



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN

Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada

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ERP DOCUMENT

The Enterprise Resource Planning (ERP) of Vignan's Institute of Engineering for Women comprises 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, Heads of the Departments & In-Charges. The Administrator's Portal provides access to the following: Timetable, Department Activities, Student Activities, Admission, Programmes offered, Library, Fee Details, Faculty, Doctoral Research Activities and Inventory

1.1. Principal's Portal

The Principal's Portal displays the user management portal that provides access to details of admission, Attendance of Faculty and Students, Timetable of individual staff and students, and hostel admission. The User Management Page of the Principal leads to diverse sub-sections such as Student, Admission, Programmes, Library, Faculty, Department Activities, 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 updated 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 profile of the 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**

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



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Department can make new entries with the introduction of new courses.

Student

Data on diverse aspects of the students' 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 departments such as UG and PG. The particulars of the students of various departments 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 students such as Name and Department 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 particulars of class wise Attendance entry and a detailed hour wise attendance entry of the students 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.

- **Fee Details**

Semester wise details of Payment of fees 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.

- **Attendance**

Hour wise Attendance of students is provided on the page.

- **Achievements**

The page provides details of the academic and extracurricular achievements of the individual students.

- **Previous Attendance View**

This is a special provision that gives the attendance details of any student for selected dates.

- **Class wise Attendance Mark**

Attendance marks allotted for all the students of all the UG and PG courses for each semester



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are posted on this page.

- **Admission**

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

- **Programmes**

This gives information on the programmes of all the departments of College.

- **Library**

Information on the books and journals available in the Library are presented.

- **Fee Details**

This page presents particulars of defaulters of fee payment.

Faculty

The page presents the profile of the faculty of the various departments of the College.

- **Inventory**

The portal presents a complete list of the gadgets and furniture granted to all the departments of the College.

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 Department Activities, Profile of the Department, Courses offered by the Department, Association Activities, and Subject Entry.

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.

- **Timetable**

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

Department Activities

- **Profile**

This page displays a brief profile of the 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 for all the courses. It also gives options for the addition or deletion of courses.



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- **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.

- **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 new entries with the introduction of new courses.

- **Student**

Data on diverse aspects of the students' 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. The particulars of the students can be accessed through the portal.

- **Classwise Attendance Entry**

The Hods are also provided with the particulars 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.

- **Fee Details**

Semester wise details of Payment of fees by the student, payment reference number, payment date, 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 minutes 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.



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- **Attendance**

Hour wise Attendance of students is provided on the page.

- **Achievements**

The page provides details of the academic and extracurricular achievements of the individual students.

- **Previous Attendance View**

This is a special provision that gives the attendance details of any student for selected dates.

- **Class wise Attendance Mark**

Attendance marks allotted for all the students of all the UG and PG courses for each semester 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**

This page presents particulars of defaulters of fee payment.

- **Faculty**

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

2. **Faculty Portal**

The VIEW-ERP Faculty login allows entry for all the faculty of various departments of the College through individual user ids and passwords.

The Dashboard displays e-attendance of the students registered by the members of the staff, with a detailed hour wise attendance 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 the Profile Summary, Publication of Research Papers, Publication of Books, Seminars/Conferences/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 portal comprises of two sections – i) View and ii) Update

The first section allows the faculty to view their profile that consists of the following details –



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Name of the Faculty, Specialization, Present and Permanent Address, Mobile Number, Email id, Publication of Research papers in National and international journals, Publication of Books, Seminars/Conferences/Workshops Attended, Capacity as Resource Person and Research Projects.

The Update section of the profile enables additions and deletions 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 Organisations, Awards Received, Books Published, Seminars/Conferences/Workshops Attended, Consultancy work undertaken, Papers Published, Capacity as Resource Person, Research Projects undertaken, 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 courses, e-materials and MCQs of the respective departments.

- **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 communications done through intranet of the College.

- **Timetable**

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


- **Student**

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

3. *Student's Portal*

The Dashboard of the student portal displays details such as Profile, Academics, Certificate, Learning Management, Leave Management, Scholarship, Placement and Feedback. It also presents the email id of students, seating arrangements for various exams, college fee details, Intranet messages, Aadhar number, family income, exam results, event calendar and news and Events of the College.




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- **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 transactions of books and visits to the library made by the student.

- **Certificate**

This provides the updated 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 courses 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 sections- College and Hostel. It gives information on the student's eligibility for scholarship 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.




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- **Feedback**

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

4. VIEW 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, Hostel Details, Syllabus, Scholarship and Feedback.

- **Profile**

The page presents the personal data including name, date of birth, gender, religion, nationality, father's name, blood group, first language, community, sub caste and address for communication.

- **Academics**

Academics consists of details of hour wise attendance, mark statements 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, if any, and type of food (Vegetarian/Non-vegetarian)

- **Syllabus**

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

- **Scholarship**

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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