



CAMPUS MANAGEMENT SYSTEM

CAMPUS MANAGEMENT SYSTEM

ADMINISTRATION (2014-15)

FINANCE AND ACCOUNTS (2017-18)

STUDENT ADMISSION AND SUPPORT (2014-15)

EXAMINATION (2015-16)



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1. Administration







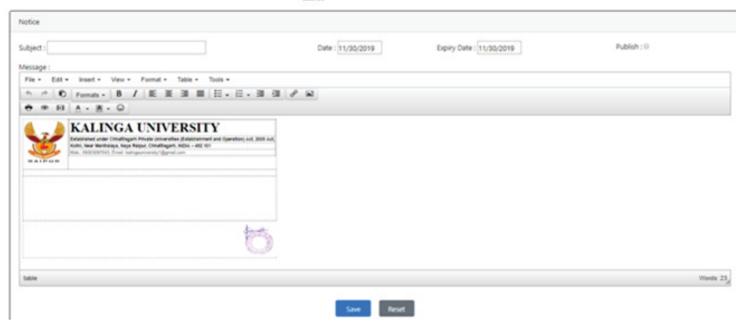
1.1. About the Administration

Administration module allows system administrator to set up back-end of the system and perform basic system configuration.

1.2. Notice or Circular Management

1.2.1. Create Circular





This interface is used to create the circulars and notices. Authorized user can create the circulars and notices according to requirement. This circulars and notices are then directly displayed on student's log in page of Kalinga University Student Information System.

Following are the steps to create the circular.

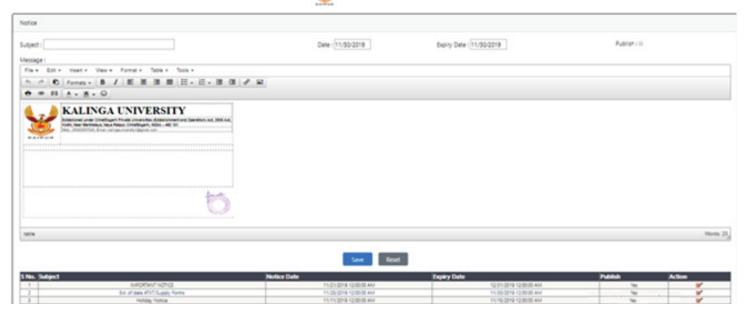
- 1. Enter Subject, date and expiry date.
- 2. Enter message in formatted text.
- 3. Chose if message need to be published or not.
- 4. Once published student can see this circular in his/her panel.
- 5. Click the "Save" button to save Circular.



KALINGA UNIVERSITY

1.2.2. Update Circular





This interface is used to update circular.

Following are the steps to update calling status by mentor:

- 1. Appear the list of circular and select the circular to modify.
- 2.On click the "**Edit**" icon button the screen will open in modification mode. calling status by mentor:

1.2.3. Publish Circular



Once circular has passed its expiry date will never show in list. It can only be visible in Archive list.

Save Reset

1.3. Library Management

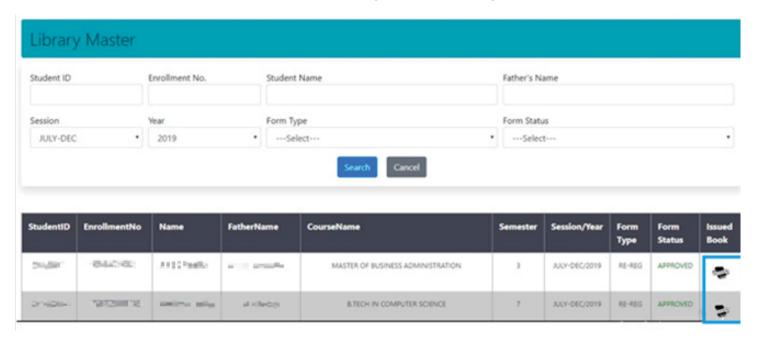
Library Management System is a software use to manage the catalog of a library. This helps to keep the records of whole transactions of the books available in the library. ERP system provides Library Management System which is very easy to use and fulfills all the requirement and the requirement of the catalog of a library. This helps to keep the records of whole transactions of the books available in the library. ERP system provides



librarian. There are many features which help librarian to keep records of available books as well as issuance of books

1.3. Library Management

1.3.2.1. Library Master Entry

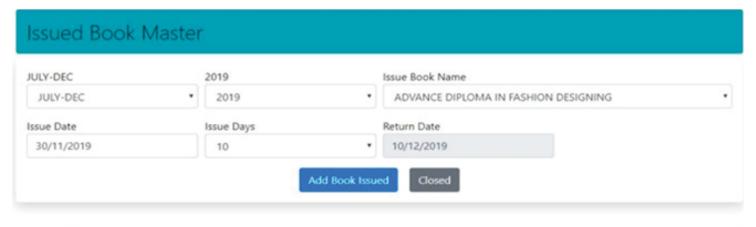


Library master Entry is user friendly interface to assign book to student in Library Management System. User can use following steps for book entries:

- 1.Enter Student id, Enrollment no., Student Name, Father Name etc.
- 2.Click 'Search" button for listing student.
- 3. Click "Issue Book" icon button for issue book to student.

1.3.3. Transactions

1.3.3.1 Books Issue

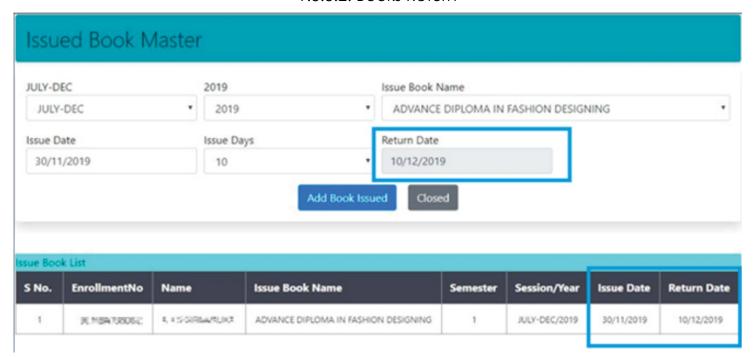


Issue Boo	k List						
S No.	EnrollmentNo	Name	Issue Book Name	Semester	Session/Year	Issue Date	Return Date
1	no-tweet.	A CS 6 PONACIOA	ADVANCE DIPLOMA IN FASHION DESIGNING	1	JULY-DEC/2019	30/11/2019	10/12/2019

Book Issue/Return process to explain below.







Book Issue/Return:

Book Issue/Return interface is designed to Issue and Return of Library books for Students.

Following are the steps to issue/return of books:

- 1.On click "Issue Book" icon button. The pop up will open as above page.
- 2.Add issue date with number of return date.
- 3.On click "Add Book Issue" button the book will be assign to student.

1.4. Hostel Management

1.4.1. About Hostel Management

Hostel Management System is a software use to manage the assignment of a hostel room. This helps to keep the records of room availability in the hostel.

1.4.2. Hostel Request Listing



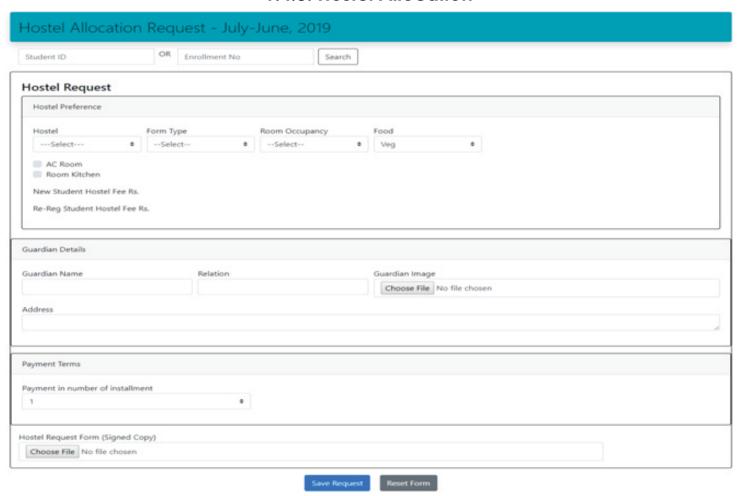
Hostel listing interface is there to display information of the student opt for hostel when booking their admission.





- 1.It displays the options to search details based on year, student id and enrollment no. for current year.
- 2. After clicking on "Search" button the request list will be displayed.

1.4.3. Hostel Allocation

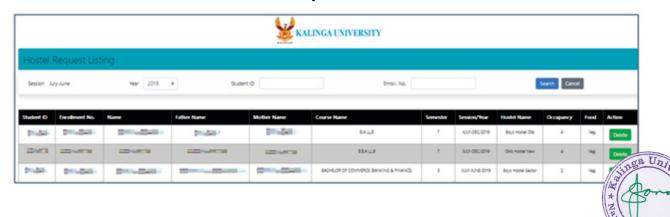


This Interface is used to allocate hostels to the students and Displays the detailed information of the hostels like (Hostel Name, Seater Type, Room Occupancy, food etc.) According to selection criteria as shown in figure given above.

Following are the steps to allocate hostel to students.

- 1.Enter Student ID or Enrollment No.
- 2.Click on "Search" button. Once clicked the basic details of student will be show.
- 3.Enter appropriate requirement. There is also an option to select payment in installment.
- 4.On "Save Request" Button click hostel will be allocated to student.
- 5.On "Reset Form" button click for will be reset in default mode.

1.4.4. Hostel Request De-allocation





Hostel request De-allocation interface is used to manage the de-allocation of hostel for selected student.

Following are steps for hostel de-allocation:

- 1.It displays the options to search details based on year, student is and enrollment no. for current year.
- 2. After clicking on "Search" button the request list will be visible.
- 3. After Clicking on "Delete" button, Hostel will be de-allocated for selected student.

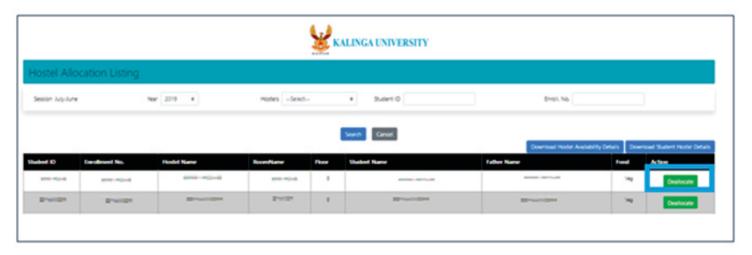
1.4.5 Hostel Allocation Listing



Hostel allocation listing interface is used to display information of the student:

- 1.It displays the options to search details based on enrollment no. year, student id, and hostel for current year.
- 2. After clicking on "Search" button the allocation list will be visible.

1.4.6. Hostel De-allocation



Hostel De-allocation interface is used to manage de-allocation of hostel for selected student.

Following are steps to hostel allocation to selected student.

- 1.It displays the options to search details based on year, student id, hostel and enrollment no. for current year.
- 2. After clicking on "Search" button the request list will be visible.
- 3. After Clicking on "De-allocate" button, Hostel will be de-allocated for selected student.





1.4.7 Hostel Report

1.4.7.1. Hostel Availability Reports



This interface is used for downloading the hostel availability report based on above criteria mentioned in page.

1.4.7.2. Student Hostel Detail Reports



This interface is used for downloading the hostel availability report based on above criteria mentioned in page.

1.4.7.2. Student Hostel Detail Reports



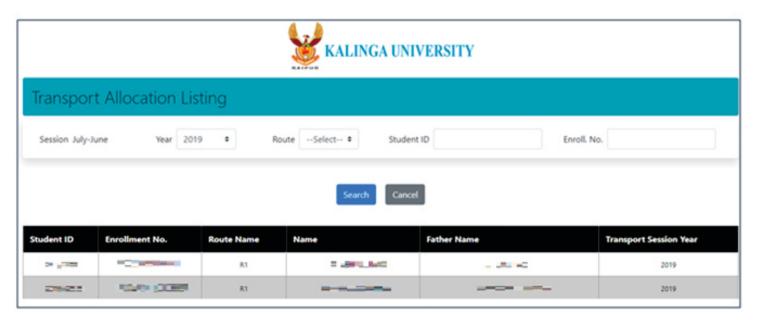
This interface is used for downloading the Student Hostel Detail Reports based on above criteria mentioned in page.



1.5. Transport Management



1.5.1. Listing Transport

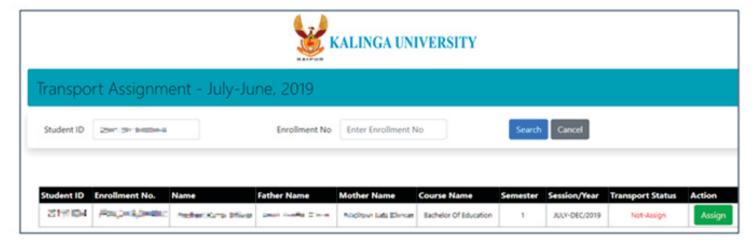


This interface is used to get list of students who are assigned for transport.

- 1.Select the Route.
- 2.Enter Student ID or Enrollment No.
- 3.On click "Search" button to get list based on criteria.

1.5.2. Transport Master

1.5.2.1. Transport Allocation Master

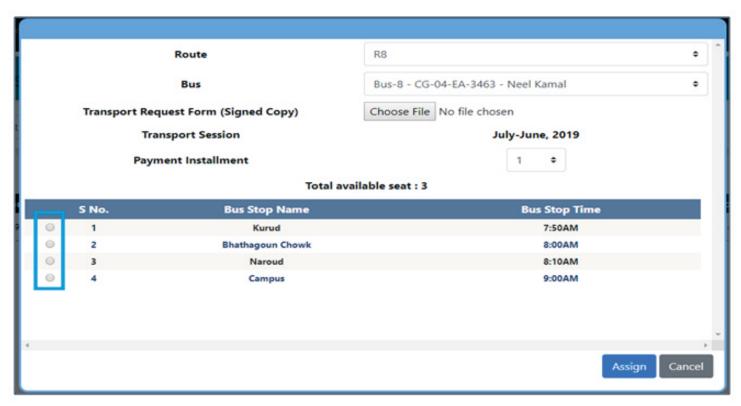


This interface is used for assigning the transport to students.

- 1.Enter the Student Id or Enrollment no.
- 2.Click on "Search" button.
- 3. Student detail will be listed once search criteria will be matched.
- 4.Click on "Assign" button for entering details like route bus etc.



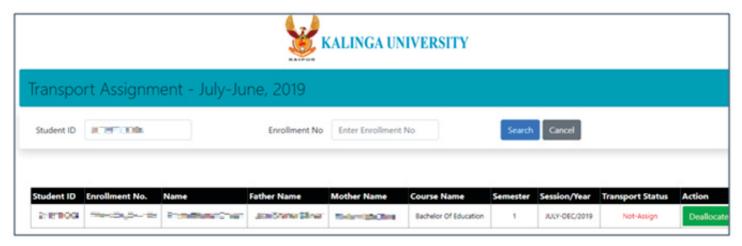




Select all above with appropriate bus stop name.

After clicking on "Assign" button route will be assigned to student.

1.5.2.2. Transport De-allocation



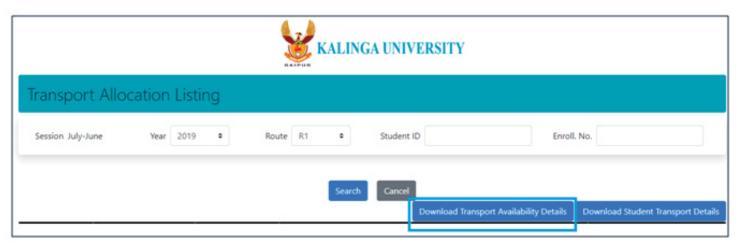
This interface is also used for de-allocating the transport for student.

- 1.Enter the Student Id or Enrollment no.
- 2.Click on "Search" button.
- 3.Student detail will be listed once search criteria will be matched.
- 4. Click on "De-allocate" button for de-allocating the transport for selected student.



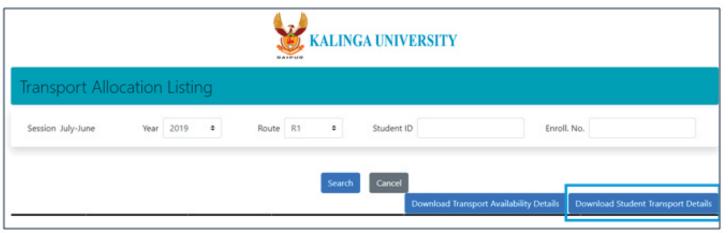


1.5.2.3.Transport Report 1.5.2.4. Transport Availability Report



This interface is used for downloading the transport availability report based on above criteria mentioned in page.

1.5.2.5. Student Transport Detail Reports



This interface is used for downloading the student transport detail report based on above criteria mentioned in page.

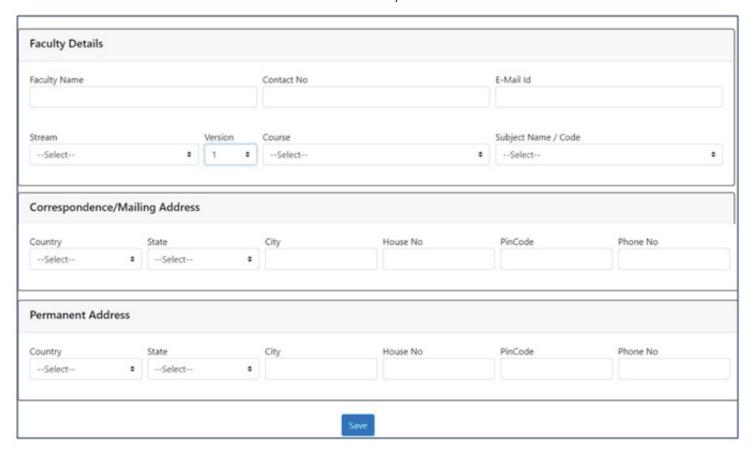


1.6. Attendance Management



1.6.1. Attendance Master

1.6.1.1. Faculty Master

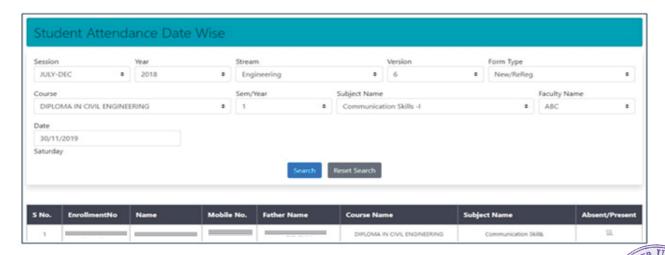


This interface is used for adding faculty information.

Following are steps to creating: faculty

- 1.Enter Name, Contact No., Email.
- 2. Select Subject based on course for his/her subject which he taught.
- 3.Enter all address related field.
- 4.On Click "Save" button will create faculty.

1.6.1.2. Attendance Master



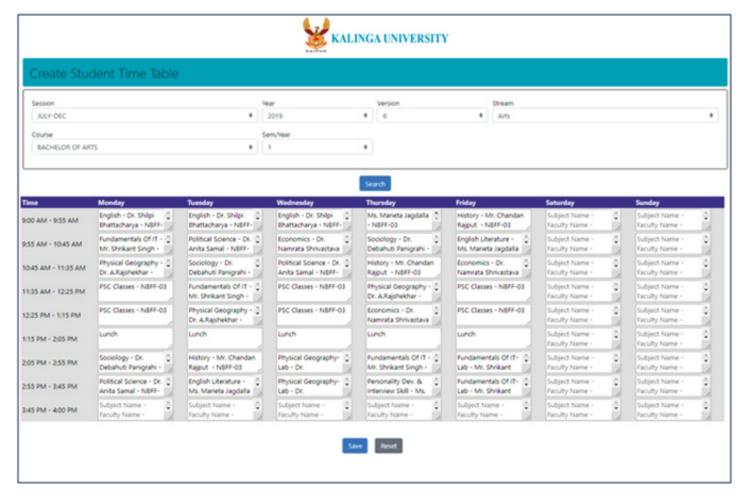


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This interface is used for maintaining daily attendance based on subject.

Following are steps to Manage Attendance Master:

1.6.1.3. Time Table Master



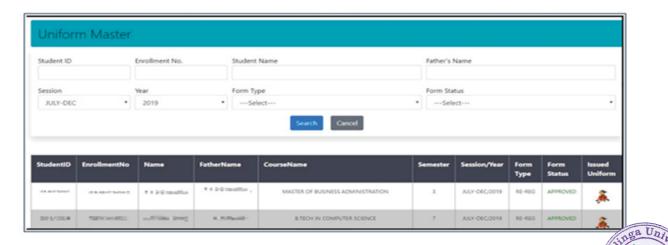
This interface is used to insert time table detail for respective course.

After entering the appropriate details in specified format click on "Save" button to save the time table details.

Click "Reset" button to reset the page in default mode.

1.7. Uniform Management

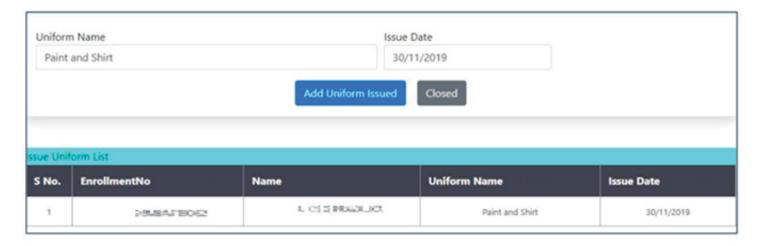
1.7.1. Uniform Master





This interface is used for searching the student for Uniform distribution.

After clicking on "Issued Uniform" icon button pop will be open given as below.



Here we can enter the tag of uniform with issue date for maintaining report.





2. Finance and Account

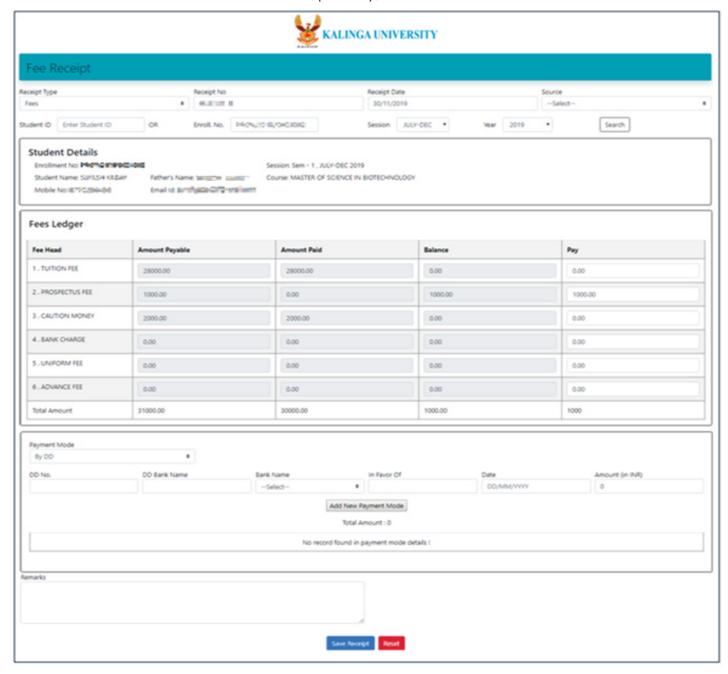






2.2 Account Master

2.2.1. Receipt Entry/Refund Master



This interface is used for receipt entry/refund/ modification based on semester wise fee. Accountant can easily see his fee ledger also during by submitting student payment.

Following are steps to Create receipt:

- 1.Enter enrollment no. or student id.
- 2. Select Session and year for his/her semester.
- 3.Click on "Search" Button will display basic detail of student with different fee head wise.
- 4.Enter Amount in appropriate fee head.
- 5. Select payment mode (Multiple option is there).
- 6.On click "Save Receipt" button receipt will be generated and notification will be sent to student with amount and receipt no.

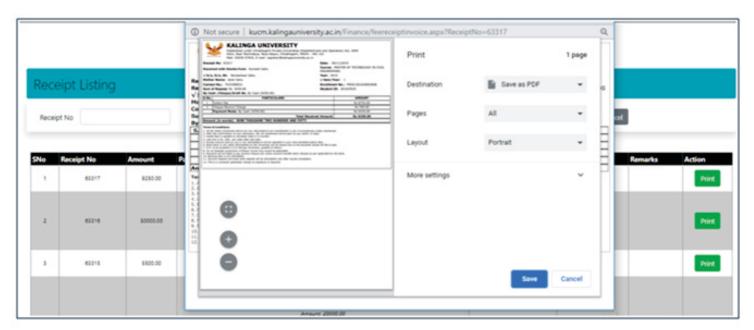




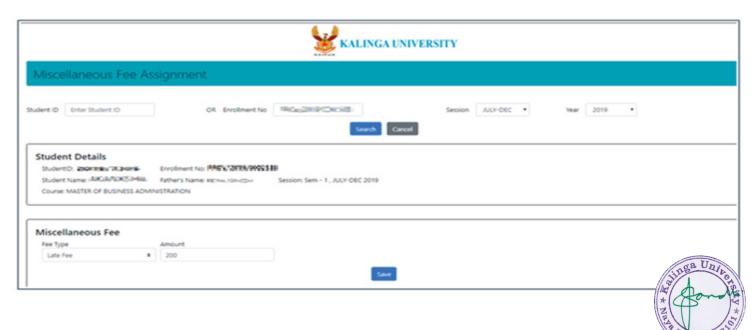


This Interface is used to view receipt details date wise. Authorized user can view / print as shown in figure given above.

On Click "Print" button pop will be open for printing the receipt.



2.2.3. Miscellaneous Fee Master





This Interface is used to add miscellaneous fee like late fine, book bank, Degree fee etc. based on enrollment no. or student id

Following are the step to add miscellaneous fee:

- 1.Enter Enrollment no. or Student ID.
- 2. Select session and year.
- 3.Click on "Search" button basic details of student will display.
- 4. Select Fee Type (like late fine, book bank, Degree etc).
- 5.Click on **"Save"** button Submit the appropriate fee head which will be added in student fee ledger for current semester.

2.2.4. Cheque and DD Clearance Master

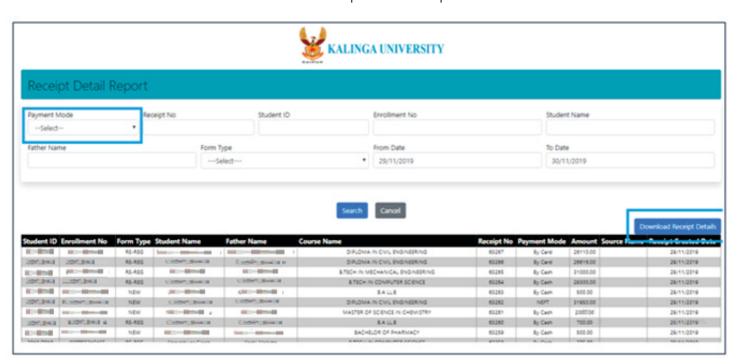


This Interface is used to update status of cheque and DD based on receipt no.

After entering Receipt No. or Cheque No or DD no. Please click on "Search" button.

List will be display based on above criteria where user can choose whether cheque is cleared or not and then update which will deduct the amount associated with particular cheque number.

2.2.5. Receipt Detail Report



This Interface is used to generate student wise receipt report based on Payment Mode, Receipt No., Student Id, Form Date, To Date etc.



Following are the step to generate receipt detail report:

- 1. Select appropriate value mentioned as above.
- 2.Click On **"Search"** button to display the list of report.
- 3.Click On "Download Receipt Details" for downloading the same.





3. Student Admission and Support



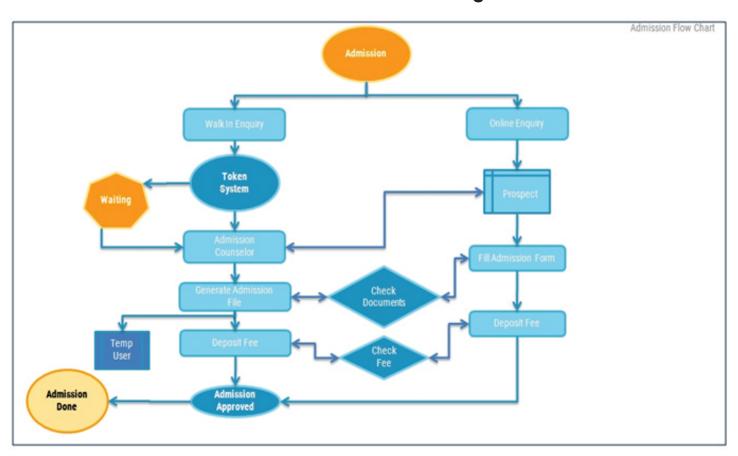
3.1. Admission Management



Introduction

Automated Admission Management System is software developed to work on web-platform to manage the complete admission procedures and various departments of Kalinga University like Finance Section Administration, Student Section and many more. This software system helps effectively overcome the problem of maintaining paper based records and leveraging the advantages of digital technology. In addition to record keeping, it also facilitates sending push notifications and the very same portal is used to notify the students and even the parents about the announcements digitally. All the enrolled students are provided with a UID for unique identification. SUID Number would not just help the admin to keep the track of students, but would make it easier for the students as the student don't have to go through the pain of submitting multiple hard copies of the documents and proofs each time the institution requires it. Automated Online Campus Management System is a simple yet highly effective tool that reduces the paper-work for the University as well as the students.

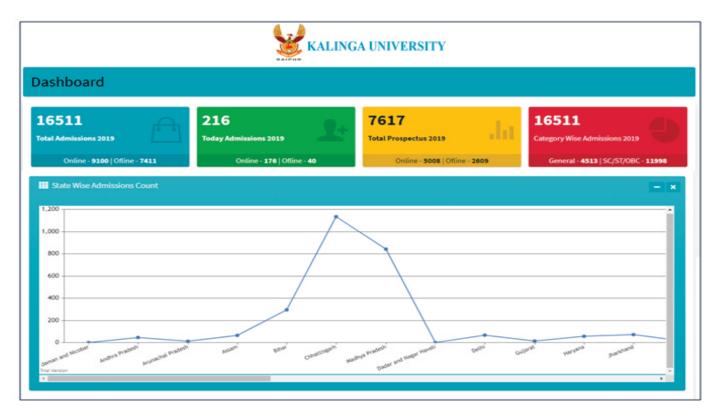
3.2. Admission Data Flow Diagram







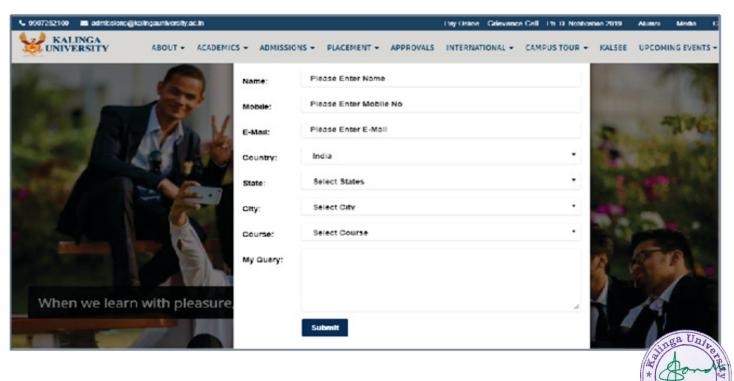




Dashboard: Admission dashboard displays summarized information about admission management system:

- 1.Today Admission in Current Year: It shows the Total Count of Online or Walk In Enquiries during current day or current year either and it also displays the Total count of admissions done in current year.
- 2.State Wise Admission Count: It displays Graphical representation of count of Total admission done state wise. User can view the further details of state wise admission by clicking on "View Detail" button which appears on bottom right corner in the above shown graph.

3.4. Admission Walk in Enquiry





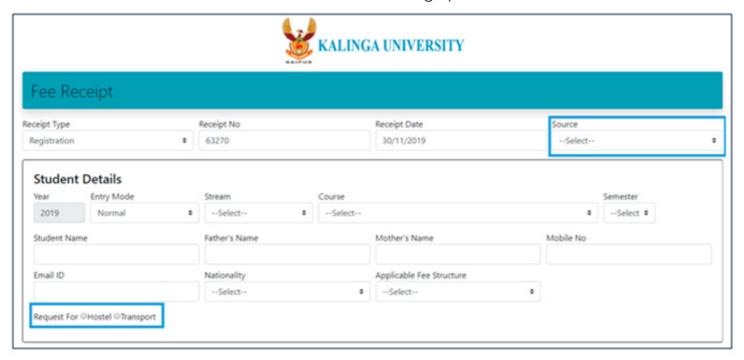
This Interface is used to capture online interested Student's Enquiry. Student can enter his/her query with basic details i.e. student's mobile no, name, email id, city etc. shown in figure given above.

Following are the steps to fill the enquiry form:

- 1.Enter the name, mobile, email, country, state, city and course.
- 2.Enter your required query.
- 3.Enter the email.
- 4.Click on "Submit" button to send the query to authorize department for further process

3.5. Booking System

3.5.1. Admission Booking System



Booking System: In this page first admission lead is generated by the marketing team member for the students coming to take admission. Once booking is generated the student booking id number is provided to student for further process. Multiple staff members are authorize to book admissions. Student can go to nearest branch for booking his/her admission with some initial payment.

Following are the Steps to explain the Booking System.

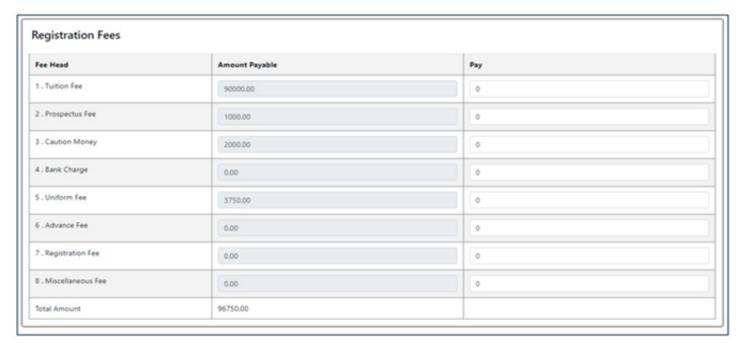
- 1. Select the Source. (Sources are the list of branch wise marketing manager.)
- 2.Enter the required field with appropriate details like stream, course, semester, student name, father name, mother name, mobile no., email id, nationality (whether student is Indian national or international) and applicable fee structure drop down which is based on nationality.
- 3. Chose Hostel or Transport option as highlighted for request.
- 4.Based on Course, Nationality, and applicable fee structure the fee structure will be shown with different fee heads.

See below snap for reference:-









- 5.After entering his booking amount with appropriate fee head staff will chose different payment option for generating booking reference receipt.
- 6.User can add multiple payment modes for a single receipt means student has an option to do payment in different mode like cash and online in one go.
- 7. "Add New Payment Mode" button is for adding multiple payment modes.

See below snap for reference:-

3.5.2. Booking Reference Receipt

Booking Reference Receipt: In this page -receipt is generated with Provisional Enrollment No. and Student Id.

Student gets SMS as well as email with his/her booking details.

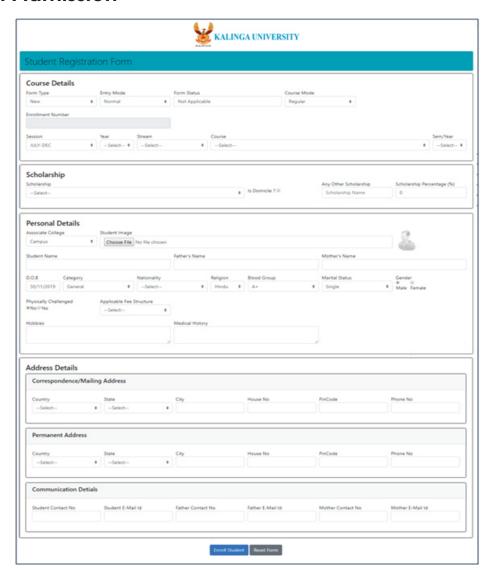
Marketing team member also gets notified through email and SMS about his referenced student.







3.6. Student Admission







This Interface is used for new admission entry without booking amount. The user enters further detailed information of student for new admission like Course Details, Personal Details, Scholarship Details if any and Address Details.

- 1. After entering appropriate details user will click on Enroll Student button.
- 2.After submitting form student will get notify by SMS and email with his/her enrollment no., student id and some basic details like course, session and year.

3.7. Admission Search



This interface is used to search student's admission record. User can search student's admission information by entering Student Id/Enrollment Number, Name, Father Number, Session, Year etc. and by clicking on search button, as shown in figure given above.

Following are the steps to verified the document of the student's

- 1.Enters the Student id and User can use another search option as available, as in figure given above.
- 2.Click on the "Search" button to display then list of the students with detailed information, as show in figure given above
- 3.Click on the "Cancel" button to clear the entered value and reset the default value.

3.8. Student Photo Capture



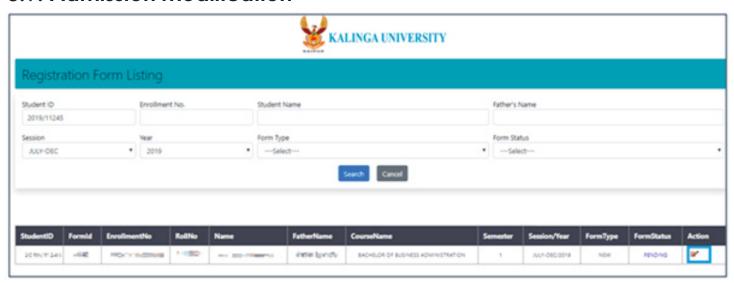
This interface is used to upload student photograph. Once the student's admission process is completed it generates the unique Student id for the student after which admission department uploads the student's photograph, as shown in figure given above.

Following are the steps to student's photo upload:

- 1.Enter Enrollment No then Search for basic details.
- 2.User can also upload photograph from the device while clicking on the "Choose File"

3.9. Admission Modification

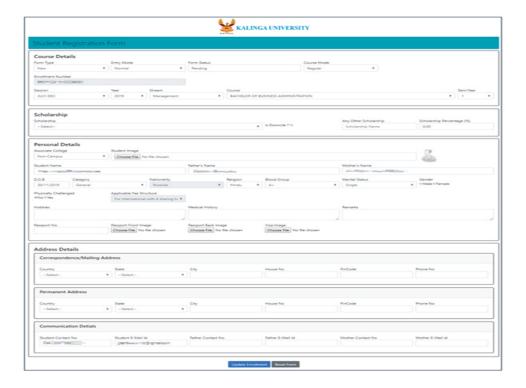




This interface is used to modify admission records of the students. Authorized user can search admission by entering student id to modify admission details. User can also use search options like Enrollment Number, Name, Father Name, Session, Year etc., for searching student admission records, as shown in figure given above.

Following are the steps to modify admission:

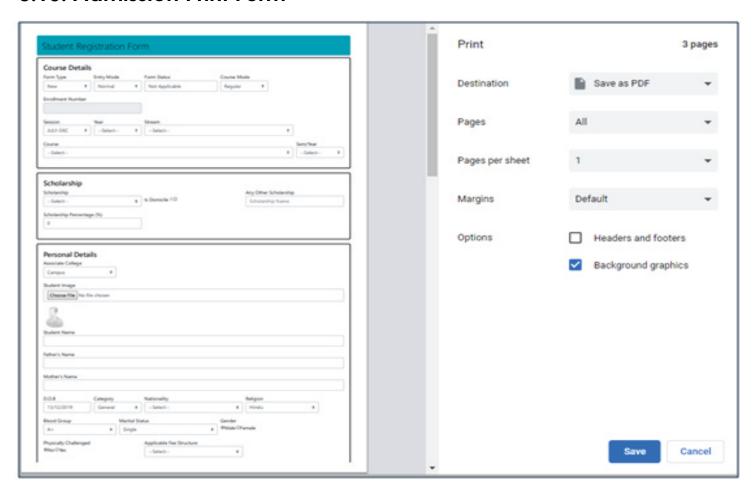
- 1.Once user enters the Student Id then will display basic detail of the student's.
- 2.Click on the "Search" button to display list of detailed information of the students and also appear the "Modify" icon button, as show in figure given above for admission modification
- 3.Once the "Modify" icon button is clicked then open the new form with filled admission detail, as show in figurer given below.
- 4.User can modify the admission detail and user can also add any missing information of admission Detail.
- 5. Finally, filling all required information of the student and User can save admission form by clicking on "Update Enrollment" button.
- 6.Click on the "Reset" button to clear the selection of the item.





3.10. Admission Print Form

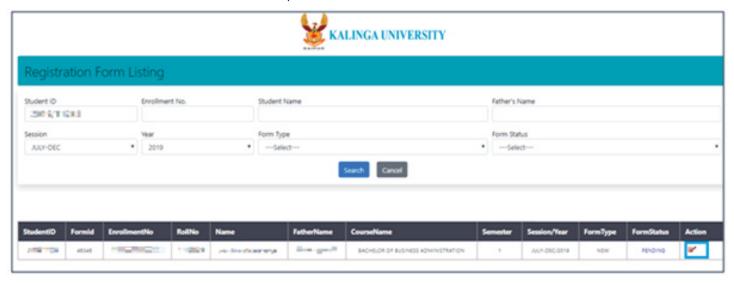




This interface is used for printing admission form of the student.

3.11. Admission file Management

3.11.1. Create and Update file/Document to Admission Office



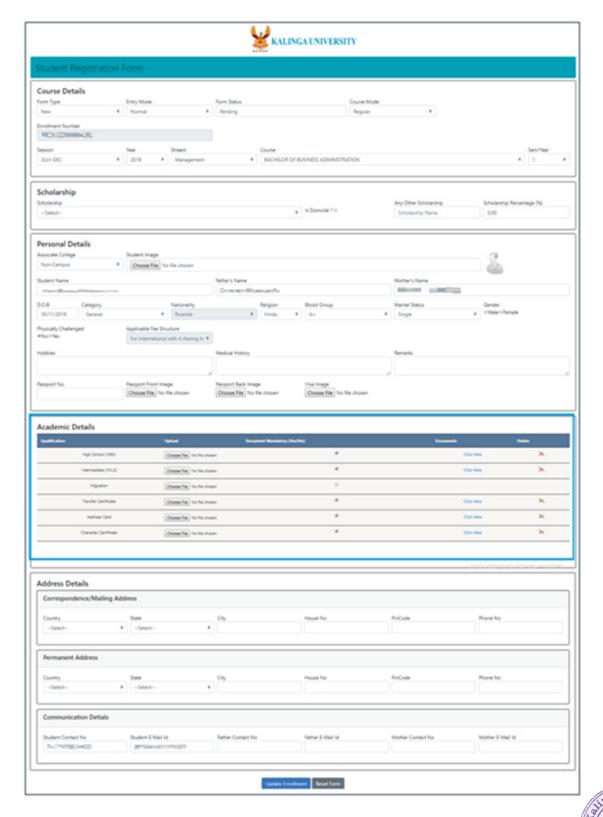
This interface is used to modify admission as well as documents modification. Authorized user can search admission by entering the student id to modify admission details. ment to Admission Office

Following are the steps to upload admission:





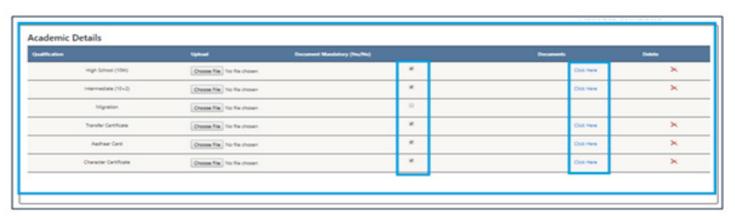
- 1.Once user enters the Student Id then will display basic detail of the student's.
- 2.Click on the "Search" button to display list of detailed information of the students and also appear the "Modify" icon button, as show in figure given above for admission modification
- 3.Once the "Modify" icon button is clicked then open the new form with filled admission detail, as show in figurer given below.
- 4. User can modify and add the academic document based on course required document.
- 5. Finally, filling all required information of the student and User can save admission form by clicking on "Update Enrollment" button.
- 6.Click on the "Reset" button to clear the selection of the item.

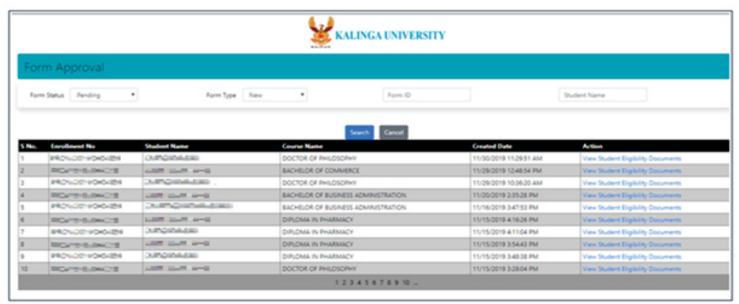




This Interface is also used to upload student's academic documents image files, Once Student admission process starts the admission department collects the documents as per required documents list -. Authorized user cross checks all documents with original documents and and sends it further for approval.

3.11.2.Receiving file/Document and Set Mandatory for Verification





This Interface is used to get the details of all pending or short document.

Following are the steps to verify documents file in admission Office:

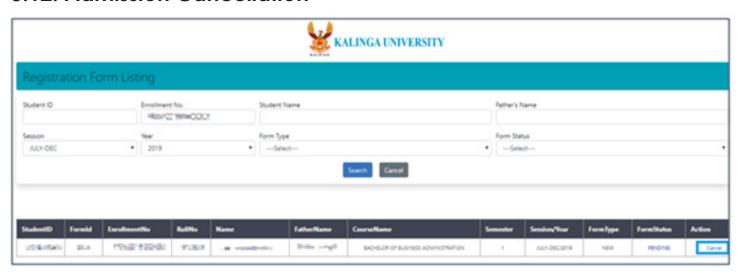
- 1. Select the Form status, form type or student name.
- 2. Click on the "Search" button to display list of student to view his mandatory document for approval.
- 3. Display the list of students, and after clicking on "View Student Eligibility Documents" the below screen will appear.

3.11.3. File Verification



3.12. Admission Cancellation





This interface is used to cancel admissions. Authorized user can search admission by entering the student id to cancel admission, as shown in figure given above.

Following are the steps to modify admission

- 1.Once user enters the Student Id then will display basic detail of the student's.
- 2.Click on the "Search" button to display list of detailed information of the students and also appear the "Cancel" link button, as show in figure given above for admission cancelation.
- 3.Once the "Cancel" link button is clicked then pop will be open for re-confirmation.
- 4. Finally, submitting cancel request after confirmation admission will get canceled.
- 5.Click on the "Cancel" button to clear the selection of the item.

| Cancel | C

3.12.1. ID card Request Generation

This interface is used to change status for ID card printing. Authorized user can search admission while enter the student id to generate the id card requestas shown in figure given above.

Following are the steps to generating ID card request:

- 1.Once user enters the Student Id then will display basic detail of the student's.
- 2.Click on the "Search" button to display list of detailed information of the students and also appear the "Update" link button, as show in figure given above for admission cancelation.





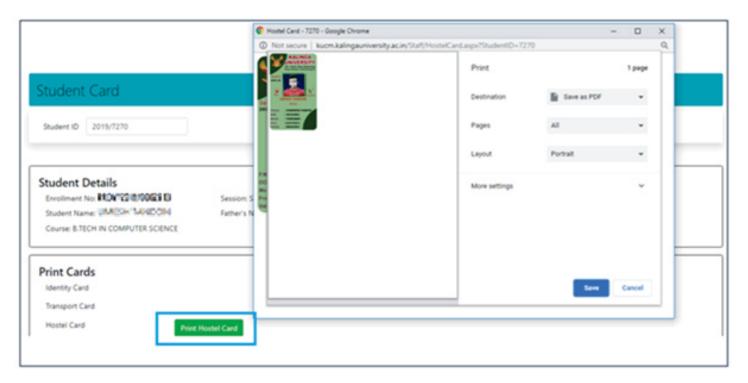
- 1.Once the "Update" link button is clicked with hostel and transport request chosen as per requirement then request will be submitted for ID card.
- 2.Click on the "Cancel" button to clear the selection of the item.

3.12.2. ID card Dashboard



This interface is used as ID card dashboard where ID card print option will appear as per request submitted by above page.

3.12.3. ID card Print



This Interface used to print Identity, Hostel and Transport ID card as per request submitted as per above page.

After clicking on "Print Hostel Card" button print screen will appear.



3.13. Student Account:



SIS (Student Information Service) provides the digital mode of academic details regarding all the information needed by the student throughout the academic session.

3.13.1. Login Page (For Student Authentication)

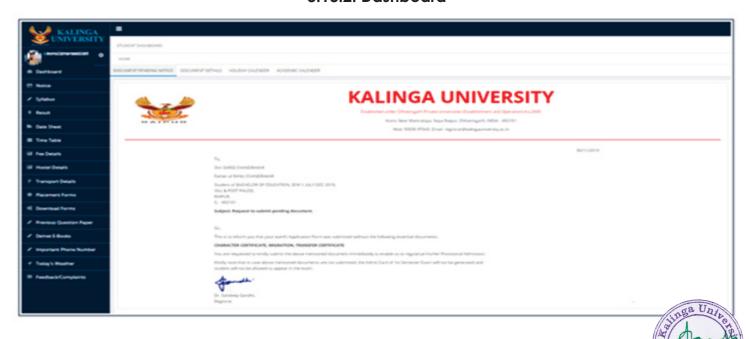


This Interface is used to login in student panel of student information service.

Following are the step to get login:

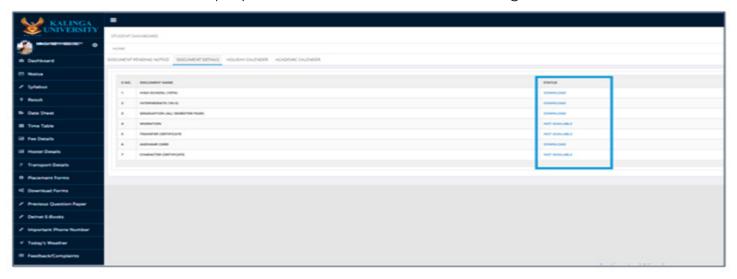
- 1.Enter enrollment no.
- 2.Enter Password.
- 3.Click On "Sign In" button for login

3.13.2. Dashboard

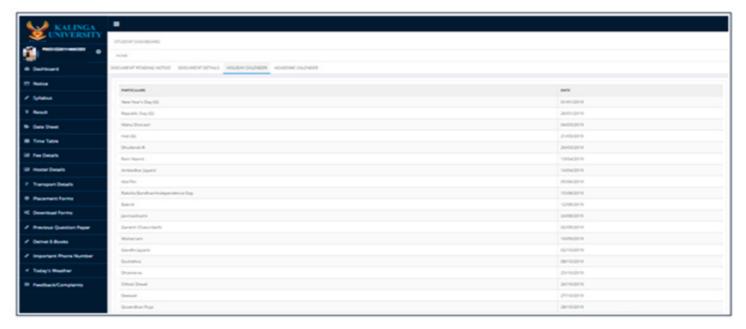




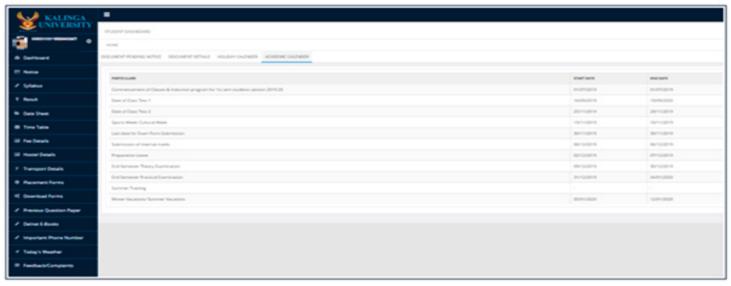
This Interface is used to display information of Document Pending Notice.



This Interface is used to display information of Document Status where student can download his/her academic document.



This Interface is used to display information of Holiday Calendar.

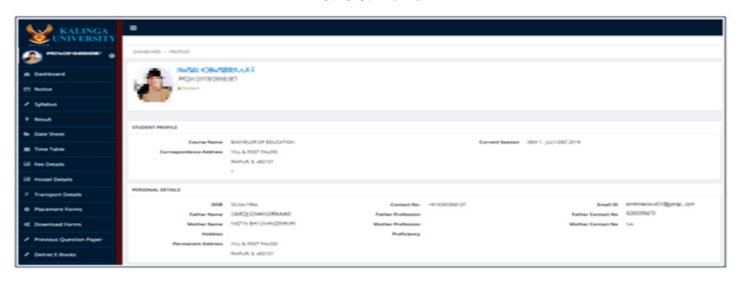


This Interface is used to display information of Academic Calendar.



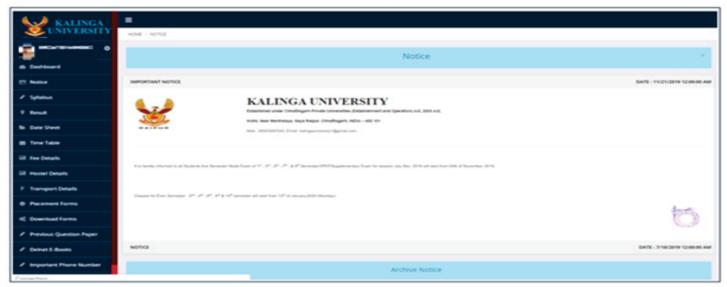
3.13.3. Profile





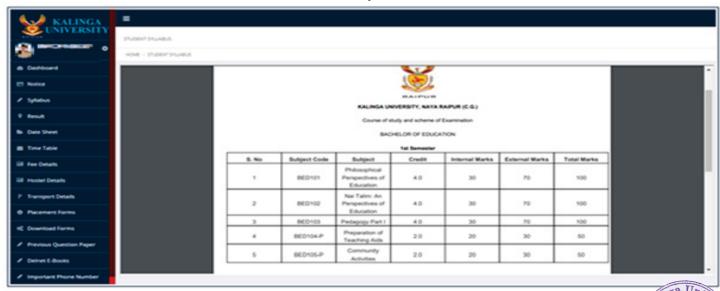
This Interface is used to display basic profile information.

3.13.4. Notice/Circular



This Interface is used to display notice and circular published by Administrator. Expire notices will be downgraded to archive notice.

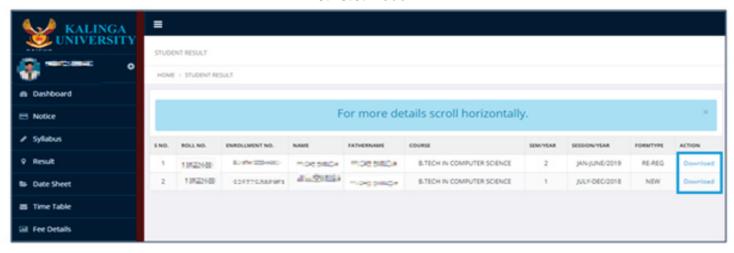
3.13.5. Syllabus



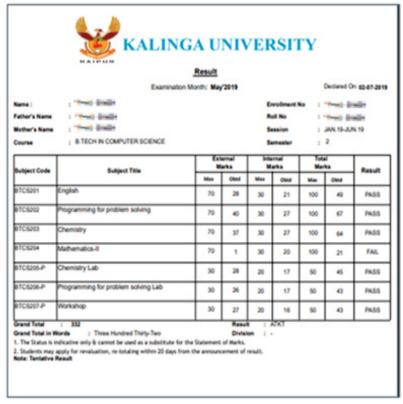
This Interface is used to display syllabus for student where he/she can also download.

3.13.6. Result

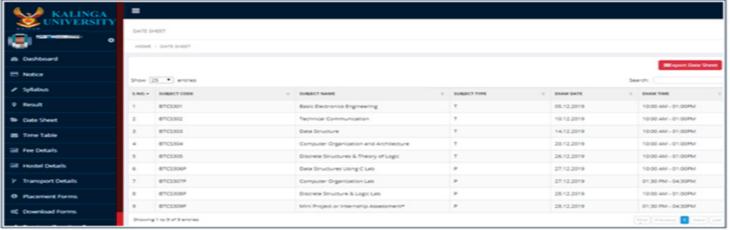




After Clicking on download button student can download his/her declared result like below screen.



3.13.7. Date sheet

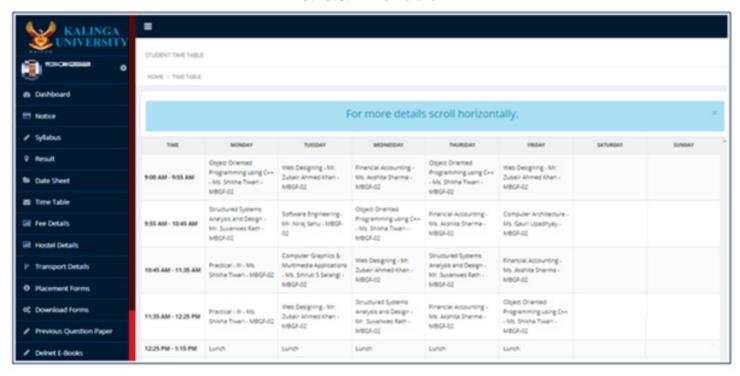


This Interface is used to display student's date sheet for current semester / year.



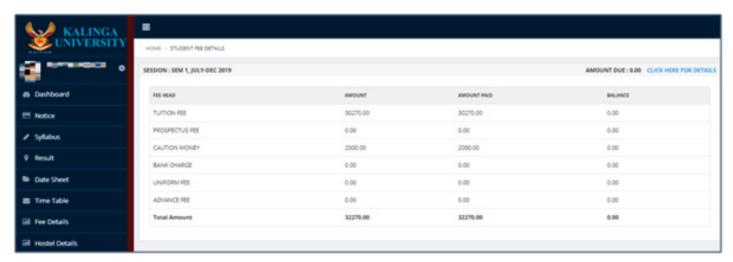
3.13.8. Time Table





This Interface is used to display student's time table for current semester / year.

3.13.9. Fee Detail



This Interface is used to display student's fee details for current semester / year.

3.13.10. Hostel Detail

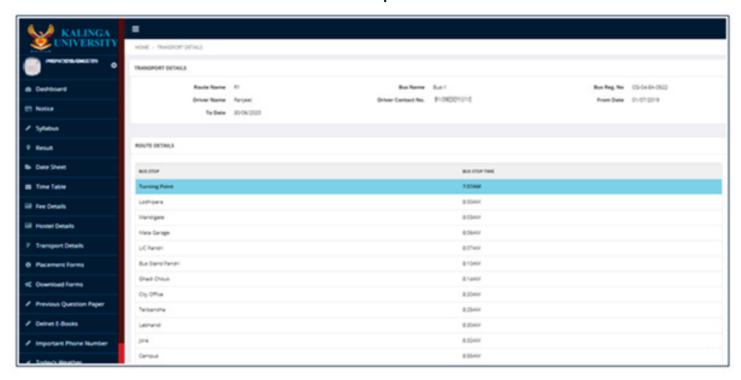


This Interface is used to display student's hostel details for current session.





3.13.11. Transport Detail

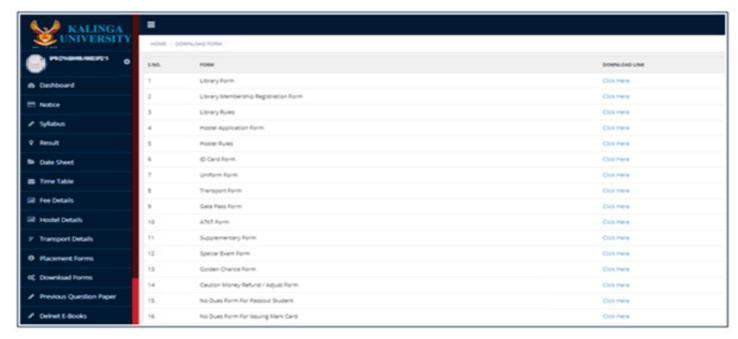


This Interface is used to display student's transport details for current session.

3.13.12. Download Form



This Interface is used to display placement form for current session.



This Interface is used to display academic related form.



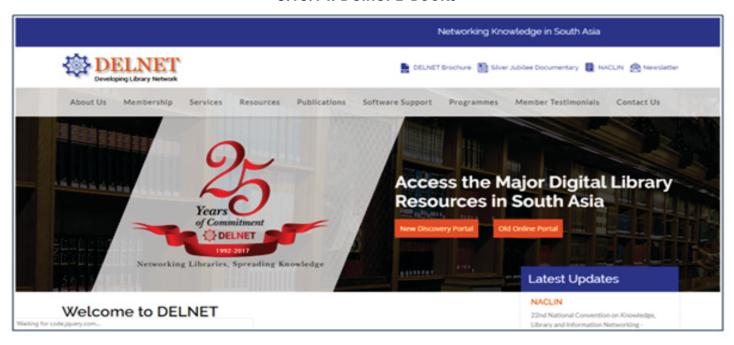
3.13.13. Previous Question Paper



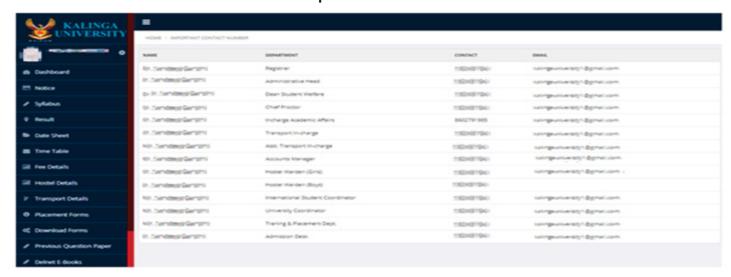


This Interface is used to display previous question paper for current semester / year.

3.13.14. Delnet E-Books



3.13.15. Important Phone Numbers



This Interface is used to display important phone number of university administrator



3.13.16. Feedback/Complaints



This Interface is used to submit feedback and complaints by student.





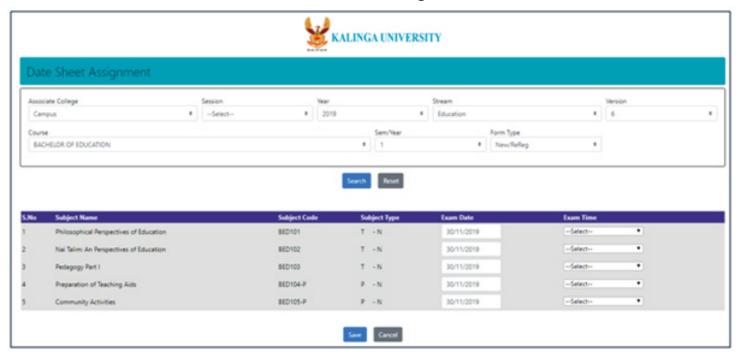
4. Examination





Introduction: The Examination management system (EMS) providers a user-friendly module to create, manage and search date sheet, time table award list like details. There also has provision to choose specialization and elective subject based on courses as well as downloading award list format for entering answer sheet number.

4.1. Date Sheet Assignment

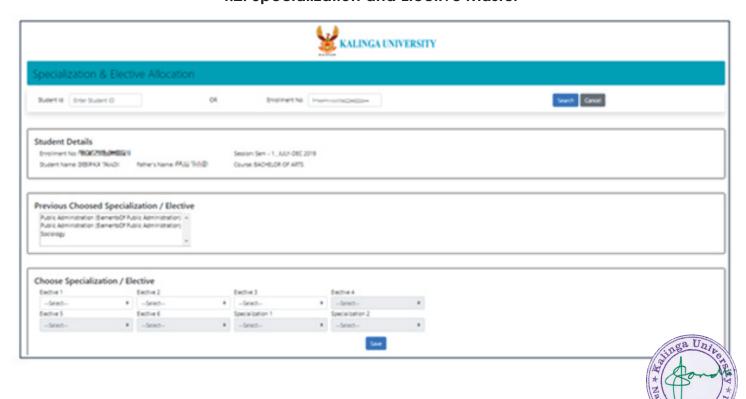


This Interface is used to create session and course version wise date sheet.

Following are the step to mapped faculty and head:

- 1. Select appropriate value mentioned as above.
- 2.Click On "Search" button to display the list of subject based on course and semester.
- 3.Enter Exam Date and Time.
- 4.Click On "Save" button for submitting date sheet.

4.2. Specialization and Elective Master



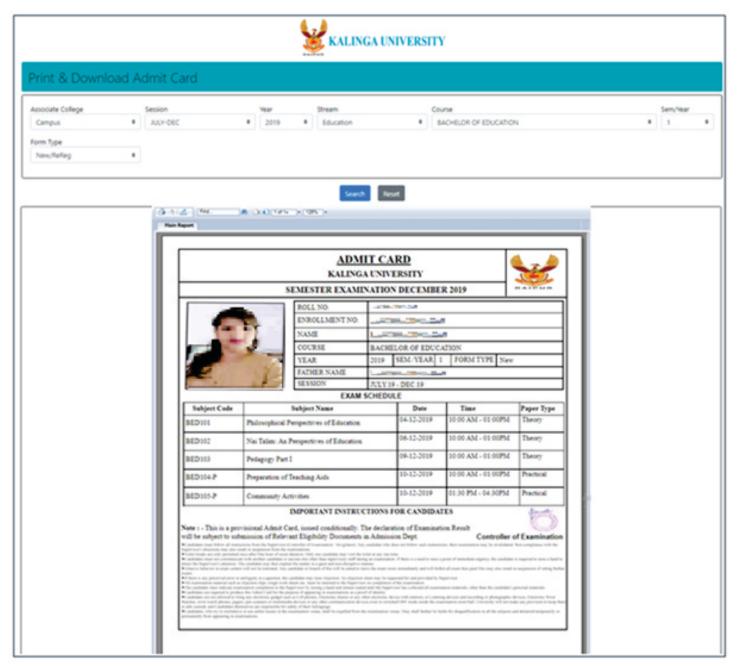


This Interface is used to allocate Specialization and Elective based on course chosen by student.

Following are the step to allocate Specialization and Elective:

- 1.Enter Student Id or Enrollment No.
- 2.Click On "Search" button to display basic details of student.
- 3. Choose Specialization and Elective.
- 4.Click On "Save" button for allocating Specialization and Elective.

4.3. Admit Card Download



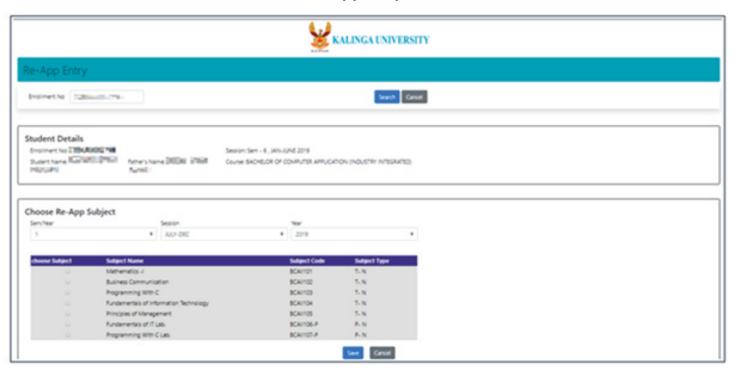
This Interface is used to generate bulk admit card based on course session and year.

Following are the step to generate admit card.

- 1.Enter session, year, stream, course and semester.
- 2.Click On "Search" button to display admit card in crystal report viewer.
- 3.Click On "**Download**" button in crystal report viewer for downloading and printing admit card in bulk.

4.4. Re-App Entry Master





This Interface is used to allocate re-app subject student in current examination session.

Following are the step to create re-app details:

- 1.Enter Enrollment No.
- 2.Click On "Search" button to display basic details of student.
- 3.Choose Semester, session and year to display subject for courses based on student enrollment.
- 4. Click On "Save" button for allocating re-app subject for student.

4.5. Award List Format



This Interface is used to download award list format for examination.

Following are the step to download award list format:

- 1.Enter session, year, stream, course, semester and subject.
- 2.Click On "Download" button to download award list format as given below.







Ref. No. External Award List (Subject wise) Course BE D Semester Philosophical Perspectives of Education BED101 Subject Code Subject Name 30 External Maximum Marks Internal Maximum Marks 26 Internal Minimum Marks 12 External Minimum Marks 100 Date of Examination Total no. of Students Name of Faculty **Faculty Signature** Contact No Present Total Pages Absent Total Passed Total Failed Student Obtained Marks: Min Student Obtained Marks: Max Overall Result in % Reference No. INTERNAL STUDENT NO. OF QUES. MARKS. ANDWER ENROLLMENT NO. ROLL NO. COPY CODE No. SHEET NO. ATTEMPTED(18) 300 100-100-2 The Real Property lies THE RESERVE TO THE 100 THE RESERVE AND ADDRESS OF THE PERSON NAMED IN ě STATE OF THE PERSON NAMED IN PER CONTRACT 100 8 100

Important Instruction -

- 1. Cutting, overwriting or correction are strictly not allowed. Use of whitener is also not allowed.
- 2. Individual faculty will fill his her marks in their own hand writing.
- 3. Faculty should sign on every page mentitioning date and name.

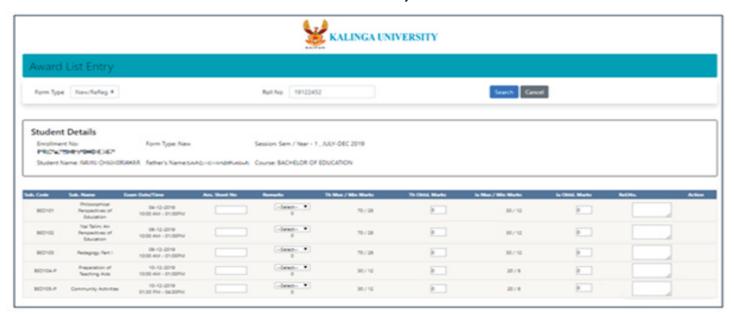
Filled by Entered by Verified by

Page 1 of 7





4.6. Award List Entry Master

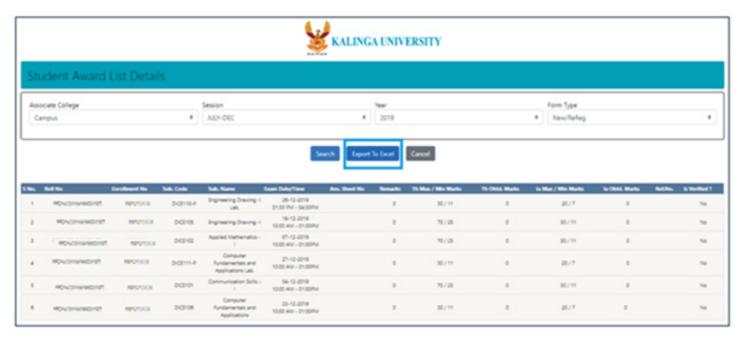


This Interface is used to enter award list details.

Following are the step to enter award list details:

- 1.Enter Roll no. as per given in admit card above.
- 2.Click On "Search" button to download get the list of subject.
- 3.In Action column there will be "**Update**" link will be open for authorize user.

4.7. Award List Details Report



This Interface is used to get report for award list details.

Following are the step to enter award list details:

- 1.Select session and year.
- 2.Click On "Search" button to get list of subject details with enrollment and roll no.
- 3.Click On "Export To Excel" button to download award list detail report.

