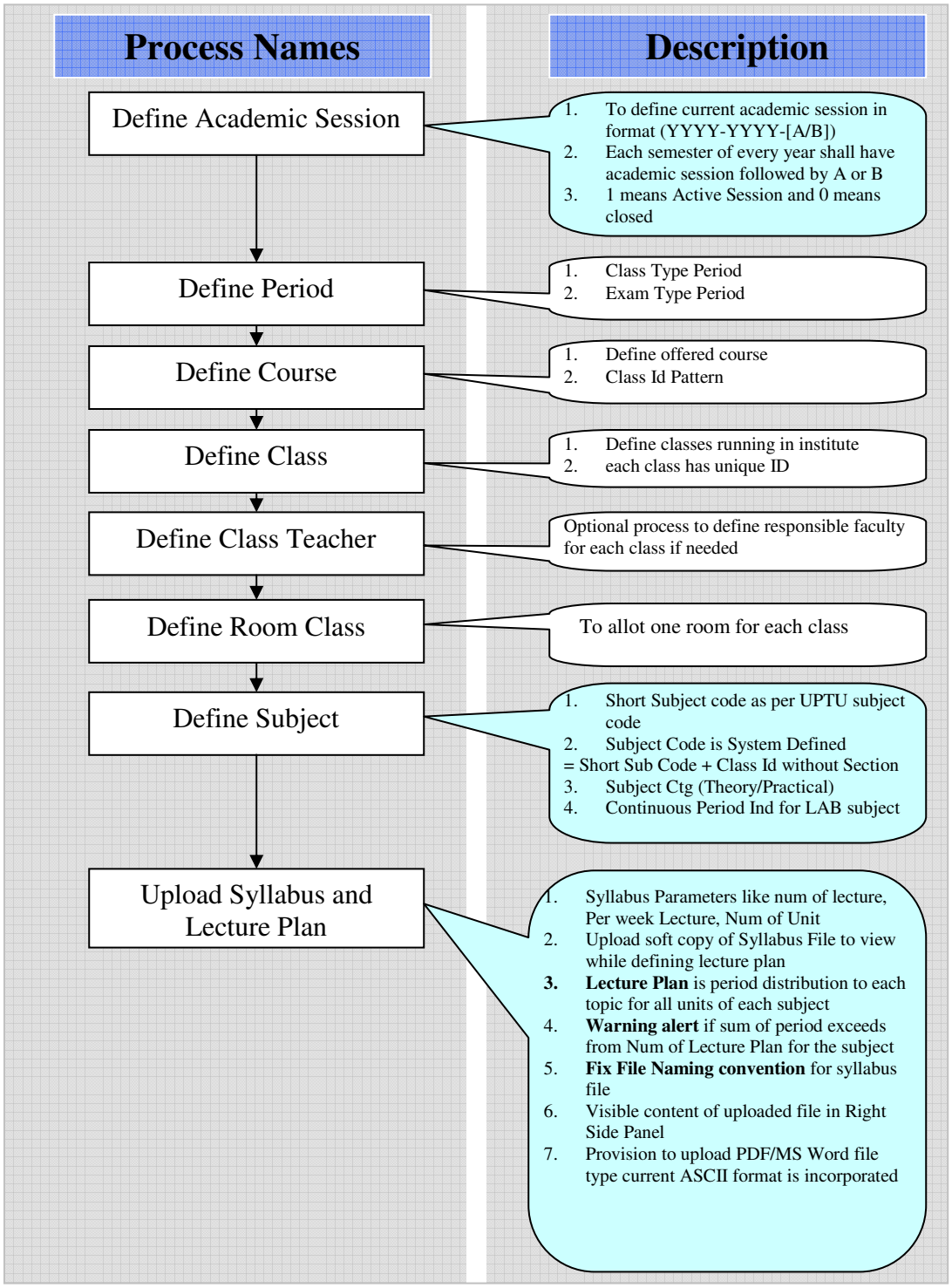
Seq	Function Name	Remark
	Create Ontime and Recurring Fee Heads	
	Create Recurring Fee Schedule	
	Open Fee Payment Cycle	
	Fee Preparation for current recurring schedule	• This process only for Recurring Fee Payment Cycle • Charging elements are created in GC and GCC with actual amount and charge.status = charge.payment_sts = [O] •
	Fee Payment Collection - Recurring	• (GC & GCC) .status = (F, P) and (GC & GCC) .payment_sts = (F, P) • On partial payment, one extra charge record is created with GC.status = [O] and GG.act_amount = pending amount. Original record in (GC & GCC).status + payment_sts = P. • If repayment is made in current cycle, in case previous payment was partial, GC.OS payment shall reduce by repayment amt and GCC.paid_amt shall increase by repayment amt. And status shall remain same if still not full payment.
	Fee Payment collection - onetime	
	Fee Receipt	
	Close Fee Payment Cycle	

5.2.4. Fee Module Test Cases

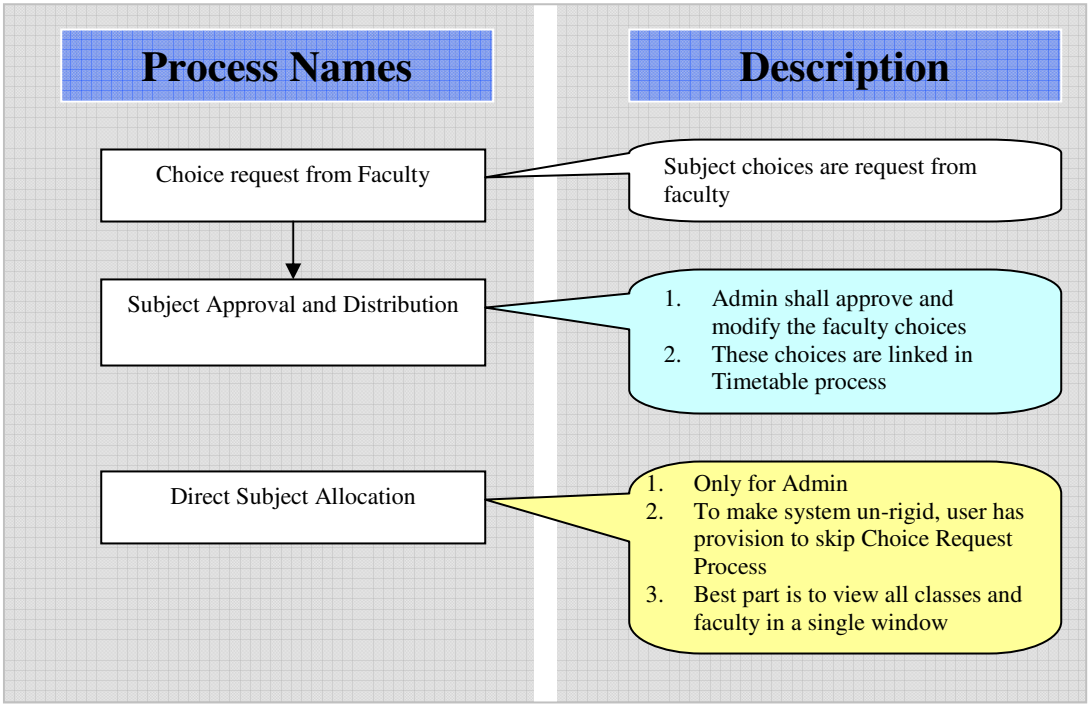
Seq	Test Case	Remark
	Definition of FEE CONCESSION should be flexible enough to define anytime	• Before first cycle open • During first cycle open (if yes, should not affect current open cycle) • After first cycle close
	Definition of LATE FEE RULE should be flexible enough to define anytime	• Before first cycle open • During first cycle open (if yes, should not affect current open cycle) • After first cycle close
	Fee Receipt	Can be queried by • By Appln_form_num and applicant_id • By roll num • By student_id and receipt num •

5.3. Academic and Timetable

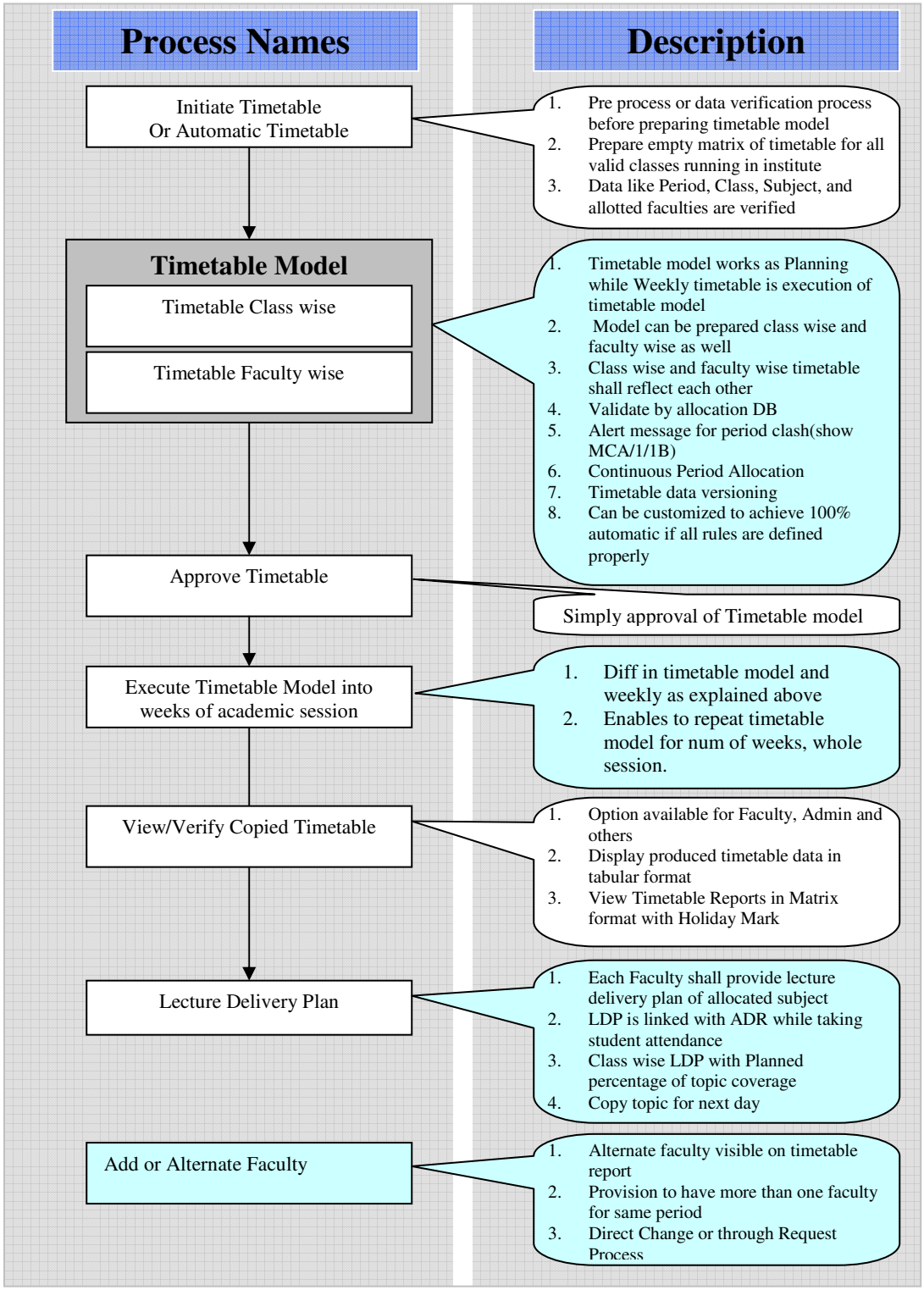
5.3.1. Academic Module Configuration



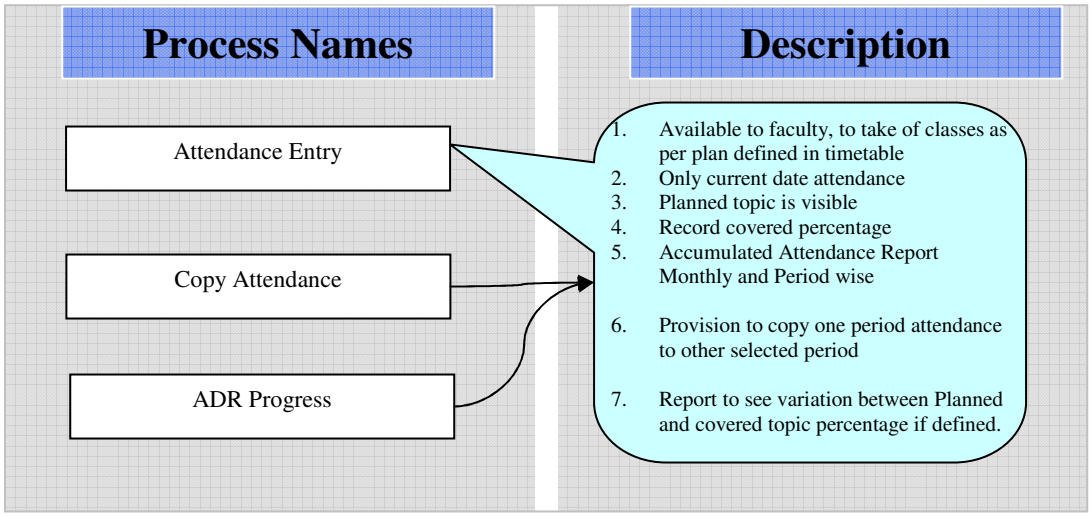
5.3.2. Timetable Configuration (Subject Allocation)



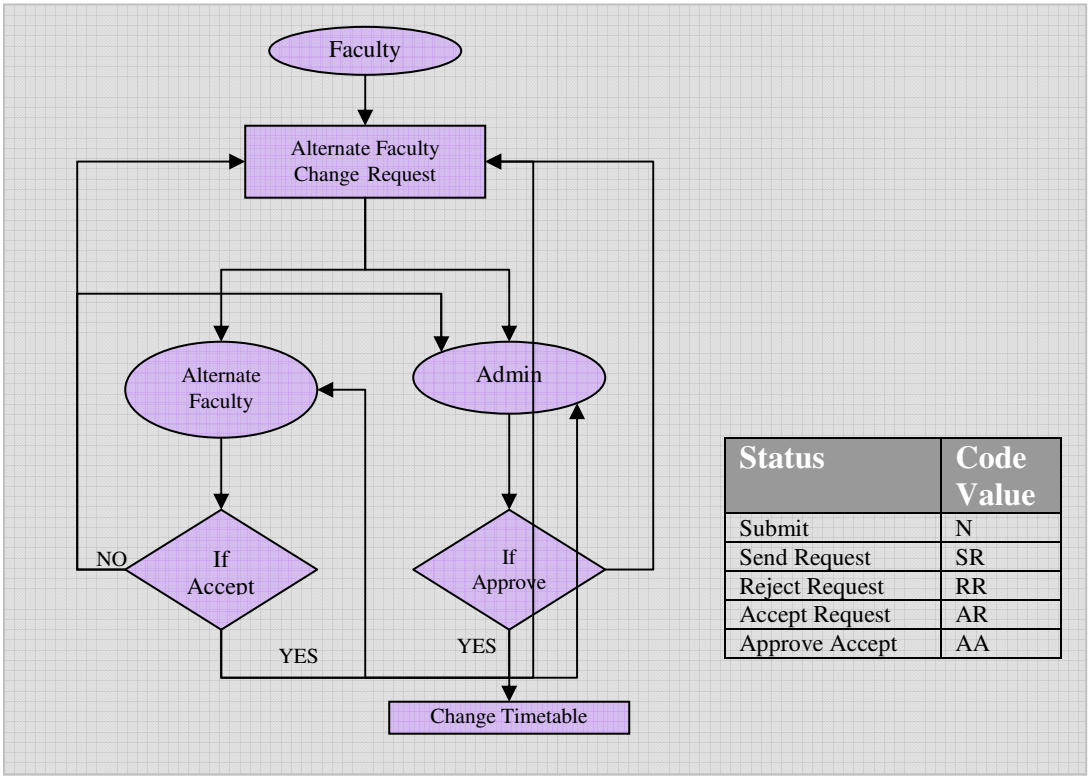
5.3.3. Timetable Process



5.3.4. ADR Activities



5.3.5. Alternate Faculty Change Process

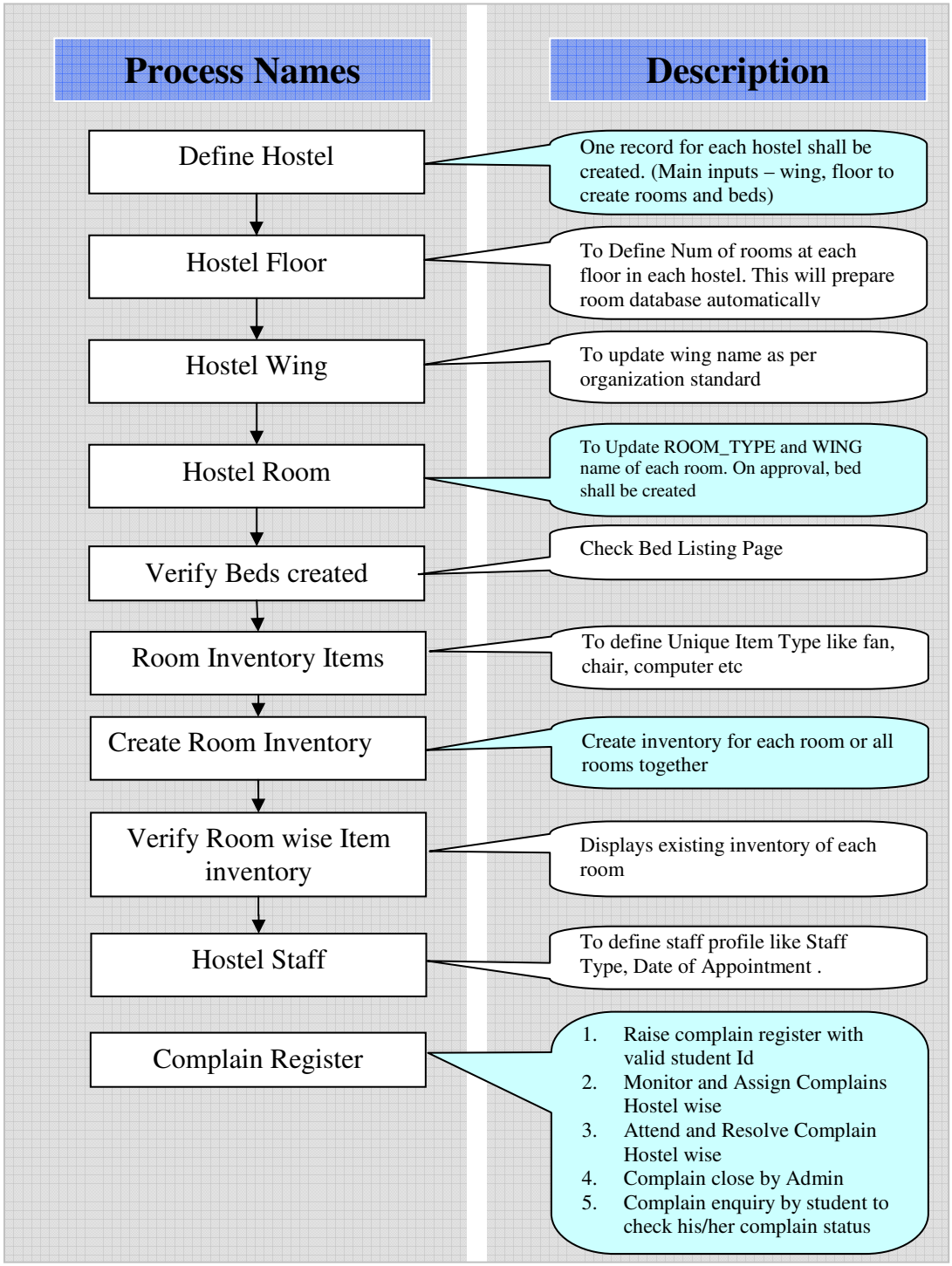


Status	Code Value
Submit	N
Send Request	SR
Reject Request	RR
Accept Request	AR
Approve Accept	AA

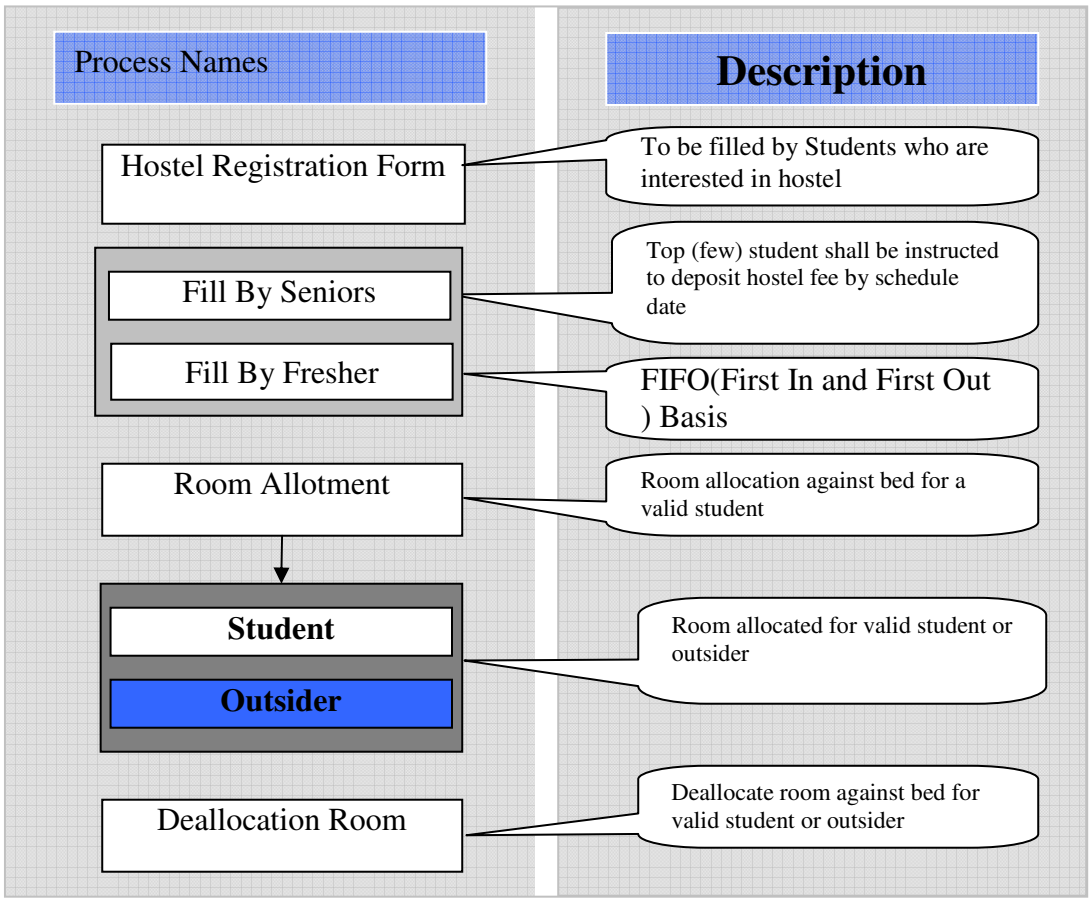
5.4. Hostel

5.4.1. Hostel Module Configuration

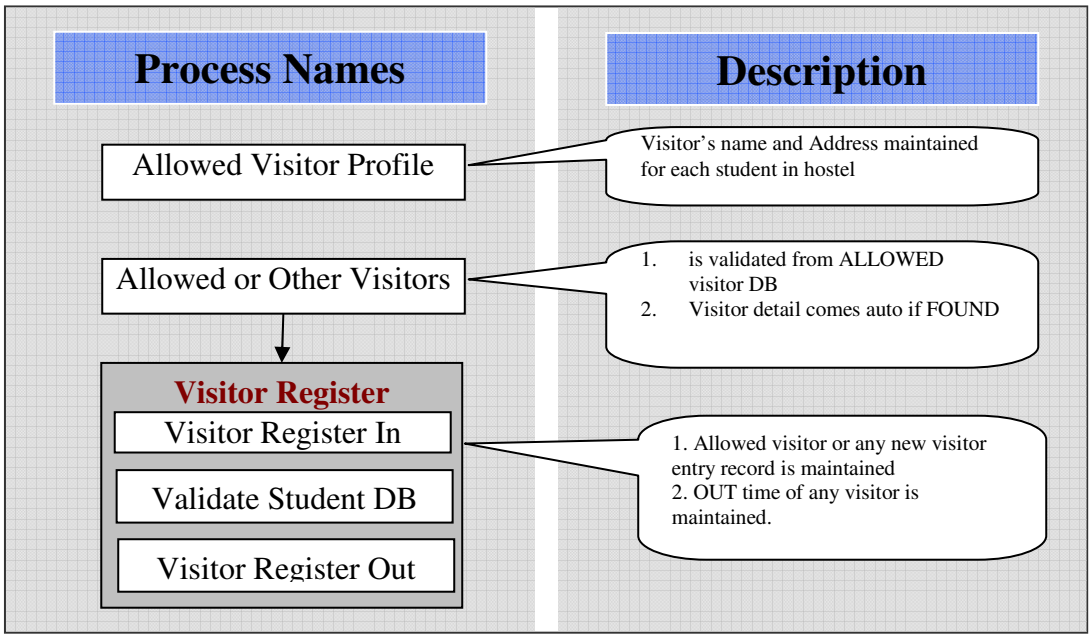
This Process shall be a one time activity during Institute Life Cycle. Once hostel module data is prepared, other processes and functions like Room Allocation, Mess Fee deposit, Complain Register, Exit Entry Register, Visitor Register can be executed.


Process Names
Description
Define Hostel
One record for each hostel shall be created. (Main inputs – wing, floor to create rooms and beds)
Hostel Floor
To Define Num of rooms at each floor in each hostel. This will prepare room database automatically
Hostel Wing
To update wing name as per organization standard
Hostel Room
To Update ROOM_TYPE and WING name of each room. On approval, bed shall be created
Verify Beds created
Check Bed Listing Page
Room Inventory Items
To define Unique Item Type like fan, chair, computer etc
Create Room Inventory
Create inventory for each room or all rooms together
Verify Room wise Item inventory
Displays existing inventory of each room
Hostel Staff
To define staff profile like Staff Type, Date of Appointment .
Complain Register
1. Raise complain register with valid student Id
2. Monitor and Assign Complains Hostel wise
3. Attend and Resolve Complain Hostel wise
4. Complain close by Admin
5. Complain enquiry by student to check his/her complain status

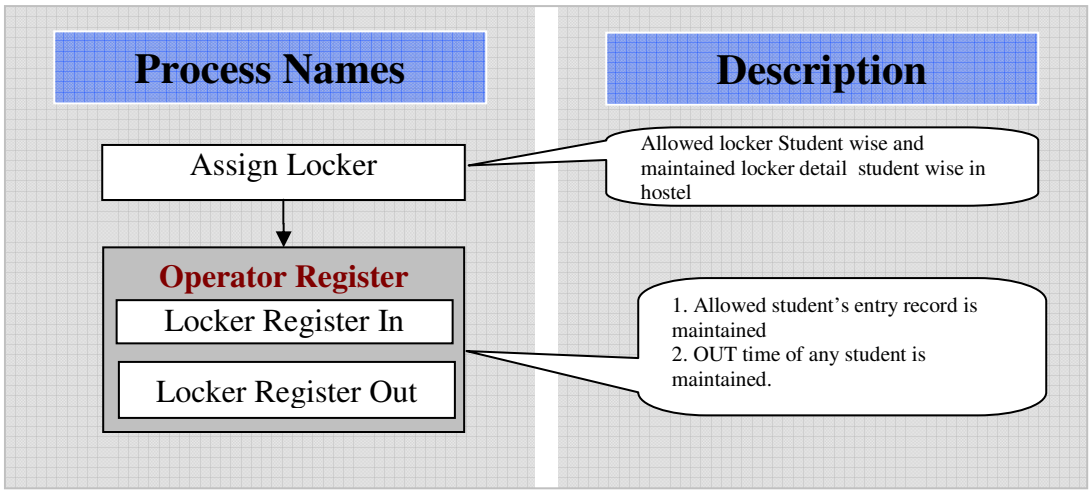
5.4.2. Hostel Room Allotment Functional



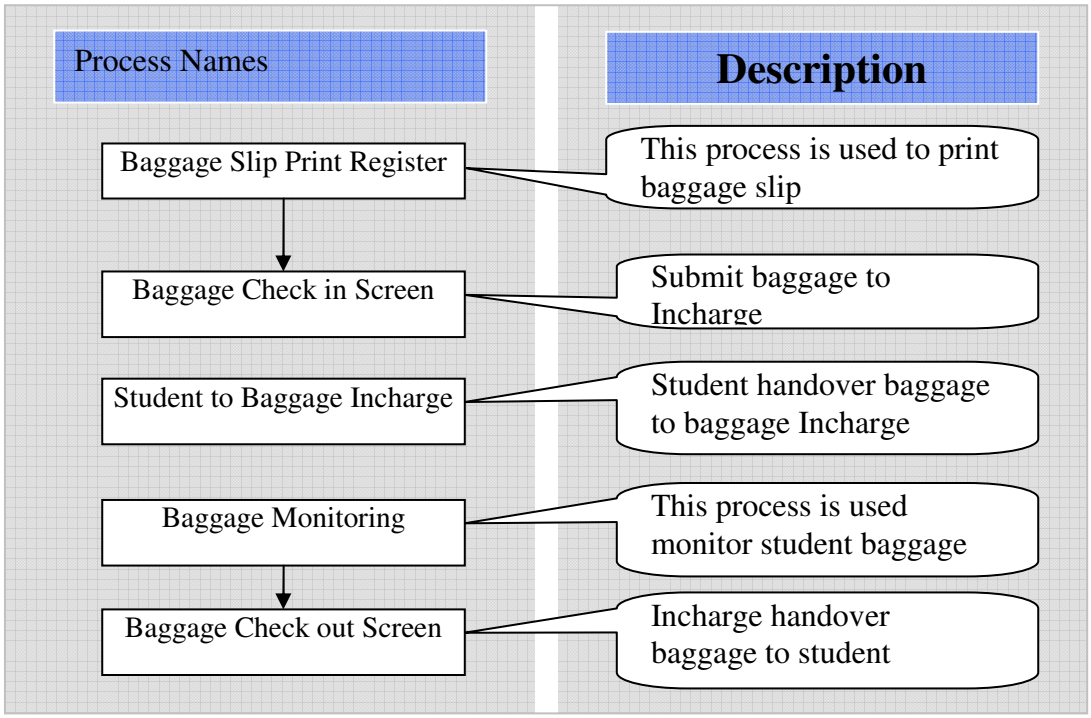
5.4.3. Visitor Register Sub Process



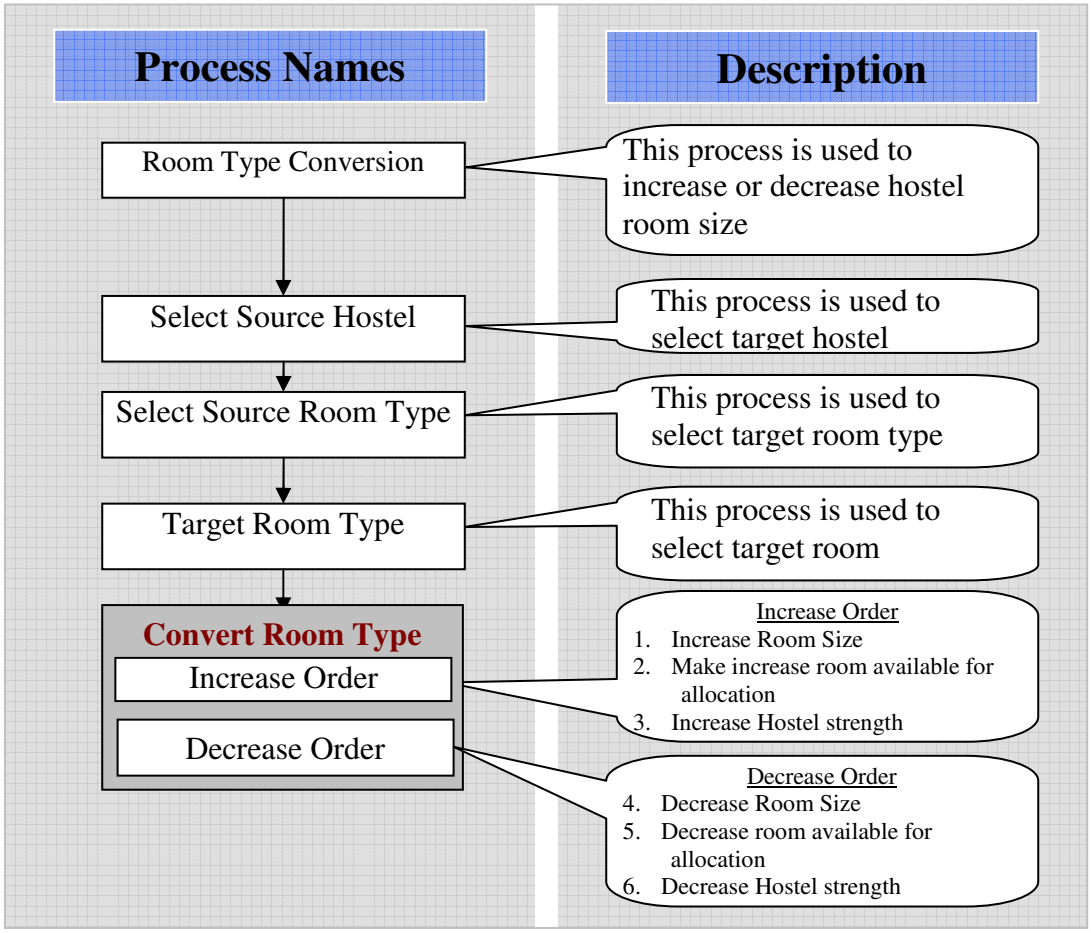
5.4.4. Locker Register Sub Process



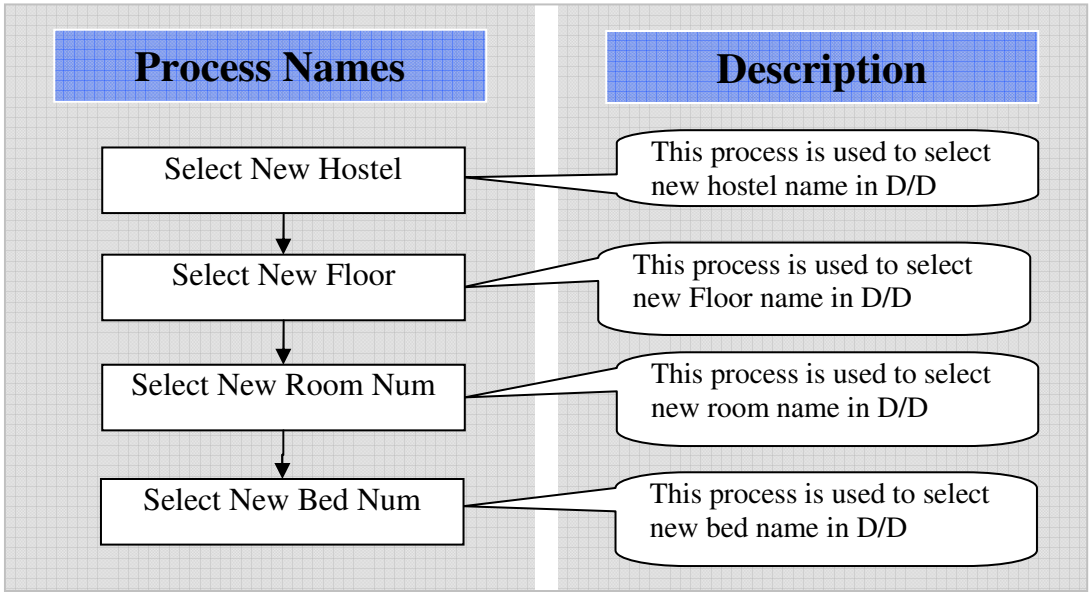
5.4.5. Baggage Register Sub Process



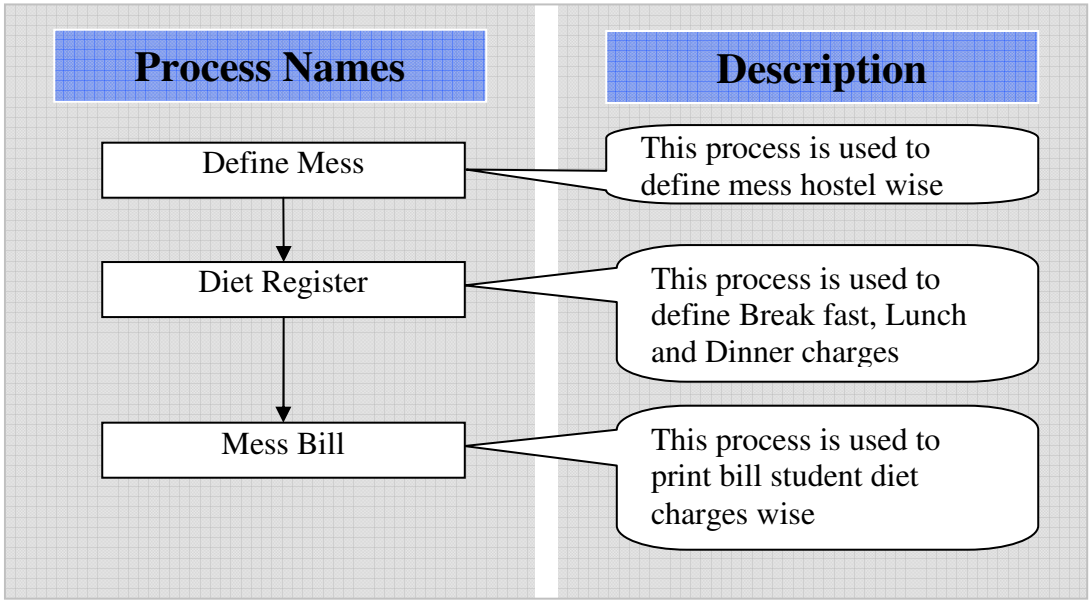
5.4.6. Room Type Conversion Sub Process



5.4.7. Room Change Sub Process

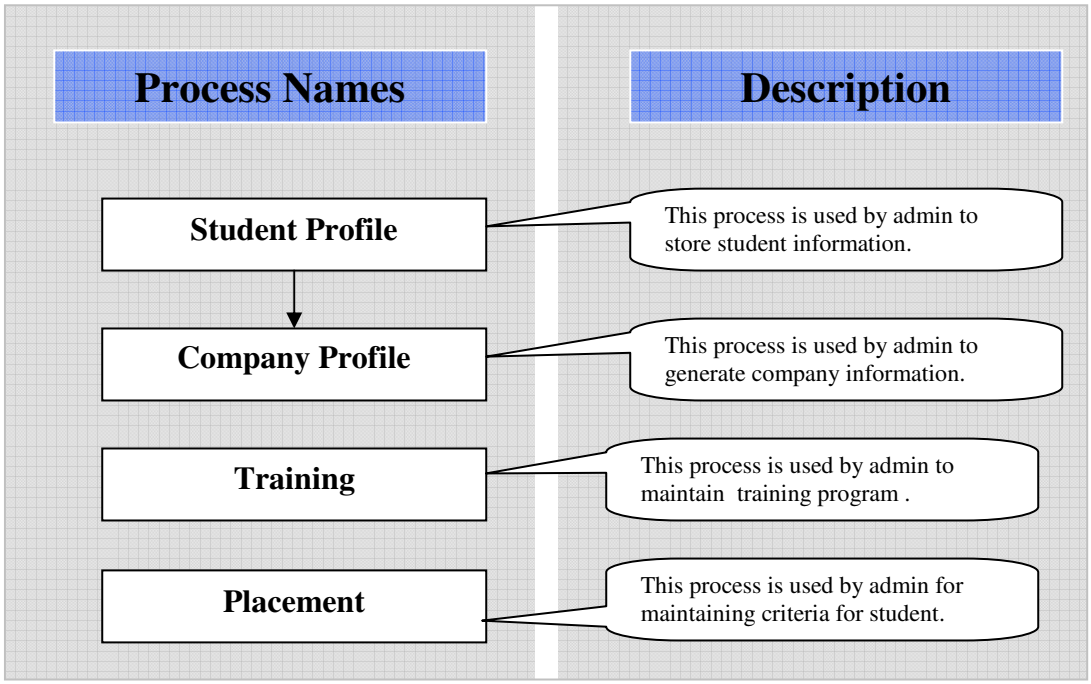


5.4.8. Mess Register Process

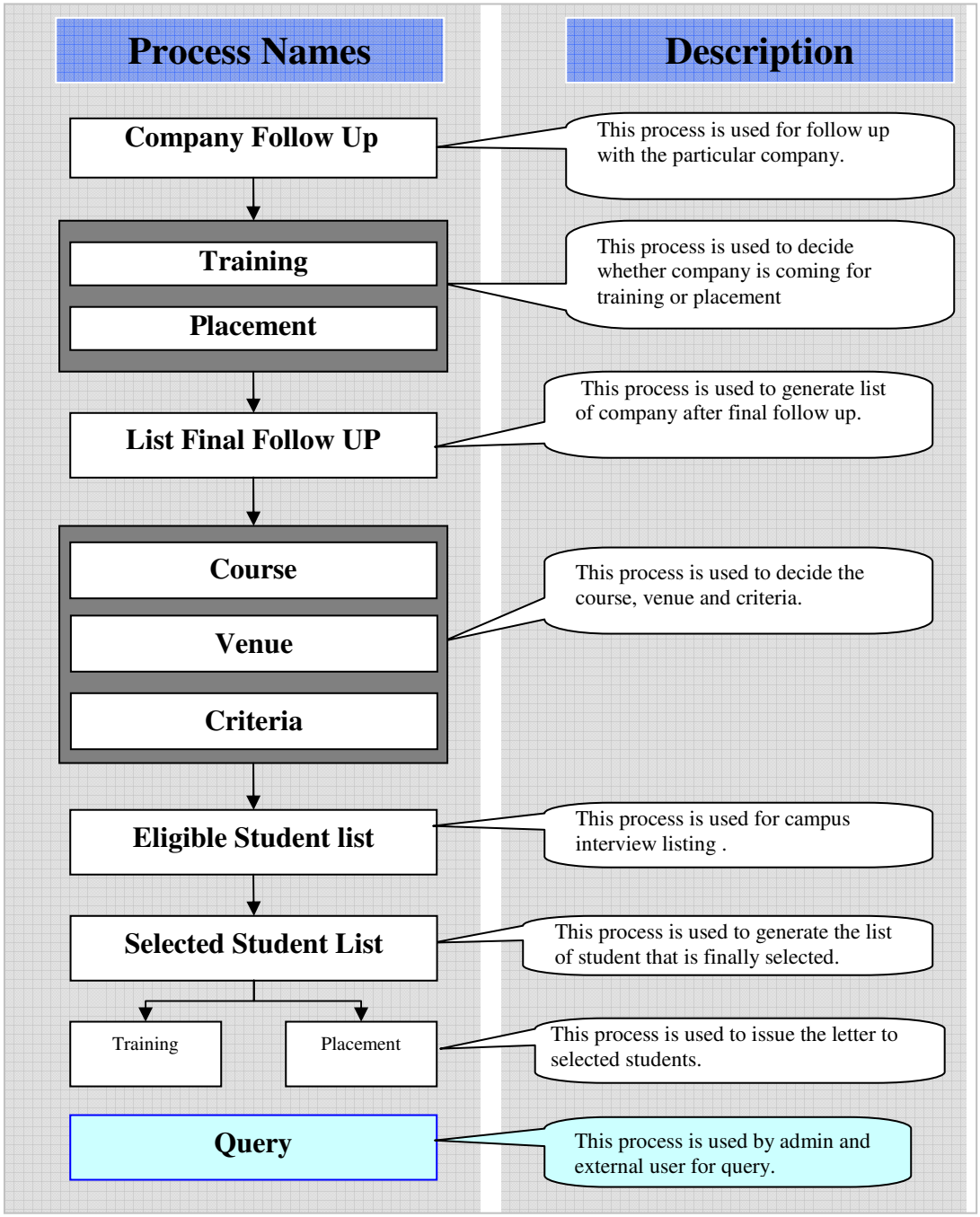


5.5. Training and Placement

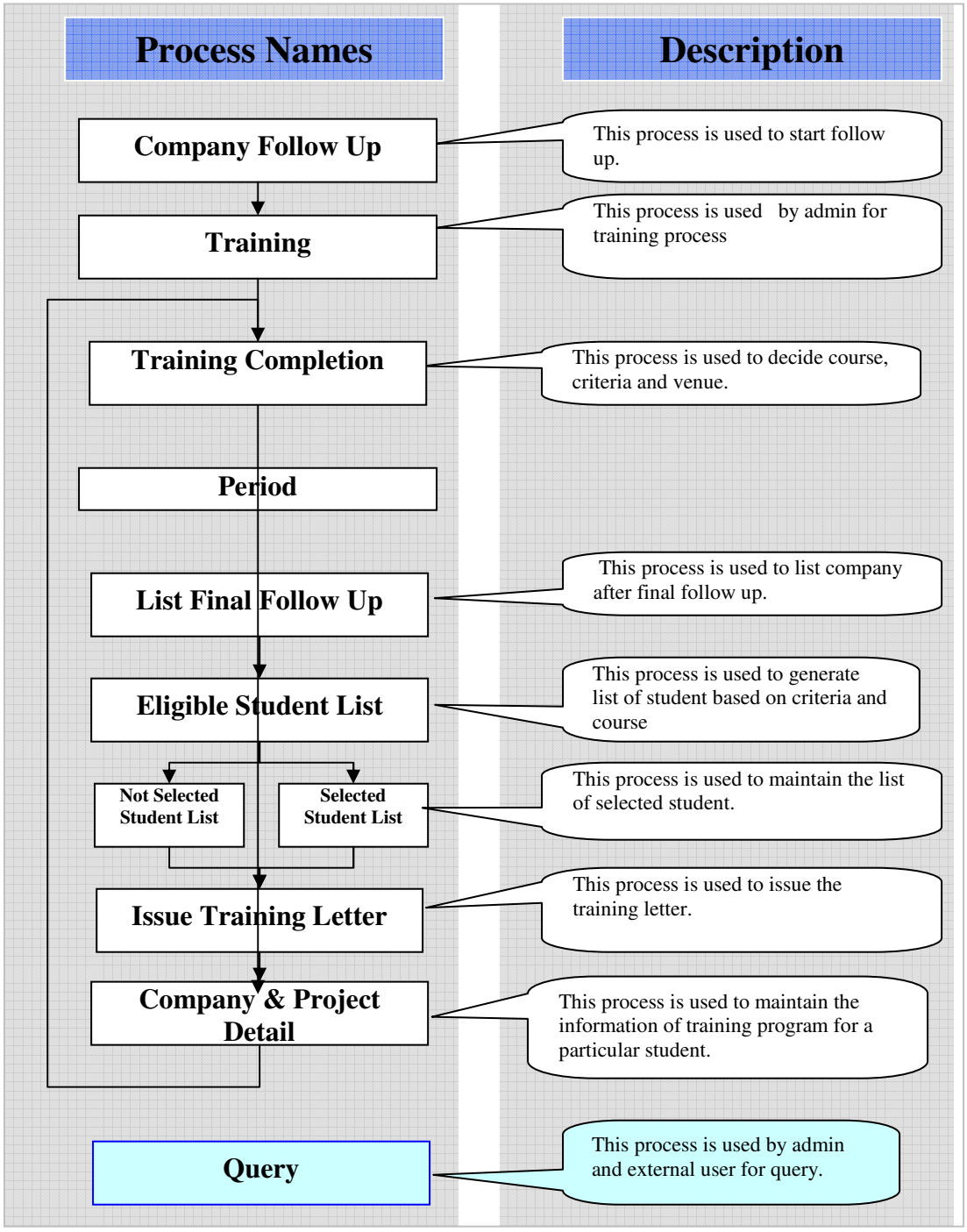
5.5.1. TNP Configuration Process



5.5.2. Pre Selection Process (TNP)

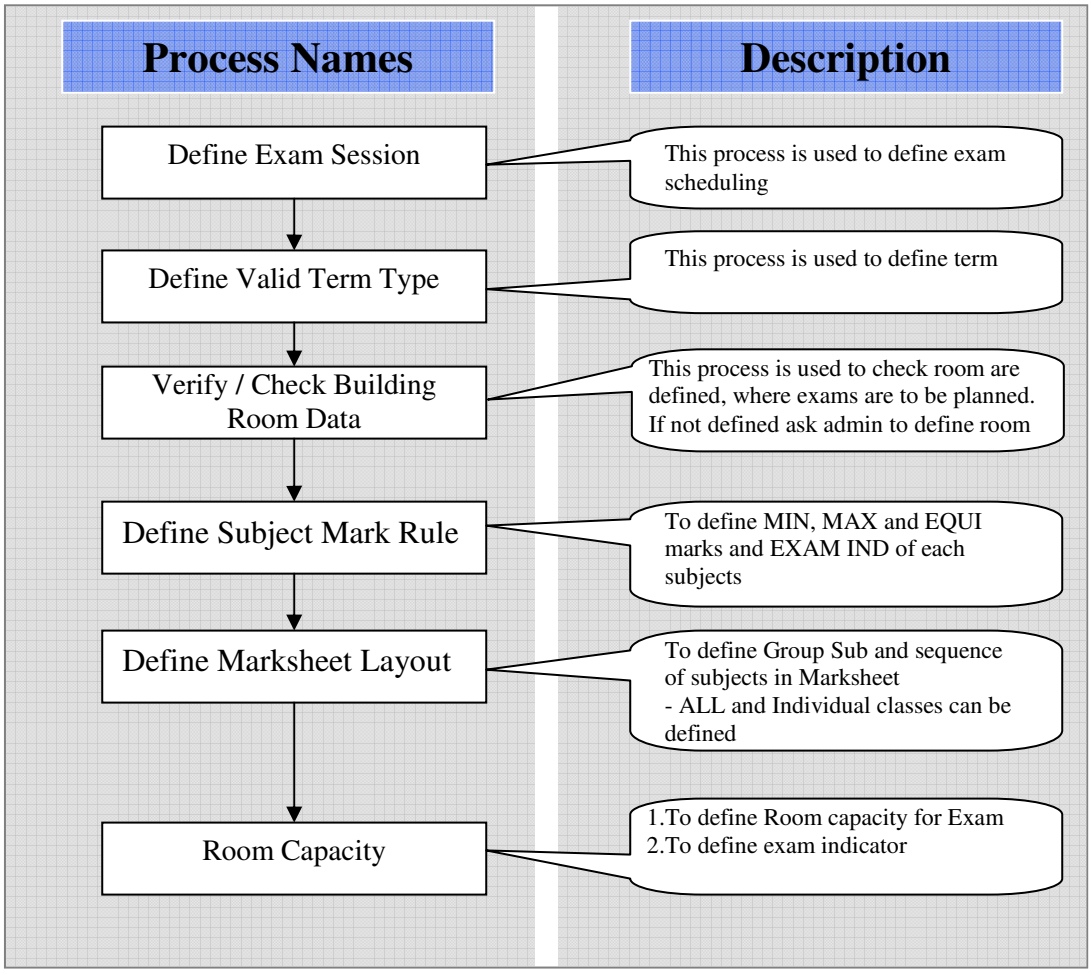


5.5.3. TNP Selection Process

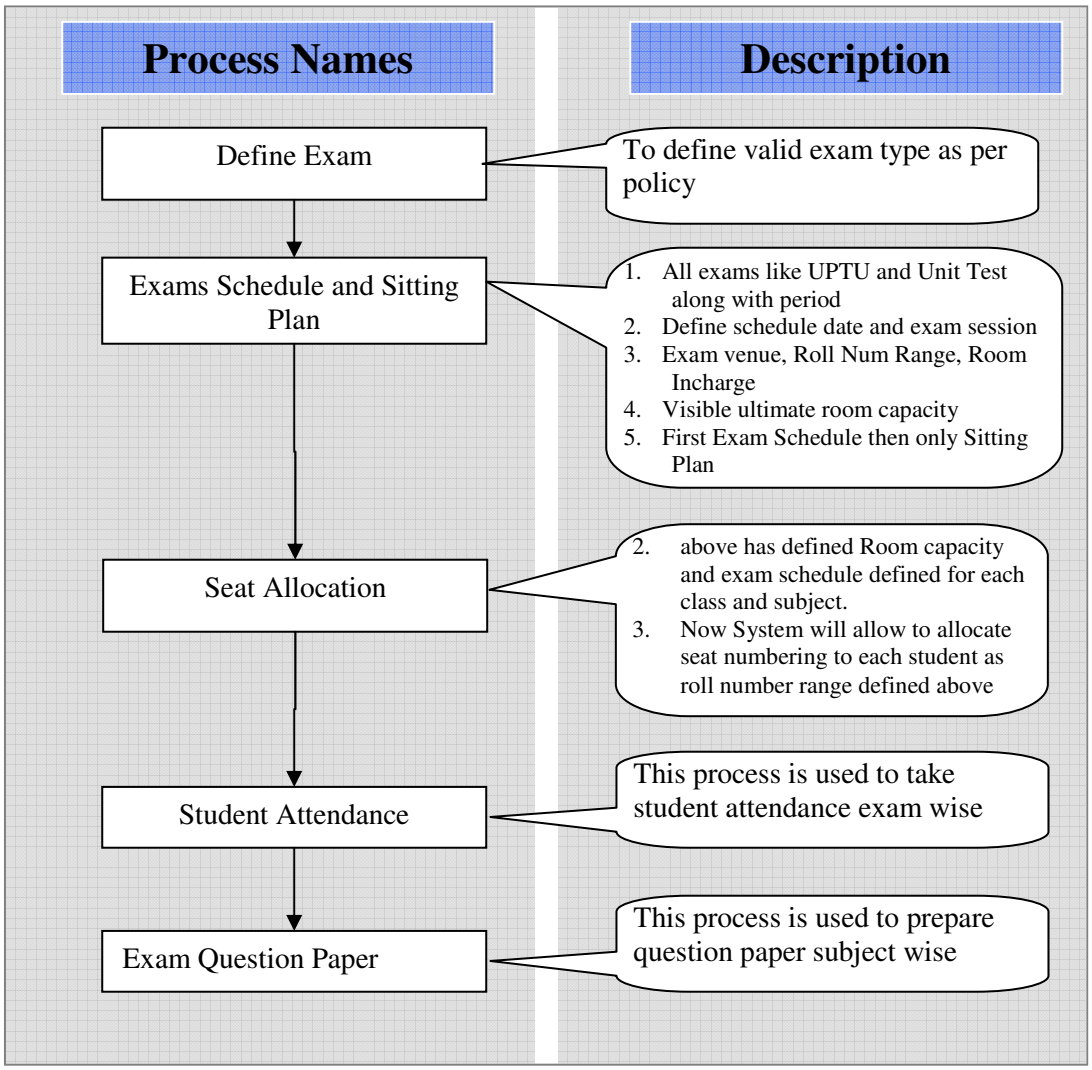


5.6. EXAM

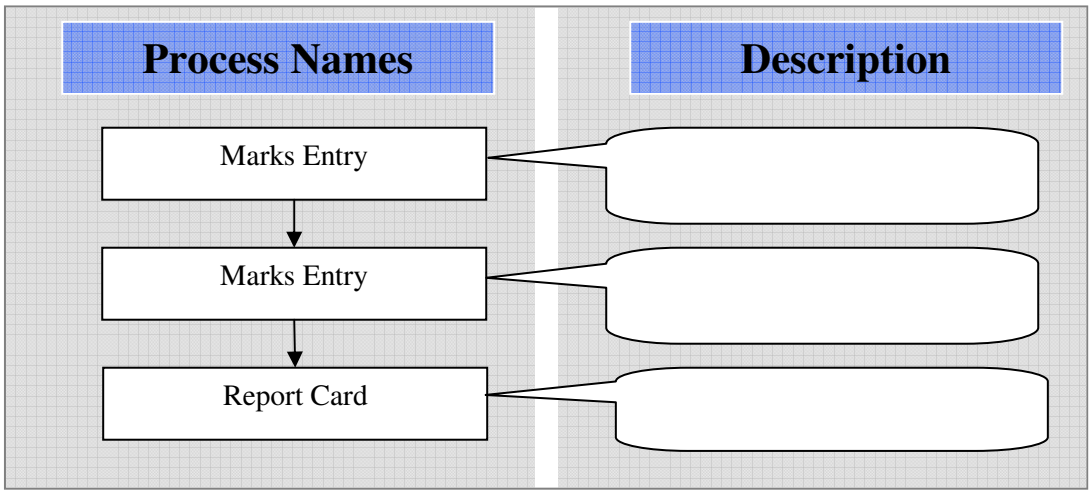
5.6.1. Exam Module Configuration



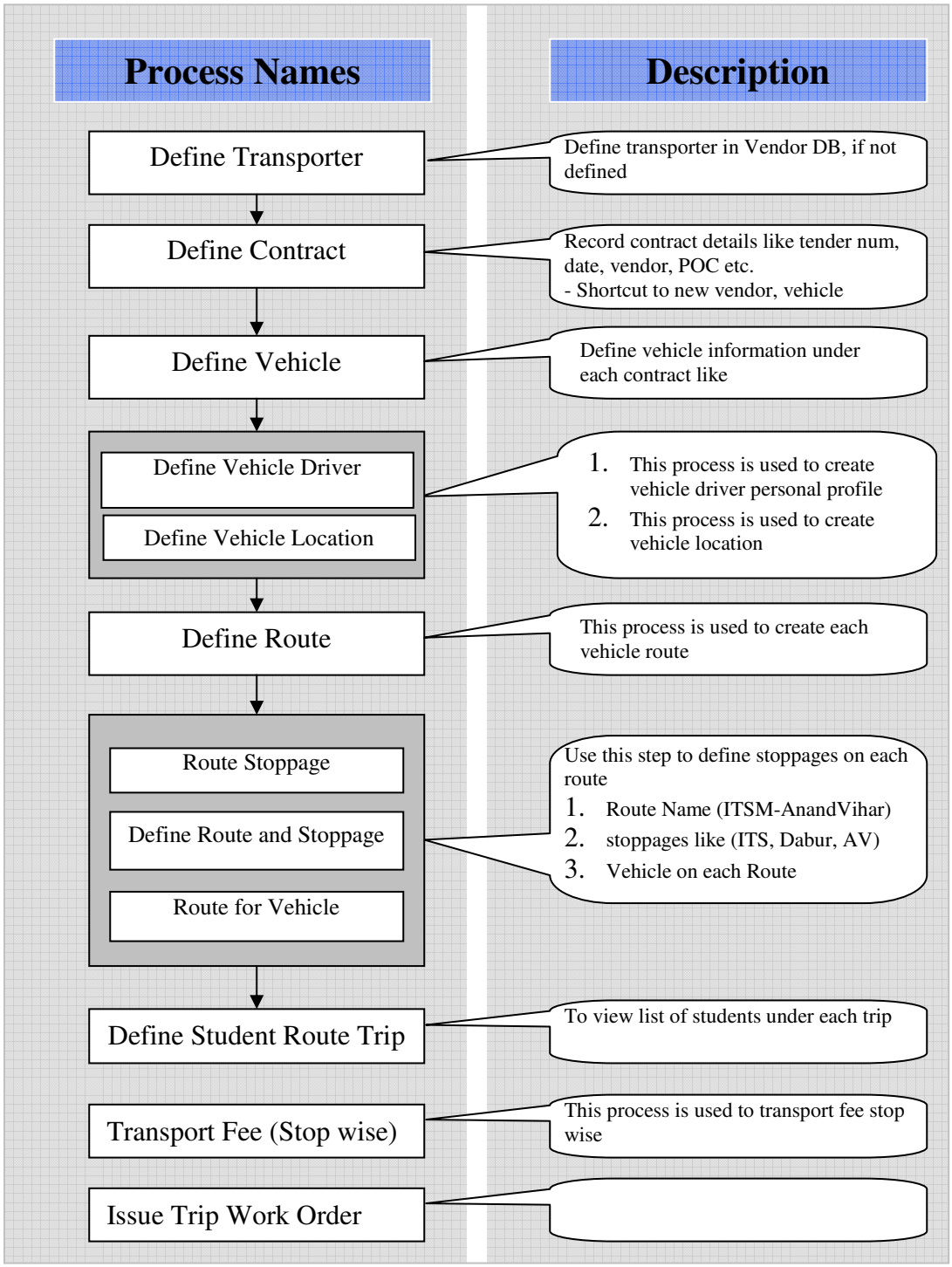
5.6.2. Exam Management Activities



5.6.3. Exam Result Activities

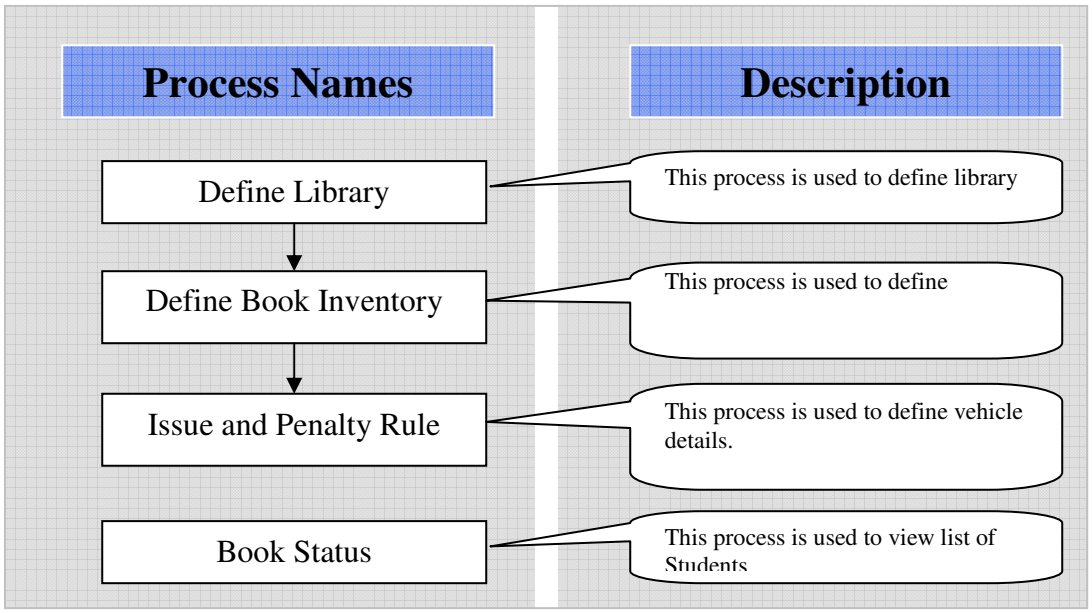


5.7. Transport Configuration Process

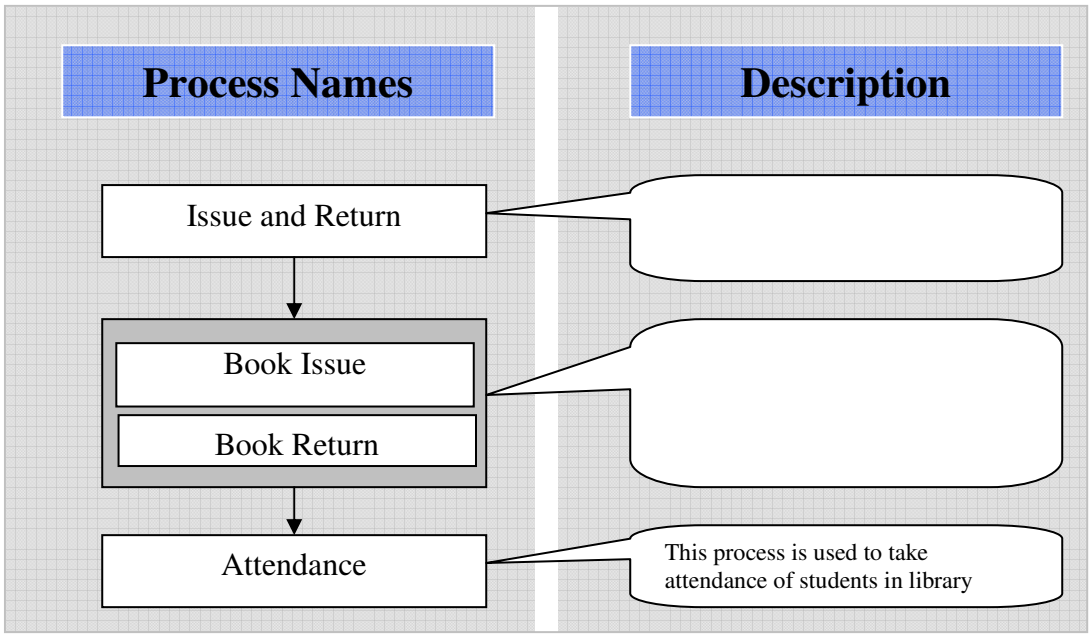


5.8. Library

5.8.1. Library Configuration Process



5.8.2. Library Module Activities



Refer DFD

5.9. Lab Automation

5.10. Alumni Management

5.11. Event Management

6. NON-ACADEMIC FUNCTIONS

6.1. Employee Management (HRMS)

6.2. Accounting and Budget Tracking

6.3. Store Inventory and Purchase

6.4. Payroll, Attendance and Leave tracking

6.5. Travel Management

6.6. Expense Reimbursement

6.7. Recruitment of Academic Staff

6.8. Employee Training Management

6.9. Student Scholarship

Contact Detail : +91-9818225332, vmnrajesh@gmail.com

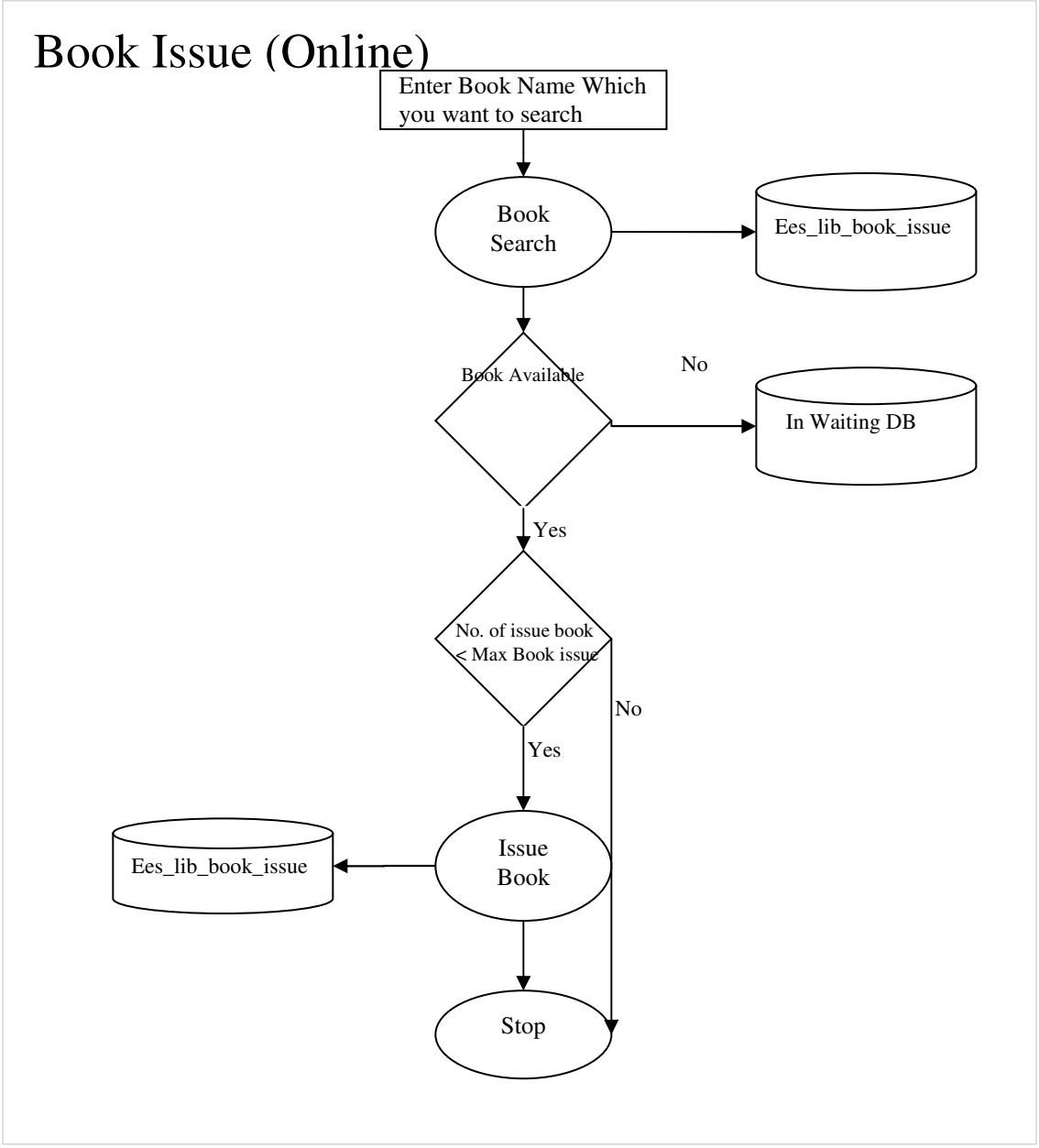
7. Closing Remarks

If application is deployed for group of institutions and GROUP wants to maintain all master and policy data (like course structure, topic listing, ebook, lecture delivery plan etc) to be used by all units, that can be achieved by defining such data against RELATED ORG ID and REFER ORG ID

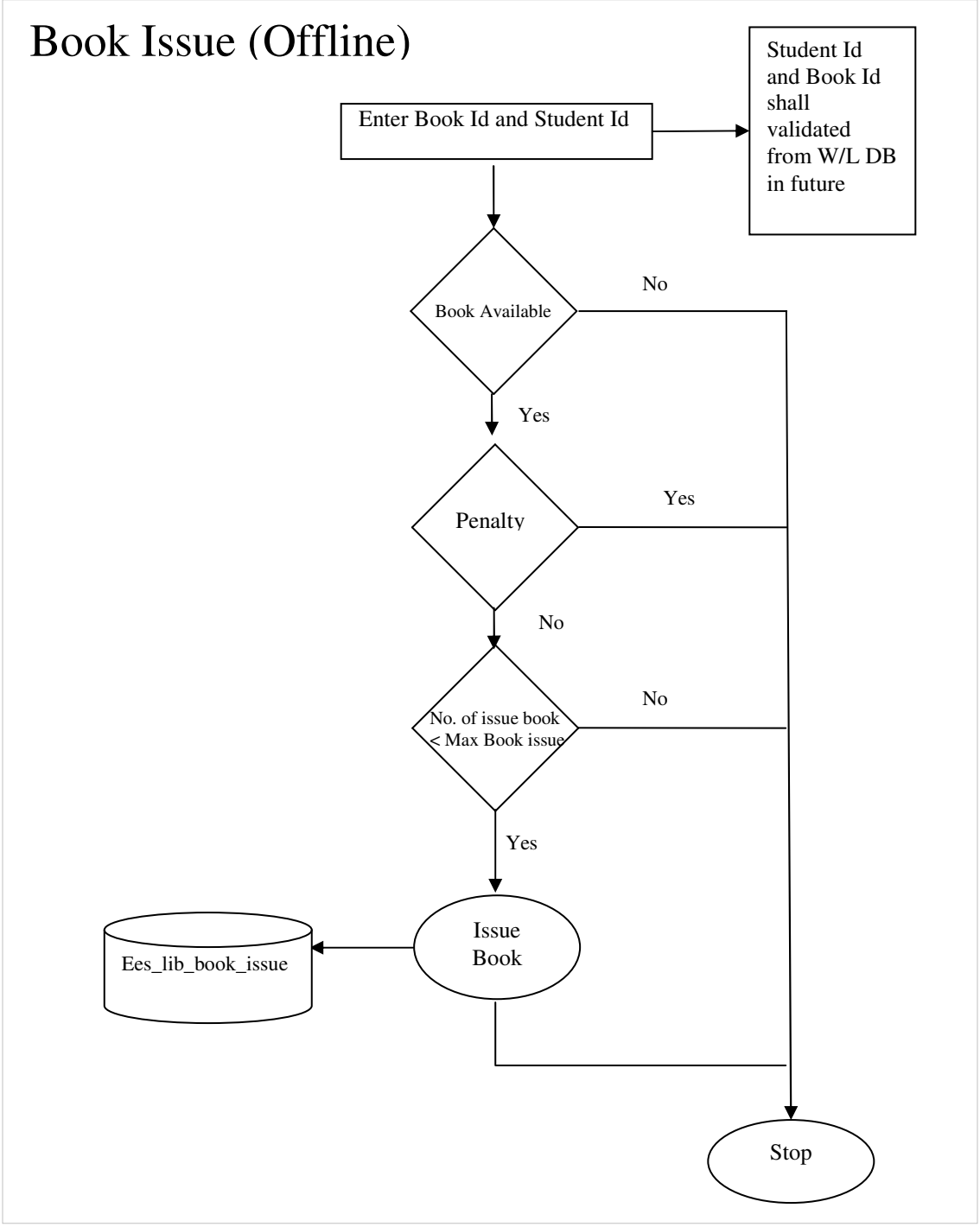
8. Process Flow (DFD)

8.1. LIBRARY

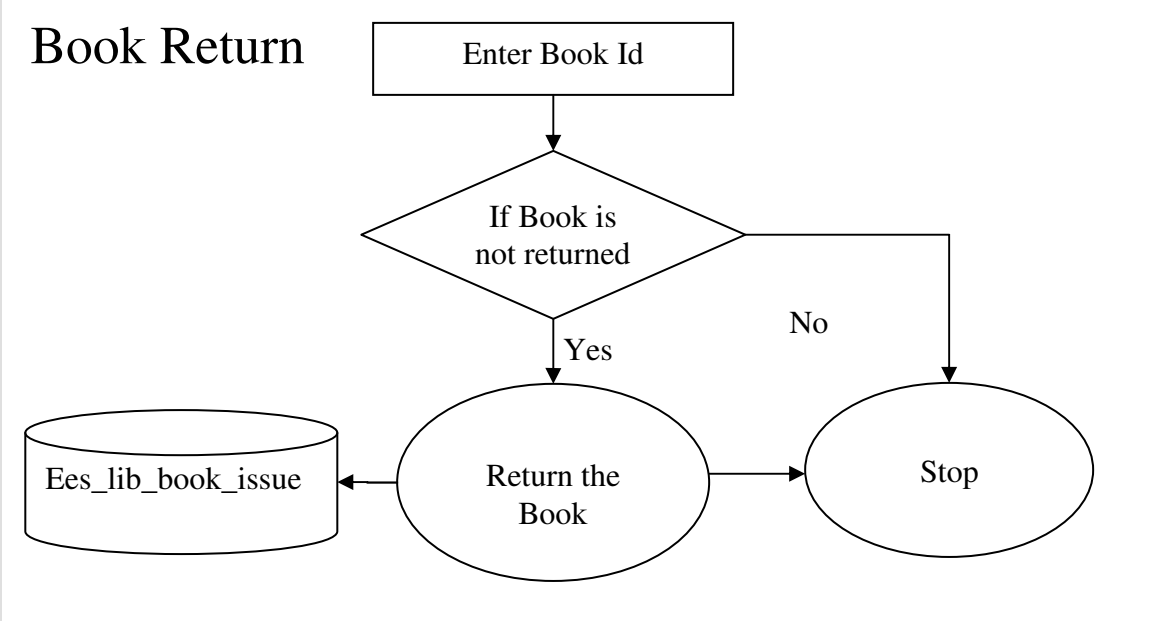
8.1.1. BOOK ISSUE (INCLUDING ONLINE)



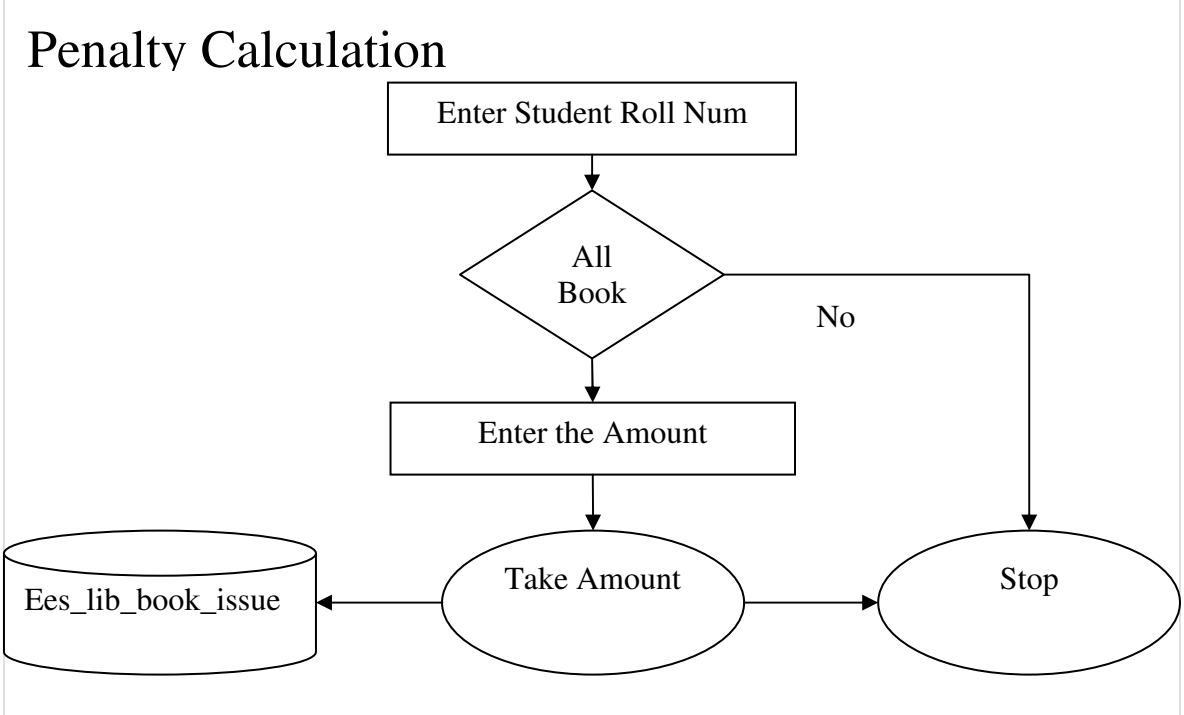
8.1.2. BOOK ISSUE (OFFLINE)



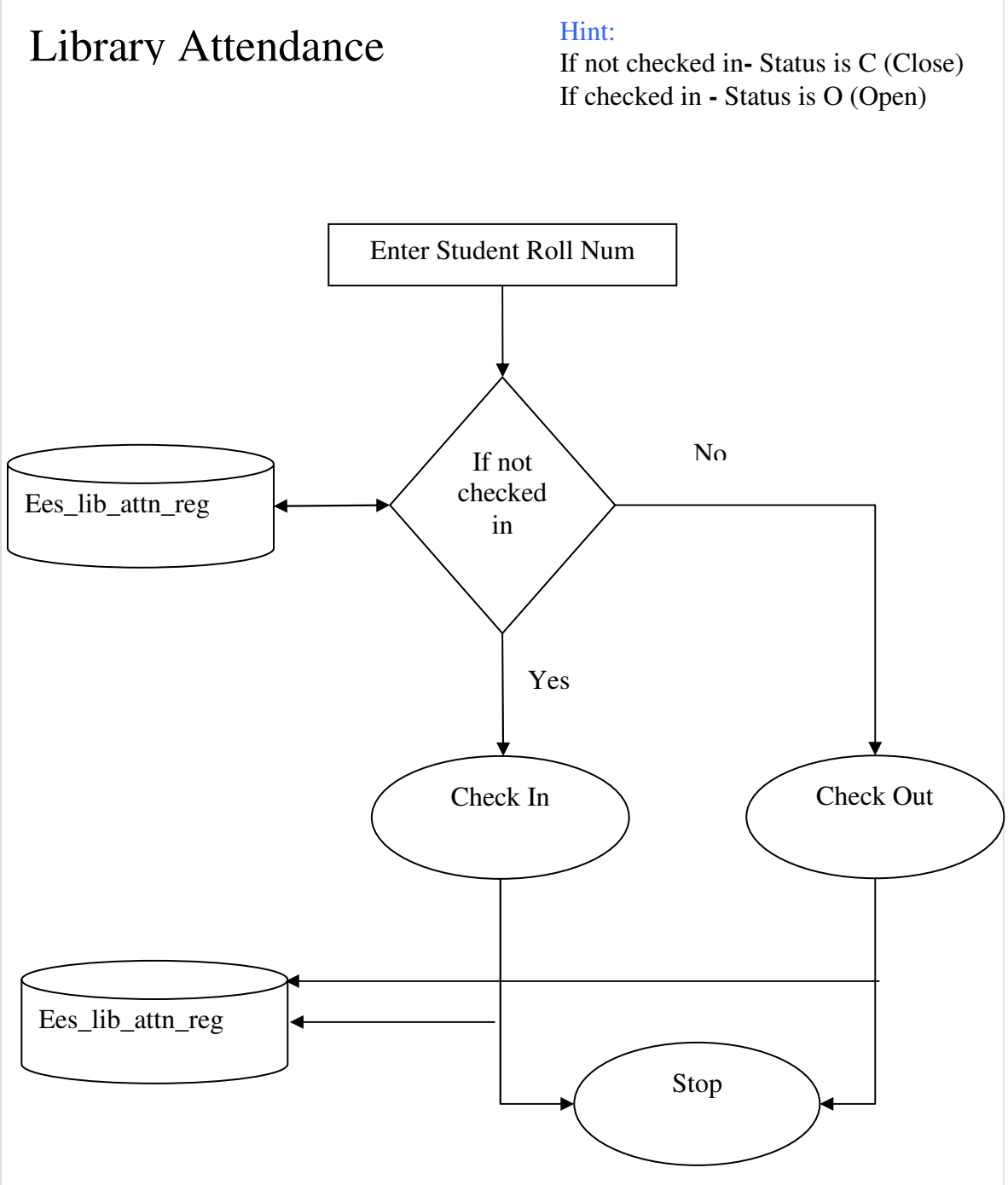
8.1.3. BOOK RETURN



8.1.4. PENALTY CALCULATION

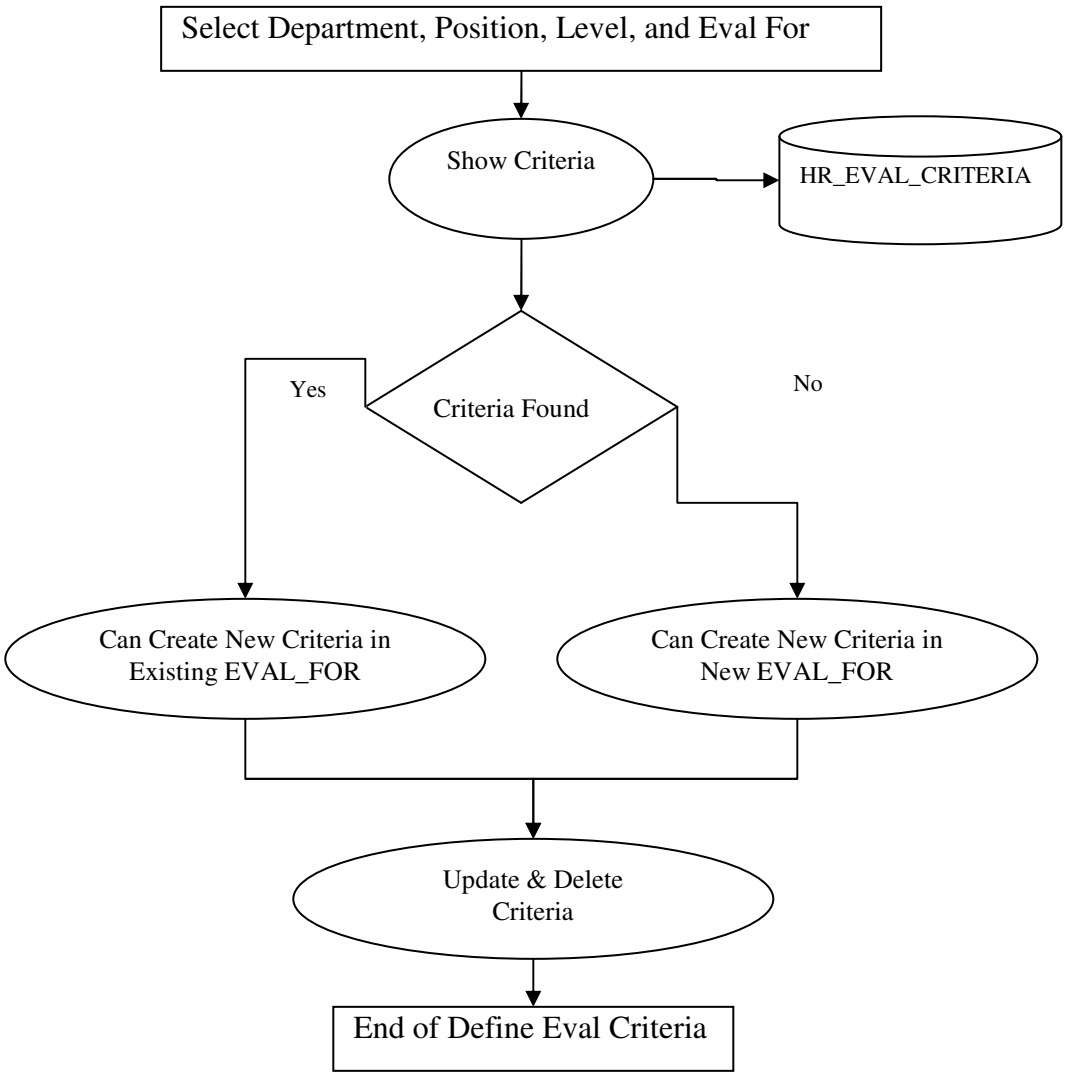


8.1.5. LIBRARY ATTENDANCE



8.2. Feedback and Assessment

8.2.1. Evaluation Criteria Definition

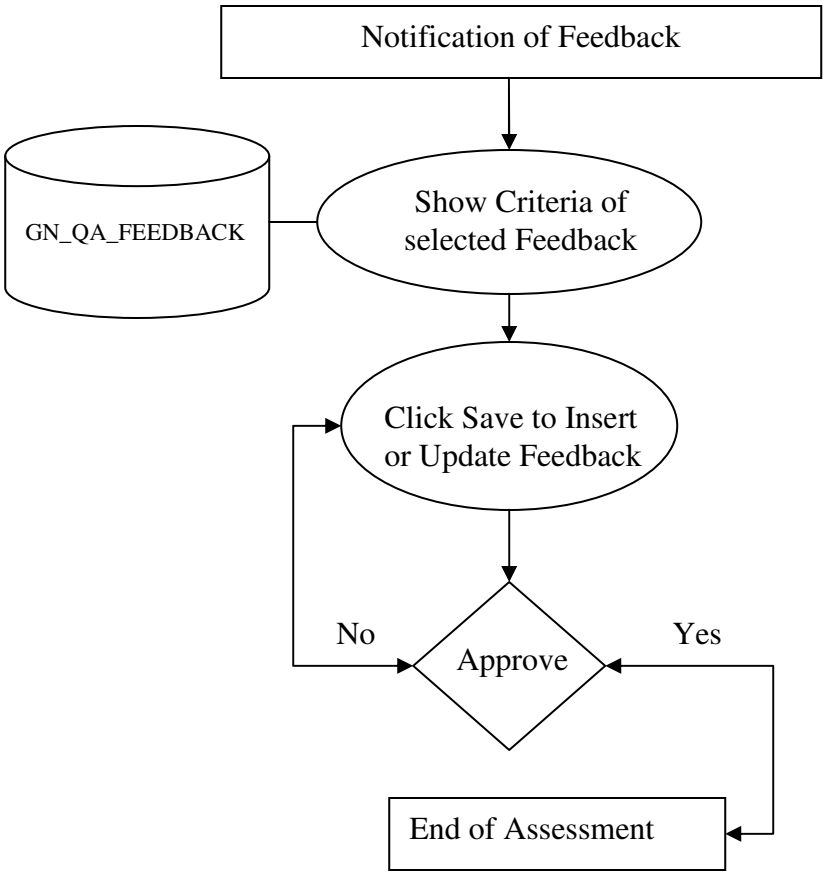


Evaluation Criteria

8.2.2. Feedback Schedule

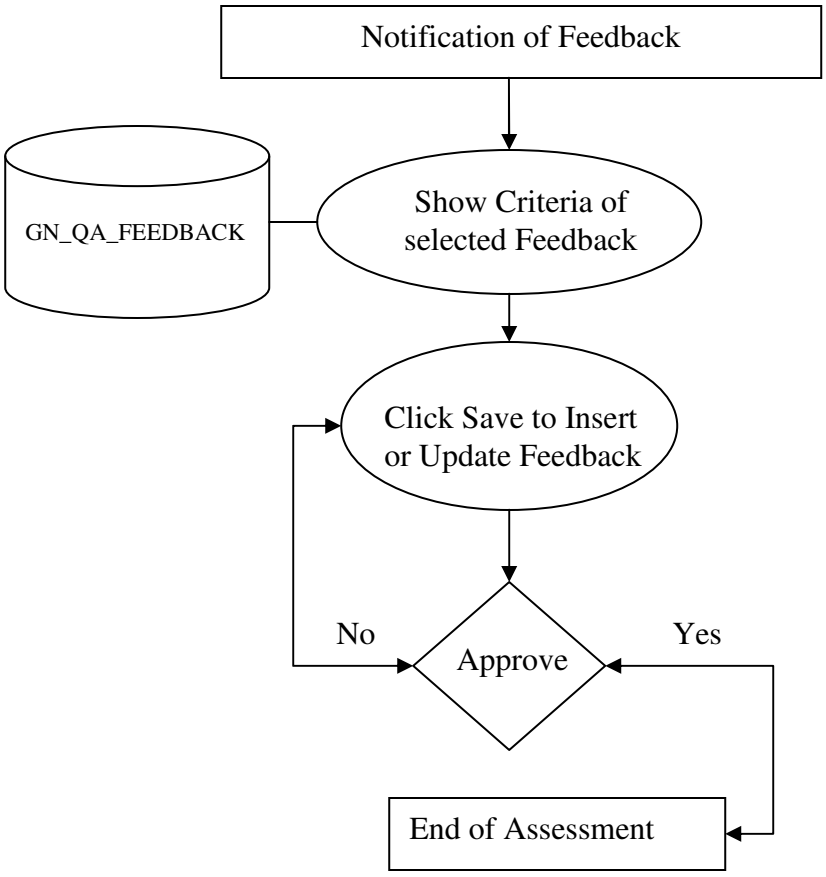
Feedback Schedule

8.2.3. Feedback Evaluation (By Candidate)



Feedback Evaluation (Candidate)

8.2.4. Feedback Monitoring (By Admin)



Feedback Evaluation (Admin)

9. Demo Model (adm.institute@232UP00026)

A. Admission

Covers UPTU admission process and standard admission process

A.1. One time data
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1. Entrance exam subjects created PHY/CHE/MAT for BTECH (Ist Year, Ist Term)
2. Fee Head created (ADM and SEC)
3. Student Category created (G/SC/ST/OBC)

A.2. Admission Process (Affiliated University/Board)
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1. 5 enquiry forms taken for BTECH/CSE/Ist year/Ist Term
2. 5 admissions came through counselling (5 GEN and 2 OBC)
3. Show admission summary report at this stage
4. 2 enquiries not approved for admission, hence at Initial Stage
5. Rest 3 enquiries processed like Iinitial Stage -> Filter -> Admission
6. During (Filter -> Admission), enquiry records are moved into Admission DB
   (with new ref id, applicant_id in ADM DB is updated with enq_ref_id,
   and ref_id of both enquiry and admission are also kept)
7. Show all approved enquiries (Enquiry Processing, Status = Approved Admission)

- Now start post admission process on candidates who came thru enquiry and counselling
- All candidates records are at Admission status (Approved Enquiry and Counselling)
- Admission Number (year/course/stream/seat e.g. 2008/BTECH/CSE/4) is generated for each candidate
- Query all admission records (status=ANG, whose ADM NUM IS GENERATED), and receive prospectus form cost one by one in ACCOUNT dept
- Query all admission records (status=P, who have paid prospectus form fee), and issue prospectus form one by one in REGISTRAR office on prospectus fee recipt display
- Show admission summary report at this stage
- Query all admission records (status=F, who have been issued prospectus form), and receive prospectus form one by one in REGISTRAR office
- Show admission summary report at this stage
- Fill complete Admission Form, for this Query all admission records (status=RF, who have submitted prospectus forms), using NAME hyperlink and click APPROVE button. On APPROVE, all relevant data is copied into STUDENT DB (student, appc_academic, student_ref) from ADMISSION DB

A.2. Admission Process (STD)

- 5 admissions for MCA through prospectus issue

- Form Fee is set in FEE MASTER under "REG" FEE HEAD, which is re-defined in every academic session
- Appln form num and registration num is given manually as defined pattern (duplicate entry is not allowed)
- Prospectus sold date, time and by is recorded internally

- 5 admissions for MCA through online adm form

- This is complete form which can be downloaded to submit physically or can be filled online.
- Admission form consists all generic information Student General detail, Personal detail including photo, address detail, Fee Detail (optional), Father Detail including his academic and employer detail, Mother detail including her academic and employer detail, Academic detail of bothers and sister, Student Previous Education detail if any, Health Information.

- Show admission summary report after every form submit
- Show admission list and query after every form submit

- For Online Admission Form, open Full Version Adm Form using hyper link on "Admission Form Summary List" screen and assign last number of application form num and Applicant Num/Registration Num as per records

ADM_REQ_ID = org+acad_year[0]+seq(adm_req_id)
APPLICANT_ID = acad_year[0]+course+stream+max seq
STUDENT_ID = APPLICANT_ID

- Receive all admission forms
- Take 5 admissions through Test Selection Process
- Entrance exam subjects (PCM) created with min and max marks
- Entrance exam schedule defined for 5 candidates
- Marks for 5 student entered (add savepoint)

- Take 5 admissions through direct selection
- candidates directly selected thru DIRECT SELECTION option
- DIRECT selected student are available for FEE SCHEDULE

- Candidates thru SELECT PROCESS or DIRECT select are shown on Qualified List or Shortlisted Candidates

- Difference candidates thru select process shall have entrance exam subject marks while direct will not.

Configure Fee Data

- Different type of fees are taken from student by academic institutions.
- Generally fees are taken at Admission time of new and existing students in begining of each new session.
- System is designed in to take fees of new student by (APPLN FORM NUM and APPLICAT ID) and existing student by ROLL NUM
- In case of STU, admission fee must be taken between prospectus issue and form received.

In order to start fee collection process, below steps are followed

1. Define all fee heads along with relevant information
   like One time, recurring, or yearly fee. Classwise fee flag etc.
2. If amount of any fee head varies classwise, define classwise fee amount
3. Define fee concession if applicable for any student ctg
4. Define fee deposite schedule. Schedule must be approved before payment collection starts.
5. Define late fee rule. 4 slabs each of 15 days are automatically created on first visit of Fee Schedule process. User is allowed to set penalty amount as per requirement.
6. On approval of fee schedule, payment cycle are generated auto. In the begining of academic session, ADMISSION FEE is taken first and one time in session, that's an UNPLANNED cycle. Thus UNPLANNED cycle should be created for business activities like ADMISSION FEE, HOSTEL FEE etc. (this is doen using on-demand link of FEE PROCESS)
7. Student DB is populated from Admission DB which is done at APPROVE OF RECEIVE FORM step
8. While admission time fee can be taken any time once Admission is approved (i.e. from ADM Enquiry to Admission and admission of counseling student without enquiry)