

# S.M.I.L.E. Functional Document

Enterprise Resource Planning  
Indian Institute of Technology Kharagpur

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## 1 Introduction

This document focuses on the functional aspect of the modules and reflects the workflow of the system. Each sub-module is described lucidly and simplicity is emphasized with utmost care. Also every sub-module consist of workflow diagram for better visualization. On completion, the reader is expected to get a fair understanding of the system.

## 2 Modules

### 2.1 Academic

This section is managed by the students, faculty, academic section and departments based on their role access granted. This module deals with academics of the institute. The entities operating in these module are:

- *Faculty*
- *Student*
- *Department*
- *Academic Section*
- *Exam Office*

### 2.1.1 Admission

This sub-module deals with student admission.

#### 1. Manage Advertisement

This option facilitates the management of advertisements for online application by the HR department.

#### 2. Configure Advertisement

The advertisements can be configured with applicable admission channels, form template, verification fields for closed advertisements etc. using this option by the HR department.

#### 3. Program Configuration

The advertisements can be associated with applicable programs using this option by the HR department.

#### 4. Upload Potential Admittee Details

This option can be used to upload potential candidate details for closed advertisements by the HR department.

#### 5. Manage Candidate Applications

This option facilitates the management of applications for updating fees details, scrutiny etc by the HR department.

#### 6. Manage Selection Steps

It facilitates the management of selection steps for each admission channel and program. The selection step can be unlocked from this option as well, if required by the HR department.

#### 7. Shortlist Candidates

Respective departments can shortlist candidates for each step from this option.

#### 8. Letter Template for Admission

Manage the template of multiple letters (call letter, offer letter etc.) to be sent to the candidates during the tenure of selection process.

#### 9. Send Call/Offer Letters

This option enabled the user to send call or offer letter to shortlisted candidates after each step.

#### 10. Documents for Admission

Manage the super-set of documents required to be verified during admission through various channels.

#### 11. Document Verification Configuration

Manage the super-set of documents required to be verified during admission through various channels.

#### 12. Admission Fees Payment Updation

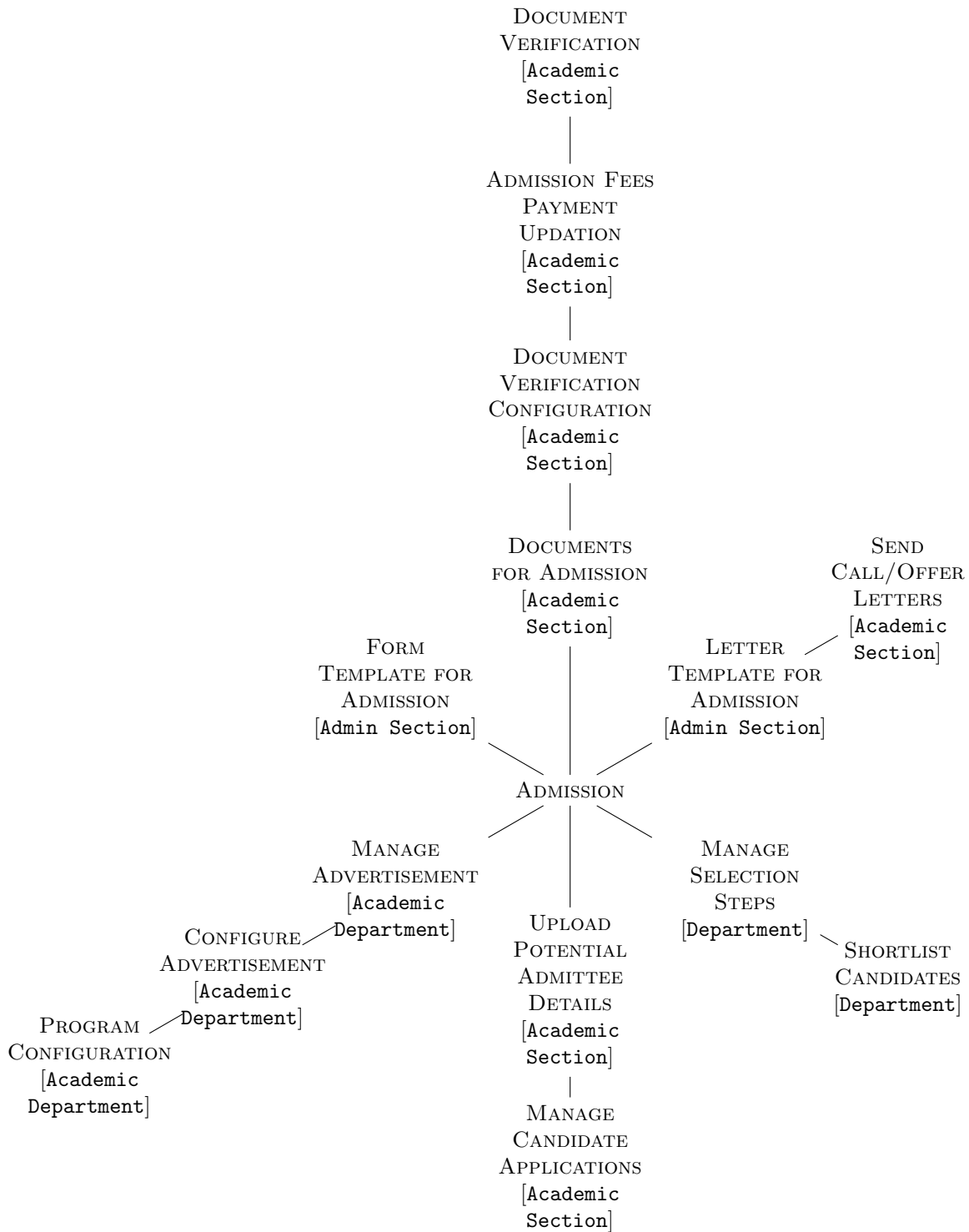
Update fee payment details during admission using this option.

#### 13. Document Verification

Verify documents for candidates during admission through this option.

#### 14. Form Template for Admission

Manage template for online application forms. You can create multiple templates and configure the sections that should appear in each template.



### 2.1.2 Configuration

This sub-module deals with initialization/modification of academic data.

#### 1. Classroom Configuration

It is used to configure classroom details of the institute.

#### 2. Initial Configuration

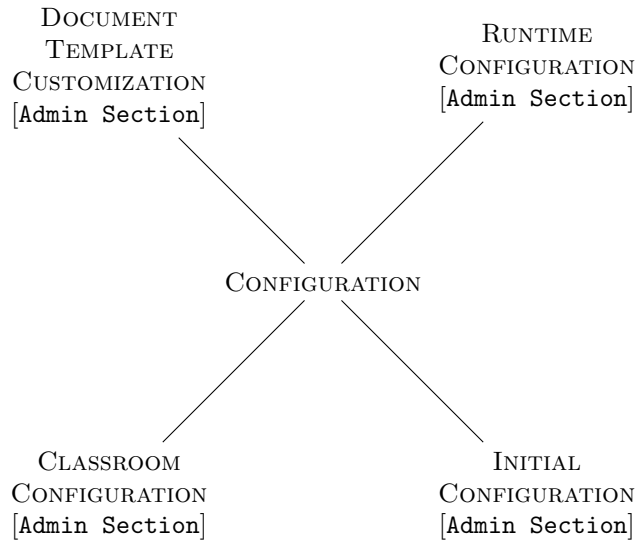
It is used to configure academic module. Some institute specific parameters, which are the prerequisite of the academic processes should be defined here. This menu should be accessible by the system administrator only.

#### 3. Runtime Configuration

It is used to setup the current academic session of the institute using this menu.

#### 4. Document Template Customization

It is used to facilitate the customization of various system generated reports in academic module



#### 2.1.3 Curriculum Management

This sub-module deals with initialization/modification of academic data.

##### 1. View Curriculum

From this menu, the user will be able to view all the information related to the curricula of a specific program.

##### 2. Activate/Deactivate Subjects

This menu allows the user to activate or deactivate existing subjects.

##### 3. Program Proposal

This menu allows the user to enter details in the system so that a new program can be proposed. The components of the programs are an integral part of the curriculum. The program proposal will have information related to the program type, degree level, schedule type, etc.

##### 4. Program Proposal Approval

Using this menu, the user will approve the pending Program Proposals.

##### 5. Subject Proposal

A subject is a unit of study which a student enrolls as part of their program. The subject is an integral part of the curricula. Using the Subject Proposal link, the user will enter information in the system related to the subject name, subject type, reason for new subject, reference books, etc. in order to complete the proposal and forward it for approval.

##### 6. Subject Proposal Approval

Using this menu, the user will approve the pending Subject Proposals.

##### 7. Change Curriculum

Initiate change curricula from this option.

##### 8. Curricula Change Approval

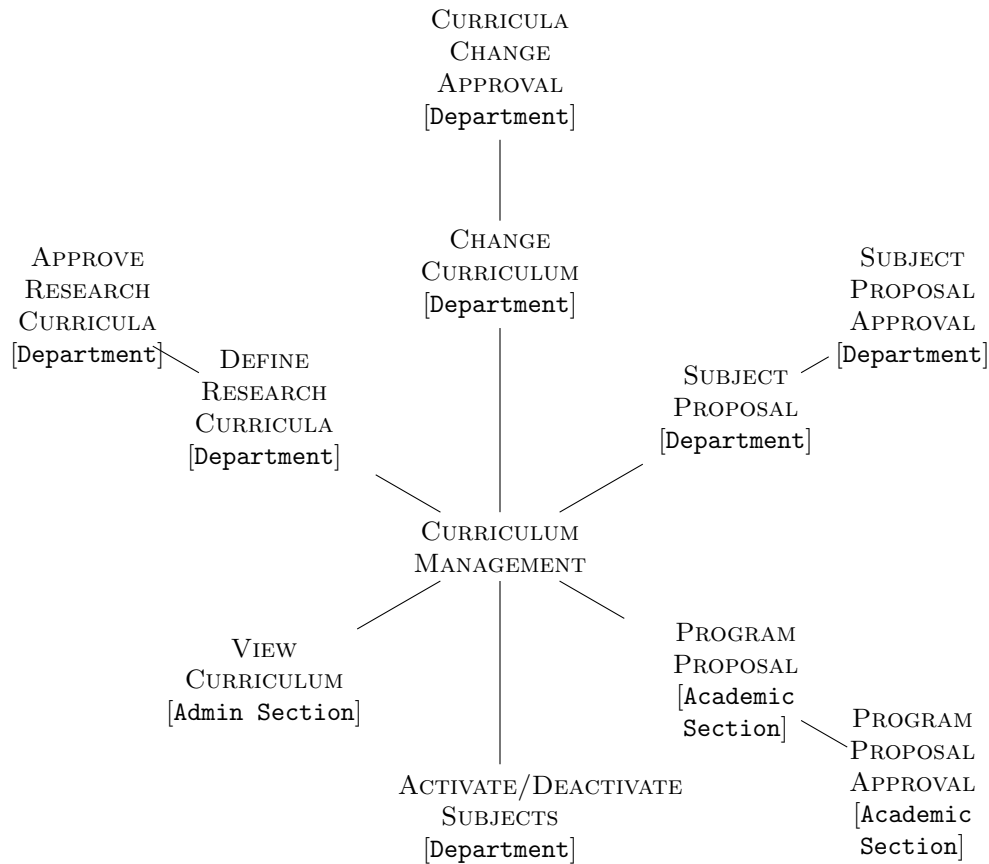
Approve the curricula change request from this option.

##### 9. Define Research Curricula

Define different curricula for research oriented programs.

##### 10. Approve Research Curricula

Approve the research curricula from this option.



#### 2.1.4 Examination

This sub-module deals with examination related menus.

1. **View Exam Time Table (Department) (V.E.T.T. (D))**  
It is used to view the examination timetable by the department.
2. **View Exam Time Table (Student) (V.E.T.T. (S))**  
It is used to view the examination timetable by the student.
3. **View Exam Time Table [Exam Office] (V.E.T.T. (EO))**  
It is used to view the examination timetable by the exam office.
4. **View Exam Time Table (Invigilator) (V.E.T.T. (I))**  
It is used to view the examination timetable by the invigilator.
5. **Add/Update Malpractice Information (A/U.M.I.)**  
It is used to register the malpractice related information from this option.
6. **Approve Malpractices (A.M.)**  
It is used to approved malpractice information by the concerned authority.
7. **Exam Slot Configuration (E.S.C.)**  
It is used to configure examination slot from this option.
8. **Generate Exam Time Table [Examination Office] (G.E.T.T. (EO))**  
It can be used to generate examination time table. This menu will be allotted to the examination office.
9. **Update Exam Time Table (U.E.T.T.)**  
It is used to update the examination time table.
10. **Exam Room Availability [Examination Office] (E.R.A (EO))**  
It is used to view the availability of examination rooms.
11. **Exam Room Allotment (E.R.A.)**  
It is used to facilitate subject wise allocation of room for examination.

**12. Exam Sitting Arrangement (E.S.A.)**

It is used to specify sitting arrangement in examination.

**13. Admit Card Generation [Examination Office (A.C.G.(EO))**

It is used to generate the admit card on behalf of the student from this option.

**14. Admit Card (A.C.)**

Student can download the admit card from this menu.

**15. Exam Invigilator Availability [Exam Office] (E.I.A.(EO))**

It is used to view the availability of invigilators for examination.

**16. Exam Invigilator Allotmen (E.I.A.)**

It is used to allocate invigilator for examination from this option.

**17. Update Invigilator Availability (U.I.A.)**

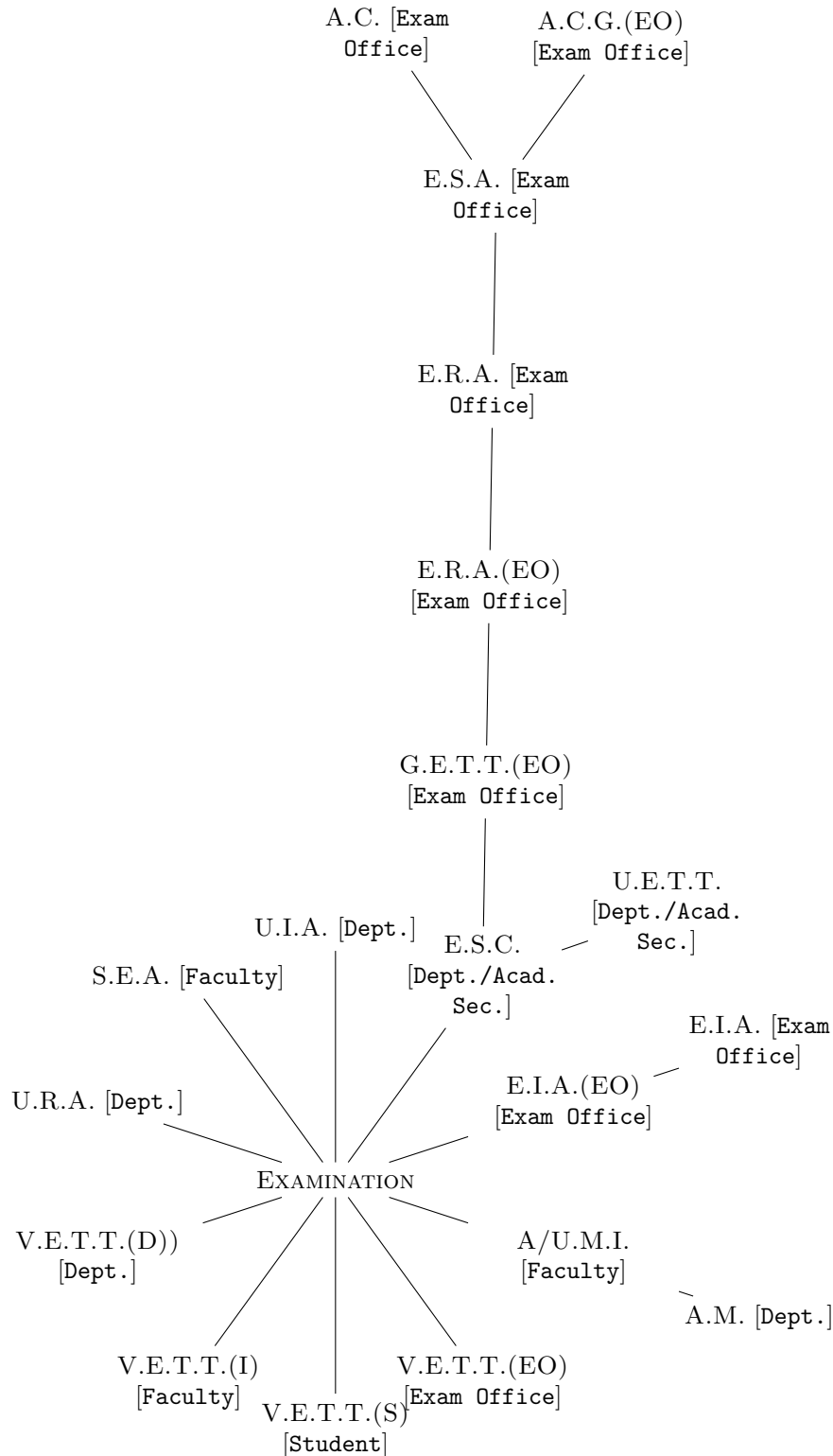
It is used to update the invigilators available for examination.

**18. Student Exam Attendance (S.E.A.)**

It can be used to mark the attendance of students in examination from this option.

**19. Update Room Availability (U.R.A.)**

It is used to facilitate the user to update the rooms available for examination.



### 2.1.5 Feedback

This sub-module deals with the feedback system menus.

#### 1. Feedback Session Configuration

It is used to activate the feedback form for a session.

#### 2. Feedback Configuration

It is used to enter the questionnaire for feedback.

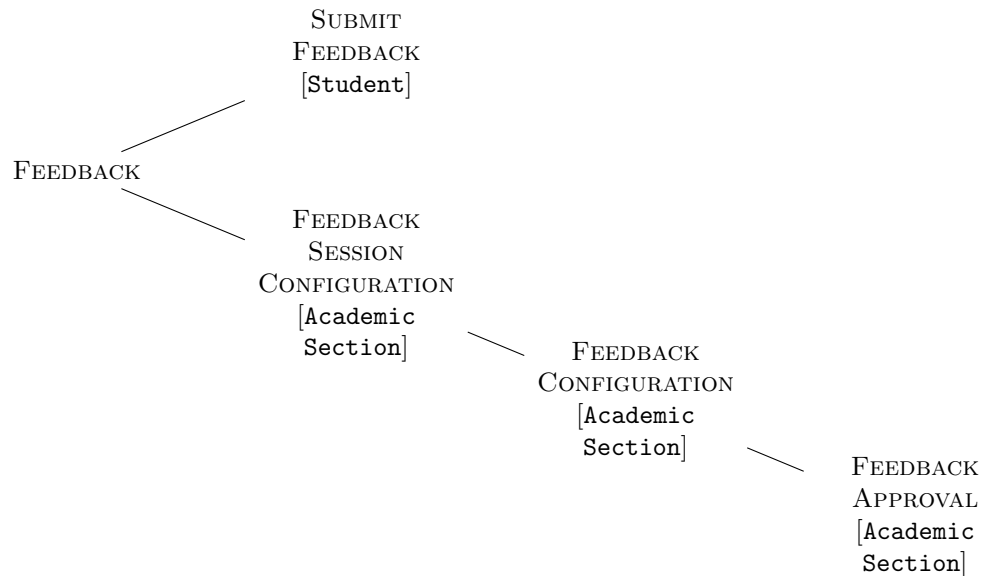
#### 3. Feedback Approval

It is used to approve the feedback questionnaire.



#### 4. Submit Feedback

It is used to submit the teaching quality feedback towards the end of the semester.



#### 2.1.6 Graduation

This sub-module deals with the convocation-related menus.

##### 1. Add to potential candidate for convocation

It is used to mark a student as potential for graduation.

##### 2. Convocation Registration

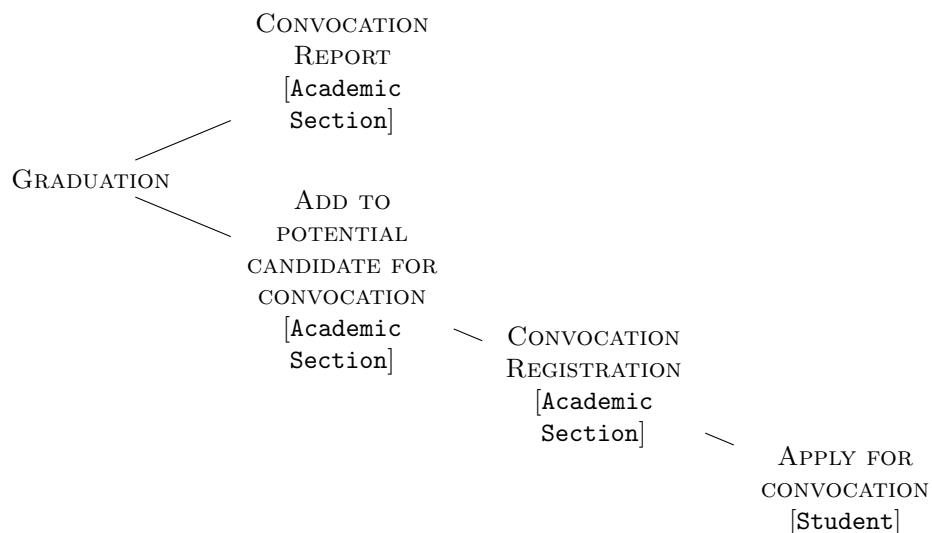
The candidates who are going to receive degree in convocation should only be allowed to register for the convocation.

##### 3. Apply for convocation

It shall be used by the student to apply for convocation once they are marked as potential for graduation.

##### 4. Convocation Report

It is used to generate convocation report.



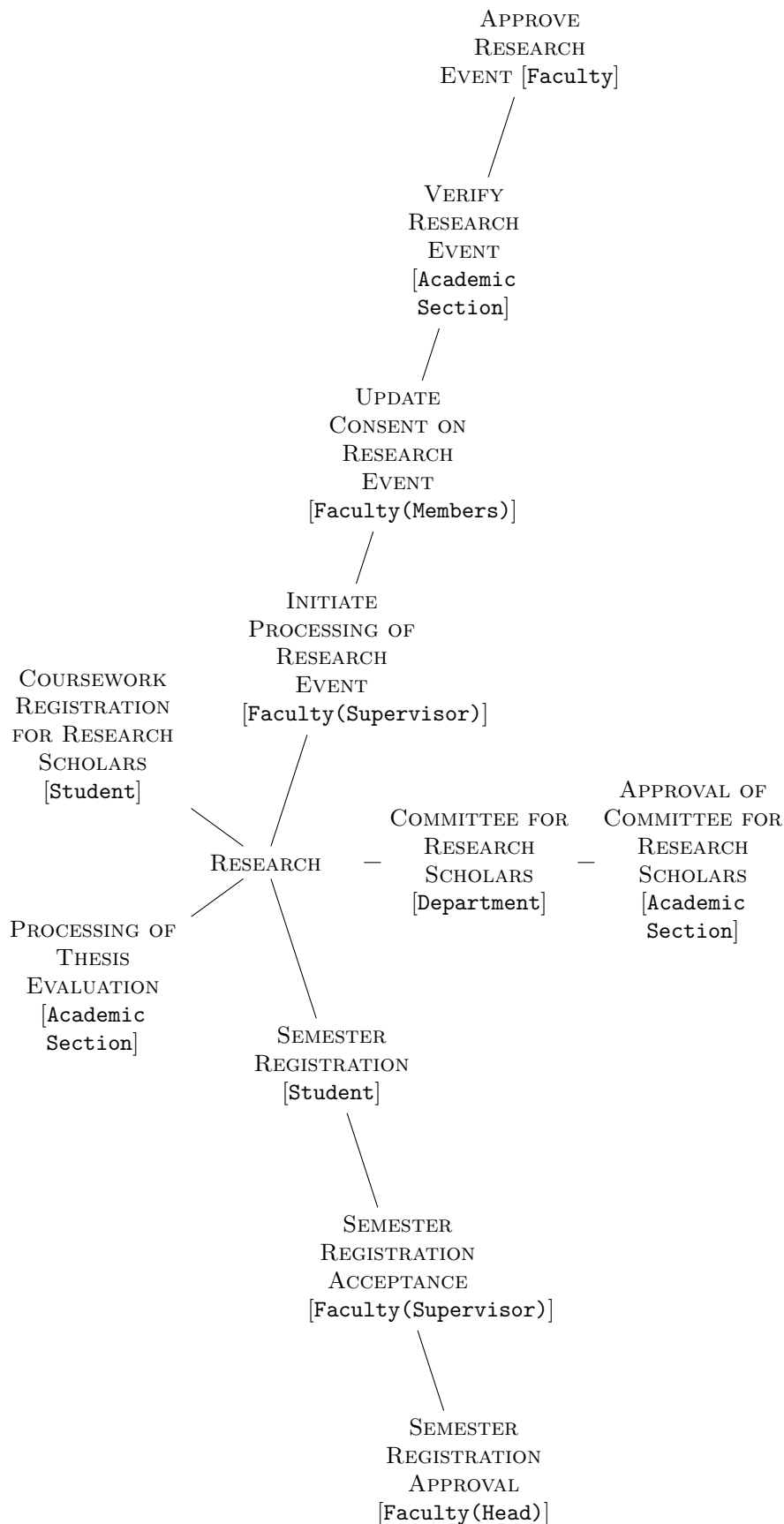
#### 2.1.7 Research

This sub-module deals with the research-related menus.

##### 1. Approval of Committee for Research Scholars

It is used to approve the committee for research scholars from this option.

2. **Approve Research Event**  
It is used to approve the research event from this option.
3. **Committee for Research Scholars**  
It is used to define the committee members for a research scholar from this option.
4. **Coursework Registration for Research Scholars**  
It is used to register for recommended coursework.
5. **Initiate Processing of Research Event**  
It is used to report an event for research scholar.
6. **Processing of Thesis Evaluation**  
It is used for online processing of thesis submitted by the research scholars.
7. **Semester Registration**  
It is used to register for semesters.
8. **Semester Registration Acceptance**  
It is used to accept the semester registration request from research scholar.
9. **Semester Registration Approval**  
It is used to approve the semester registration request.
10. **Update Consent on Research Event**  
It is used to update the online consent of the committee members on research event.
11. **Verify Research Event**  
It is used verify the research event.



### 2.1.8 Scholarship and Awards

This sub-module deals with the scholarship and awards menus.

#### 1. Manage Awards

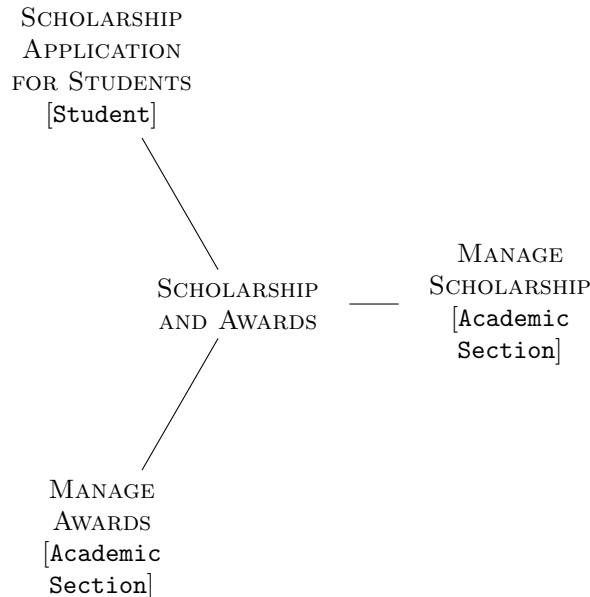
It is used to manage various awards awarded by the institute.

## 2. Manage Scholarship

It is used to manage various scholarships offered by the institute.

## 3. Scholarship Application for Students

It is used to apply for scholarship.



### 2.1.9 Semester/Term Activities

This sub-module deals with the various academic semester activities.

#### 1. Entry of Grades / Marks

It is used to enter marks or grades for assigned subjects through this option.

#### 2. Grades / Marks Revision

It is used to manage the grade or marks revision processes from this option.

#### 3. Result Processing

It is used to facilitate the processing of result after completion of grade entry.

#### 4. Semester/Term Fees Payment Confirmation

It is used to update the payment status of the students for a particular semester or term.

#### 5. Semester/Term Registration

It is used to register the student for their respective semester or term.

#### 6. Semester/Term Registration Approval by FA

It is used to confirm the semester or term registration process for the individual student assigned to them.

#### 7. Set-up Subjects

It is used to set-up a subject for a specific session and schedule, can be performed using this menu.

#### 8. Subject De-registration / Re-registration

It is used to rescind or re-register a student in a subject from this option.

#### 9. Subject De-registration / Re-registration Approval

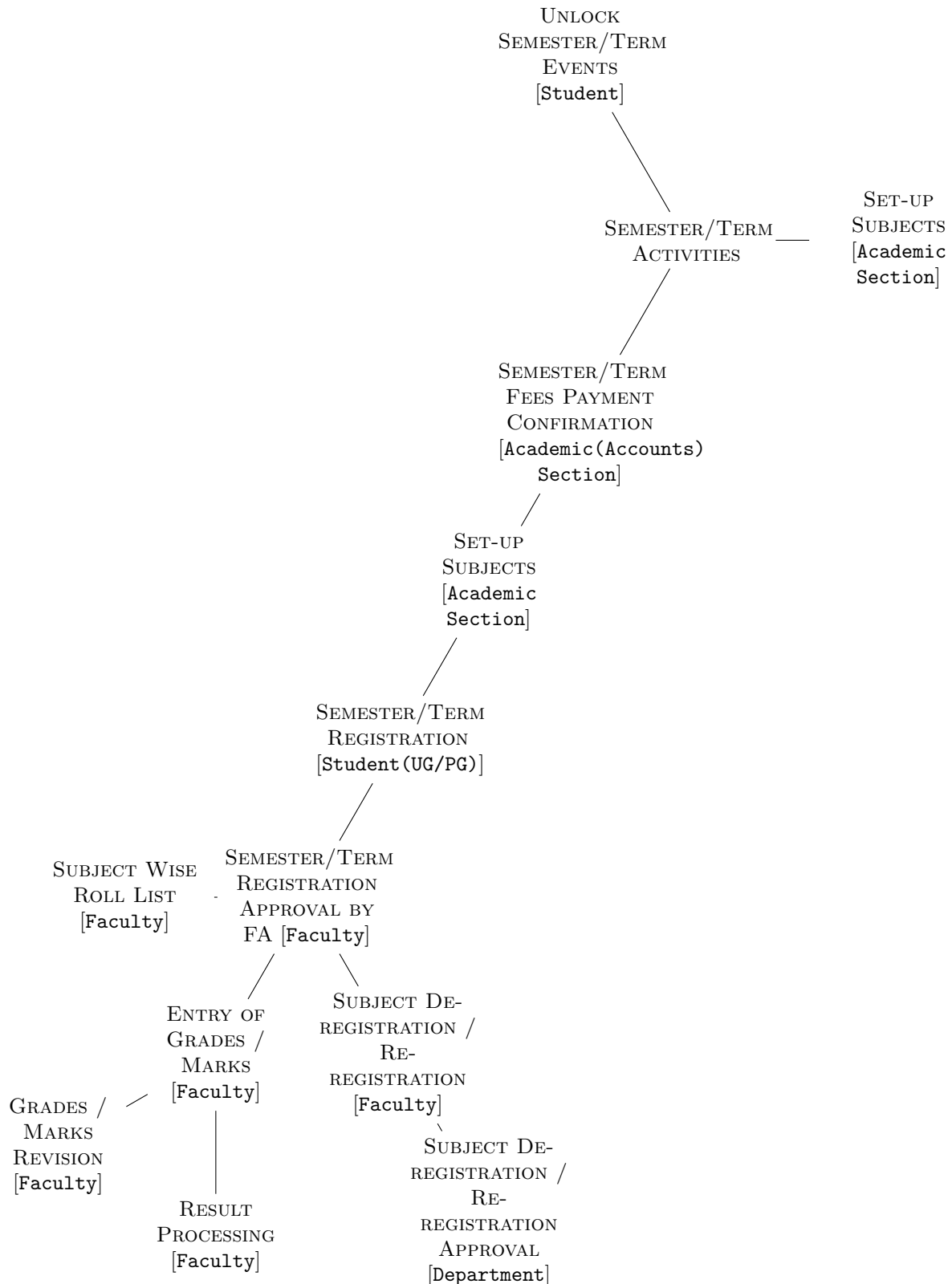
It is used to approve the rescind or registration request initiated from the teacher.

#### 10. Subject Wise Roll List

It is used to obtain the list of registered students in assigned subjects using this option.

#### 11. Unlock Semester/Term Events

It is used to allows the user to unlock semester or term events.



### 2.1.10 Separation

This sub-module deals with the scholarship and awards menus.

#### 1. Update Student Status

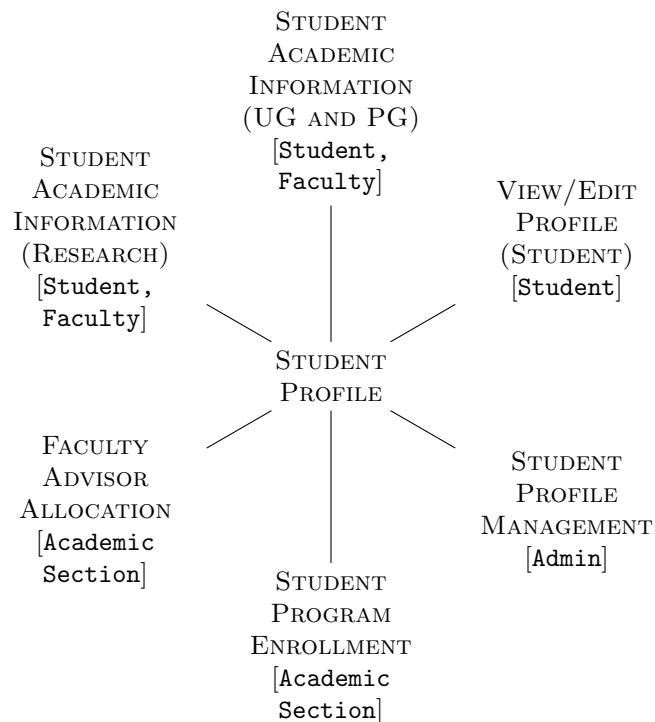
It is used to update student status after various events like graduation, resignation etc.



### 2.1.11 Student Profile

This sub-module deals with the scholarship and awards menus.

1. **Faculty Advisor Allocation**  
It is used to allocate of faculty advisor to individual students.
2. **Student Academic Information (Research)**  
It is used to display the student academic information for a research student.
3. **Student Academic Information (UG and PG)**  
It is used to display the student academic information for a undergraduate or postgraduate student.
4. **Student Profile Management**  
It is used to manage the students' profile.
5. **Student Program Enrollment**  
It is used to enroll the student for the first time in the program, department, and session.
6. **View/Edit Profile (Student)**  
It is used to view or edit a student's individual profile.



### 2.1.12 Timetable

This sub-module deals with the timetable related menus.

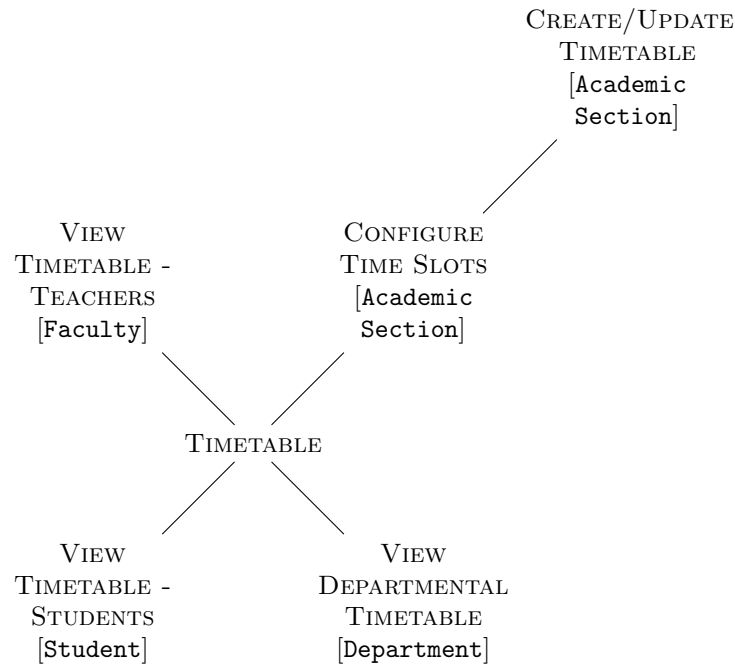
1. **Configure Time Slots**  
It is used to define the days and time slots which are required to create the timetable.
2. **Create/Update Timetable**  
It is used to allow the user to create or update the timetable.
3. **View Departmental Timetable**  
It is used by the faculty to view the timetable of their own and associated departments.

#### 4. View Timetable - Students

It is used by the students to view their respective semester timetables.

#### 5. View Timetable - Teachers

It is used by the faculties to view the timetable as per the classes allotted to them.



## 2.2 Accounts

This section handles all the accounting requirements of the institute. The entities operating in these module are:

- *Account Section(AS)*: Any person who is in a relation with the account section shall be deemed as a part of the Account Section.
- *Accounting Administrator(ACCADM)*

### 2.2.1 Accounts Configuration Management

This sub-module deals with management of various master data, configuration, that is, namely creation, modification and approval by the concerned authorities.

#### 1. Financial Unit Master Management

This menu shall be used to create a new financial unit by the Accounting Administrator.

#### 2. Cost Center Management

This menu shall be used to create the cost centers of the institute.

#### 3. Chart Of Account

This option facilitates to create the accounting heads of the institute.

#### 4. Project Master Management

This menu shall be used to create a new projects for the institute.

#### 5. Fund Type Master Management

This menu shall be used to create the different types of fund available in the institute.

#### 6. Bank Account Management

This option facilitates to create bank accounts of the institute.

#### 7. Rate Management for Salary Computation

This menu shall be used to initialize the various rates for salary computation.

#### 8. External Stakeholder or Vendor Entry

This menu shall be used to create the external stakeholder of the institute.

**9. External Stakeholder or Vendor Approval**

This option facilitates to approve the external stakeholders of the institute.

**10. Bank Account Fund Mapping**

This menu shall be used to map the bank accounts to the funds available for the institute.

**11. Project Fund Mapping**

This option facilitates to map the projects to the funds types for the institute.

**12. Financial Year Management**

This menu shall be used to manage the financial year for accounting purposes.

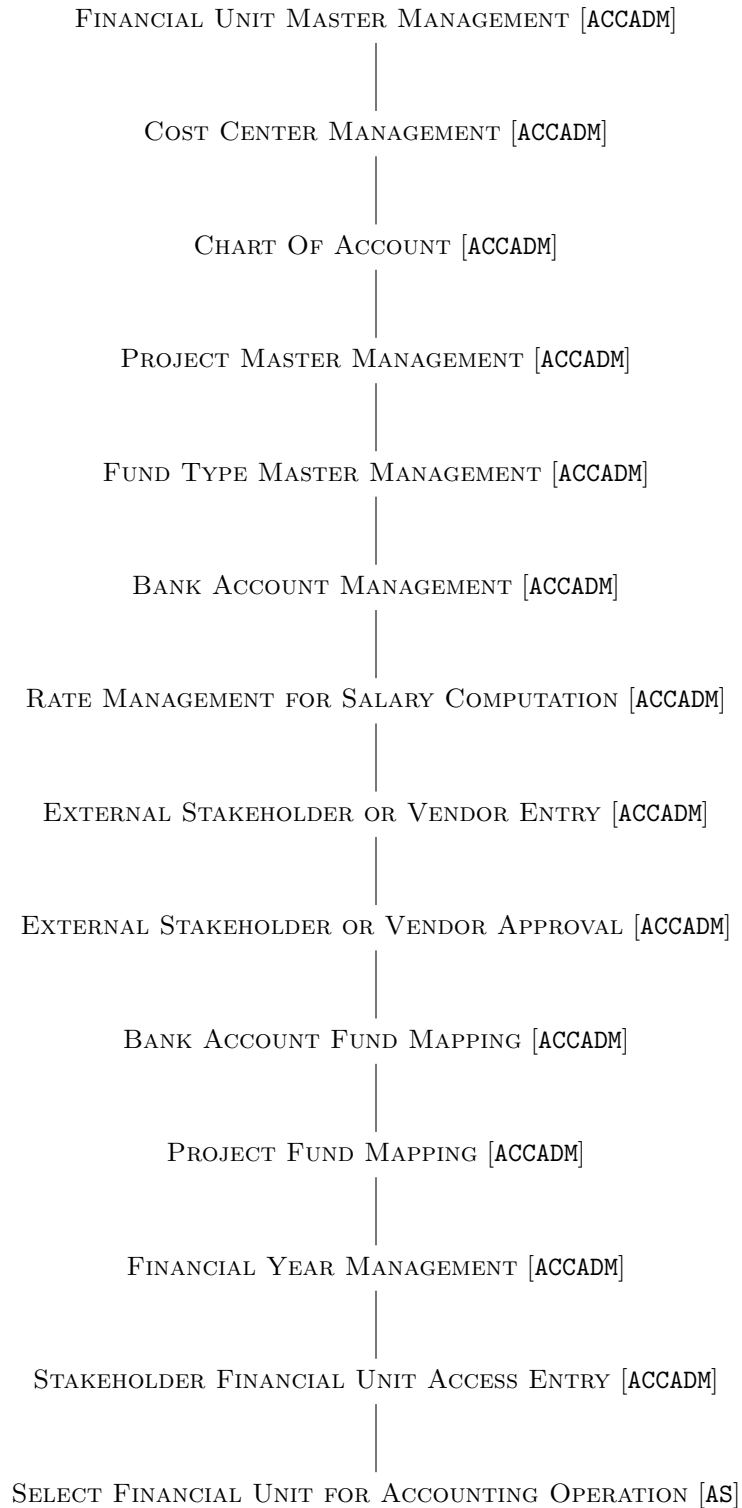
**13. Stakeholder Financial Unit Access Entry**

This menu shall be used to allow financial unit access to certain employees, of accounting section, of the institute.

**14. Select Financial Unit for Accounting Operation**

This option facilitates the accounting employee to enable or disable the active financial unit allocated to them.





### 2.2.2 Budget Management

This sub-module deals in budget management.

1. **Budget Activation**

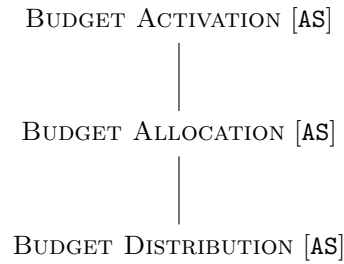
This menu shall be used to activate/deactivate a fund available in the institute.

2. **Budget Allocation**

This menu shall be used to allocate the fund/budget to different financial units.

3. **Budget Distribution**

This option facilitates to allocate budgets to different cost centers.



### 2.2.3 Bill Management

This sub-module deals in bill management.

1. **Bill Preparation**  
This menu shall be used to prepare the bill.
2. **Bill Drawing**  
This menu shall be used to draw the bill.
3. **Bill Cancellation**  
This option facilitates to cancel any previously generated bill.
4. **Unadjusted Advance Ledger**  
This menu shall be used to initialize advances.
5. **Loan and Deposit Liability Ledger**  
This option facilitates to manage the loans and deposits.

BILL PREPARATION [AS]

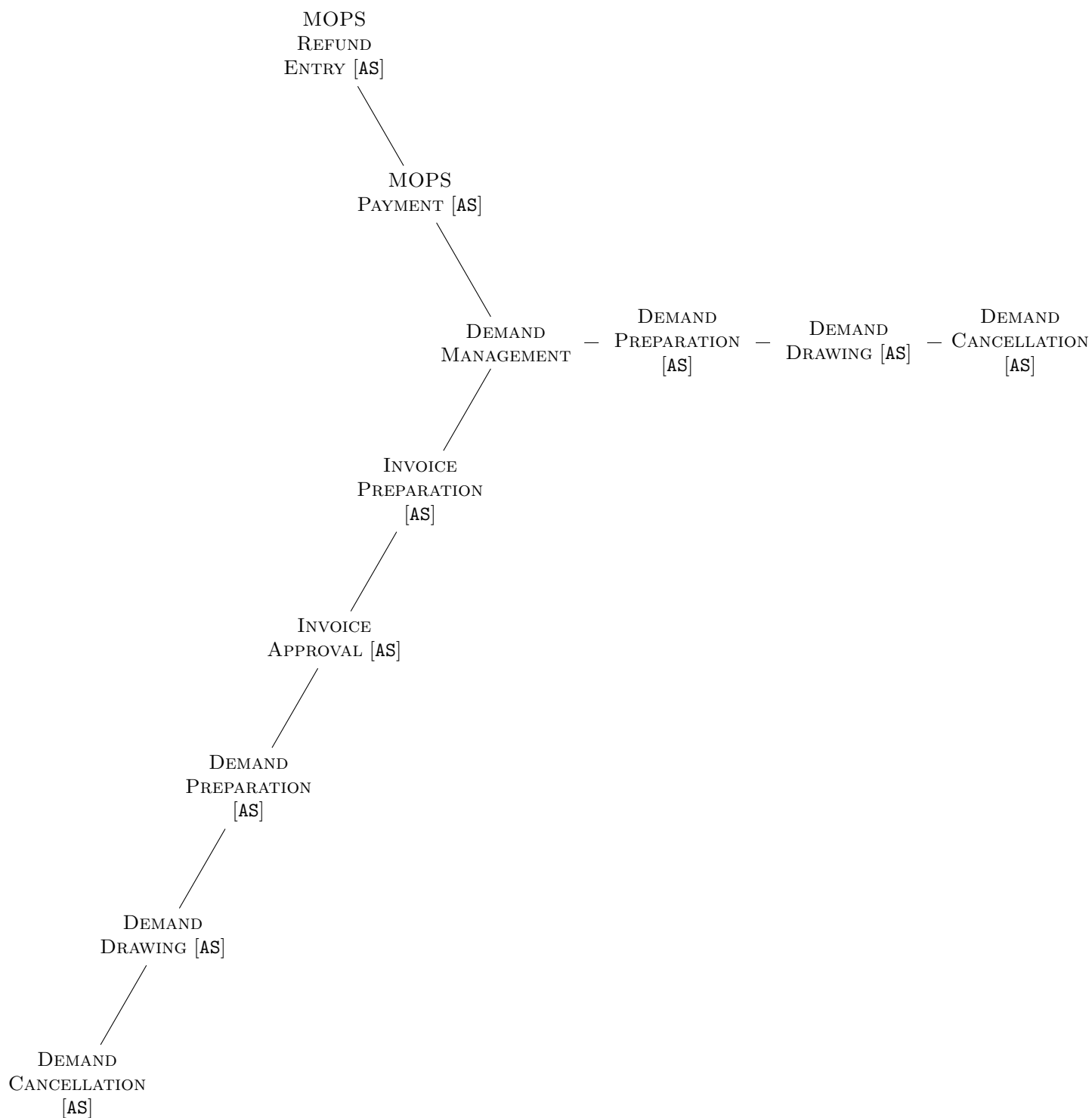
BILL DRAWING [AS]

BILL CANCELLATION [AS] UNADJUSTED ADVANCE LEDGER [AS] LOAN AND DEPOSIT LIABILITY LEDGER [AS]

### 2.2.4 Demand Management

This sub-module deals in demand management.

1. **Invoice Preparation**  
This menu shall be used to prepare the invoice.
2. **Invoice Approval**  
This menu shall be used to approve the invoice.
3. **Demand Preparation**  
This menu shall be used to prepare the demand.
4. **Demand Drawing**  
This menu shall be used to draw the demand.
5. **Demand Cancellation**  
This menu facilitates to cancel the demands.
6. **MOPS Payment**  
This menu shall be used for payment purpose through MOPS.
7. **MOPS Refund Entry**  
Any kind of MOPS refund request can be raised through this menu.



### 2.2.5 Cash Management

This sub-module deals in cash management.

1. **Payment Processing**  
Drawn bills with voucher nos. can be processed for payment.
2. **Receipt Processing**  
This menu shall be used to process receipts.
3. **Bank Reconciliation**  
This menu shall be used for reconciliation of the transactions.

**4. Apply for Inter-Account Transfer**

This menu shall be used for fund transfer within the institute.

**5. Approve/Cancel for Inter-Account Transfer**

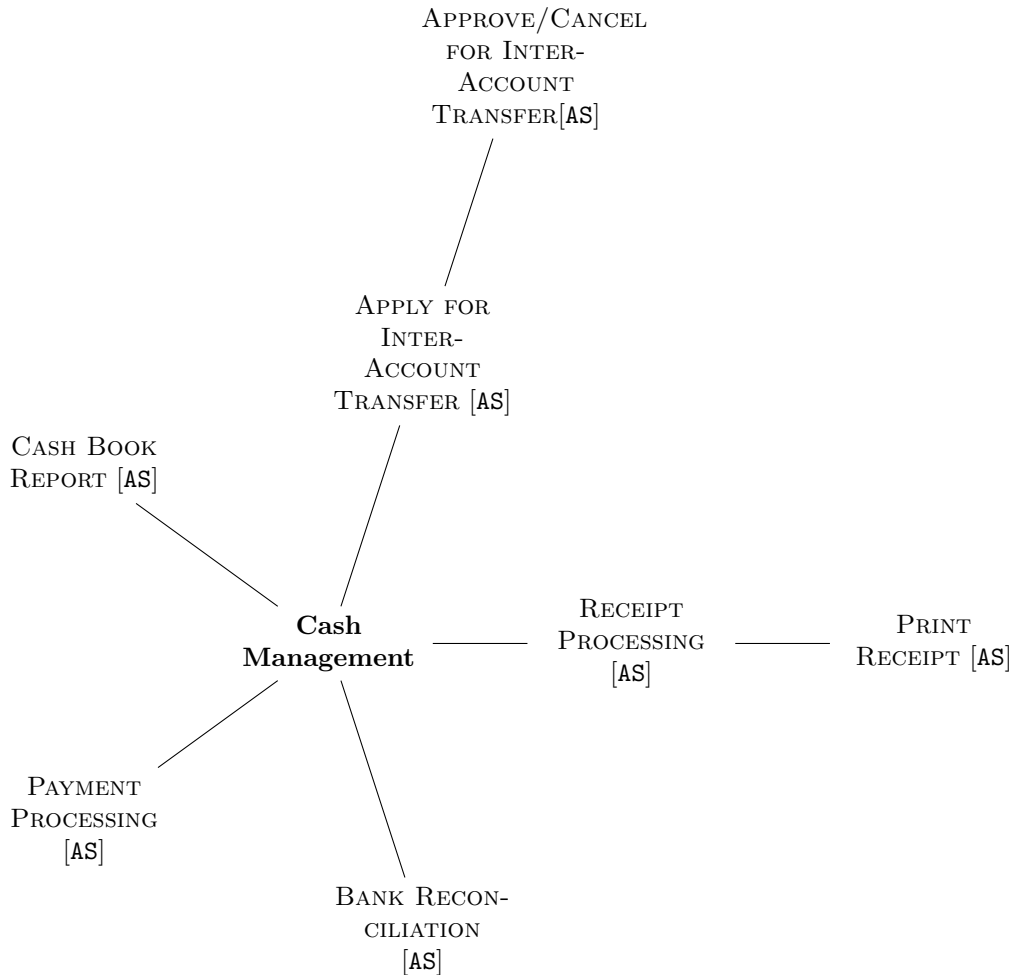
This menu facilitates the approval or cancellation of the inter-account transfer request.

**6. Print Receipt**

This menu shall be used for receipt printing.

**7. Cash Book Report**

This menu shall be used for cash book generation.

**2.2.6 Salary Management**

This sub-module deals entry of old data in the system.

**1. Salary Head Management**

This menu shall be used to initialize the various rates for salary.

**2. Monthly Salary Earning Deduction Management**

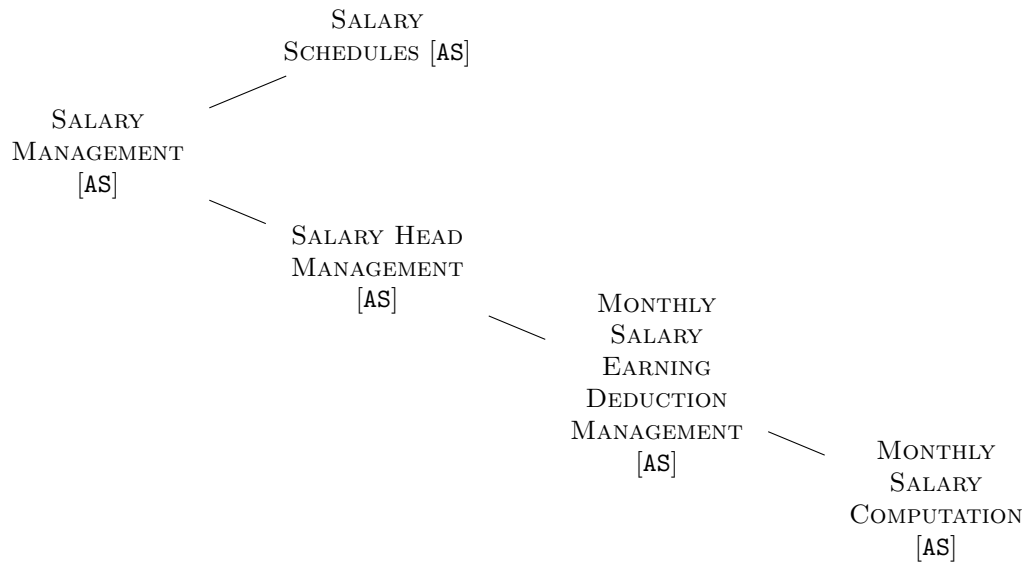
This menu shall be used to initialize the manually inputted deduction heads of the salary.

**3. Monthly Salary Computation**

This menu shall calculate the monthly salary of the the employee.

**4. Salary Schedules**

This menu is mainly used for validation purpose. It displays the total expenditure for a certain month, head-wise.



### 2.2.7 PF Management

This sub-module deals provident fund account management.

#### 1. PF A/C Creation, Subscription Change, Loan and Withdrawal

This menu allows to request for manipulation of provident fund account of an employee.

#### 2. PF Application Approval

This menu shall be used to approve PF related requests.

PF A/C CREATION, SUBSCRIPTION CHANGE, LOAN AND WITHDRAWAL [AS]

PF APPLICATION APPROVAL [ACCADM]

### 2.2.8 Integration with TSA - PFMS

This sub-module deals integration of TSA and PFMS data in the system.

#### 1. PFMS Mapping

This menu shall be used to map the TSA with the PFMS data.

#### 2. PFMS Schedules

This menu shall be used to schedule the PFMS.

PFMS MAPPING [AS]

PFMS SCHEDULES [AS]

### 2.2.9 Final Accounting

This sub-module deals with final accounting at the end of an academic year.

#### 1. Receipt Payment Statement

This menu generates the receipt and payment statements.

#### 2. Journal Voucher Entry

This menu shall be used to create journal vouchers.

#### 3. Data Extraction for Trial Balance and Balance Sheet

This menu extracts data for trial balance and balance sheets.

**4. Trial Balance**

This menu generates trial balance.

**5. Balance Sheet**

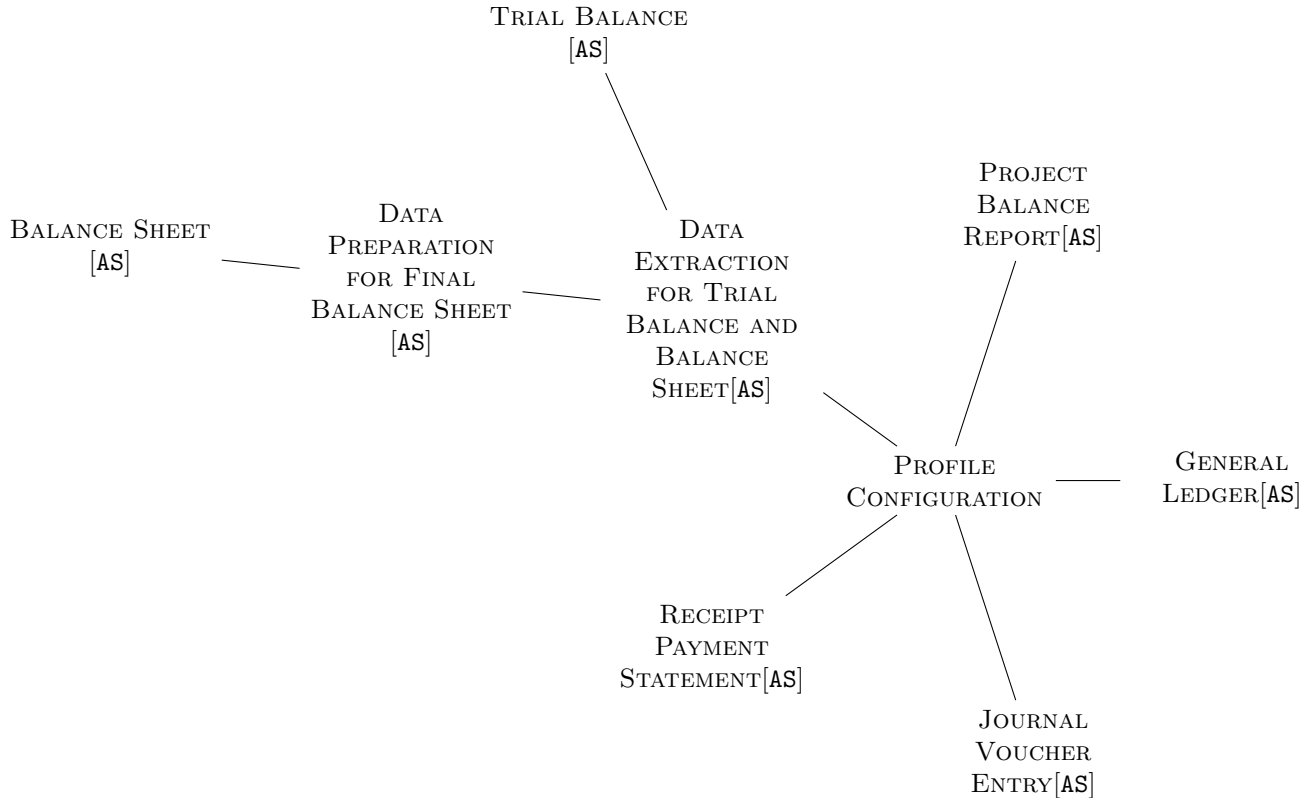
This menu shall be used to generate balance sheets.

**6. Data Preparation for Final Balance Sheet**

This menu prepares the data for balance sheet generation.

**7. Trial Balance**

This menu maintains accounting of the projects.

**2.3 Career Development**

All placement related operations are handled through this module. The entities operating in these module are:

- *CD Office*(CDO)
- *Company*(COMP)
- *Student*

**2.3.1 Admin**

This sub-module will be used for configuration and completion of the placement process.

**1. [Configuration] Cluster Formation**

It will help in cluster formation by congregating multiple courses.

**2. [Configuration] Manage Organizations**

This menu manages the participating organizations in the placement session.

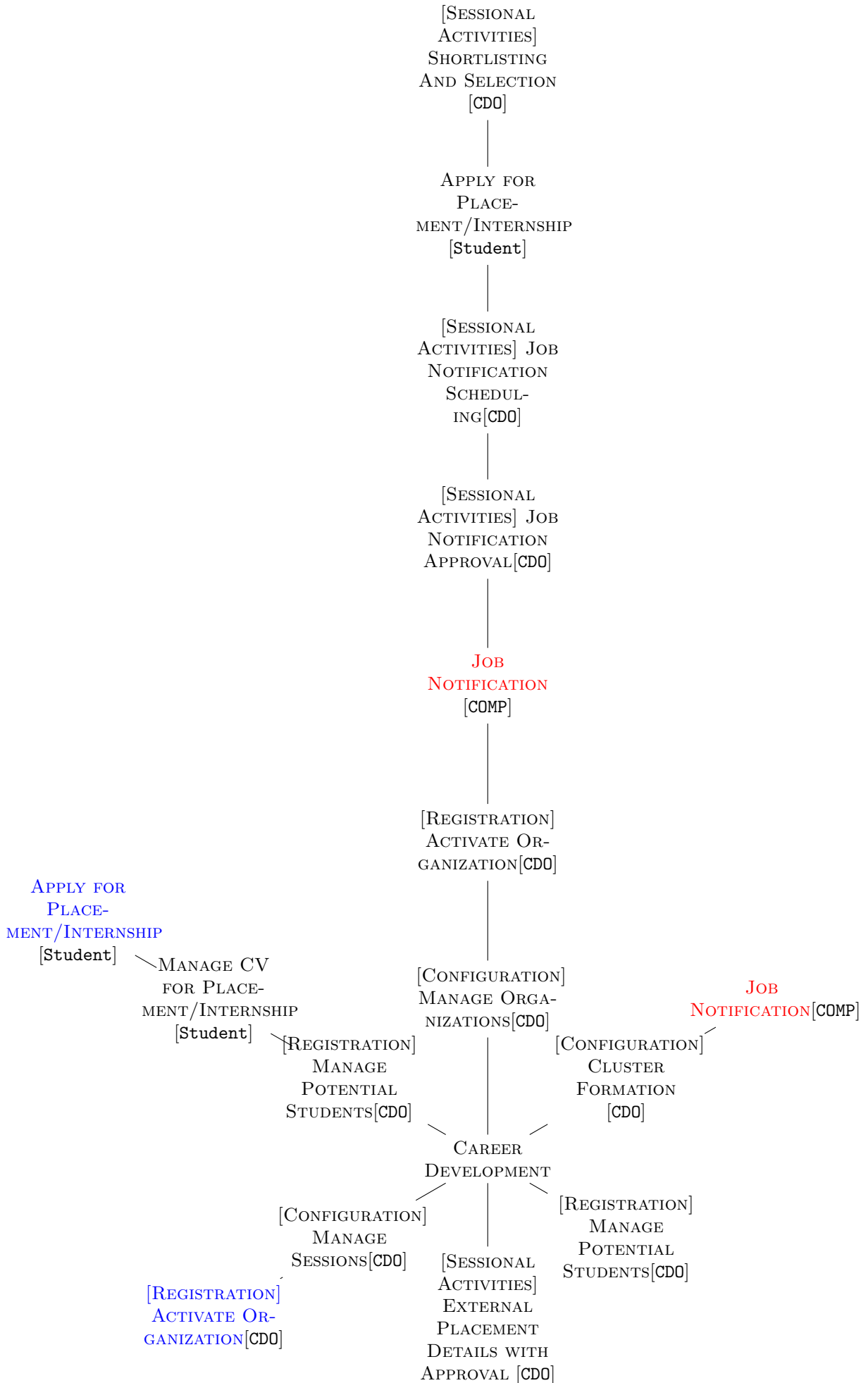
**3. [Configuration] Manage Sessions**

This menu manages the placement sessions.

**4. [Registration] Activate Organization**

Participating organizations are activated through this menu.

5. **[Registration] Manage Potential Students**  
Potential candidates for the given placement session can be handled from here.
6. **[Sessional Activities] Application Cancellation**  
Any invalid applications, from students, can be cancelled through here.
7. **[Sessional Activities] External Placement Details with Approval**  
This menu manages the external placement details of a student.
8. **[Sessional Activities] Job Notification Approval**  
Approves job notification for a candidate.
9. **[Sessional Activities] Job Notification Scheduling**  
This menu schedules the job notification for the applicant.
10. **[Sessional Activities] Shortlisting And Selection**  
This menu manages the shortlisting and selection of the potential candidates.
11. **[Sessional Activities] View Overall Sessional Activity**  
It will be used to view the entire sessional activity of the placement session.
12. **Application Status**  
The student can view the status of their application.
13. **Apply for Placement/Internship**  
The student can apply for placement/internship through this menu.
14. **Enter External Placement Details**  
The student can enter enter off-campus offer detail for placement/internship from this option.
15. **Manage CV for Placement/Internship**  
The student can manage their profile from this option.





**Legend:**

- **RED**: This menu will be assigned to the participating organizations.
- **BLUE**: This color indicates that the menu falls in a sequential execution path in the diagram. To execute this menu all of its parents should be priority executed.

## 2.4 Estate

This section will manage the estate of the institute. The entities operating in these module are:

- *Estate Office*

### 2.4.1 Infrastructure

This submodule deals with initializing the estates of the institute.

#### 1. Manage Buildings and Rooms

It handles the buildings and rooms of the institute. The Estate Office can add new buildings from this menu and assign them as Hostel, Guest House, etc.

## 2.5 Guest House

This section will manage the guest houses of the institute. The entities operating in these module are:

- *Estate Office*

### 2.5.1 Admin

This submodule deals with initializing the HR modules.

#### 1. Room Type Management

This module helps to add different kinds of rooms available in the Guest Houses. This entries can be later modified or removed according to the necessity.

#### 2. Room Details Entry

This will help to initialize the type of room according to the room number.

### 2.5.2 Booking

This is a submodule for booking activity.

#### 1. Room Booking

This menu will help to book room(s) for any guest.

### 2.5.3 Check-in and Check-out

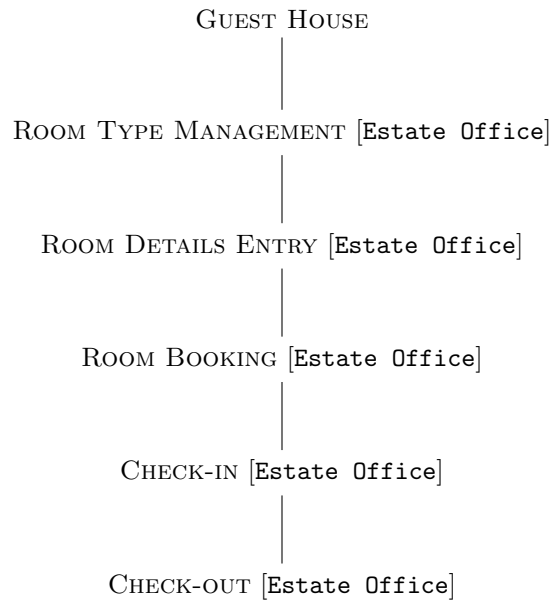
This submodule handles the check-in and check-out of guests.

#### 1. Check-in

To be used for check-in purpose.

#### 2. Check-out

To be used for check-out purpose.



## 2.6 Hostel

This section will manage the hostels of the institute. The entities operating in these module are:

- *Hostel Management Office*(HMO)

### 2.6.1 Hostel Admin

This submodule deals with managing the Hostels.

#### 1. Manage Hostels and Rooms

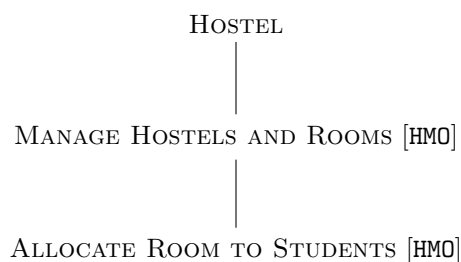
This module will be used to manage the hostels, the rooms and availability.

### 2.6.2 Hostel Allocation

This submodule deals with allocation of the Hostels.

#### 1. Allocate Room to Students

It handles the room allocation of the students.



## 2.7 Human Resource

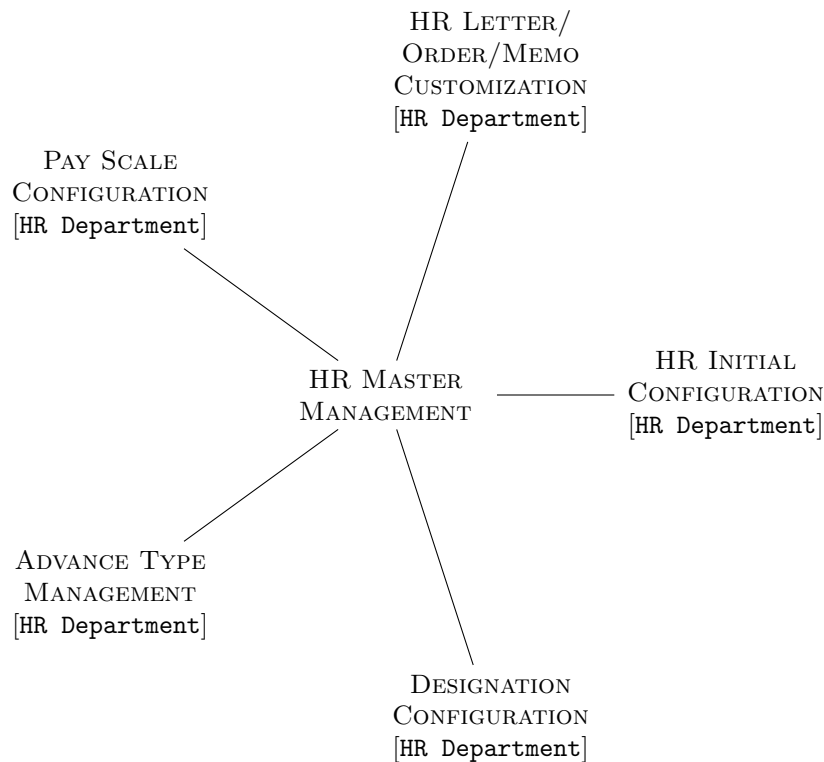
This section is managed by the HR department and the institute employees based on their role access granted. The entities operating in these module are:

- *HR Department*
- *Recruiting Department*
- *HR Order Sanctioning Authority*
- *Employees*
- *Departmental Head*

### 2.7.1 HR Master Management

This submodule deals with initializing the HR modules

1. **Advance Type Management**  
It initializes the advance type available for the institute.
2. **Designation Configuration**  
This page will allow to add, edit or delete designations available to institute.
3. **HR Initial Configuration**  
It provides the facility to initialize the basic parameters( e.g. place of posting) of HR module.
4. **HR Letter/Order/Memo Customization**  
This page manages HR related letter/order/memo templates.
5. **Pay Scale Configuration**  
This page will allow to add, edit or delete pay scale available to institute.



### 2.7.2 Recruitment

This submodule deals with floating a HRA request of an employee, preparing the order and sanctioning it.

1. **Manage Advertisement**  
This page allows the HR department to manage the recruitment advertisements.
2. **Manage Application Template**  
This page allows the HR department to manage the candidate application form template for recruitment.
3. **Manage Letter Template**  
This page allows the HR department to manage the applications submitted by the candidates.
4. **Referee Comment**  
HR department can use this option to sent request to referees given by the candidates for their comments.
5. **Manage Application**  
This page allows the HR department to manage the applications submitted by the candidates.

## 6. Reviewer Allocation

This page allows the HR department to allocate reviewer against each candidate and send request for their comments

## 7. Department Shortlisting Committee Formation (DSC)

HR department can use this option to manage selection committees for departments. Member with edit permission can update the shortlisting on behalf of the department.

## 8. Department Shortlisting

Department can shortlist candidates from this option.

## 9. Institute Shortlisting

HR department can shortlist the candidates from this option after completion of shortlisting by the department.

## 10. Send Call Letter

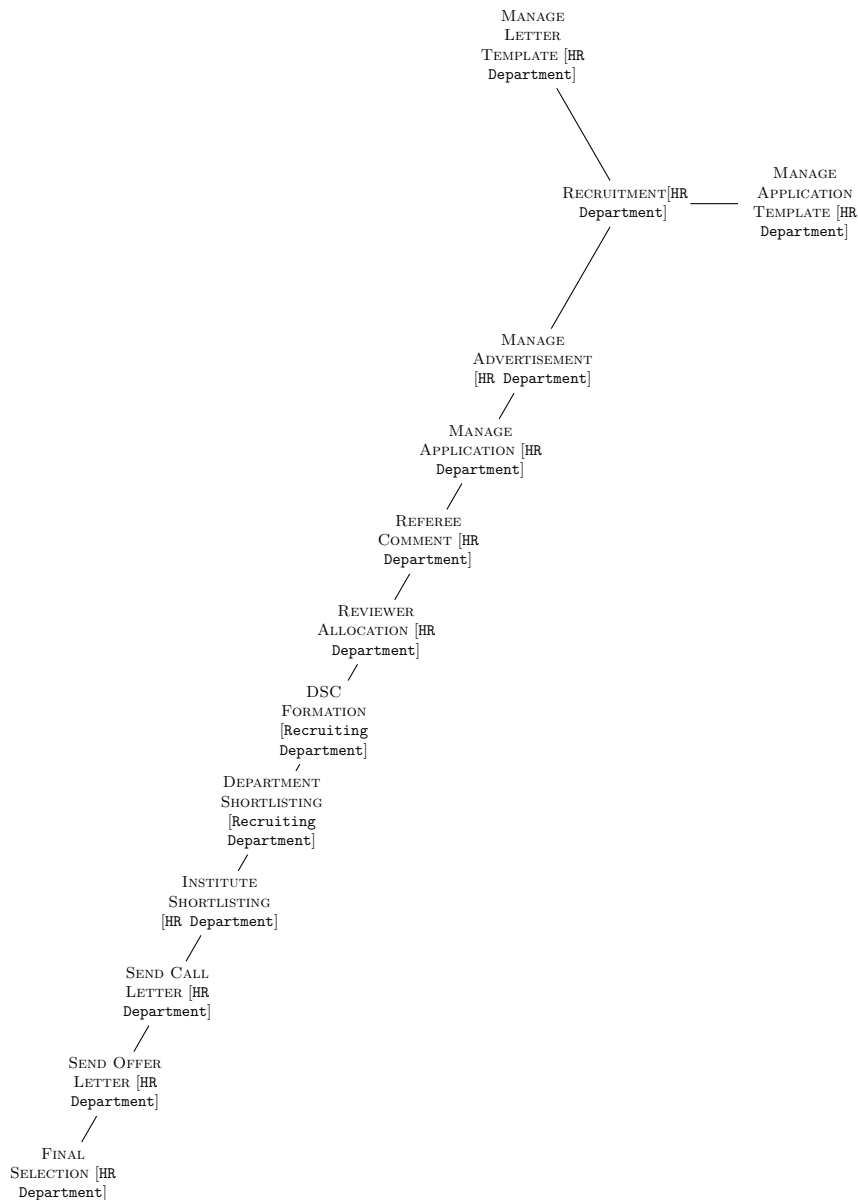
HR department can send call letter to institute shortlisted candidates from this option

## 11. Send Offer Letter

HR department can send offer letter to selected candidates from this option

## 12. Final Selection

The authorised person can finally select candidates from this option.



### 2.7.3 Joining

This sub-module handles the joining of a new employee.

1. **Joining Entry**

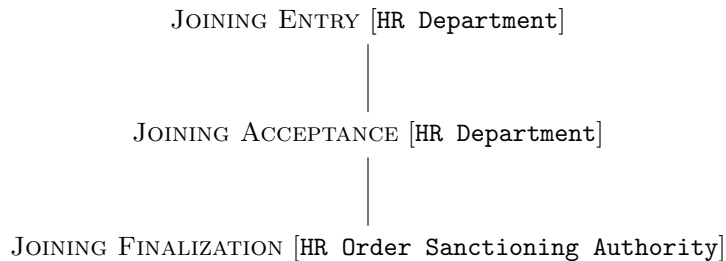
This page allows the HR department to enter details of a joining order

2. **Joining Acceptance**

This page allows the HR department to accept the details of the new employee

3. **Joining Finalization**

The authorised person of the HR department will decide to sanction the order.



### 2.7.4 Employee Information

This sub-module initializes and verifies employee information.

1. **Profile Update**

This page allows an employee of the HR department to enter details of a new employee

2. **Verification of Dependant List**

This page allows the HR department to verify the dependant list of the new employee.

3. **Verification of Experience**

This page allows the HR department to verify the experience of the new employee.

4. **Verification of PAN and Bank A/C**

This page allows the HR department to verify the PAN and Bank Account of the new employee.

5. **Verification of Qualification**

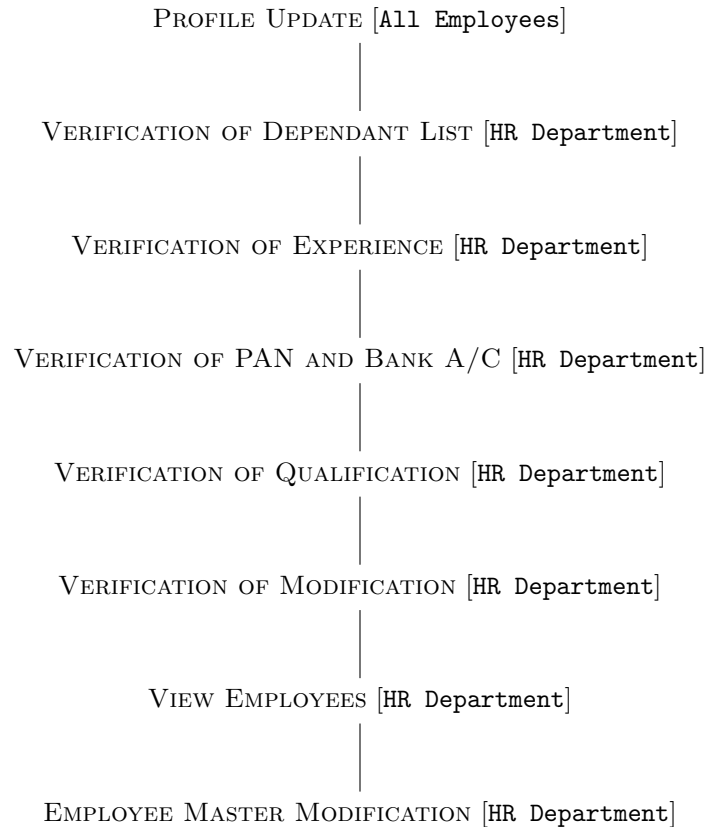
This page allows the HR department to verify the qualification of the new employee.

6. **Employee Master Modification**

This page allows the HR department to modify any employee data.

7. **View Employees**

This page allows the HR department to obtain total list of employees.



### 2.7.5 Probation

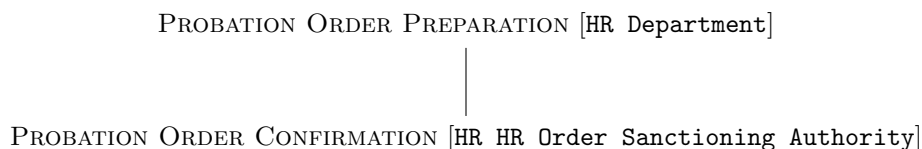
This sub-module deals with probationers of the institute.

#### 1. Probation Order Preparation

This page is used to manage probation order of employees by the HR Department.

#### 2. Probation Order Confirmation

This page allows the concerned authority of the HR department to sanction the probation order.



### 2.7.6 House Rent Allowance

This submodule deals with HRA request of an employee, preparing the order and sanctioning it.

#### 1. Apply for HRA (Other Employee)

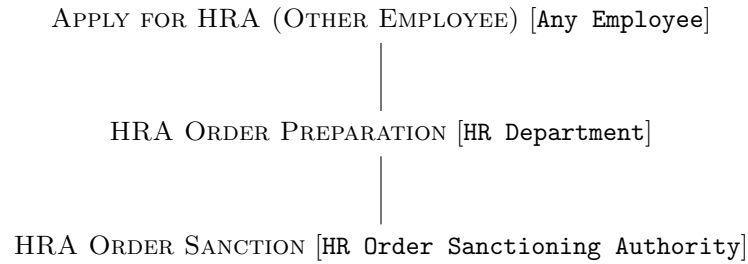
This page allows an employee to apply for HRA individually and of other employees for whom HRA is not yet allocated.

#### 2. HRA Order Preparation

The generated request will be available to the concerned authority and will be evaluated. The concerned person has the ability to cancel the application or prepare and forward it for sanction

#### 3. HRA Order Sanction

The authorised person will get the office order and will decide whether to sanction.



### 2.7.7 Leave

This sub-module allows operations on leave of the institute.

1. **Leave Type Master**

This page allows the HR department to initialize all the leaves of the institute

2. **Holiday Master**

This page allows the HR department to initialize all the holidays of the institute

3. **Apply For Leave**

The authorised person of the HR department will get the office order and will decide whether to sanction.

4. **Recommendation of Leave by Head** This menu will be assigned to the departmental head. The head will verify and recommend the leave.

5. **Approval of Leave**

The authorised person of the HR department will get the office order and will decide whether to sanction.

6. **Entry of Leave**

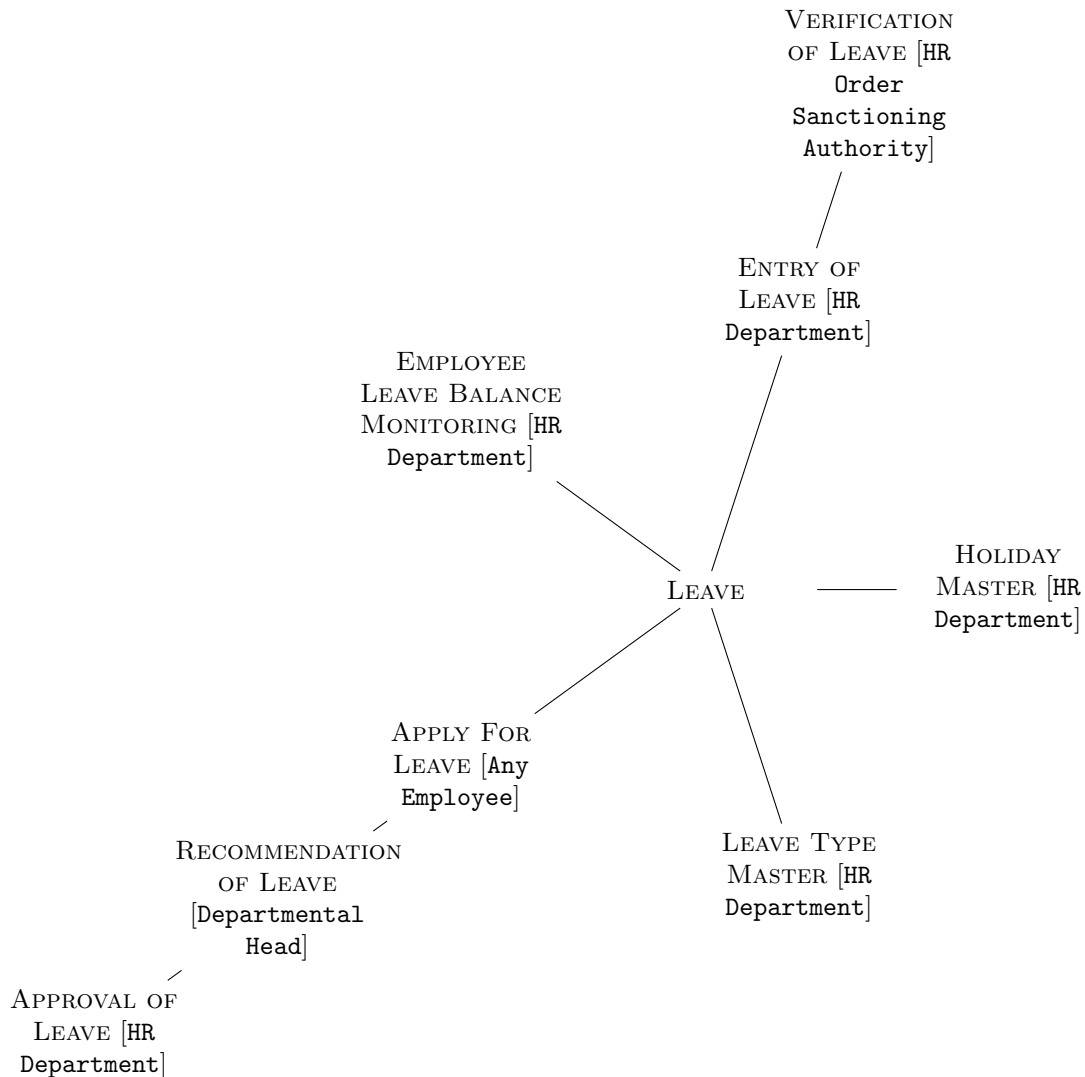
The HR department will enter a leave transaction for a certain employee of the institute.

7. **Verification of Leave**

The leave entry of the HR department will be verified by authorised person of the HR department.

8. **Employee Leave Balance Monitoring**

This menu will help to view the leave balance of the employees by the HR department.



### 2.7.8 Advance

This sub-module deals with advance processing of the institute.

#### 1. Advance Rate Update

This page is used to assign new advance and their rate of interest and update existing advances.

#### 2. Apply For Advance

This page allows the employee to apply for an advance. Advances are allowed according to roles of the employees decided by the Institute.

#### 3. Advance Loan Sanction Entry

This page allows the HR department to process the advance requests.

#### 4. Advance Verification and Approval

This page allows the HR department to verify and approve the advance requests.

#### 5. Advance Transaction

This page allows the HR department to manage the transactions related to recovery of advances.

#### 6. Advance Monitoring and Balance Adjustment

This page allows the HR department to manages the advance balance adjustments and provides the advance monitoring.

#### 7. Advance Monthly Initialization

It allows the HR department to initialize the recovery of monthly installment amount of advance.

#### 8. FSA And Penal Rate Management

This page allows the HR department to manage the FSA and penalty interest rate for advance recovery.

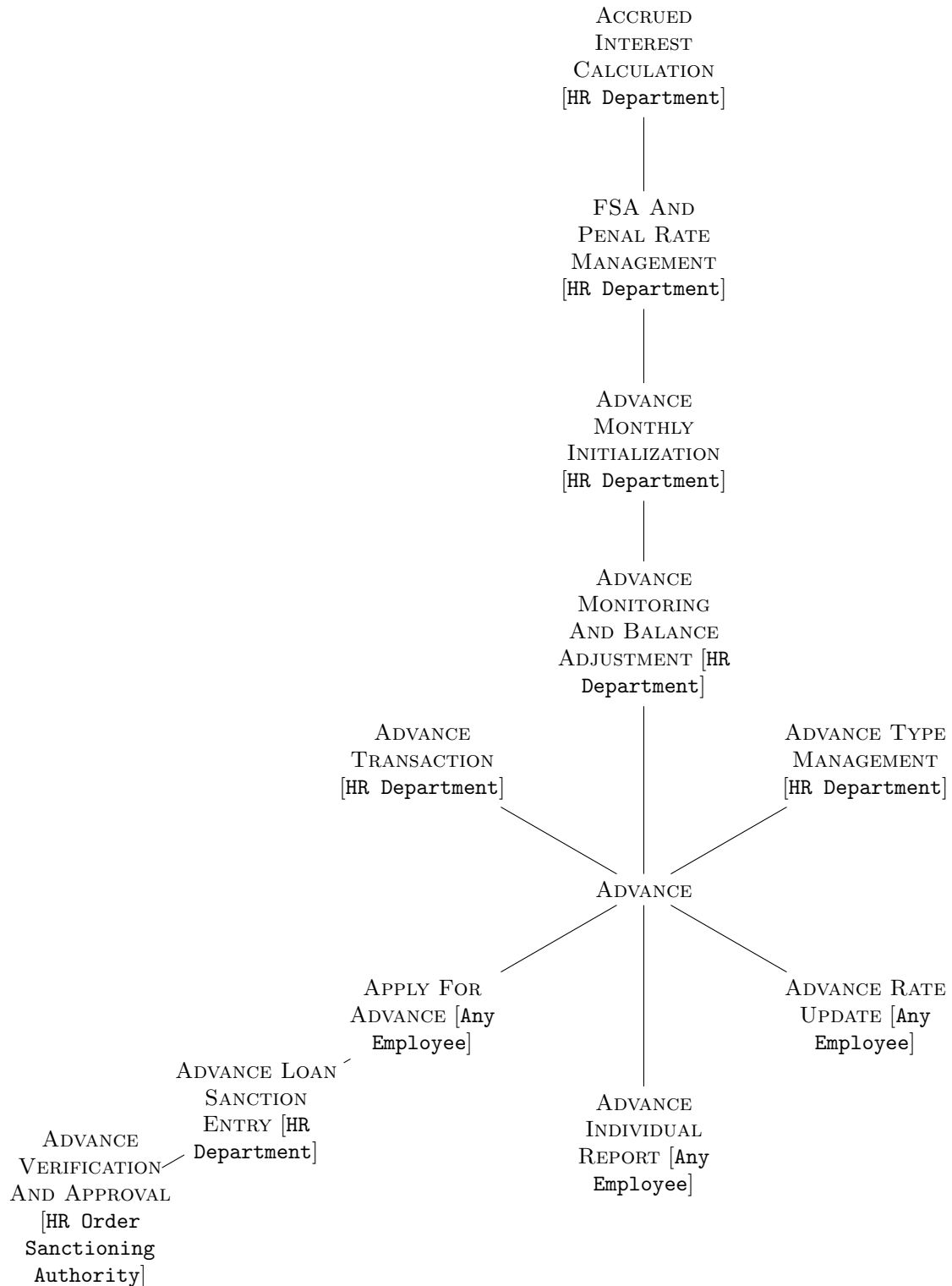


### 9. Accrued Interest Calculation

This page allows the HR department to manage the accrued interest of advance recovery for income tax deduction.

### 10. Advance Individual Report

This page provide the total report of advances taken by the employees for the HR department.



#### 2.7.9 Promotion

##### 1. Promotion Order Preparation

This page is maintained by the HR Department and it facilitates the promotion order preparation

## 2. Promotion Order Approval

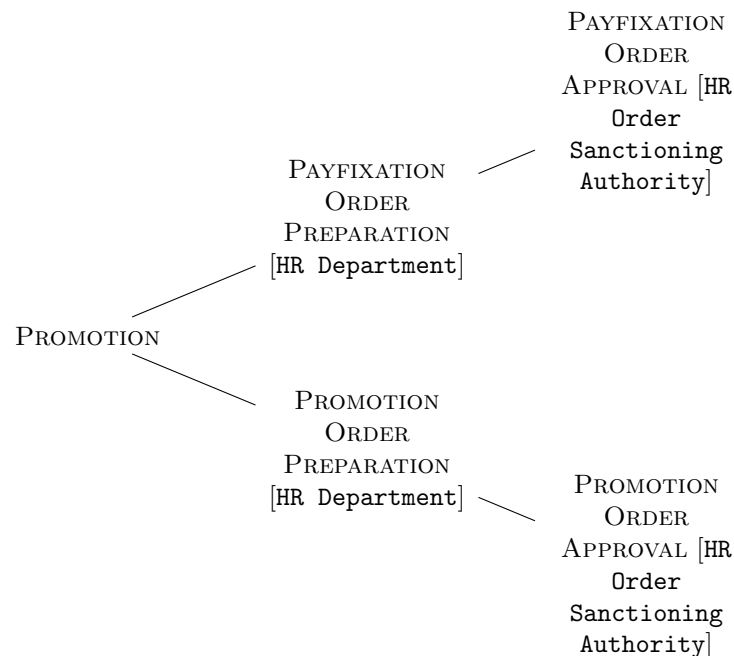
This page allows the concerned authority to sanction the promotion order.

## 3. Payfixation Order Preparation

This page is maintained by the HR Department. It processes the pay-fixation of faculty and non-faculty members.

## 4. Payfixation Order Approval

This page allows the concerned authority to sanction the pay-fixation order.



### 2.7.10 Transfer

This menu handles the transfer orders of the employees of the institute.

#### 1. Order Preparation

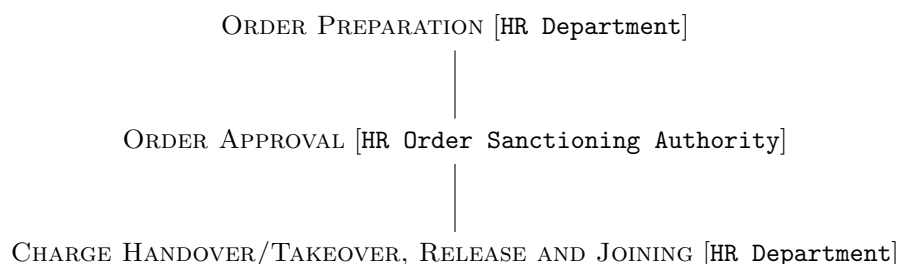
This page is maintained by the HR Department. It manages the transfer order preparations

#### 2. Order Approval

This page allows the concerned authority to sanction the increment order.

#### 3. Charge Handover/Takeover, Release and Joining

This page allows the concerned authority to sanction the increment order.



### 2.7.11 Secondary Appointment And Allowance

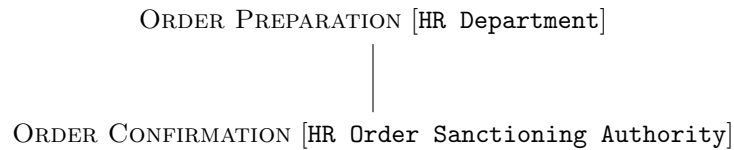
This menu handles the secondary appointment And allowance orders of the employees of the institute.

#### 1. Order Preparation

This page is used to book secondary appointment and allowance order of employees by the HR Department. The department also has provision to book order for extension of the secondary appointment and allowance.

## 2. Order Confirmation

This page allows the concerned authority to sanction the prepared office order. The order can also be declined for revision purpose.



### 2.7.12 Increment

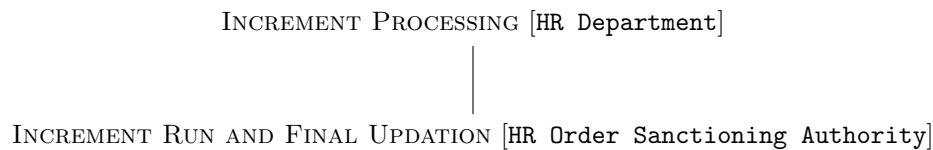
This menu handles the increment orders of the employees of the institute.

#### 1. Increment Processing

This page is maintained by the HR Department. It processes the increment of faculty and non-faculty members.

#### 2. Increment Run and Final Updation

This page allows the concerned authority to sanction the increment order.



### 2.7.13 Resignation

This menu handles the resignation of the employees of the institute.

#### 1. Preparation of Resignation/VRS/Sudden Stop

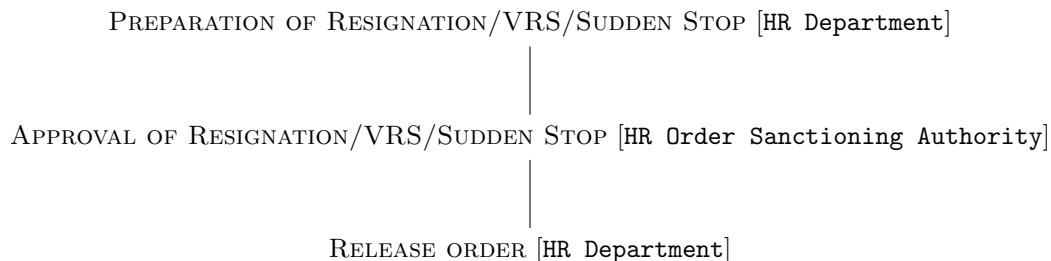
This page is maintained by the HR Department. It processes the increment of faculty and non-faculty members.

#### 2. Approval of Resignation/VRS/Sudden Stop

This page allows the concerned authority to sanction the increment order.

#### 3. Release order

This page allows the concerned authority to sanction the increment order.



## 2.8 Outreach

This section deals with events such as, seminar, workshop, training or any other educational event of the institute. The entities operating in these module are:

- *Event Co-Ordinator*(ECO)
- *Office Admin*(OA)

### 2.8.1 Application

This sub-module deals with management of projects. namely creation, modification and approval by the concerned authorities.

#### 1. Program Proposal

This menu shall be used to propose a new event by the coordinator.

#### 2. Shortlist Applications

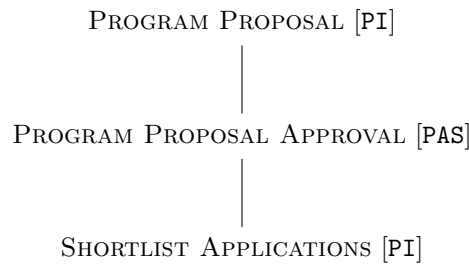
This menu shall be used to shortlist the applications.

## 2.8.2 Approval

This sub-module is for approval purpose.

### 1. Program Proposal Approval

This menu shall be used propose a new event by the coordinator.



## 2.9 Project

This section is managed by the students, faculty, academic section and departments based on their role access granted. This module deals with academics of the institute. The entities operating in these module are:

- *Principal Investigator*(PI)
- *Co-Principal Investigator*(Co-PI)
- *Project Administrative Section*(PAS)
- *Project Staff*(PS)

### 2.9.1 Project Management

This sub-module deals with management of projects. namely creation, modification and approval by the concerned authorities.

#### 1. Project Creation

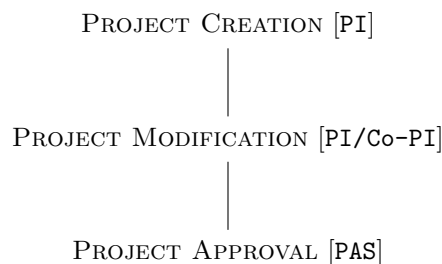
This menu shall be used to create a new project by the Principal Investigator.

#### 2. Project Modification

This menu shall be used for any modification required in an existing project, which is not approved yet.

#### 3. Project Approval

This option facilitates the PAS to approve or reject any project.



### 2.9.2 Project Recruitment

#### 1. Manage Advertisement

It manages the different aspects of management of advertisements for the project.

#### 2. Manage Applications

It manages the application from candidates for the recruitment.

#### 3. Board Formation

It facilitate to form a board of experts (internal/external) for shortlisting approved applications.

#### 4. Shortlisting

This menu shall be allocated to concerned experts to shortlist the potential candidates for interview.

**5. Send Call Letter**

This menu shall be used to send call letter for the shortlisted candidates.

**6. Final Selection**

The details of the shortlisted candidates shall be updated through this menu in the ERP.

**7. Send Offer Letter**

Send offer letter to the selected candidates.

**8. Joining**

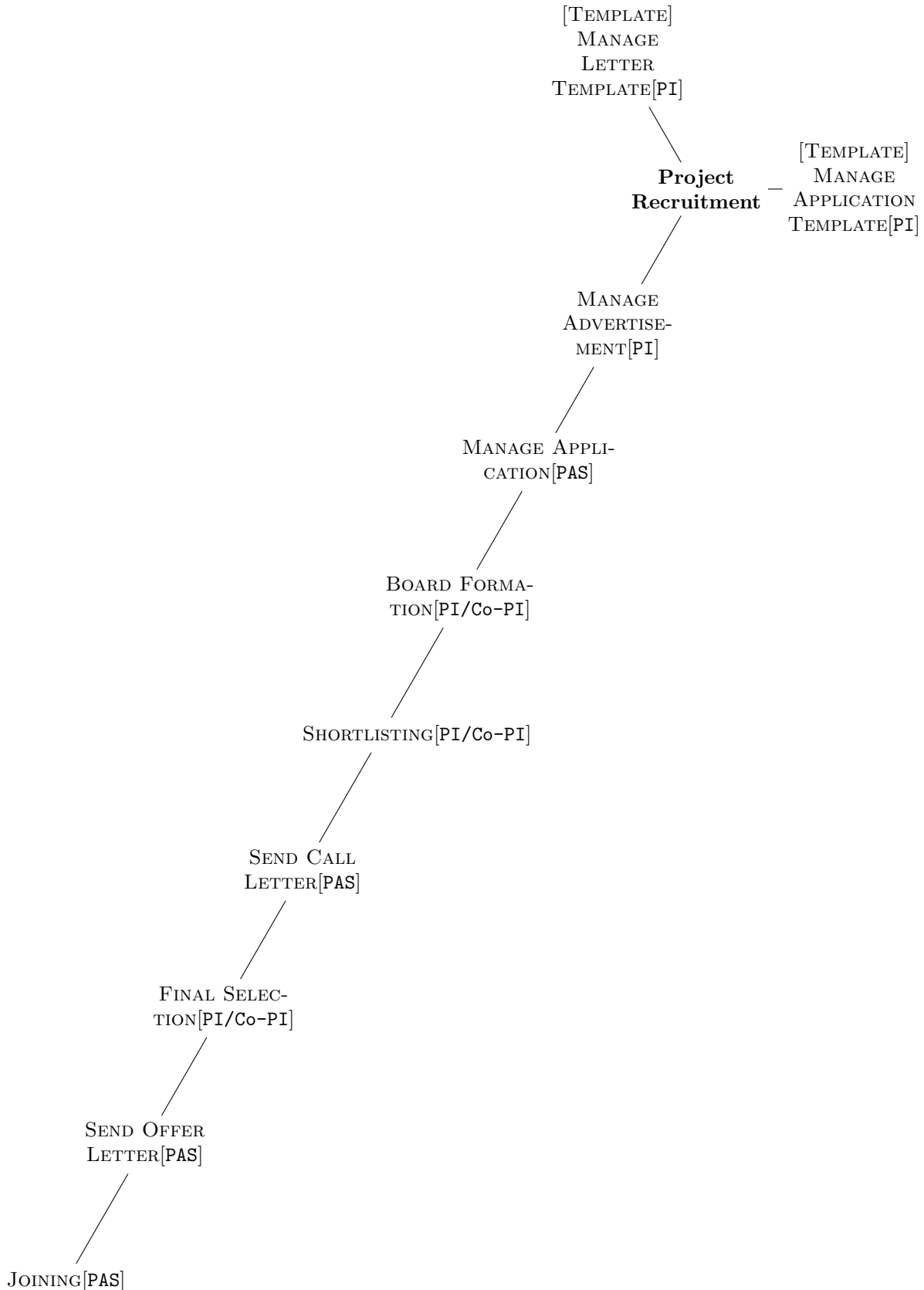
This menu initiates the joining process of the selected candidate and generate joining report.

**9. [Template] Manage Application Template**

It will be used to customize the application form for the project positions.

**10. [Template] Manage Letter Template**

Call letter and offer letter can be customized as required from this menu.



### 2.9.3 Profile Configuration

This sub-module handles various features like employee's profile update, extension, resignation and termination.

#### 1. Extension/Extension with Enhancement

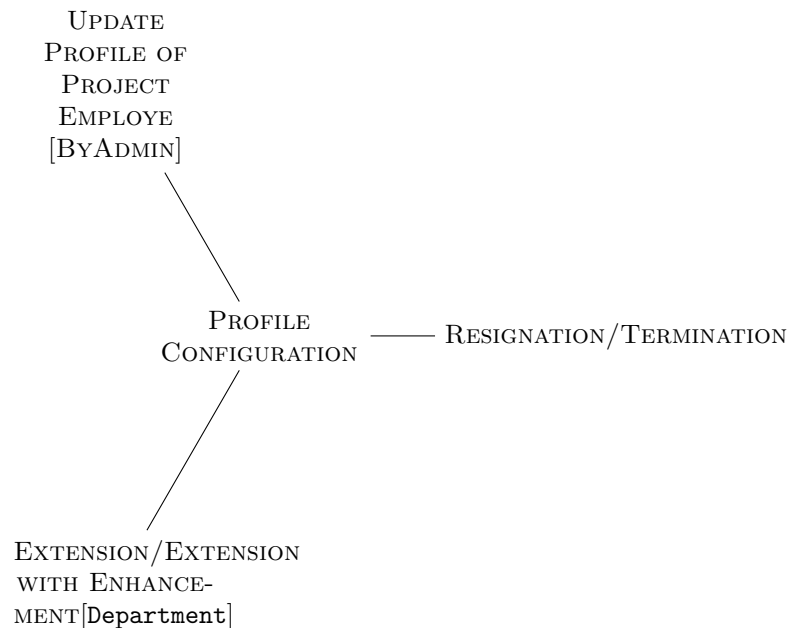
Extend tenure of the project employee with salary enhancement(if applicable) and generate extension order.

## 2. Resignation/Termination

Initiate resignation or termination process of a project employee and generate resignation or termination report.

## 3. Update Profile of Project Employee [By Admin]

Updates personal details of project employee.



### 2.9.4 Configuration

This sub-module will be used for report customization.

#### 1. Report Customization

This menu will be used to customize the report templates.

REPORT CUSTOMIZATION [PAS]

## 2.10 Purchase

department- book and receive, order place - purchase section This is an subsection handles the purchase of assets of the institute. Purchase is only possible if budget preparation is completed and approved previously in the accounts section. The entities operating in this module are:

1. *Department*
2. *Store and Purchase Section(SPS)*
3. *Accounts Section(AS)*

### 2.10.1 Initiation of Fund Booking

This sub-module is used to book the fund for the asset purchase.

### 2.10.2 Post Fund Booking Operation

This sub-module help to complete the fund booking operation.

### 2.10.3 Order Preparation

This sub-module is used to prepare the order for the purchase.

### 2.10.4 Order Unfreeze

This sub-module will help to make any changes to existing orders.

### 2.10.5 Asset Creation / GRN / Service Certificate

This sub-module is used to create the asset objects for purchase.

### 2.10.6 GRN / Service Certificate Unfreeze

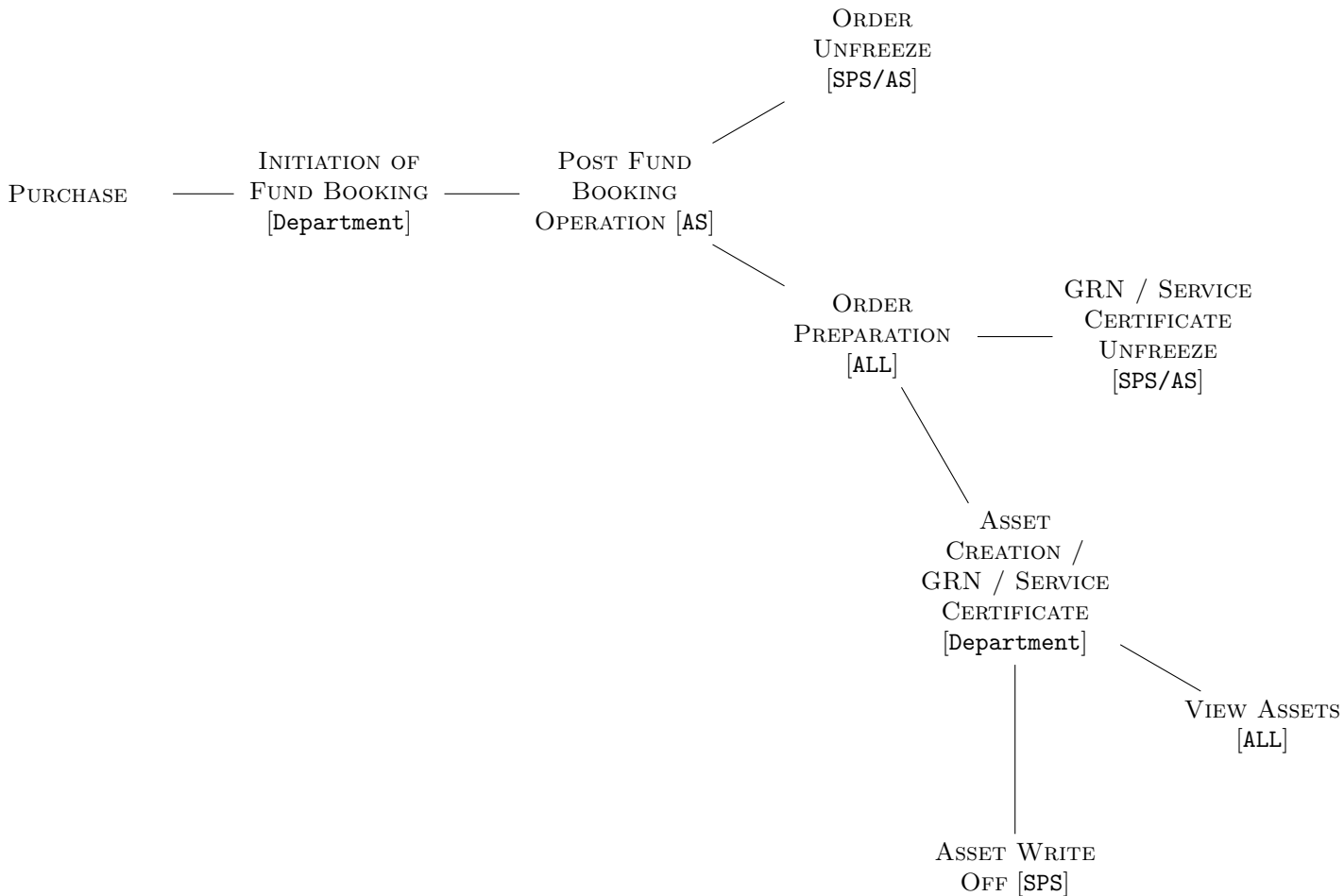
This sub-module help to modify any asset object created previously.

### 2.10.7 Asset Write Off

This sub-module help to write off any asset object which is out-of-use for the institute.

### 2.10.8 View Assets

This sub-module help to view the sets of assets.



## 2.11 System Admin

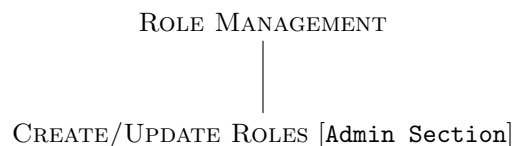
This is an administrator section. The admin will be solely allowed this module.

### 2.11.1 Role Management

This sub-module manages the roles of the employees.

#### 1. Create/Update Roles

This page is maintained by the HR Department. It processes the increment of faculty and non-faculty members.

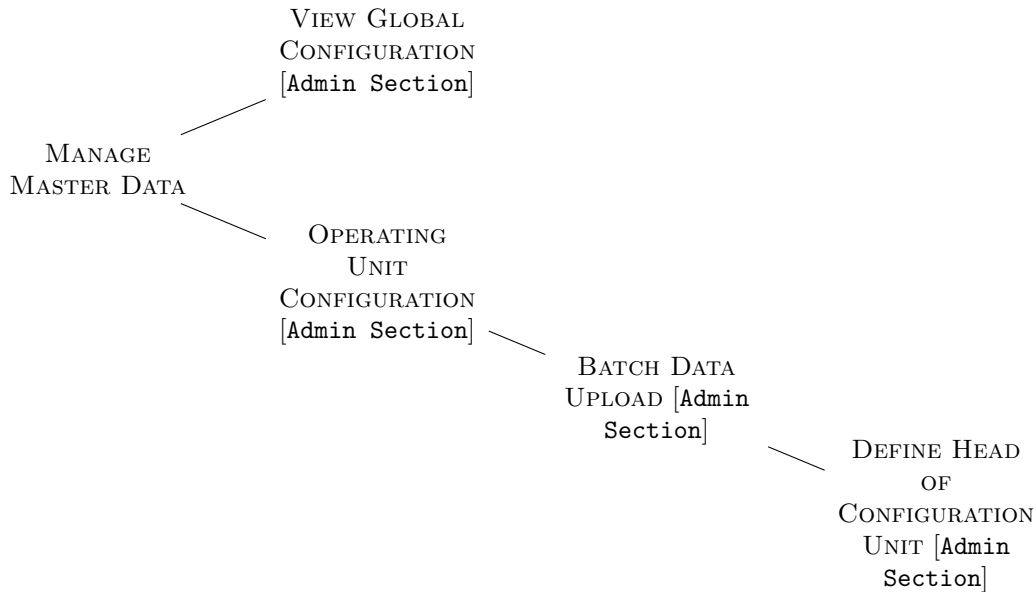




### 2.11.2 Manage Master Data

This sub-module deals with initialization/modification of admin data.

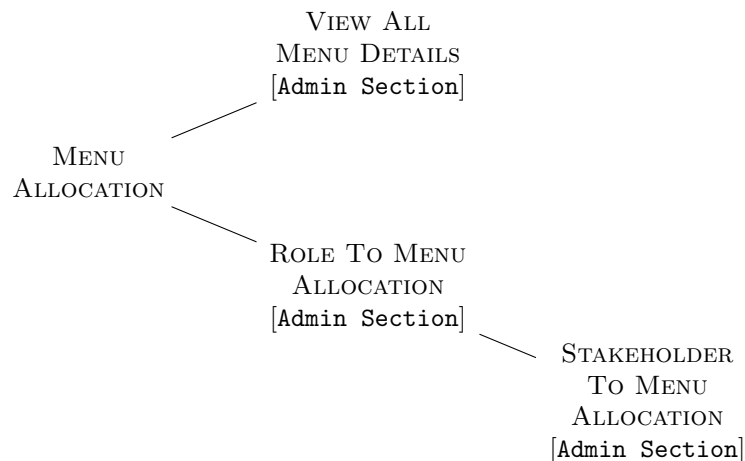
1. **Batch Data Upload**  
It uploads all the initial data.
2. **Operating Unit Configuration**  
It is used to define the operating units of the institute and modify their information as required.
3. **Define Head of Configuration Unit**  
It is used to assign heads of the operating units.
4. **View Global Configuration Data**  
It is used to provide global data view.



### 2.11.3 Menu Allocation

This sub-module deals with allocating menu to different employees based on certain conditions.

1. **Stakeholder To Menu Allocation**  
It is used to assign particular menu to a particular stakeholder/employee.
2. **Role To Menu Allocation**  
It is used to assign particular menu to a particular group of roles of the institute.
3. **View All Menu Details**  
It is used to view all the menus in the system and their description.

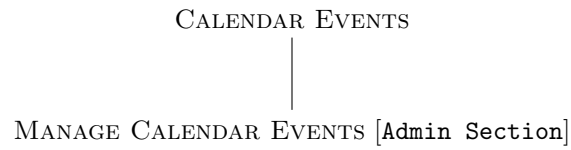


#### 2.11.4 Calendar Events

This sub-module deals with all the calendar events.

1. **Manage Calendar Events**

It is used to manage calendar events.



### 3 What we achieved

We have listed out in detail all the menus of the eleven sub-modules, their functionality and to whom is to be allocated. This document should serve as a look-into while performing the initial setup of the project.