

### **ERP & STUDENTS LIFECYCLE MANAGEMENT**

### **Scope**

To define the features and functions of the ERP system together with SLCM function for the control and management. The main digital transformation is done for Students enrollment, Academic management, Learning management control, Serviceadministration, Examination, Hostel Management, Transport management, Notification and alerts. The main objective of the system is to provide a non biased and controlled Academic improvements. And inter maintain the governance and Segregation of duty to meeting the fast changing academic environment.

### **Background**

SGT ERP has been in being developed progressively form 2015 onward. It was developed by a local vendor based in Gurgaon, as identified by then SGT management team.

Development of the ERP has happened module-wise as per the requirements shared by different user groups and Functional experts, at different points of time, without having a holistic view of the academic or administrative processes. Due to this fact log of challenges was being met with and overcome due to the extensive customization and corrections required to meeting the regulatory compliance.

However, with time and as per the direction of the SGT Management, improvisations and customization of all the modules happened. There is a good amount of time spent by various entities and experts to improve this application and to reach to today's level of maturity.

Today, entire student engagement is through the ERP, Student Admission, Fee Payment, Course, Semester & Batch allocation, Class Attendance, Time-table, Date-sheet, Marks Entry, Result Declaration, Promotion to the higher semester, Student Certification etc. all is managed through ERP System.

List of different modules which are in the ERP are depicted in this document with a brief about their functionality.

### **Student Related Functionality in ERP**

The life journey of a prospective student starts from CRM application as a Lead. The respective Telecounselor/faculty group counselor/face to face counselor will work as the front end counseling partner to the engaging the lead to correct academic course details and path. As per the consultation if the lead decides to proceed with enrolment for academic process, will start with online purchase the prospectus of the courses they would like to join. Once the prospectus is purchased, student is allocated a unique form number by the ERP system. Next step would be that the student submits the documents required for taking the admission. Based on the documents submitted, a student is provided a provisional registration number by the system till he/she submits the semester fee for the course for which admission is granted. Once the semester Fee is received, provisional student becomes the regular student of the university. Each student will have a unique Registration number which will be the identity for the Students life cycle.

#### **STUDENT SECTION**

1. PROSPECTUS SALE – An aspiring student has to purchase soft copy of the prospectus from the system after submitting the enquiry form. This is mandatory. Multiple courses prospective can be purchased.



- 2. UPLOAD SCANNED DOCUMENTS Aspiring student after the prospectus purchase, uploads necessary documents for the registration purpose.
- 3. STUDENT REGISTRATION Provisional Registration Number is generated till the student submits the semester Fee for which he is granted the admission.
- 4. SEMESTER ALLOCATION & SUBJECT ALLOCATION Students is allotted the semester and the subjects as per the request of the student at the time of admission.
- 5. IDENTITY CARD GENERATION AND PRINTING This is mandatory for all students.
- 6. BATCH ASSIGNMENT Student is assigned a Batch.
- 7. ATTENDANCE REGISTER student class attendance is captured by the faculty who is assigned the batch.
- 8. STUDENTS PROMOTION Students is promoted to the next semester as per the academic process.
- 9. CHANGE COURSE students submit the request which systems notifies to the approving authority. Approval workflow is used by the system for approval processes.
- 10. GRIEVANCE Student can send his/her grievance to the relevant department to get the resolution.
- 11. ACADEMIC CALENDAR Is published for the students by the authorized person.
- 12. LECTURE SCHEDULE For a semester within a course is published in the system.
- 13. HOLIDAY'S Holiday List is made available for the students in the system.
- 14. MANAGE LEAVE & LEAVE REQEUST This is student leave management module.
- 15. ASSIGNMENT Students can submit their assignments here.
- 16. CONTENT LIBRARY This is a module for concerned role holder / faculty to upload pdf books for students to read.

#### STUDENT ACCOUNTING

This section allow student to submit their semester fee online or at the respective Fee counter. Based on the selection criteria, some can be entitled for scholarship also. Students, who want to withdraw from their course are given the Fee refund as per the policy. Similarly, at the time of certification, no dues etc. facility is also provided by the system. Various modules which are enabling all student Fee related functionality are,

- 17. FEE TEMPLATES
- 18. FEE HEADS
- 19. FEE SUBMISSION
- 20. LATE FEE
- 21. RECONCILITATION
- 22. UPLOAD SCHOLARSHIP/WAIVER LIST
- 23. APPROVED WAIVER



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- 24. APPROVED SCHOLARSHIP
- 25. FEE REFUND
- 26. HOSTEL FULL AND FINAL
- 27. FULL AND FINAL
- 28. NO DUES

#### STUDENT EXAMINATION

As a part of the learning management for the specific course /program the system is having features of vetting the eligibility of student to pursue to respective subject exam for earning necessary credits /Marks/ Grades. System is enabled to make the system settings for the examination at the beginning of an academic cycle. According to the Exams conducted by the COE, the respective student is awarded attendance and marks as per the evaluation control mechanism. All data pertaining the marks awarding,attendance,examiner,evaluation, result publishing.etc. are processed via ERP system. According to the system setup of passing criteria and Grace control the system automatically calculates the Result sheets. The major functionality enabled in system for various control of Examination module are defined as below.

- 29. EXAMINATION SCHEME system calculates weightage for different types of tests (theory & Practical) based on the examination scheme put by the concerned authority in the system.
- 30. EXAMS FEE
- 31. GRADE MASTER
- 32. EXAMINATION SCHEDULE&DATE SHEET
- 33. EXAMINATION FORM
- 34. STUDENT ELIGIBILITY CRITERIA
- 35. EXAM ATTENDANCE
- 36. ASSIGN EXAMINER
- 37. ASSIGN EVALUATOR
- 38. AWARD ENTRY(EXAMINER)
- 39. AWARD ENTRY(FACULTY)
- 40. RESULTS
  - 1. RESULT REMARKS
  - 2. SECRET CODE REPORT
  - 3. PASS PERCENTAGE REPORT
  - 4. DATE SHEET REPORT
  - ADHOC GRACE
  - 6. SIMPLE GRACE
  - 7. RESULT REVALUATION APPROVAL
  - 8. EXAMINATION CONTROLLER SIGNATURE
  - 9. PRINTING AND SCANNING
    - Degree Printing
    - DMC Printing
    - Records
    - Result Sheet Report
    - Result Gazette

STUDENT HOSTEL MANAGEMENT



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As a part of facility services provided to students there is on campus residing. System is enabled to accept request from the students who want to avail the hostel facility, approve the request and grant them the facility. Once the student is provided the hostel, his fee head automatically takes the hostel fee charges in the student account. Various functionalities which manage the complete hostel system are,

- 41. HOSTEL
- 42. ROOMS
- 43. STUDENT ROOM REQUEST
- 44. HOSTEL REQUEST APPROVAL
- 45. HOSTEL ALLOTMENT
- 46. HOSTEL ALLOTMENT APPROVAL
- 47. ROOM ALLOTMENT
- 48. ROOM TRANSFER MOVEMENT
- 49. HOSTEL MOVEMENT INFO
- 50. METER READING
- 51. MESS VOUCHERS
- 52. MESS STAFF ATTENDANCE
- 53. ACTIVITY MASTER
- 54. HOSTEL LOCAL STORE
- 55. HOSTEL STORE TRANSACTIONAL
- 56. HOSTEL ATTENDANCE
- 57. MESS MANAGEMENT
- 58. Manual Attendance
- 59. Voucher Based Attendance
- 60. Barcode Attendance
- 61. STUDENT TRACKING
- 62. ALERT HOSTEL USER
- 63. ROOM TRANSPORT CHARGES
- 64. HOSTEL CHARGES
- 65. HOSTEL SURRENDER REQUEST
- 66. REQUEST GATE PASS
- 67. GATE PASS REQUEST
- 68. SECURITY GATE PASS
- 69. STUDENT BALANCE TRACKING
- 70. APPROVE SURRENDER REQUEST

#### STUDENT TRANSPORT

Similar like hostel as a facility service, students have the possibility to opt for Transport servicers. System is enabled to accept request from the students who want to avail the transport facility, approve the request and grant them the facility. Once the student is provided the transport, his fee head automatically takes the transport fee charges in the student account. Various functionalities which manage the complete transport system are listed as below

- 71. MANAGE ROUTE
- 72. MANAGE STATION
- 73. ROUTE AND STATION
- 74. MANAGE VEHICLE CATEGORY
- 75. MANAGE VEHICLE
- 76. ASSIGN VEHICLE
- 77. MANAGE SCHEDULE
- 78. VEHICLE READING



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- 79. EXPENSE CATEGORY
- 80. MANAGE EXPENSE
- 81. ASSIGN TRANSPORT TO STUDENT
- 82. BUS PASS & EXPIRY
- 83. MANAGEVEHICLE MAINTENANCE
- 84. MANAGE AMBULANCE TYPE
- 85. MANAGE AMBULANCE BOOKING
- 86. MANAGE GARAGE
- 87. MANAGE MAINTENANCE REMINDERS
- 88. ONLINE BOOKING FORM
- 89. ALERT USER
- 90. APPROVE TRANSPORT REQUEST
- 91. ALLOT VEHICLE
- 92. TRANSPORT SURRENDER REQUEST
- 93. FINE
- 94. TRANSPORT BALANCE TRACKING

### **ACADEMICS**

The Academic Management facilitate to setup the students learning /progression to a specific course or program with proper course structure setup. This module manages course, subjects, session and faculty. Various functionalities provided in this module are,

- 1. MANAGE FACUTLY
- 2. MANAGE COURSE
- 3. MANAGE SESSION
- 4. MANAGE SUBJECTS
- 5. ASSIGN SUBJECTS
- 6. MANAGE SUBJECT SUB PARTS

### **OTHER SETTINGS**

- 7. MANAGE EMAIL TEMPLATES
- 8. MANAGE FEEDBACK TEMPLATES

### **EMPLOYEE**

All the Employee of the university is being created in ERP which is not for the payroll purpose. Purpose of this module is to manage housekeeping vendor and its employees, and also to provide transport facilities to the regular employees. It does not have any other functionality for the human resource management. This employee master is used to activate the access permission for access to various application and systems

- 1. EMPLOYEE
- 2. HOUSE KEEPING
  - House Keeping Vendor
  - House Keeping Employee
  - Housekeeping Employee Attendance
  - Monthly Attendance Report
- 3. IDENTITY CARD



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- **REGISTRAR SIGNATURE**
- 5. MEETING SCHEDULE
- 6. ASSIGN TRANSPORT TO EMPLOYEE
- 7. EMPLOYEE TRANSPORT DETAILS
- 8. APPROVE TRANSPORT FOR EMPLOYEE

### Supply chain management

The complete procurement process for the different sub entity under the umbrella of entity is being routed through the SCM Module. The inventory management system, Lean warehouse management, procurement of the material. Control of release process, including source and negotiation process are conducted through the module. Main the warehouse of Dental, General, mess are handled via SCM module.

- 1. VENDOR MANAGEMENT
- 2. MEASUREMENT UNIT
- 3. CONVERSION UNIT
- 4. ITEM CATEGORY
- STORE ROOM
- STORE EMPLOYEE
- 7. TAX MASTER
- 8. ITEM MASTER
- 9. INVENTORY
- 10. MATERIAL REQUEST
- 11. ISSUE AND RETURN
- 12. INDENT REQUEST
- 13. PURCHASE ORDER
- 14. RECEIVING
- 15. INVOICE
- 16. ITEM TRANSFER
- 17. APPROVE TRANSFER REQUEST
- 18. ITEM TRANSFER HISTORY

#### **USER SECURITY**

The main purpose of this module is for the segregation of duty and access controlling on different module. The user permissions are created and updated with roles creation against each function /feature of the system

- MANAGE GROUP
- 2. MANAGE PERMISSION

### **REPORTS**

There are multiple reports created in system for the purpose of management control, Review and analysis. According to legal compliance requirement ad hoc reports are incorporated to system. As per the Academic development plan and the compliance requirement the extension of report will be added in. The below standard reports are already provisioned in the system for analytical support and controlling.

- 1. Provisional Registrations
- 2. Seat Booking Report
- 3. Refund of Seat Booking



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- 4. Online Interested Candidates
- 5. Registration Date Wise
- 6. Registration Status
- 7. Students Details
- 8. Domicile
- 9. Withdrawal Student Report
- 10. Archived Provisional Registration
- 11. Student Attendance Report
- 12. Alumni Report
- 13. Student Educational Details Report
- 14. Document Upload Report
- 15. Active Students
- 16. CBCS Report
- 17. Student Attendance Report
- 18. Internship Report
- 19. MASS MAILING REPORT
- 20. Feedback Reports
- 21. No Due Request Report
- 22. No Due Department Report

### **EXAMINATION REPORTS**

- 1. Student Overall Result
- 2. Student Result (Tri/Semester/Year)
- 3. Students Results IA
- 4. Faculty IA Not Updated
- 5. Student Exam Form Report
- 6. Signature Chart list
- 7. Course Wise Subject
- 8. Late Result Report
- 9. Examination UGC Report
- 10. Merit list Report
- 11. Result Declared Report
- 12. CBCS Subject Report

### **ACCOUNT REPORTS**

- 1. Reconciliation Repot
- 2. Daily Transaction Report
- 3. Scholarship/Waiver Report
- 4. Student Records
- 5. Head/Summary wise Report
- 6. User wise Collection Report
- 7. Fee Template Report
- 8. Fee Due invoice
- 9. Outstanding Report
- 10. Return/Refund Report
- 11. Seat Booking Report
- 12. Total Seat Booking Report
- 13. Master Report
- 14. Seat Booking Refund Report
- 15. Change of Courses Report



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- 16. Prospectus Sale
- 17. Prospectus Sale Difference
- 18. Advance Fee Report
- 19. Hostel Income Report
- 20. Transport Income Report
- 21. Adjustment Report
- 22. Cancel Receipt Report
- 23. Received Cheque Report
- 24. Miscellaneous Report
- 25. Faculty Outstanding Report
- 26. Student income Tax/Loan Letter Report

#### **HOSTEL REPORTS**

- 27. Vacant and Allotted Rooms Report
- 28. Hostel Occupancy Report
- 29. Hostel Attendance Report
- 30. Mess Reports
- 31. Bar-Code Attendance Report
- 32. Hostel Charges Report
- 33. Hostel inventory Report
- 34. Hostel Out Pass Report
- 35. Room Category Wise Report
- 36. Continue Hostel Student Report
- 37. Hostel Availing Report
- 38. Hostel Wise out Pass Report
- 39. Hostel Occupancy Summary
- 40. Electricity Changes Report

#### TRANSPORT REPORT

- 41. Transport Report
- 42. Bus Pass for Employee
- 43. Bus pass for Student
- 44. Duplicate bus pass report
- 45. Vehicle report
- 46. Online booking report
- 47. Ambulance booking report
- 48. Ambulance expense Report
- 49. Vehicle Maintenance Report
- 50. Bus pass expiry Report
- 51. Transport charges Report
- 52. Transport Occupancy Report
- 53. Transport Projection Report
- 54. Transport Report
- 55. Continue Transport Student Report

#### **SCM REPORTS**

- 56. Inventory Reports
- 57. Issue and Return Report



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- 58. Receiving Report
- 59. PO Reports
- 60. Cash Purchase Report
- 61. Invoice Reports
- 62. Item Availability
- 63. Indent Request Report
- 64. Stock Consumption Report
- 65. Indent Cycle Report

#### **BUSINESS SUPPORT FUNCTIONS**

The ERP application is interfaced with multiple alerting and notification services, which include SMS alerts and Emails alert. Online registration features via web portals. Interface to CRM for lead profile and data collection and reverse mapping for lead to Student status update. Interfaced with Payment gateway for 24 x 7 fee/due/payment process. Online Fee due portal, Vendor registration portal, Gate entry portal are some of the features ongoing.

### **Summary**

The function in ERP is being pragmatically update according the industry standards and academic development. New version will move into NEP, NAAC compliance, Government policy for academic bank of accounts. Ease of use the SCM module and SLCM. ERP system is planned to be the central system with interface to multiple business system to provide data accuracy and compliance too.

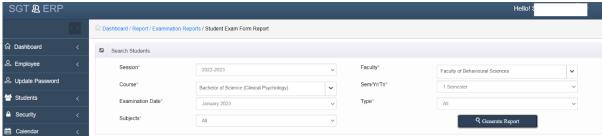


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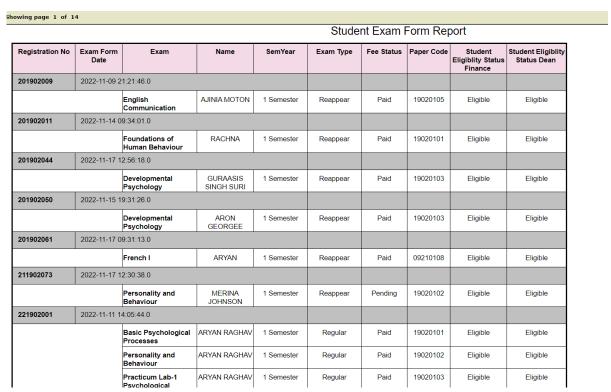
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E-governance management in E-RP

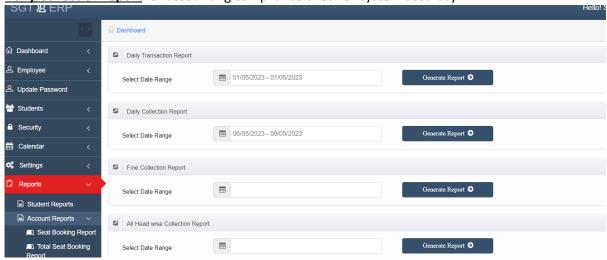
1) Students Exam from and Eligibility



Report of the control



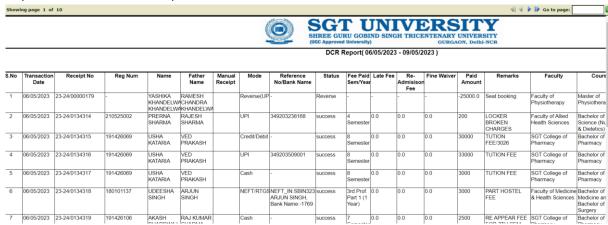
2) <u>Daily Collection report</u> for accounting compliance check or system accuracy



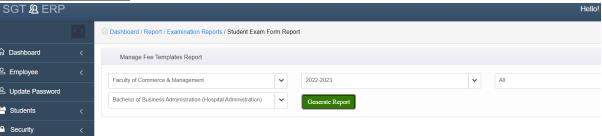


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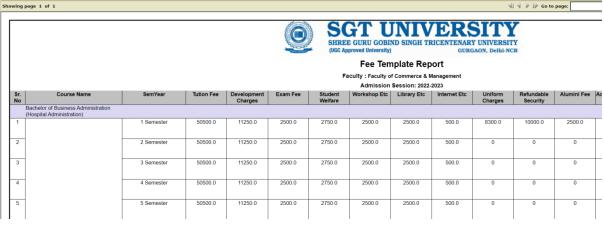
### Report outcome of the compliance



### 3) Fee Template control



### Report outcome of Fee template released output.



### 4) Students Education Control and Compliance.

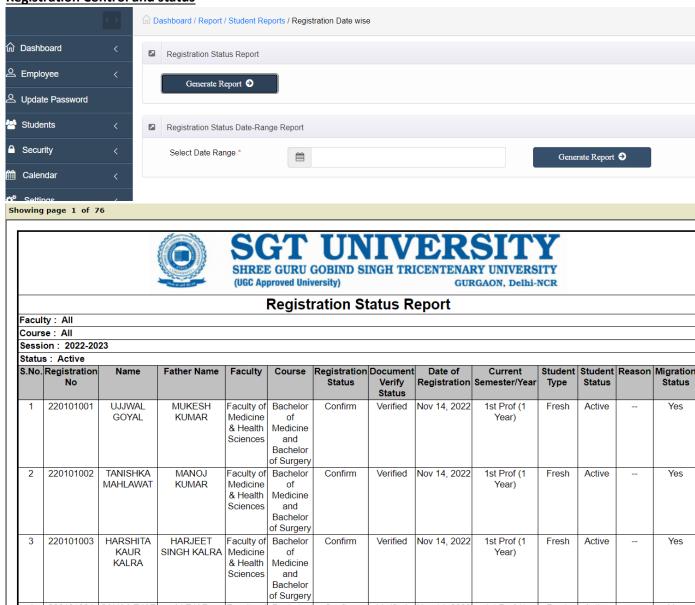




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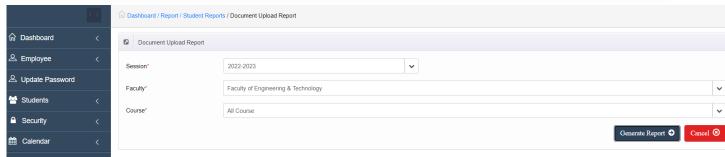
### 5) Registration Control and status

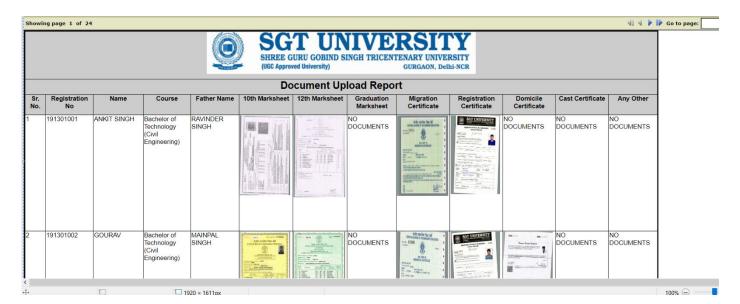


7) <u>Document status Control & monitoring.</u>



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### 8) Login Compliance monitoring.

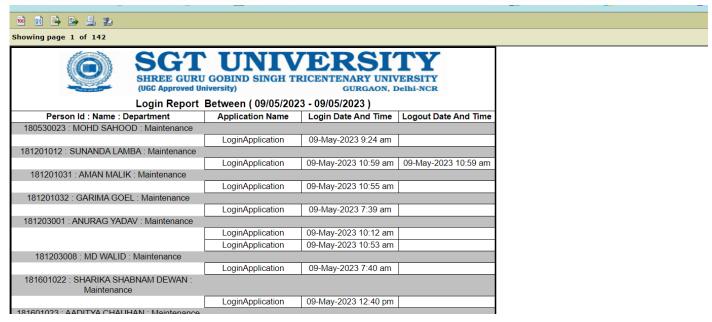


Login status monitoring report.

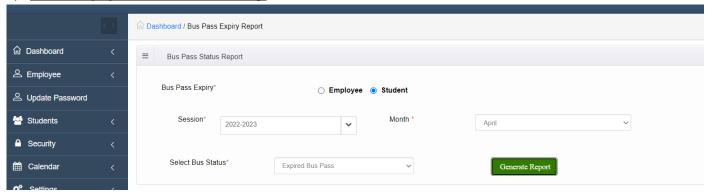


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9) Bus Pass Expiry Governance monitoring.



Report output of expiry.



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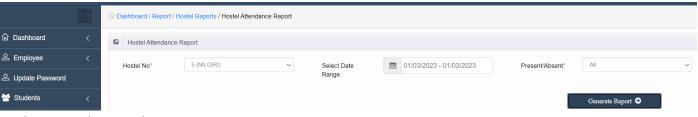
#### **Bus Pass Status Report**

Status:- Expired

Total Expired: 22

ID	Name	Session	Seme/Year	Valid From	Valid Upto	Route	Vehicle
Student							
180415027	SHALINEE BHARTI	2022-2023	7 Semester	01/11/2021	30/04/2022	32 - Sikanderpur Metro Station	HR55AG 7514
180415070	MANISHA	2022-2023	8 Semester	01/02/2022	30/04/2022	36 - Bakkarwala	HR55AC 1207
181201029	NEERAJ VATS	2022-2023	7 Semester	01/11/2021	30/04/2022	52 - Smalkha	HR55W 8889
200607004	SHIVAM AGGARWAL	2022-2023	3 Semester	01/11/2021	30/04/2022	13 - Sec-55/56 GGN	HR55AE 2680
200609001	ABHISHEK BHARDWAJ	2022-2023	3 Semester	01/11/2021	30/04/2022	20 - Bahadurgarh	HR55AB 5187
201201016	KARTIK	2022-2023	3 Semester	01/11/2022	30/04/2023	11 - Rohtak	HR55AE 0694
220403092	MONU YADAV	2022-2023	1 Year	01/11/2022	30/04/2023	37 - Dwarka Mor	HR55AB 0925
220602020	AKANSHA GARG	2022-2023	1 Semester	01/11/2022	30/04/2023	14 - Lajpat Nagar	HR55Y 4843
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### 10) Hostel Attendance governance.



Student Attendance and management.

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NILGIRI Hostel Attendance Report Date Range: -01/03/2023 - 01/03/2023 Attendace Type:- All Total Present: - 122 Total Absent: - 0 Total Leave: - 9 Total Offical Leave: - 0 SNo 201902038 PRAMOD RAI 01/03/2023 108 Present 2 201105002 GOURAV, GOURAV PHOUGAT, PHOUGAT 406 01/03/2023 Present RAVEEL BHARDWAJ 3 191601019 109 01/03/2023 Present 181601035 RISHABH 107 01/03/2023 4 Present 5 181601026 DANISH HUSSAIN 110 01/03/2023 Present 6 181601009 SOURAV GARG 306 01/03/2023 Present 181601023 AADITYA CHAUHAN 306 01/03/2023 Present 8 201601025 SOURABH SHARMA 105 01/03/2023 Present 9 181601040 ANKIT SHARMA 105 01/03/2023 Present MANUJ AGARWAL 311 01/03/2023 10 190210092 Present 11 180210047 HERI SONAM 402 01/03/2023 Present

PADI OBING

11) Indent management and control

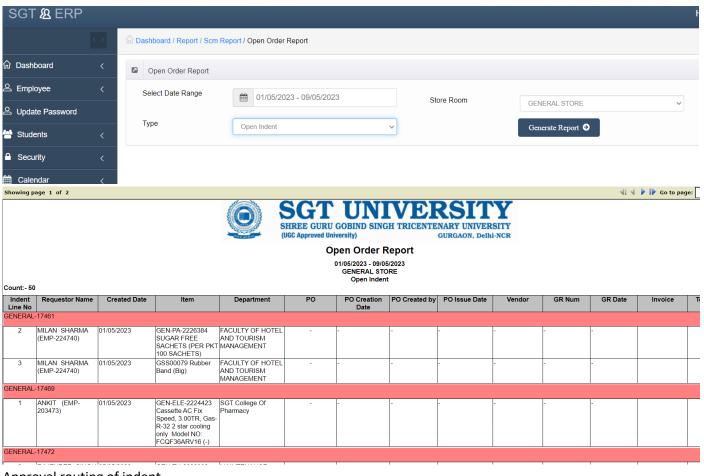
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01/03/2023

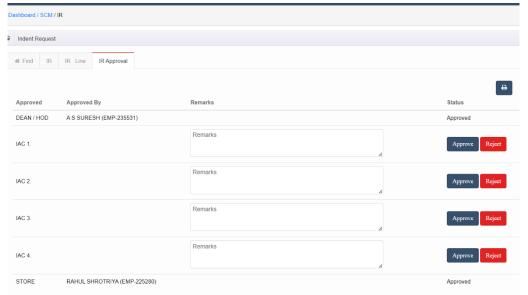
Present



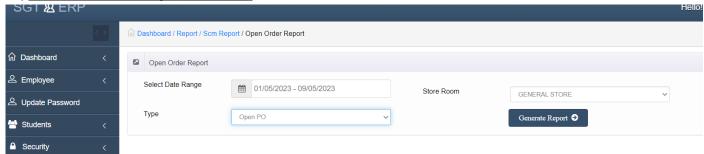
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### Approval routing of indent.



12) Purchase order management control





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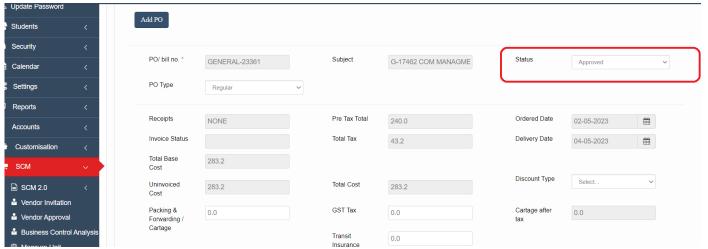
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#### Open Order Report

01/05/2023 - 09/05/2023 GENERAL STORE Open PO

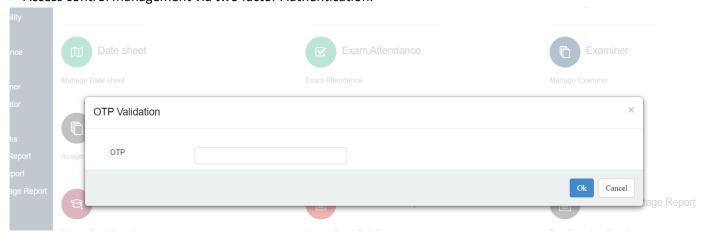
Indent Line No	Requestor Name	Created Date	Item	Department	PO	PO Creation Date	PO Created by	PO Issue Date	Vendor	GR Num	GR Date	Invoice	Total Da
GENERAL	-17462												
	BHUPENDER SHARMA (EMP- 203554)	01/05/2023	SGT-1913272 Star Banner Size: 6' x 4' (-)		GENERAL-23361	02/05/2023	BHAGWAT RAM(EMP- 150600)	02/05/2023	METAMAK INDUSTRIES				7
GENERAL	-17486												
1	M. K. NAIR (EMP- 161164)	01/05/2023	GEN-TE-2226425 BEETEL M88 Plan Phone (.)	FACULTY OF FASHION AND DESIGN	GENERAL-23452	09/05/2023	MUNNA KUMAR(EMP- 203468)	09/05/2023	M/S SHAKSHAM INC.				(
GENERAL	-17495												
1	Vandana Kumari (EMP- 214568)	02/05/2023	GEN-PST-2016720 CERTIFICATE A3 size (Size 12"x18", 300GSM imported art paper, four colour digital	AGRICULTURAL	GENERAL-23380	04/05/2023	BHAGWAT RAM(EMP- 150600)	04/05/2023	GANPATI ENTERPRISES				5

### Approval routing of Purchase Order.



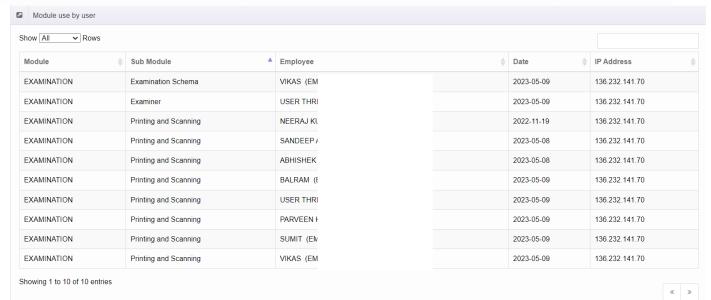
### 13 Examination Control

Access control management via two factor Authentication.





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### 14 )Students Exam form submission and Eligibility

