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## MOTHER THERESSA COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E, New Delhi & Affiliated to J.N.T.U Hyderabad)

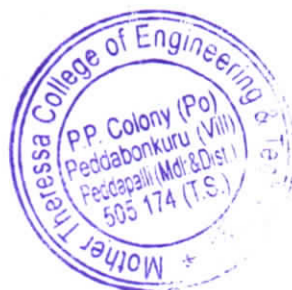
P.P.Colony (Po.), Peddabonkuru (Vill), PEDDAPALLI (Mdl. & Dist.) - 505174, Telangana State.

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# ERP DOCUMENT

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## ERP DOCUMENT

1. The Enterprise Resource Planning (ERP) of Mother theressa college of engineering & technology comprise of four portals viz. Administrator. Faculty. Student and Parent Portal that enable the smooth functioning of all the academic and administrative activities of the college.

### 1. Administrator's Portal

The Administrator Portal is accessed by a limited number of highly specialized administrative members of the Management viz. Principal, Deans, Head of the Departments & In charge. The Administrator's Portal provides access to the following: Timetable, Department Activities, Student Activities, Admission, Programs offered, Library, Fee Details, Faculty, Doctoral Research Activities and Inventory.

#### 1.1. Principal's Portal

The Principal Portal displays the user management portal that provides access to details of admission Attendance of Faculty and student .Timetable of individual staff and student and hostel admission,. The User Management Page of the Principal leads to diverse sub-sections such as students Admission, Programs Library, Faculty Department Activities and Timetable, Intranet and Inventory.

The Homepage of the portal displays Event Calendar, the monthly academic calendar, with Day order and Dates with a print Option. It also contains pop ups of important News and Events such as Conferences, Workshops, Colloquiums, Special Lectures, Fests, Notifications of Exam dates etc. The Portal also has an update Leave Management presentation of the Faculty who have availed CL.

- Timetable

This section provides the detailed timetable of the individual staff members of all the departments. Department Activities

- Profile

This page displays a brief of Department.


- Course

This page gives information on the various courses offered by the Department, duration and year of introduction of each course and the granted strength of students for all the courses.

It also gives options for the addition or deletion of courses.

- Association Activity



  
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Information on the activities of the association of all the departments is displayed on the page. The page gives details of the latest activities of the Association such as Date, Nature of Activity, Name of the Resource person and Amount presented as Honorarium.

- **Subject Entry**

The Subject Entry option provides information on Set, Name of the Course, Subject Code. Semester. Index Order. Part Type Credits and short form of the subject the Head of the Department can make entries with the introduction of new courses.

### Student

Data on diverse aspects of the student's personal and academic profile are displayed on this page. The data include name list of students of the various classes of the various programmes of the department such as UG and PG. The particulars of the students of various department can be accessed through the Portal. The details can either be accessed in ledger form or can be exported to excel form. The page also furnishes details of the student such as Name and Department o Number of the student. Town/Village, Name of the parent or Guardian, Residential Address and Contact Number, Date of Birth Nationality, Religion Caste, Community, and email Address.

- **Class wise Attendance Entry**

This section of the principal's portal gives access to the particular of class wise attendance entry and a detailed hour wise attendance entry of the students of the institution.

- **Fee details**

Semester wise details of Payments of fee by the student, payment reference number, payment date and amount and payment status are displayed on the page.

- **Library**

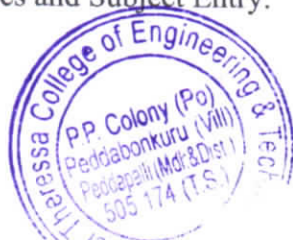
This page displays information on the library visits of the students. Date and entry time, date and exit time, and duration of visits are registered.


- **Book Transactions**

Books checked out by the students with particulars such as serial number title, author, due date are displayed on this page.

### 1.2. Administrator's Portal-HOD 's Portal

The Heads of the various departments of the College have separate portals in the Administrator's portal. The Hod's Portal displays information on various heads such as Departments Activities, Profile of the Department, Courses offered by the Department, Association Activities and Subject Entry.



  
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The Homepage of the portal displays Event Calendar, the monthly academic Calendar, with Day Order and Dates with a Print Option. It also contains pop ups of important News and Events such as Conferences Workshops, Colloquiums, Special Lectures, Fests, Notifications of Exam dates etc. The Portal also has an updated Leave Management presentation of the Faculty who have availed CL.

- Time table

This section provides the Heads of the department with the detailed timetable of the individual staff members.

- Profile

This page displays a brief profile of the Department.

- Course

This page gives informant on the various courses offered by the Department, duration and year of introduction of each course and the granted strength for all the courses. it also gives options for the addition of deletion of courses.

- Endowment

The page displays details of the various endowments of the Department. such as name of the endowment and the Sponsor. Year of founding of the endowment and the amount granted for the endowment.it also provides a scope for addition of details of new endowments.

- Association Activity

Information on the activities of the Association of the Department is displayed on the page.it page also gives scope for entering the latest activities of the Association, providing spaces that demand information about Date, Nature of Activity, Name of the Resource person, and Amount presented as Honorarium.

- Class wise Attendance Entry


The Hods are also provided with the particular of class wise Attendance entry and a detailed hour wise attendance entry of the students of the Aided and self-Financing Wings of the institution.

- Individual Profile

Individual Profile of the student gives access to the following particulars of the student:

Profile, Fee Details, Library, Attendance and Achievements, The Profile page of the students offers details of the students such as Name, Date of Birth, Gender, Religion, Nationality, Father's Name, Blood Group, First Language, Address for Communication, Email address and Mobile Number of the Student and the Parent.



  
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- Fee Details

Semester wise details Payment of fee by the student, payment reference number, payment date, and amount and payment status are displayed on the page.

- Library

This page displays information on the library visits of the students, Date and entry time, date and exit, and minutes of visits are registered.

- Book Transactions

Books checked out by the students with particulars such as serial number, title author, due o date are displayed on this page.

- Attendance

Hour wise Attendance of students is provided on the page.

- Achievements

The page provided details of the academic and extracurricular achievement of the individual students.

- previous Attendance View

Selected dates.

- Class Wise Attendance Mark are posted on this page.

- Admission

Admission of students in various courses offered by the Department is displayed on this page.

- Programmes

This gives information on the programmes of the Department.

- Library

Information on the books and journals available in the library are presented. •

### Fee Details

The page presents the profile of the faculty of fee Department

- Faculty

The page presents the profile of the faculty of the Department.



  
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## 2. Faculty portal

The MTCET-ERP Faculty login allow entry for all the faculty of various departments of the Colleges through individual user ids and passwords.

The Dashboard displays e-attendance of the student registered by the members of the staff with a detailed hours wise attendance record, There is also an option for Biometric attendance. It also contains pop ups of intranet record. There is also an option for Biometric attendance, it also contains pop ups of intranet messages shared by the management on various occasion with the faculty. The portal contains Notifications of Exam date Profile Summary, Publication of Research Papers, Publication Summary, Publication of Research Papers, Publication of Books Seminars Conference / Workshops Attended, Capacity as Resource Person, Consultancy work undertaken, Ph.D. Awarded, M.Phil. Awarded, Awards Received. The portal displays Event Calendar the monthly academic calendar, with Day Order and Dates with A Print Option. It also contains pop ups of important News and Events such as conferences. Workshops, Colloquiums, Special Lectures, Fests, Notifications of Exam dates, etc.

### • Profile

The profile section of the faculty comprise of two sections-i) Enter ii) Update

The first section allows the faculty to view their profile that consists of the following details Name of the Faculty, Specialization, present and permanent Address, Mobile Number, Email id, Publication of Research pa national and international journals, Publication of Books, Seminars/ Conference Attended, Capacity as Resource Person and Research Projects.

The Update section of the profile enables additions and deletion that can be made in the profile of the staff.

### • Self-Appraisal

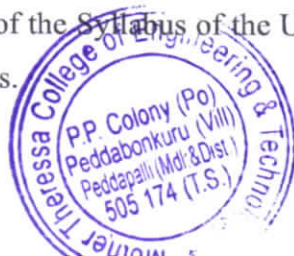
The Self-Appraisal Page gives a brief profile of the staff, Teaching Experience Google Scholar ID, Membership in Academic Organizations, Awards Received. Books Published Seminars/Conference/Workshops Attended, Consultancy work undertake, Papers Published, and Capacity as Resource Person. Research Projects undertake Scholars Guided and a Report section that can be printed.

### • CoE

This page gives access to information and notification from the Controller's Office of the College.

### • Learning Management

This section consists of the Syllabus of the UG and PG course, e-materials and MCQs of the respective departments.



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- Leave management

This section allows the faculty to apply for Leave online. It also displays the status of approval granted by the Head of the Department and the Principal.

- Intranet Messages

This displays the communication done through intranet of the college.

- Timetable

This portal gives to the timetable of the faculty and the class wise table of all the classes of all the programmes of the Department.

- student

This portal allows the faculty to view the profile of the student by entering the Department of the students.



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### 3. Student's Portal

The Dashboard of the student portal displays details such as profile, Academic, Certificate, Learning Management Leave Management Scholarships Placement and Feedback. It also presents the emails id is of students, seating arrangement for various exams, college fee details, Intranet messages, Aadhar number, Family income, exam results, events calendar and news and Events of the College.

- Profile

Profile of the students gives info on the name, date of birth, gender, religion, nationality, father's name blood group, first language, community, sub caste and address for communication of the student.

- Academics

Academics page opens into hour wise and subject wise attendance of the student.

- Library

This page gives access to the network of the library and the transaction of books and visits to the library made by the student.

- Certificate

This provides he update Attendance Certificate of the student for the academic year that can be printed

- Learning Management

This consists of the MCQs, materials and syllabus of the course taken up by the students.

- Leave Management

Leave application and Correction Slip forms are present in the portal.

- Shepherd

It contains of Weekend Visit Planner and Week End Visit Report submitted by the student.

- Scholarship

It is divided into two section -College and Hostel. It gives information on the students' eligibility for scholarships and the scholarships he/she is eligible for.

- Placement

This offers a scope for updating the profile of the student for the placement activities of the college.

- Feedback

This provides space for the students to present their complaints and suggestions for the improvement of the College.



  
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#### 4. MTCET Parent Portal

This portal displays the results, college fee details, event calendar and news and Events of the college. It consists of pages such as profile, Academics, Hostels Details Syllabus, Scholarship and Feedback.

##### ●Profile

This page presented personal. including 'n gender, blood group, first language and Telangana State

##### ● Academics

Academics consists of details of hour wise attendance, mark statement and exam results of the previous semesters from the controller's office and the Book transaction and the library visits made by the student.

##### ● Hostel

This page gives information on the name of the hostel in which the student resides. The details also include Hostel Account Number, Room number, Concession availed.

##### ● Syllabus

The page gives access to the UG and PG syllabi of the Department to which the student belongs

##### ● Scholarships

The parent portal also provides information on the student's eligibility or scholarship and the amount allotted and received based on the community wise allocation of scholarship

##### ● Feedback

This provides space for the parents to present their complaints and suggestions for the improvement of the college.



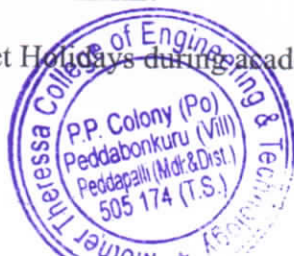
  
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## 5.Administration Module

### Features

- Creation of Departments, Courses and Branches.
- Fees for courses along with Due Dates & Fines.
- User Levels with Access Rights on modules.
- Mapping Users to User Levels.
- Backup and Restore Data.
- Track staff Logins and Resetting Passwords.
- Complaints/Suggestions Received from Students/Staff
- Setting Academic Calendar.
- Posting News/Events for notice by Users.
- Uploading Students Data to College Website.
- Maintaining College Diary.
- Device IDs to students for capturing attendance.
- Data Backup & Restore.

S.No	Link Name	Description
1.	Academic Calendar	To set Academic Calendar for all courses.
2.	Backup & Restore	To take database back up and restore manually
3.	Branches	To create branches for various courses.
4.	College Details	To enter college details. These details will be shown all reports.
5.	Complaints	To view complaints/suggestions posted by staff and students.
6.	Courses	To create Courses. B.Tech, MBA, MCA and M.Tech courses can be added.
7.	Credits	To set credits required to promote students from one semester to next semester for any course.
8.	Departments	To create departments. These departments offer courses.
9.	Dairy	To note important events for future. This reminds day's events when logged in.
10.	Fee Types	To set fee types for various courses along with due dates and fines.
11.	Grading Subjects	To give grading to subjects to decide ranks in case if two or more students get same total marks.
12.	Holidays	To set Holidays during academic year.



  
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13. **New Bank** To add Bank names so that they appear in Bank Drop Down in receipts/payments screens.
14. **Lecture Halls** To add Lecture Halls details along with number of benches (No of rows and columns). This data is used while generating Seating Arrangement during external examinations.
15. **News & Events** To add news or events for attention of all users. They scroll on top bar and catch attention of users when they login.
16. **Students Passwords** To reset password for any student.
17. **Seats** To enter convener and management quota seats under Direct and Later categories for courses
18. **Settings** To configure GPRS modem, set Attendance fine payable per day by students, set Admission Number and Receipt Number to start with, set batch wise regulations for selected course.
19. **Staff Logins** To track application login and logout timings of staff members.
20. **Staff Working Hours** To set working hours for staff.
21. **Student Bio-ID** To assign Numbers to students. These numbers will be assigned to students while enrolling fingerprints in fingerprint devices to capture attendance.
22. **Subjects** To add subjects for courses.
23. **User Levels** To create user levels and set page level access rights on individual modules for selected user level.
24. **Users** To assign User Level, Login ID and Password to staff members.
25. **Web Upload** To upload students profiles, Attendance and Marks data to college website.
26. **Set Maximum Marks** To set batch wise maximum and pass marks for theory, lab and project for all courses.



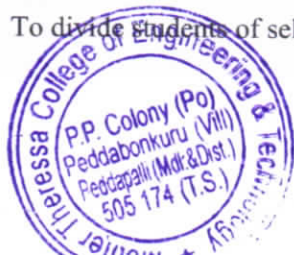
  
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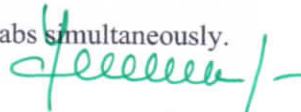


## 6. Academics Module: Features

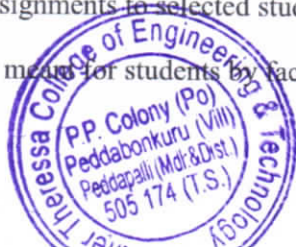
- Attendance & Marks Entry by Faculty.
- Students' Attendance Analysis.
- Student's Complete Profile in one single screen.
- Analysis of Teaching Plan and Topics Covered.
- Upload of Resources like notes etc. for students.
- Integration with Attendance Capturing devices.
- Messages/Assignments by Faculty to Students
- Students Feedback Against Faculty.
- Attendance Shortage Notices to Parents.
- Time Table & Faculty Teaching Assignments.
- Academic Projects.
- Faculty Academic Register
- Faculty Workload
- Faculty Adjustments
- Circulars
- Disciplinary Actions.
- Faculty Performance.
- Certificates
- Extra Classes
- Students Promotion & Detention.


Sl.No	Link Name	Description
1.	<a href="#">Absentees Report</a>	To view absentees' day wise or continuously for selected number of days for all courses.
2.	<a href="#">Academic Register</a>	To generate register containing day wise attendance and exam wise marks of all students for a selected subject.
3.	<a href="#">Attendance</a>	To enter period wise or cumulative attendance or upload cumulative attendance for certain number of days from excel sheet.
4.	<a href="#">Attendance Reports</a>	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance reports can also be viewed. Attendance shortage report also can be seen.
5.	<a href="#">Batches</a>	To divide students of selected semester into batches for attending labs simultaneously.



  
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6. **Certificates** To issue Study, Conduct and TC certificates in standard formats to students and to track certificates issued to students.
7. **Circular** To issue circulars meant for students or staff or for both by principal or secretary of the institution.
8. **Current Time Table** To view which faculty shall be in which class room as per time table at any point of time.
9. **Disciplinary Action** To initiate disciplinary action against students and staff and track disciplinary actions taken.
10. **Extra Classes** To assign extra classes to faculty in addition to regular classes.
11. **Faculty** To view faculty performance i.e class taken, marks obtained etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty,
12. **Faculty Adjustments** To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s).
13. **Feedback Questions** To add feedback questions which need to be answered by students while giving feedback against faculty.
14. **Internal Marks** To enter internal marks by faculty.
15. **Lab Batches** To enter number of batches into which students need to be divided to attend labs.
16. **MBA** To enter specializations for MBA course and select electives chosen by students.
17. **Projects** To assign projects and project guides to students of of B.Tech, MBA, MCA and M.Tech courses and track the progress of individual projects. Guides need to upload student wise project status in excel sheet at regular intervals.
18. **Promotions** To view students who are qualified with credits and attendance for promotion from current semester to next semester. Reasons will be indicated against students who are not qualified for promotion. However they can also be qualified for promotion manually.
19. **Resources** To view what resources are available for students to download under various categories.
20. **Student Profile** To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance upto the current semester, fee payment details and Backlogs details of selected student.
21. **Teaching Assignments** To assign subjects to faculty.
22. **Teaching Plans** To upload teaching plan and every day topics covered by faculty.
23. **Time Table** To set theory and lab time tables for courses and print them.
24. **Student Messages** To post messages/assignments to selected student(s) by faculty.
25. **Upload Resource** To upload resources meant for students by faculty.



  
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## 7.Accounts module and Fee Payments module:

- **Accounts module:**

Features

- Creation of Revenue & Expenditure Heads.
- Department wise Budgets.
- Head wise Revenue & Expenditure Reports.
- Bank Accounts & Transactions.
- Day Book & Cash Book Maintenance.
- Profit & Loss Statement.
- Attendance Fine & Exam Fee Collection.
- Supplier Payments & Dues.
- Fee Refunds to Students.
- Loan Estimates for Students.

Sl.No	Link Name	Description
1.	Attendance Fine	To view fine payable monthly by students for the days becoming absent and collecting fine.
2.	Bank Accounts	To enter bank account details.
3.	Bank Deposits	To enter cash or cheque deposits in selected bank account.
4.	Bank Transactions	To view Deposits or withdrawal history of selected bank account.
5.	Bank Withdrawals	To enter withdrawal details from selected bank account.
6.	Bill Clearance	To view suppliers pending bills and clearing them for payment.
7.	Department Budgets	To set annual expenditure budgets for individual departments.
8.	Day Book	To view financial transactions recorded during the selected day.
9.	Expenditure Heads	To add expenditure Heads.
10.	Expenditure Reports	To view had wise expenditure transactions.
11.	Fee Refunds	To refund fees already collected to students in case of college transfers etc.
12.	Profit/Loss	To view profit and loss statement during the selected period of time.
13.	Receipts	To enter non fee receipts.
14.	Receipts Reports	To view head wise revenue reports.
15.	Revenue Heads	To add revenue heads.



  
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- **Fee Payments module:**

**Features**

- Fee Collection & Receipt Printing.
- Course/Batch/Student wise Fee Dues.
- Fee Concessions.
- Fee Reminders to Parents.
- Tracking Fee Reimbursement from Government.
- Issuing Study etc. Certificates to Students.
- Reports.

Sl.No	Link Name	Description
1.	<b>Certificates</b>	To issue study and conduct certificates to students and track them.
2.	<b>Counseling Payments</b>	To enter details of payment made by the students at counseling centers.
3.	<b>Dues List</b>	Aggregate, Student wise- To view course wise tuition fee and other fees dues and fee wise dues of all students.
4.	<b>Fee Adjustments</b>	To give concessions in tuition fee to certain students and set different fee due dates.
5.	<b>Fee Payments</b>	To accept fee payment from students.
6.	<b>Fee Reminders</b>	To generate letters containing fee dues, addressed to parents.
7.	<b>Govt Receipts</b>	To view fee reimbursement dues from state government and enter details of payments from state government.
8.	<b>Old Receipt</b>	To view details of payment made by student against entered receipt number.
9.	<b>Permitted Students</b>	To view list of students who are given fee concessions and given extended time to pay fees.
10.	<b>Previous Dues</b>	To enter previous years fee dues
11.	<b>Reports</b>	To view fee committed, fee paid and fee dues details of selected student. Class wise fee paid and dues reports also can be seen.



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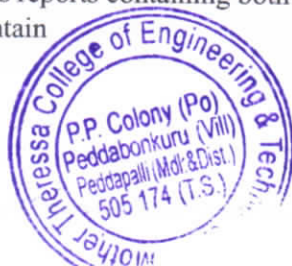
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## 8.Examination module :

### Features

- Exam Fee Collection & Exam Schedules.
- Student Registrations for Regular/Supply Exams.
- Seating Arrangement for External Exams & D-Forms.
- Entry/Upload of External/Internal Exams Marks.
- External/Internal Marks Analysis & Reports.
- Progress Reports & Attendance Reminders.
- Supplementary & Detained Students.
- Invigilation Charges for Staff.
- Reports.

Sl.No	Link Name	Description
1.	<a href="#">Admissions Report</a>	To view branch wise students admissions of selected batch in the format prescribed by the university.
2.	<a href="#">Backlogs</a>	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs.
3.	<a href="#">D-Forms</a>	To generate subject wise D-Forms during external examinations.
4.	<a href="#">Exam Fee Dues</a>	To view list of students who are yet to pay examination fees
5.	<a href="#">Exam Application</a>	To view and print exam application form for circulation among students.
6.	<a href="#">Question Paper</a>	To download internal exams question papers set by faculty
7.	<a href="#">Exams</a>	To set fees, due dates, exam schedules and generate seating arrangement for external examinations.
8.	<a href="#">Expenditure</a>	To enter expenditure details incurred by examination section.
9.	<a href="#">Expenditure Report</a>	To view expenditure incurred by examination section.
10.	<a href="#">External Marks</a>	To enter external marks, analyze marks obtained and generate marks reports.
11.	<a href="#">Internal Marks</a>	To enter attendance for internal exams, internal marks, analyze marks obtained and generate mark reports.
12.	<a href="#">Invigilation Charges</a>	To enter invigilation charges payable to faculty. These charges are reflected in pay slips.
13.	<a href="#">Lab (External)</a>	To generate formats for taking attendance and entering marks for lab external examinations.
14.	<a href="#">Progress Reports</a>	To generate progress reports containing both attendance and marks of selected exam. Progress reports contain



  
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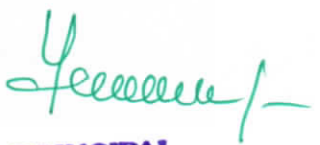
## 9. Transport module and Hostel module:

- Transport  
Features

- Vehicles.
- Routes & Halts.
- Assignment of Halts to Students.
- Expenditure Types & Expenditure Tracking.
- Log Book & Mileage Checking.
- Transport Fee Collection & Dues.
- Vehicle Insurance & Premium Tracking.
- Reports

Sl.No	Link Name	Description
1.	De-Subscription	To check transport dues payable by any student who proposes not to use college bus.
2.	Defaulters	To view details of students who need to pay transport charges beyond due date.
3.	Due Date	To set due date for payment of transport fee.
4.	Expenditure Report	To view bus wise expenditure incurred under various expenditure heads.
5.	Expenditure Types	To create expenditure heads for which vehicles expenditure needs to be tracked.
6.	Exp Heads Mapping	To group various expenditure heads under one expenditure head created in accounts module.
7.	Fitness Certificate	To track fitness certificates obtained for various college buses.
8.	Log Book	To enter odo meter readings daily for each vehicle to track vehicle movements.
9.	New Policy	To enter insurance policy taken for college vehicles
10.	Routes & Halts	To add routes and add halts to routes along with amounts to be paid.
11.	Students Halts	To assign students to halts.
12.	Subscription	To register student for bus service.
13.	Vehicle Expenditure	To enter expenditure incurred for a vehicle.
14.	Vehicle Insurance	To track insurance premiums being paid for college buses.
15.	Vehicles	To add new vehicles.
16.	Premium Amount	To view insurance premium paid/pending details for selected vehicle
17.	Receipts	To receive transport fee from students.



  
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Hostel module:

## Features

- Application for Admission into Hostel.
- Student Registration.
- Rooms & Room Allotment.
- Attendance & Marks Analysis for Hostlers.
- Hostel Dues & De-Registration.
- Reports

Sl.No	Link Name	Description
1.	<a href="#">Application</a>	To view details of students who applies for admission into hostel.
2.	<a href="#">New Room</a>	To add rooms details.
3.	<a href="#">Registration</a>	To register students by allocating room after getting hostel admission and necessary fee payment.
4.	<a href="#">De-Registration</a>	To bcheck the hostel dues payable by any hostel resident who proposes to leave the hostel.
5.	<a href="#">Room Adjustment</a>	To transfer students from one room to another.
6.	<a href="#">Reports</a>	To view details of students who admitted into hostel, hostel fee defaulters, academic performance of hostel residents.



  
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