

Brief Description
of
Campus Automation System
(College Management System)
(Information Brochure)

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BRIEF PROJECT DESCRIPTION (details of each module will be shown at the time of demonstration)

Product Overview

Campus Automation System is a new generation enterprise resource planning application that positions campuses for growth and development by improvement of processes and management of knowledge.

Think of Campus Automation System as a central nervous system of campus life:

- Information carrier backbone allows smooth and instant communication
- Decision support mechanism helps manage and plan growth of organization
- Knowledge management prepares you to respond to external or internal changes

Competitive Advantage

- Several steps ahead of many manufacturing based ERPs, this product is created specifically for educational campuses.
- No need to look beyond - With more than 35 modules this is the most comprehensive Campus Automation Package ever.
- Based on open standards this product can be easily customized & extended.
- Its open doors philosophy allows it smooth integration with other already running applications in campus.
- Its architecture is based on the best of open source world. So latest and greatest technological innovations happening in open source world are inherent part of Campus Automation System.
- Use of open source components in it architecture makes it continuously improving and upgrading.
- Runs @ some of the best universities and educational institutions of India.
- Provides easy to implement workflow and alert mechanism, which are one of the most important reasons for automation.
- Based on industry best practices – yet customizable to the last extent.
- No hidden costs.
- Great after sales support!

Product Features

- Intranet / Extranet based architecture: Within and outside campus access through the web.
- Centralized database with single sign-on
- Totally modular
- Comprehensive data and application security
- Complete audit trail and error tracing
- Workflow based alerts
- Event based alerts
- Localization support
- Web services compliant
- User customized report generation and data mining capabilities
- Integrates applications across various locations, platforms and databases.

MODULES OFFERED

MODULE 1: ADMISSION & REGISTRATION

Key Features: Admission offer, Application form management, student admission.

Brief Description:

This module takes care of the admission process of students to various classes. The process includes short and detail entry of students. The module also has facility to shift student from one class to other by using the PRN (Permanent Registration Number). This module can issue various student certificates like TC, Bonafide & Character Certificate in just few seconds.

Reports:

- Statistical report
- Percentage report
- Date wise report
- Course wise report
- Course Admission form
- Admission form
- List of document distributed
- Admission cancel
- Subject group wise
- Student list
- Leaving certificate
- Character certificate
- Bonafide certificate
- Attempt certificate
- Fee category wise
- Details of previous marks
- Class wise student list
- Category wise strength
- Category wise class report
- Subject wise student
- Strength
- Subject wise statistical report
- Date wise admission
- Roll no report
- Eligibility report
- Student address
- General register
- Admit card
- Admission status
- Blood group wise report
- Gender wise report
- Grant wise report

MODULE 2: STUDENT MANAGEMENT SYSTEM

Key Features: Student Information Management, Discipline Management.

Brief Description: Records Personal details of Students. Manages all undisciplined activities of students and send report to DSW (Dean Student Welfare) Office and Academic Section.

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MODULE 3: HUMAN RESOURCE MANAGEMENT SYSTEM

Key Features: *Recruitment, Faculty management, Leave management, Staff appraisal.*

Brief Description:

This module deals with staff information right from the recruitment to retirement. A detail record of each employee is maintained including his/her appointment letter, service book record, transfer details & performance information.

Reports:

- Appointment letter
- Service book report
- Transfer report
- Employee list
- Employer personal information
- Increment report
- Promotion/ demotion report
- Retirement projection (cast, category, status, section)

MODULE 4: ACADEMIC MANAGEMENT

Key Features: *Batch creation, Course & Syllabus Management, Attendance Management.*

Brief Description:

This module deals with academic progress of the students as well as the teaching staff. Here the faculty can design the syllabus & the teaching schedule. Students can avail this facility to monitor the schedule of topics. Faculty can even design tests & tutorials for students. This keeps track of the academic progress of the faculties including seminar, paper presentation, refresher courses & any higher education taken etc.

Reports:

- Total syllabus
- Date wise taught syllabus
- Teacher wise report
- Academic progress of faculty/staff
- Graphical representation for management
- Date wise report of the class
- Academic progress of class
- Weekly load time table

Also, this module deals with the students & staff attendance in a systematic way. Faculties would be able to mark the attendance of students as soon as the class is over. The management can monitor entire process through attendance reports. This system also has compatibility with the RFID technology.

Reports:

- Student daily attendance
- Student wise daily attendance
- Previous month daily attendance
- Monthly attendance
- Yearly attendance
- Graphical report of yearly attendance
- Graphical report of monthly attendance

- Blank attendance sheet
- Subject wise monthly attendance
- Subject wise yearly attendance
- Lecture wise attendance report
- Student wise yearly attendance of all subjects.

MODULE 5: SCHEDULER

Key Features: *Timetable Management.*

Brief Description:

There will be 2 types of timetables:-
1) For students i.e. class wise time table
2) For faculty.

The complete college time table will be on system and all faculties can have a look at the individual timetable. Management can view and approve the time table instantly.

Report:

- Class wise time table
- Lecture wise time table
- Day wise hall details
- Short subject names
- Hall wise weekly time table

MODULE 6: EXAMINATION MANAGEMENT

Key Features: *Question Paper Management, Student Registration for Exam, Results, Promotion Management (Promotion of Students according their Result).*

Brief Description:

Before examination all the students need to fill up the examination forms. This process is automated in this module. The precise no. students along with their subject can be reported to the board/ university. This module takes care of entire examination process like hall management, seat number sticker printing, appointment of invigilator etc. It generates various types of reports required by management & academic bodies.

Reports:

- Annual result sheet comprising tutorial & term report
- Various timetable reports
- Seating arrangement
- Annual mark sheet for individual student
- Merit student list (division wise)
- Supplementary copy detail
- Annual result report to the concern authorities
- Exam attendance report

MODULE 7: FRONT OFFICE MANAGEMENT

Key Features: *Counseling, Courier, Calls and Guest Book management.*

Brief Description: Usually used for managing queries , couriers and guest feedback at the receptionist level.

MODULE 8: PAYROLL MANAGEMENT

Key Features: *Salary definition, calculation & processing.*

Brief Description:

Payroll module help in maintaining the payment detail of each employee. This module keep track of total earning of the employee, total deductions if any due to any loan or any other reason, leave record, increments if any.

Reports:

- Monthly / yearly pay sheet of employee
- Leaves details
- Daily attendance reports
- Salary calculation rules
- Supplementary bill heads
- Income tax report
- Professional tax report
- Salary advance report
- Pay slip summary category wise
- Festival advance fine report
- Bank statement
- Supplementary pay sheet
- Advance statement
- Yearly individual report
- Deduction report
- Due drawn report
- F-16 form

MODULE 9: FINANCIAL ACCOUNTING MANAGEMENT

Key Features: *Financial transactions reports & statements. In the following module Institute can manage our fund details available, pending bills of college, pending payments, payment to be received, payment reminders, and all other various cash flow in the Institute.*

Brief Description:

This module simplified the entire accounts managing process by providing systematic & user friendly software solution. This includes carrying out all account related transaction in an even simpler and easier way. All the account related data from various departments get automatically merge into this module e.g. store sends information about goods to accounts for release of funds along with other related data.

Reports:

- Receipt report
- Payment report
- Account report
- Account book report
- Account list report
- Profit & loss report
- Statistics report
- Journal report
- Contra report designation report pay scale report
- Day book report
- Trial balance report
- Voucher report

MODULE 10: BUDGETING & PLANNING

Key Features: *Budgeting process, integration with other modules like stores, fees, financial & accounting, etc.*

Brief Description: prepares your financial plans according to your budget.

Reports:

- Budget main report
- Budget graphical report
- Trial balance report
- Budget short report
- Budget detail report

MODULE 11: LABORATORY MANAGEMENT

Key Features:

Brief Description:

This module will take care of the equipments/facilities in laboratory, the time table & various practical that can be conducted, tracking of any breakage/ damage of instruments.

Reports:

- Student wise attendance
- Loss report
- Batch wise attendance
- Lab dues/ fine report
- Breakage report
- Maintenance schedule

MODULE 12: LIBRARY MANAGEMENT

Key Features: *Acquisition, Circulation, Stock verification.*

Brief Description:

This is a multilingual module designed as per the standards of library science & has compatibility with RFID(Radio-Frequency Identification) & Bar-code Technologies.

Registration: For Registration and keeping record of books issued, returns, renewals, fines, dues etc. Cataloging of books provided with robust searching facilities and multiple copy record.

Circulation: Complete management of book issues, returns, renewals, fines booking and reservation, Handles multiple books issued, returns & renewals.

Acquisition: Manages order processing for books from requisition of purchase to invoicing. This module also provides facility of multilingual entries.

Statistics: Reporting module based on books inventory, circulation, book acquisition, and member's info. Screen shot (library).

Benefits:

Account: Detailed account information for a library member is available on line.

Issues: Detail of all books issued to the member current as well as past.

Reservation: Members can reserve the book already circulated. He can also check the current status of his reservations, and date of availability & books issued on priority bases.

Fines: List of unpaid & paid fines along with the related issue details.

Search books: very comprehensive search engine (OPAC) is provided for browsing through huge book database which identifies books using different parameters like books title, Author's name, Contents, Year of Publication etc.

Sub modules:

- Budgeting
- Purchase Procedure
- Accession & Bin allotment
- Issue & booking
- Return & Fine collection
- Online Public Access Catalog (OPAC) search
- Journal & Magazine
- Reference Register
- Book binding

Reports:

- Language report
- Book type
- Item
- Book categories
- Vendor
- Member
- Library card issue
- Reference register
- Accession register
- Issue register report
- Receipt register report
- On demand register
- Register report
- Book stock
- Lost/damage
- Budget utilization
- Language wise books report
- Subject wise book report
- Magazine type wise
- Magazine detail report
- Author wise
- Title wise
- Fine register

MODULE 13: INVENTORY MANAGEMENT

Key Features: *Stores, Sub Stores, Vendors & Purchases Management.*

Brief Description:

A) Store: This is very important part. There will be one central store that processes requirement of all the departments through sub store modules to centralize requisition procurement & allocation process. All processes like requisition, approval, rejection & allocation are done online.

Reports:

- Department wise requisition
- Rate comparative statement
- Department report
- Stock register
- Critical inventory like minimum order quantity record quality & maximum order quantity.
- Vendor quotation
- Purchase order form (one copy for account and one for store)
- Goods inward/ outward register
- Dead stock report
- Requisition rejection report

B) Sub Store: All the departments of the college are considered as sub store. This will be internally connected to the main store. All the requisitions sent by the sub store to the store are reflected in the store & vice versa. Inter store & intra store activities are also provided. All requisition is tracked for issue & requisition etc.

Reports:

- Inward material report
- Outward material report
- Department wise requisition dead stock report
- Approval report
- Stock report

MODULE 14: ESTATE MANAGEMENT

Key Features: *Property maintenance, value additions.*

Brief Description:

This module will have information about the total space occupied by building, open space, garden, plans of various buildings with date of construction usage details etc. this module stores latest photographs and maps of all estate sections.

Reports:

- Movable property
- Immovable property
- Open space
- Property rent report
- Detail building report
- Graphical reports for open space & occupied space

MODULE 15: FEES MANAGEMENT

Key Features: *Fee definition & transaction.*

Brief Description:

This module transforms the tedious fee collection process to a simplified form. This makes the process faster, systematic & more accurate. This module even provides facility to collect fees from students in installments. Total fees of the student are calculated according to his class, fees category & subjects taken by him along with the facility of refund & concession. Previous year's fees balance is carried forward to current year fee status. This module is fully integrated with the user Authentication & the log of every entry is recorded in system.

Reports: Different master reports like regular fees master, other fees master, OGC fees master, hostel fees master, exam fees master, etc, in different formats.

- Student fee status reports on different selection criteria like PRN wise, Class wise, Roll No. wise, etc.
- Hostel fee status report
- Duplicate receipts for all type of fees
- Receipt detail report
- Monthly fees collection report
- Date wise fees collection report
- Master fees collection report
- User wise fees collection report
- Fees concession reports
- Fees refund reports
- Exam fees report required to submit in university or board
- Consolidated daily reports

MODULE 16: TRANSPORT FLEET MANAGEMENT

Key Features: College Bus Details, College Transport for Students, Faculty and Staff details with charges.

Brief Description: manages route wise transport facility with charges.

MODULE 17: SCHOLARSHIP MANAGEMENT

Key Features: keeps record of meritorious students, manages various scholarship plans.

Brief Description:

This module will handle the entire scholarship related matters. Systematic transactions will help in maintaining complete data record by defining various categories for the scholarship.

Reports:

- Caste scholarship
- Merit scholarship
- Caste wise report
- GOI & free ship
- Physically handicap scholarship
- Scholarship distribution report

MODULE 18: HOSTEL & HOUSEKEEPING MANAGEMENT

Key Features: *In the following module Institute can manage the allocation, deallocation of rooms in the hostel, check the availability of rooms, and manages other maintenance activities also.*

Brief Description:

Rooms available in hostels, mess facilities & occupancy will be shown and monitored by this module. This module will provide input to fees collection.

Reports:

- College student report
- Hostel dues/fine report
- Students guest in-out report
- Attendance report
- External student report
- Guest room charge report
- Graphical report of room status

MODULE 19: ACTIVITY / EVENTS MANAGEMENT

Key Features: *Seminar & Event Management, Convocation Management.*

Brief Description:

This module deals with time table of various academic as well as extra curricular events like annual gathering, sports meets, guest lectures etc. it keeps record of the funds & expenses of all the activities.

Report:

- Date wise event
- Event wise committee
- Yearly planner
- Expenditure report
- Guest detail
- Invitee list

MODULE 20: HEALTH MANAGEMENT

Key Features: *Student, Faculty and Staff health card management.*

Brief Description: Tracks your medical record including test reports, previous prescriptions and other details.

MODULE 21: WEB PORTAL

Key Features: *For students, faculty & staff.*

Brief Description:

Features:

- Student login

- Stock register
- Curriculum activity
- Daily expenditure
- Year wise result
- Academics progress
- Transfer staff
- Employee attendance report
- Employee login
- Management login
- SMS alerts for the management
- Online suggestion & complaints
- Yearly meeting of executive
- Accounts details
- Parent login
- College/school wise result
- Time table
- General body meetings
- Daily college activity
- Requirement drive
- Audit report
- Registration
- Executive member list
- Management/director/principal list
- meritorious student list
- Employee's leave list
- college list with faculty wise strength(applicable for university)
- employee increment, decrement and transfer order with the reports

MODULE 22: GENERAL ADMINISTRATION

Key Features: *Committee meeting management, notices & circulars management, Top management Schedule management.*

Brief Description:

This module is specially designed to assist management/director/principal. It takes care of the general management such as:

- Circular & announcements institution diary
- Document management system online approval for appointment letter
- Online approval of exam & its preparation
- Online approval of requisition & purchase
- Online approval for leaves

It generates all the reports from each module and can be approved by the concerned person online/ or on hard copy. The reports can be sent to any concerned body.

MODULE 23: ALUMNI MANAGEMENT

Key Features: keeps record of alumni.

Brief Description: with this attach with your alumni(passed out students) and remain in touch with them.

MODULE 24: TRAINING & PLACEMENT MANAGEMENT

Key Features:

Brief Description:

This is an important module through which the product produced by institution i.e. student are exposed to industry. This module has all the list of industry where the students are to be sending for summer training and also to be placed. This training and placement offer can plant the campus interview dates and communicate with the industries.

Reports:

- List of student placed year wise, industry wise, salary wise, designation wise.
- List of industry for placement and training.

MODULE 25: CANTEEN MANAGEMENT

Key Features:

Brief Description:

MODULE 26: QUALITY ASSURANCE

Key Features:

Brief Description:

This will help the college to maintain update records as required for the N.A.A.C/N.B.A. various reports required for assessment & grading can be generated.

Reports:

- College result
- Campus recruitment
- Annual parents meet status
- Central store status
- Tie ups with foreign institutes
- Tie-up with local as well as other industries
- Academic progress of teacher
- Annual alumni meet status
- Laboratory status
- Account status
- Library status
- Canteen status
- Campus beautification

MODULE 27: FACILITY MANAGEMENT

Key Features: *Civil work management (Complaint book management, Inspection report, Tendering process, Completion & feedback).*

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Brief Description: construction , care taking of building, maintenance, tendering.

MODULE 28: DOCUMENT FLOW MANAGEMENT

Key Features: Files & documents management.

Brief Description: tracks and gives the status of files or documents.

MODULE 29: AFFILIATED COLLEGE MANAGEMENT

Key Features: only applicable for Universities.

Brief Description: keeps record of affiliated colleges.

MODULE 30: RESEARCH MANAGEMENT

Key Features: Usually used by Universities.

Brief Description: manages paper publications ,faculty/students research works, journals, PG level details.

MODULE 31: EXTENSION MANAGEMENT

Key Features: Usually used by Universities.

Brief Description: This module gets developed depending upon requirement of college/university.

MODULE 32: FUNDING AGENCY MANAGEMENT

Key Features: Bank loan details or other financial institutions help details.

Brief Description: This module gets developed depending upon requirement of college/university.

MODULE 33: FARM MANAGEMENT

Key Features: Usually used by Agricultural Universities.

Brief Description:

This module gets developed depending upon requirement of college/university.

MODULE 34: RIGHT TO INFORMATION MANAGEMENT

Key Features:

Brief Description:

MODULE 35: SECURITY MANAGEMENT (USER AUTHENTICATION)

Key Features:

Brief Description:

This module provides authorization to user for adding, modifying and deleting entries as per the authentication given by management.

MODULE 36: ONLINE ENQUIRY SYSTEM (KIOSK)

Key Features: *Touch Screen PC. In the following module a visitor can find various details of students by giving roll no. or name or any other details, and can get information about the college also.*

Brief Description:

This is a module designed for touch screen PC having information about college like courses, fee structure, library information, student attendance, fees dues if any, result, events, news, etc. with the help of this module students and teachers can keep track of the academic schedules like what topics are being taught, test and tutorials schedules etc. any students/visitor can access and view the information from the kiosk.

MODULE 37: ONLINE INFORMATION SHARING/PROGRESS INFORMATION SYSTEM

Key Features: Real time monitoring

Brief Description:

In the following module the top level of Institute can check out the progress report of college timely, issues the memorandum instantly, check out the report of a particular/group of faculty etc.

SUPPORT

With our professional expertise we have built and maintained a support team to meet the unique needs and challenges of our customers. There are three levels of support offered.

They are as follows...

Level 1 Support

Level 1-support services involve receiving calls on solution care or help desk service (often a call center service) and addressing the calls online. Often, the help desk doubles up as the first level of support, providing telephonic work-around to problems faced by business users.

In cases where the first level support is not able to resolve the problem online, the call is logged and routed to the second level support team. In such cases, typically no known work around or simplistic workaround exists for the problem.

Level 2 Support

The second level team receives the call from the first level team and analyses the same for known workarounds and/ or fixes that need to be done to address the problem.

In cases where the fix is non-trivial and requires substantial development effort, the call is passed on to the third level support

Level 3 Support

The third level support team is responsible for all enhancements and development work related to the application. This will also cover:

Performing preventive maintenance such as source code restructuring, database reorganization, application tuning and the recoding of non-maintainable application modules.

CAS SOFTWARE SECURITY ASSURANCE

The software is having very strong security module with provision for the administrator to assign rights to the users. Optionally it also provides access management to show monitoring for an employee.