

PONNAIYAH RAMAJAYAM INSTITUTE OF SCIENCE & TECHNOLOGY (PRIST)

Declared as DEEMED-TO-BE-UNIVERSITY U/s 3 of UGC Act, 1956

ERP MANUAL

ERP Manual

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REGISTRAR, Ponnalyah Ramajayam Institute of Science & Technology (PRIST), (Institution Deemed to be University 1/s 3 of the UGC Act. 1956), THANJAVUR - 613 403, TAMIL NADU.

Vision

To be internationally recognized Institution for its excellence of academic programmes, for its high-quality teaching across a broad range of disciplines, for its efforts in promoting world class research and for its community service in making quality and flexible higher education to reach wider community.

Mission

To dedicate to the communication, expansion and integration of knowledge through excellent undergraduate education as its primary priority and complementary excellent post graduate academic programmes.

To offer quality professional education opportunities which are accessible, flexible and borderless.

To have a distinct academic approach that emphasizes professional education fosters high achievement and promotes original inquiry, innovation and collaboration.

To make the Institution Campus as a Centre of Academic Excellence where high quality research and high-quality teaching are mutually sustaining.

To develop graduates who may be positioned to meet the challenges of a rapidly changing world.

To create fulfilling experiences for all students based on commitment of skilled and caring teaching faculty.

To aspire to contribute to our nation's economic growth, social development and sustainability.

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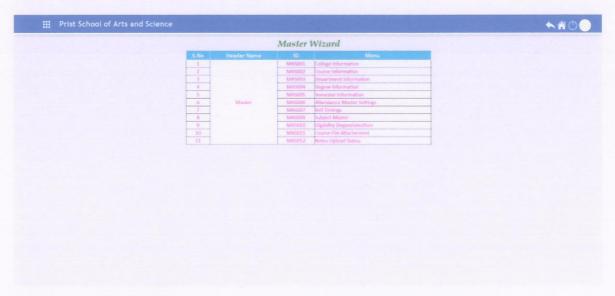
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11/8 3 of the UGC Act. 1956),
THANJAVUR-613 403 TAMIL MARKET

1. Master Wizard Module:

The Master Wizard Module has the facility to enter the information about college, course, degree, department, semester, attendance master settings, subject master, bell timings, course file attachments and uploading notes.



Semester Information:

The semester information will be entered by the overall ERP coordinator in the semester information. The semester details window has the facility to enter the semester start date, end date, holidays, working hours.



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Subject Master:

The courses approved in the Board of Studies (BoS) will be entered by the department ERP coordinator in the subject master. The subject information window has the facility to enter the details of the subject code, subject name, credits, subject type, marks allotment and arrear fees.



Course File Attachment:

This option is entered by every faculty by attaching the course file which has the facilities to enter the syllabus and subject information



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Master Subject Allotment:

The department ERP coordinator will select the subject offered by the department for the odd or even semester of the academic year for the subject registration of the student in the master subject allotment window and select the students for the subjects allotted in the current semester.



Bell timings:

The bell timings of each period will be entered by the overall ERP coordinator since it is common for the university. The student bell timing window has the facility to enter the start time, enter time and description of the periods along with break.



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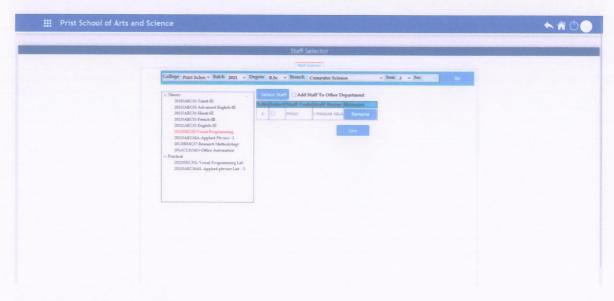


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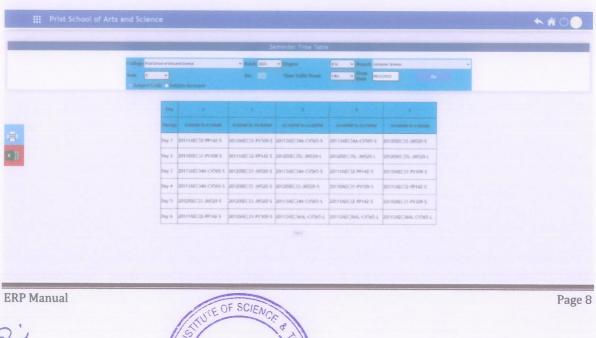
Staff Selector:

This option is used to Allot subject faculty by the department ERP coordinator in the Staff Selector for class handling, attendance entry, question paper setting, valuation of answer scripts and entry of continuous assessment exam.



Semester Time Table:

The Time Table for the semester will be entered by the department ERP coordinator based on the individual staff timetable. This window has the facility to select the subject and select the staffs for the subject and allot for each and every day. The class advisor of each class should also be given at the bottom of the time table.



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2. Attendance Module

The attendance will be entered by each faculty for the subjects allotted to them. The attendance entry option has the facility to mark the present, absent and reason for the absentees.



3. Student Module:

Student module is the core module of the software where all the details related to the students are maintained. This module contains various details about the students like personal details, attendance, extracurricular activities, conduct details etc. These details once entered can be viewed any time. Enrolled student's data are maintained course wise with periodical updates. Daily attendance entry of students is done period wise and these entries are done by the faculty themselves through their individual login. This attendance entry is then used to calculate overall attendance percentage of the student. Student module provides facility to send SMS to parents about their wards daily attendance details, so that they can also keep track of their wards activities. This attendance is used to calculate the internal marks to be allotted for the student. There is also facility to enter student leave details.

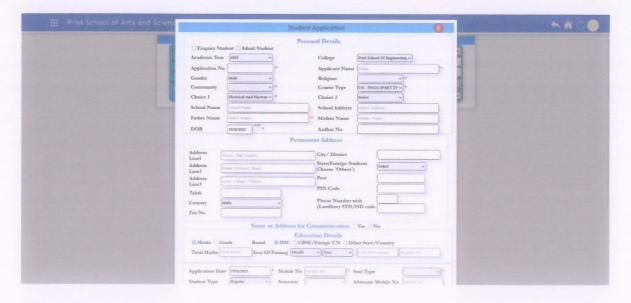
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Student Application Manager:

The student application manager option is been operated by the admission team. This option has the facilities to enter student personal details including their department and category.



Admission Process

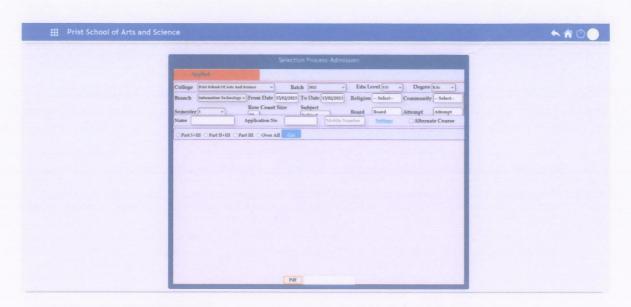
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Student Strength Report

The report is generated by the admission team using their login and the strength of the student in a year, department and branch can be consolidated.



Student Promotion

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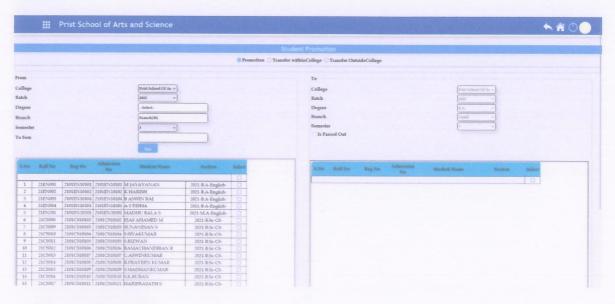
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This option is operated by the overall ERP coordinator at the end of each semester after the publishing of results. The students is been promoted to next semester based on the status of the students.



4. Mark Module:

This module has the facility to enter continuous assessment marks, attendance marks, practical marks, assignment marks, project marks and internships marks.



5. COE Module:

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Personal Per

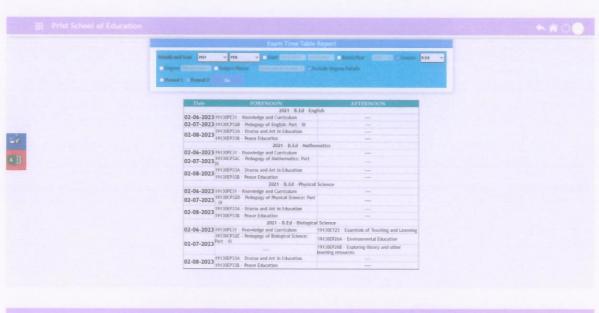
The COE module deals with examination related information of all the students who are appearing for the semester examination. This module helps in generating the time table, students list, attendance sheet, hall ticket. The faculty can enter attendance and marks of the students periodically and also can obtain the final results of the examination. In our university the examination process is automated starting from preparation for exams to publication of results. The system provides facility to select elective papers of student's interest if there is any. Based on the academic calendar COE office programmer will set the dates for End Semester Exams in the Semester Exam Time Table tab. The timings for the End Semester Exam were fixed by using the same tab. This module helps the student to register the subjects which they are going to appear in the semester examination. In the next stage hall tickets for the examinations are generated automatically. Once the examinations are conducted, attendance details and marks are entered in the software. Based on these inputs the data is processed automatically and the result is generated. This system contains option to enter exam schema for each subject, exam details for each batch with pass percentage. Mark entries are done using using their names or register numbers. COE module. The module generates mark sheet automatically with or without photo, consolidated mark sheet, provisional certificate and course completion certificate once the student completes their course. These mark sheets are assigned with a unique serial number for each student which can be automatically assigned through the software. Mark and Grade statements are generated automatically for publication of results. This module has high confidentiality as only authorized users can access the examination software. Mark entry is done by the examiners itself in the centralized evaluation process which will be verified and approved by the Camp Officers, so that no alterations can be done. Even if there is any need for modification, it is done with the approval of the Controller of Examinations.

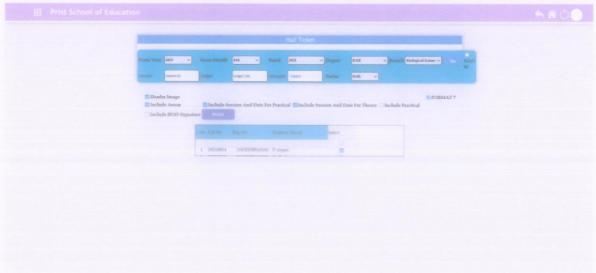
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6. Library Module:

The module is been operated by the Chief Librarian. The module has facilities to enter book details, back volumes, proceedings, library card, rack details and Project books

				-
			Library	
S.No	Header Name			
1		LM01 LM02		
2 3 4 5		LM03		
4		10004		
5		LAROS	Back Williame	
6		1M06		
7	Master	LM07		
8		1M08 1M09		
10		LM10	Shandard Muster Library Norms	
21		1M11		
12		1M12	Citizary Card Moster	
13		1M13	Individual Card	
14		LM14		
15			User In/Out Entry Screen	
16			Library ID Card Generation Non-Member Entry	
18				
19		1005		
20			Book Reservation	
21			New Book Request	
22			Bird Books	
23			Bind Book CheckList Book Lock/Unlock	
25				
26			Library Entry Correction	
27	Operation		No Dues Entry	
28			Book Photo	
2.9			News Paper Entry	
30 31		1016	Book Availability Book Issue and Return	
32			Subscribe	
33			Barcode Label Generation	
34			Library Notification	
35			Rack Allocation With Califor	
36			Stock Analyser Book Replacement	
37			Issue/Return	
39			Staff Library Details	
		1802	Book Allocation Report	
43			Itamaction Report Back Circulation Report	
45			Invoice Report	
46			Library Information	
47		LROB	Transfer Report	
48				
49			Card List And Card Holders	
	Report		Vine Report Book Statistic	
		LR13	Non Book Material Report	
		1814	Library Books And Journal Details	
54		1.R15		
55			Utilization Report	
56			Journal Report	
57			Individual Student Book Circulation Repor Stock Analyses Report	
50			Special And Rare Collections	
50			Bill Wise Report	
-		-		

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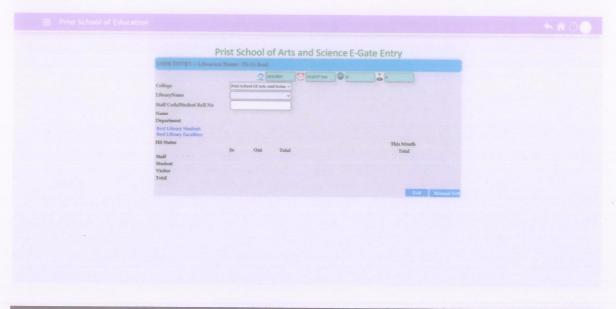
Inward Entry:

The module is operated by the librarian coordinators to enter the details of the book such as access no, publishers, number of copies, author names, invoice no, isbn number, publication year,etc...



E-Gate Entry:

The entry option is entered by staffs and students once they check in and checkout of library. This option has the facilities to calculate the number of visits of each person and report is generated.



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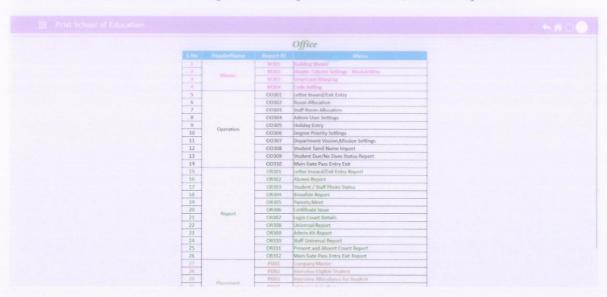
Transaction Report

The transaction report is operated by the chief librarian and the overall transaction report of both the students and staffs is generated.



7. Administrative Module:

This module is operated by the Office co-ordinator. This modules has the facility to enter staff room allocation, student and staff photo status, placement details, Alumni report etc.



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8. Finance and Accounts Module:

Accounts process is designed to generate fees structure and collect fees and generate receipts for students. This helps in managing the account details of each student electronically instead of maintaining manual vouchers and ledgers about the students. In the finance module first the fees structures for each course and batch is created. This structure is then used to assign fees to each applicant automatically. Once the applicants are selected for admission they are asked to pay the fees. During this process the applicant will be assigned the fees structure for their respective course and during this time the applicants will be converted as students of the university. Students can pay their fees in various methods like Cash / DD / Cheque and Bank Transfer. The paid fees will be accounted to their ledger and the remaining fees can be viewed automatically. There is also facility to collect optional fees and miscellaneous fees which will be applicable to particular student instead of all the students. Accounts process also has the feature to refund amount which are paid in excess or the caution deposit which is collected during the admission process. Finance module also provides feature to send SMS to parents regarding the fees due pending for their wards and its due date. Finance module generates various reports which can be viewed any time with up to date data, so that details like collection, dues etc. can be calculated easily.

			Finance	
(30)	Header Many	. m	Menu	
1				
2				
4			Ledger Master	
5	Mainer		Code Setting	
6			Bank Master	
2			Receipt / Challan Print Setting	
9		FNOP001	Journal	
10		FNOP001	Journal	
11		FNOP002	Receipt / Challan	
1.2		ENDP003	Challan Confirm	
13		FNOP004	New Receipt Miscellaneous	
1.4		FNOP005	Receipt Cancel and Duplicate	
15		FNOP006	Bank Reconciliation	
16			Transfer / Refund	
17		FNOP008	Payment - Cash / Bank	
18		FNOP009		
19		FNOP010	Student Fee Due Extention	
20			Bank Statment Import	
21			Month Wise Import	
22		FNOP013		
23			Challan No Update	
24			Excess Receipt	
25	Operation		Student Bank Statemnet Import	
26	Distraction		Student Transfer Without Fees	
27			Student Transfer Report	
28			Payment Reconciliation	
29			Staff / Vendor / Other FeeEdit	

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9. HR Module

The module is been operated by the HR department co-ordinator. This module has the facilities to calculate the IT and calculate staff attendance, Loss of Pay, Allowance and deduction of salary, Grade pay and compensation leave.

			HR	
5.No	Header Name	10	Menu	
1		HIIMOUL	PIR Year	
2		HRM002	Code Master	
3		HIM003	Designation Master	
4		10000004	Estegory Master	
5		HIRMOOS	Leave Master	
6		HRM005	Manpower Muster	
1	Master	HIIMOU7	Allowance & Deduction Master	
8		HIMMOOS	Slab Master	
5 6 7 8 9 10		HRM009	Automatic SMS Settings	
10		10000030	HourWise PayProcess Settings	
1.1		14834011	Staff Mandatory Bell Time Settings	
12		16886012	Other Income and Deduction Head	
13		1/8M013	Income and Deduction Group Mapping	
14		HROPO01	Staff Manager	
15		HROPO02	Grade Pay Master	
16		HROPO03	IT Calculation	
17		HROPO04	Pay Process	
18		HROPO05	Staff Attendance Entry	
19		HROPO06	Staff Manual Atlendance	
20		HROPOG7	Bio Device Information	
21		HROP008	Staff FingerPrint Registration	
22	Constitution	HROP009	Staff Certificate Issues	
23	Operation	HROP010	Staff Priority	
24		HROP011	HourWise Staff Attendance	
25		HROP012	Staff Manual Grade Pay	
26		HROPO13	Additional Allowance And Deduction	
27		HROP014	Compensation Leave Setting	
28		HROPG15	Salary Hold Setting	
29		HROP016	Gratuity Eligibility Setting	
30		HR08017	Indicidual Staff Miss Leave Americal Limit	

10. Transport Module

The transport module is entered by the transport in-charge. This module has the facilities to enter the details of the bus routes, driver information, vehicle information and transport fees.

		Tra	usport Module	
5.No	Header Name		Menu	
			Vehicle Master	
2				
	Marter		Route Mester	
- 1			Cost Master	
5		TPO01	Driver Allotment	
6		TPO02	Travelor Allotment	
7	Operation	TPO03	Vehicle Usage	
8		TPO04	Vehicle Monitor	
9		TPO05	Route Transfer	
10		TPR01	Vehicle Vacancy Report	
21		TPR02	Drivers Information Report	
12		TPR03	Travellers PhotoList Report	
13.		TPR04	Transport - Bus Route Details	
24		TPR05	Students Transport/Hostel Details	
15		TP906	Fuel Consumption Report	
16		19807	Detailed Vehicles Report	
17		TPROS	Transport Detailed Report	
16		TPROS	Vehicle Diesel Expenses Cumulative Report	
20	Report	TPR10	Vehicle Expenses Abstract	
20		TPR11	Transport Fee status Report	
21		TPR12	GPS Tracking Status	
22		TPR13	GPS Map	
20		TPR14	Route & Time Wise Report	
34		TPR15	Trip Sheet	
25		TPR16	StageWise Student Details Report	
26		TPR17	Bus Pass Print	
27		TPR18	Cost Master Report	
20		TPR19	Datewise Student Count Report	

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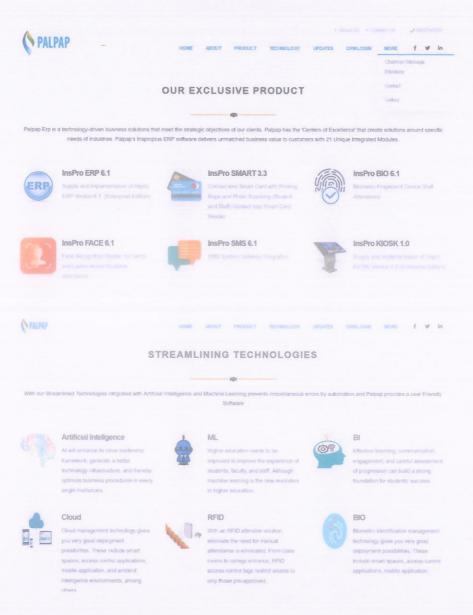
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Ponnaiyah Ramajayam Institute of Science & Technology (PRIST) (Institution Deemed to be University of the UGC Act. 1956), PRIST ERP was implemented by PALPAP – A Leading Educational ERP Software Company. The following URL is been assigned for the institution.

Admin and Faculty Login: Student Login:

Payment Login:
To view and download Detail Information:



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PALPAP ERP UNIQUE MODULES

Palpap ERP offers 21 Unique Interlinked Modules



ADMISSION

process that you need, with custom forms and built in lead management style system



ATTENDANCE

Ability to view attendance history & receive notification of absence. Send notifications to parents to via SMS, email or in-app notifications.





MARK

Digitalized performance analysis of the student Manage the marks and grade with the ease of technology support. Time saving system yet improved efficiency.



SCHEDULE

assist you in the setup of your classes and scheduling needs.



OBE

latest ways to monitor student progress in the classroom by recording and evaluating marks.



COE

Define weightage of each curricular & extra curricular component to auto-generate final grade



FINANCE

Manage expenses and billing with integrated f module. Manage suppliers and their billings.



Maintain a detailed employee file, with the ability to







INVENTORY



TRANSPORT









recovery system managed through the Cloud Backup .Using multivault technologies, you can



Monitoring the staff activities according to the management schedule. Maintained with secret alarm system.



OFFICE ADMINISTRATOR



QUESTION

In most cases, it is the responsibility of the teachers to perform various duties related to examinations and one of them is calculating the marks scored by the students in the exams.

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