Criterion- 6: Governance, Leadership and Management

6.2.3 Implementation of e-governance in areas of operation

Enterprise Resource Planning (ERP) Document

Enterprise Resource planning (ERP) is a business process management software. Dadi Institute of Engineering and Technology, Anakapalle has been using ERP (ECAP) software for this purpose. ECA allows to use a system of integrated applications to manage and automate all the activities with respect to Academic, Administrative and other tasks in the institute. The ERP (ECAP) software has been designed and developed by Webpros Solutions Pvt Ltd, Visakhapatnam.

The software hereinafter referred as ECAP, fulfills all the requirements of Engineering Colleges including integrated campuses offering Undergraduate and Post Graduate Courses. ECAP aims at immediate availability of data in required formats, ease the work of staff and management and increase in transparency and accountability in administration.

Implementation of ERP (ECAP) in Academic Process
The Institution maintains the data in ERP (ECAP) for effective resource planning. A service provider was identified for effective implementation and support activities.

The following Modules are available in ECAP Software.
Administration
Academics
Accounts
Admissions
Fee Payments
Examinations
Placements
Correspondence
Library
Staff
Central Stores
Departmental Stores
Hostel
Transport
Students

Package Highlights

Internet or Intranet enabled Application.

User Levels with Access Rights for Data Security.

Course/Batch/Category/Student Fee Dues Reports.

Tracks Performance of Scholarship Students.

Fee/Attendance Reminders and Progress Reports.

Attendance & Marks Analysis.

Integration with Attendance Capturing Devices.

Accounts Module similar to Tally.

Payroll Integrated Staff Module.

Barcode Integrated Library Module.

Login for Students/Parents to access data online.

Academics Module Features

Attendance & Marks Entry by Faculty.

Students' Attendance Analysis.

Student's Complete Profile in one single screen.

Analysis of Teaching Plan and Topics Covered.

Upload of Resources like notes etc for students.

Integration with Attendance Capturing devices.

Messages/Assignments by Faculty to Students

Students Feedback Against Faculty.

Attendance Shortage Notices to Parents.

Time Table & Faculty Teaching Assignments.

Academic Projects.

Faculty Academic Register

Faculty Workload

Faculty Adjustments

Circulars

Disciplinary Actions.

Faculty Performance.

Certificates

Extra Classes

Students Promotion & Detention.

Accounts Module Features

Creation of Revenue & Expenditure Heads.

Department wise Budgets.

Head wise Revenue & Expenditure Reports.

Bank Accounts & Transactions.

Day Book & Cash Book Maintenance.

Profit & Loss Statement.

Attendance Fine & Exam Fee Collection.

Supplier Payments & Dues.

Fee Refunds to Students.

Loan Estimates for Students.

Administration Module Features

Creation of Departments, Courses and Branches.

Fees for courses along with Due Dates & Fines.

User Levels with Access Rights on modules.

Mapping Users to User Levels.

Backup and Restore Data.

Track staff Logins and Resetting Passwords.

Complaints/Suggestions Received from Students/Staff

Setting Academic Calendar.

Posting News/Events for notice by Users.

Uploading Students Data to College Website.

Maintaining College Diary.

Device IDs to students for capturing attendance.

Data Backup & Restore.

Admissions Module Features

Import of Students data from Excel Sheet.

Admission Register

Castes & Sub Castes.

Tracks Certificates to be Submitted by Students.

Re Admission of Detained students.

Bar-coded ID Cards for Students.

Scholarship Students.

Generates 10 digit Roll Numbers for Students.

Division of Students into Sections.

Reports.

Fee Payments Module Features

Fee Collection & Receipt Printing.

Course/Batch/Student wise Fee Dues.

Fee Concessions.

Fee Reminders to Parents.

Tracking Fee Reimbursement from Government.

Issuing Study etc. Certificates to Students.

Reports.

Examinations Module Features

Exam Fee Collection & Exam Schedules.

Student Registrations for Regular/Supply Exams.

Seating Arrangement for External Exams & D-Forms.

Entry/Upload of External/Internal Exams Marks.

External/Internal Marks Analysis & Reports.

Progress Reports & Attendance Reminders.

Supplementary & Detained Students.

Invigilation Charges for Staff.

Reports.

Placements Module Features

Companies & Correspondence.

Screening Students as per Company Requirements.

Company Offers.

Students Performance

Alumni.

Reports

Correspondance Module Features

Labs Experiments

Equipment & Consumables

Indents to Central Stores

Issues within Department

Purchases & Receipts

Stocks

Reports

Staff Module Features

Messages among Staff Members.

Groups & Members.

SMS to Parents, Staff & Students.

Marks/Attendance & Fee Dues through SMS to Parents.

Printing Parents Addresses.

Correspondence Via Email/Letters with Parents.

Bulk SMS to Parents/Students during Admissions.

Birthday Greetings

Library Module Features

Library Rules for Students & Staff.

Entry/Upload of Books/Journals/Magazines.

Book Bank Students & Book Reservations.

Book Issues/Returns/Renewals.

Printing Barcodes.

OPAC & Search.

Journal/Magazine Subscriptions & Renewals.

Titles/Authors/Publishers Database.

Backup & Restore of Library Data.

Budget & Expenditure, Purchases & Receipts.

Stock Verification

Reports.

Central Stores Module Features

Categories, Sub categories & Items.

Indents & Issues.

Suppliers, Purchases & Receipts.

Stock Adjustments & Stock Register.

Pending Indents.

Initial Stock Entry.

Reports.

Departmental Stores Module Features

Labs

Experiments

Equipment & Consumables

Indents to Central Stores

Issues within Department

Purchases & Receipts

Stocks

Reports

Hostel Module Features

Application for Admission into Hostel.

Student Registration.

Rooms & Room Allotment.

Attendance & Marks Analysis for Hostlers

Hostel Dues & De-Registration.

Reports

Transport Module Features

Vehicles.

Routes & Halts.

Assignment of Halts to Students.

Expenditure Types & Expenditure Tracking.

Log Book & Mileage Checking.

Transport Fee Collection & Dues.

Vehicle Insurance & Premium Tracking.

Reports

Students Module Features

Access to Attendance, Marks & Fee Data of Self.

Posting Feedback Against Faculty.

Search for Books in Library & Book Reservations.

Access to Resources like Notes, E-Books etc.

Access to Personal Messages from HOD/Faculty.

Access to Circulars.

Access to Alumni Data.

Academics Module

Sl.No	Link Name	Description
1.	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses.
2.	Academic Register	To generate register containing day wise attendance and exam wise marks of all students for a selected subject.
3.	Attendance	To enter period wise or cumulative attendance or upload cumulative attendance for certain number of days from excel sheet.
4.	Attendance Reports	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance reports can also be viewed. Attendance shortage report also canbe seen.
5.	Batches	To divide students of selected semester into batches for attending labs simultaneously.
6.	Certificates	To issue Study, Conduct and TC certificates in standard formats to students and to track certificates issued to students.
7.	Circular	To issue circulars meant for students or staff or for both by principal or secretary of the institution.
8.	Current Time Table	To view which faculty shall be in which class room as per time table at any point of time.
9.	Disciplinary Action	To initiate disciplinary action against students and staff and track disciplinary actions taken.
10.	Extra Classes	To assign extra classes to faculty in addition to regular classes.
11.	Faculty	To view faculty performance i.e class taken, marks obtained etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty,
12.	Faculty Adjustments	To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s).
13.	Feedback Questions	To add feedback questions which need to be answered by students while giving feedback against faculty.
14.	Internal Marks	To enter internal marks by faculty.
15.	Lab Batches	To enter number of batches into which students need to be divided to attend labs.
16.	MBA	To enter specializations for MBA course and select electives chosen by students.
17.	Projects	To assign projects and project guides to students of of B.Tech, MBA, MCA and M.Tech courses and track the progress of individual projects. Guides need to upload student wise project status in excel sheet at regular intervals.
18.	Promotions	To view students who are qualified with credits and attendance for promotion from current semester to next semester. Reasons will be indicated against students who are not qualified for promotion. However they can also be qualified for promotion manually.
19.	Resources	To view what resources are available for students to download under various categories.
20.	Student Profile	To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance upto the current semester, fee payment details and Backlogs details of selected student.
21.	Teaching Assignments	To assign subjects to faculty.
22.	Teaching Plans	To upload teaching plan and every day topics covered by faculty.

Students Module

Sl.No	Link Name	Description
1.	Academic Calendar	To view the academic calendar of the course and semester, the student currently studying.
2.	Attendance	Displays daily, monthly and up to date attendance of student who logged in.
3.	Backlogs	Show the subject backlogs if any of the logged in student.
4.	Book Search	To search for books in the library by the student.
5.	Circulars	To view the circulars issued by the principal and management addressed to the students.
6.	Complaints/Suggestions	To post complaints/suggestions for attention by the administrator.
7.	Exam Schedule	To view internal and external exam schedules by students.
8.	Faculty Feedback	To post feedback against the faculty by student who logged in.
9.	Fee Details	Displays the details of fees paid by the logged in student.
10.	Fee Dues	Displays the details of fee dues payable by the logged in student.
11.	Resources	Student can view and download the resources uploaded by the faculty or librarian.
12.	Library Books	Displays history of book issues and returns from library of logged in student.
13.	Marks	Shows student's semester wise marks with aggregate.
14.	Project Search	Student can search for academic projects titles and abstracts from library.
15.	Profile	Student can view Bio Data, Performance in current semester and previous semesters, fee payment details, backlogs details.
16.	Time Table	Student can view class time table.
23.	Time Table	To set theory and lab time tables for courses and print them.
24.	Student Messages	To post messages/assignments to selected student(s) by faculty.
25.	Upload Resource	To upload resources meant for students by faculty.