MAHENDRA ARTS & SCIENCE COLLEGE

(Autonomous)
Affiliated to Periyar University, Salem.
Accredited by NAAC with 'A' Grade & Recognized u/s 2(f) and 12(B) of the UGC Act 1956
Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

INSTITUTION ADMINISTRATION SOFTWARE MANUAL

❖ **General Administration**

❖ **Students Admission support**

❖ **Finance and Accounts**

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OBJECTIVES OF THE SYSTEM

The college management system helps Educational Institutions especially colleges in various ways, such as storing data, maintaining students profile, analyzing administrative and academic data, improving communication and engaging students.

Computerization and automated technology have made things much easier for schools, colleges, and universities. It has streamlined the whole administrative, academic, and financial day-to-day operations of educational institutions. College administration software, also known as campus management solution has been developed for automating the daily operations of educational institutions.

Student Registration and Admission Management: The software facilitates the management of the entire registration and admission procedure of students. It also records the educational details of students for the past years, uploads photographs of each student for easy identification, generates a unique ID for each student, uploads and stores data and reports related to students, such as transfer certificate, family background, etc.

Student's Attendance: The software helps the institutions

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track the attendance of students across different classes in real-time while eliminating the need for maintaining attendance records of students on paper.

Fee Collection Procedure: The college management software is a trouble-free and secure way of processing fee. The software helps the institutions keep a record of payments received, create billing heads, enter the due amount and generate and edit fee structures.

Library Item Details: The software can also be used to keep the record of books in the library.

Manages and Control Accounts: The software helps various educational institutions manage all their expenses. It helps the institutions generate various important accounts related to reports including balance sheet, ledger, trial balance, cash book, etc. This way an educational institution can track all their financial transactions.

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SIGNIFICANCE OF COLLEGE MANAGEMENT AUTOMATION

Now-a-days every education institution is in the race of proving themselves the best in offering education at every level. To draw more and more students in their institutions, these institutes are adapting all kinds of latest technologies.

The college administrative system or software is one such advanced technology that is integrated with all the necessary tools to help students, teachers, parents, and all those who are connected with the campus. This software is the best way to keep a record of all the students as per their academic program. This administrative software has become an inevitable part of an educational institution as it:

Facilitates hassle-free management of the whole administrative process.

Allows keeping relevant information about all the students, guardians, teachers, and staff members so that it can be accessed by the concerned authority anytime as and when required.

Eliminates loads of manual work and repetitive tasks and helps in saving their time, money and resources.

It allows all the members including students, teachers, parents,

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and staff to stay connected and updated about the assorted aspects of an educational institution.

It aids in enhancing the standard of an educational institution by reducing the monotony and difficulty of dealing with routine tasks.

BENEFITS OF COLLEGE MANAGEMENT SOFTWARE

Besides streamlining all academic and non-academic activities of an educational institution, good quality college management software offers many benefits to the administration, management, teachers, students, and parents. Let's look at some of the key benefits of this software:

Reduced workload and Enhanced Productivity: If utilized in a proper manner, the college management software enhances the efficiency of any educational institute. By reducing manual work and facilitating a smooth flow of academic and non-academic activities, this management system helps in saving time of the authority concerned and allows focusing on various other strategic tasks.

Smooth Communication: The software makes it quite easier to transfer information among students, teachers, and parents. Teachers can assign assignments on a daily basis to students online.

Data Security: There is a lot of data and information that an educational institution needs to maintain on a regular basis. By diminishing the need for endless paperwork and manual storage, the software allows storing all the data on the cloud. It is the smartest way of storing and using a large amount of data information.

Real-time Information: The college management software can generate many instantaneous and real-time reports to help the administrative staff of an educational institute.

Customization: With its ability to customize and support many modules, the college management software offers single step solution to all the college needs. It offers complete automation and allows for better decision-making.

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ABOUT THE SOFTWARE

Mahendra Arts and Science College (Autonomous) uses Customized ERP Software which was developed by Mahendra Next Wealth Ltd for the college administration & academic activities. It facilitates the college starting from admission of the student to preparing Transfer certificate after the completion of degree. The faculties are given a Mobile App to mark their attendance. Student's attendance also is made through ERP module. Transport details and academic contents can also be accessed. Fee collection and finance section are automated through the ERP. For Salary process along with leave management of the faculty members is done through the ERP.
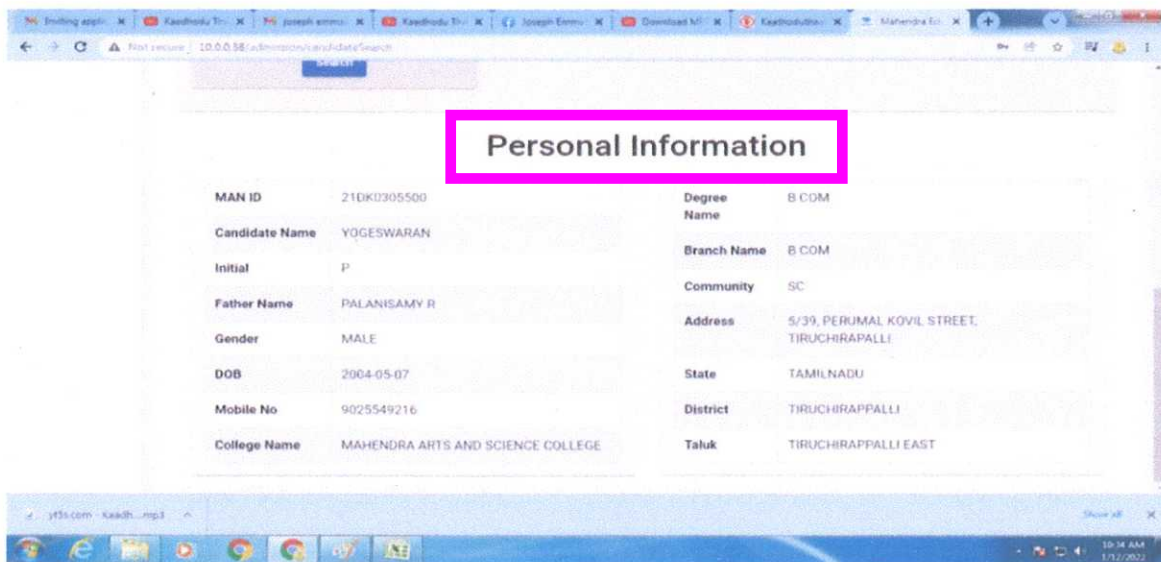
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STUDENTS ADMISSIONS AND SUPPORT

Student Application and Process:

It manages the applications of students for all the programs in one place. Once a student applies to degree program, we can create a student applicant record. If you approve the student, you can add them to your student master and start emailing them from within ERP.

1. Go to the student Applicant and click on New.

2. Enter the First Name of the student Applicant.

3. Enter the Program for which the student has applied.

4. Enter the Student Phone numbers.

5. Enter the Date of Birth

6. Enter the Gender

7. Enter the Community details

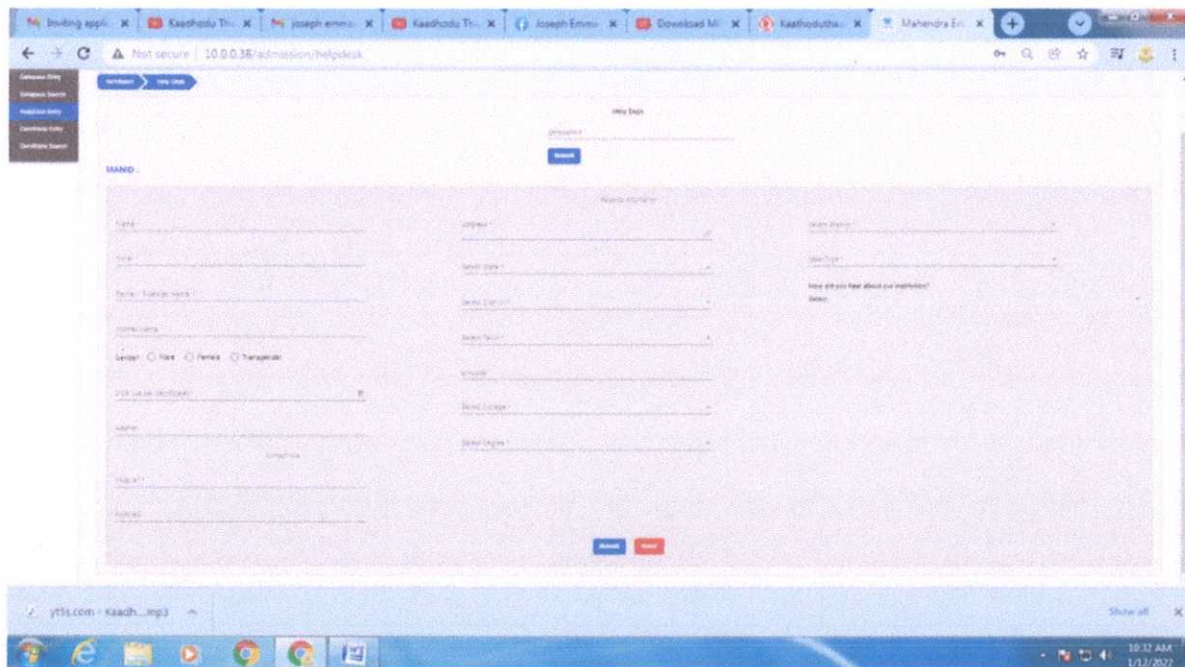8. Enter the Student Address with State, District and Taluk of the students

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9. Save.

The Student Applicant's details are automatically created when a student applies online for any course. This can be made possible through the Student Applicant Web Form which is created by default in the system. Search for "Web Form List" in the awesome bar to access the list of all the web forms in the system.

Once the student applies, the status of the application by default is "Applied". You can either "Approve" or "Reject" the form.


Once the application is approved, you can "Enroll" the student to a program. When you click the Enroll button, the system shall confirm the admission.

* Note: Once student's information is entered against the student applicant, the system will set the application status to 'Admitted' and will not allow you to change the application status, unless the student record is deleted.

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STUDENTS DATABASE MANAGEMENT

The student document will hold all the data of any student like their Personal Information, Photo, Date of Birth, Address, etc. This form will also contain any additional details like the student's guardian and sibling details.

The Student is enrolled in a Program, when the application is approved. Once the enrollment is done, the Student Applicant status is updated to Admitted.
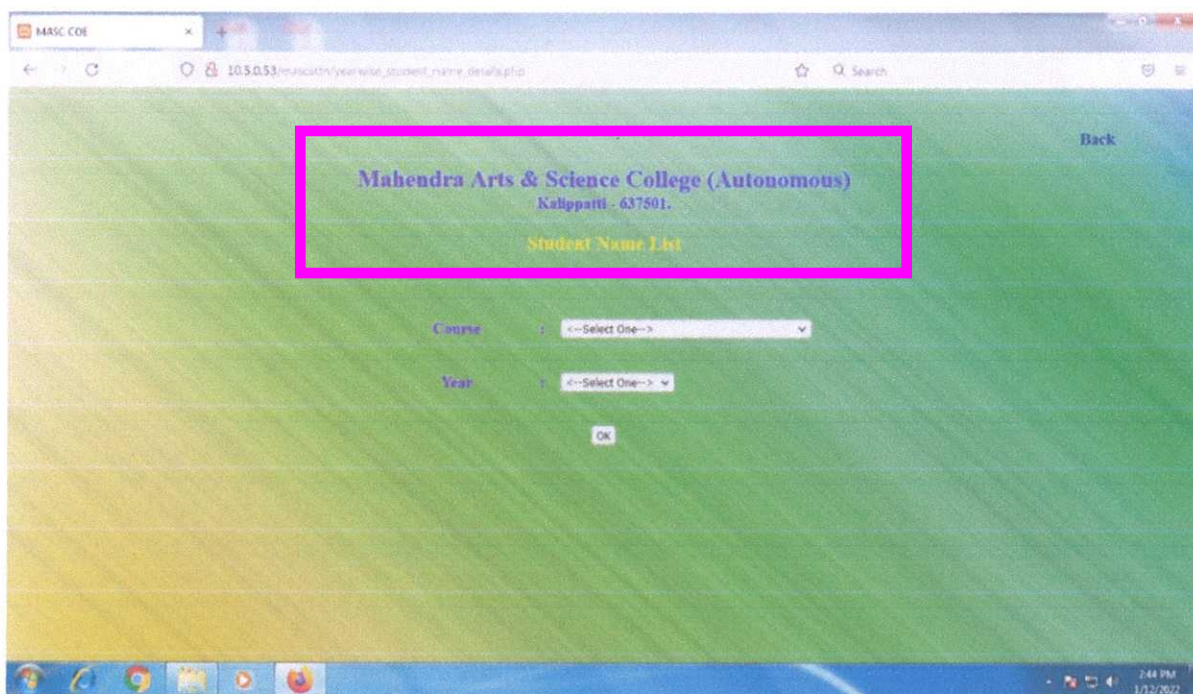
1. Go to the student list and click on New.
2. Enter the First Name, Middle Name and Last Name of the student.
3. Enter other details like Student Phone number, Email Address, User ID(If Applicable) and Joining Date.
4. Save.

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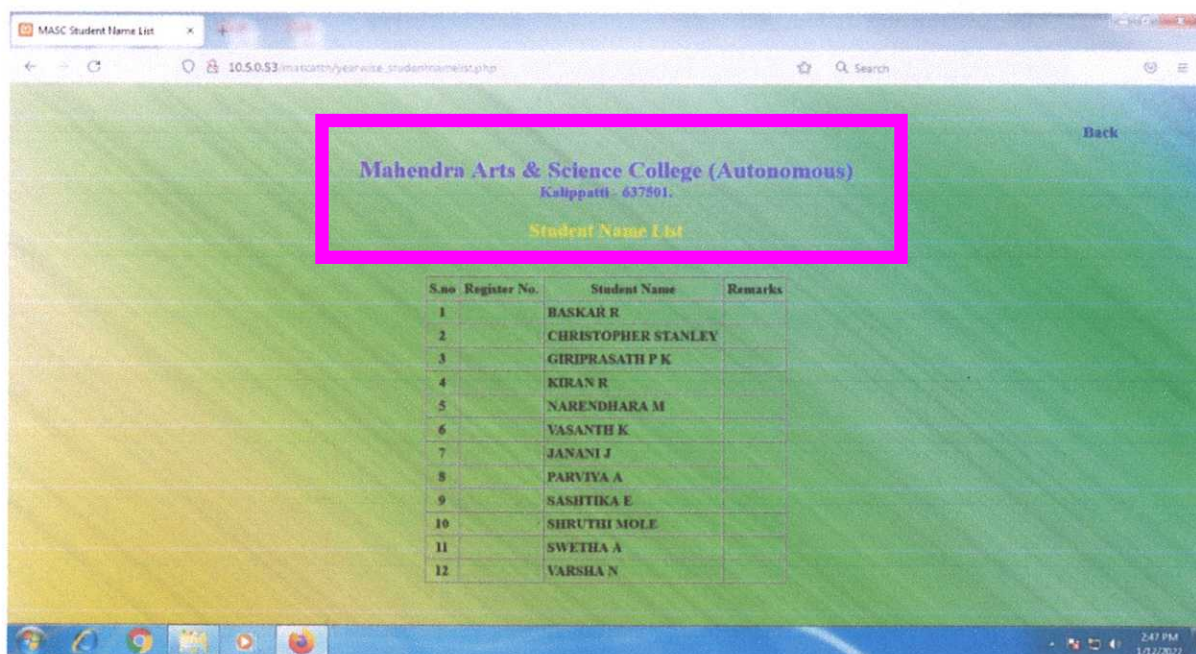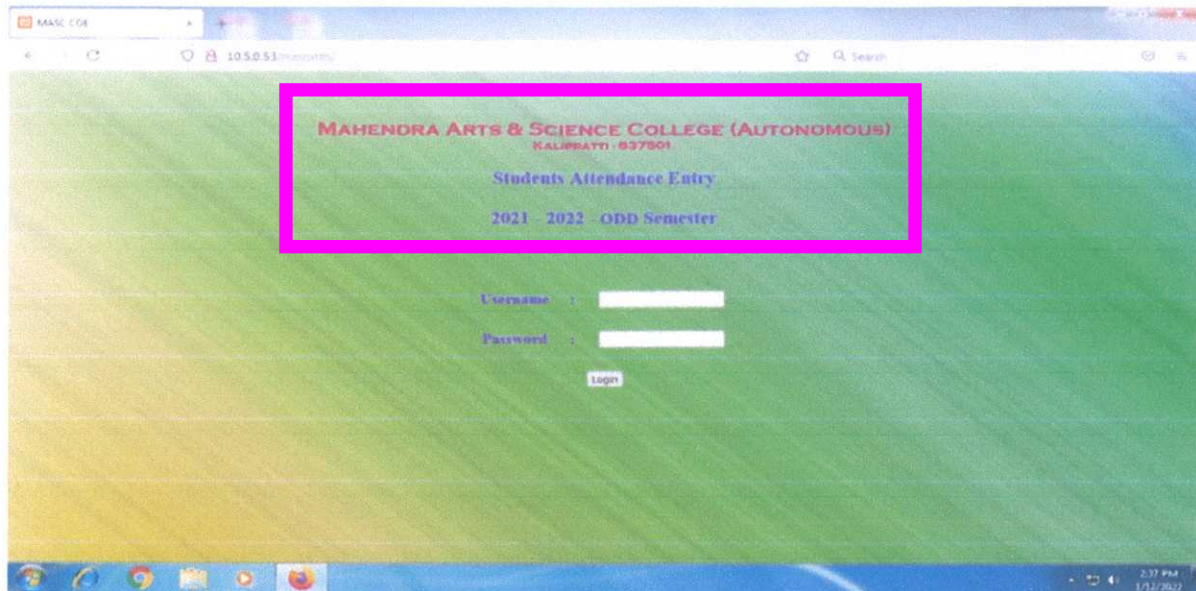
Once you save the Student Form, the Student gets created in the system and you will be able to link this document to other documents related to Admission, Assessment, Attendance, Student Activity, Student LMS Activity, and Fees. Further, you will also be able to see a dashboard that will indicate their activities throughout the year.

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BIO METRIC ATTENDANCE

With the help of fingerprint recognition attendance, it is easy to solve all the problems like buddy punching, card loss or stolen and password forgetting. Thus, HR dispute is avoided and the fairness of time attendance is materialized.

Convenience: It is more convenient to use fingerprint standalone units with no card reader or attendance card, no worrying about card loss or damage, no need to do system maintenance, and thus it ends in saving time and money. Merely placing the enrolled finger on the sensor surface, the system will check users automatically and record the correct time and checking status.

Full Function: The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc., the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

Standalone: The machine can work without connecting to PC, convenient in operation and there is no need to occupy any extra resource.

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Network management: Many units can be connected through network via TCP/IP for easy management in central software.

SH 86A, Kalipatti, Tamil Nadu 637503, India

Latitude
11.5115801°

Longitude
78.0347065°

TECHNICAL PARAMETERS:

Item	Describe
Comparison time	<1 sec
Recognition mode	Fingerprint, Password, Card
The area for the fingerprint collect	22mm*18mm
Image Resolution	500DPI
FRR	0.001%
FAR	0.00001%
Standard interface	RS232, USB HOST, TCP/IP, Wiegand Output
Dynamic Power	<280mA
Static Power	<220mA
ESD protect	>15000V
Power	DC 12V 1A
Operating temperature/ humidity	-10℃-60℃ / 20%-80%
Material	ABS Engineering Plastics
Size	180(W)×137(H) ×40(D)mm
Color	Black (Customizable)

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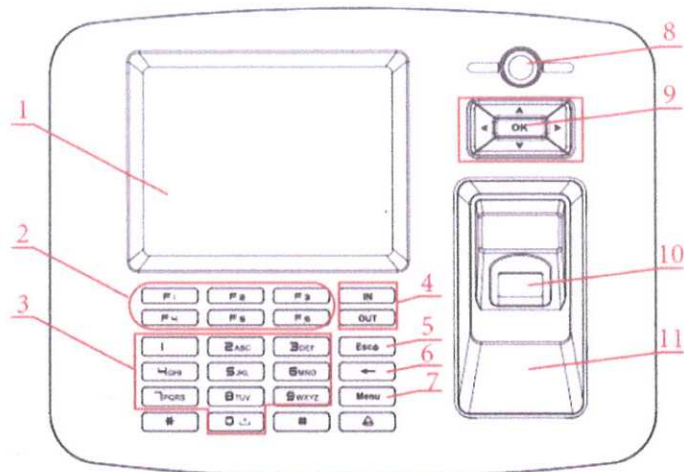
1	LCD	2	Shortcut key
3	Num /Letter	4	Attendance status
5	Exit/Power	6	Delete key
7	Menu	8	Camera
9	Confirm-Navigate Key	10	Fingerprint sensor
11	Swipe card area		

STAFF ENROLLMENT:

In the main interface, enter "0" and press [OK] key, the system shows: "Please enter the password", enter the default password [12345] and press [OK] to enter the [Main] Menu:

In [Main] Menu, press [∧], [∨], [◄] and [►] navigate key select [Enroll], [User], [Data], [Application], [Setting] and [Advanced] options operate the device.

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First set "Time Zone No.", attendance status and starting and ending time for switchover. For example: Time Zone No. as "1".

Form Monday to Friday the "IN" status for attendance start at 9:00 and end at 12:00. When start at 9:00 on Monday. The attendance

status "IN" will automatic switchover on the main interface.

In [Main. Application] select [Auto Fn] option and press [OK] enter [Application.Fn] interface:

TERMS AND CONDITIONS:

1. It is better for each user to register two finger prints against one to be on the safe side.

2. Place finger flatly, when the center of the finger is on the center of scanner window and press a little hard on scanner so, it can scan as large finger area as possible to extract enough minutia.

3. Keep the angle and direction of finger the same each time placing on scanner.

4. If your finger has sweat or water, please make it dry first and then register.

5. If your finger is too dry, make it a little wet and press a little hard on scanner. (the dry finger can cause the finger image not clear.

6. Avoid the callus, peeling or injury of the finger to ensure the register and identification successful.

7. You'd better register the thumb first then index finger or middle finger to increase the precision.

MANAGEMENT INFORMATION SYSTEM (MIS)

Education Management Information System (EMIS) is a system that monitors the performance of education programs offered by the institute and manages the distribution and allocation of educational resources. It manages, plans, and strategizes to implement work processes and execute the education system smoothly.

A college management information system is designed for administration and management, where administrators or management can generate any reports required to run a college. Information is available at the fingertips to make fast decisions and execution.

This college MIS software tool summarizes data transacted at other modules of the ERP system. MIS screen gets refreshed automatically after every 15 minutes and delivers updated data from every module.

Various summarized required information is available over this dashboard. MIS displays fee category-wise student data, current transaction data entry details, current admission status for all classes, cast category-wise statistical report, admission fee summary report, library status details, etc.

Apart from this, it lets you know the exact status of admitted and vacant seats of any class. It gives the details of the

fee collected, class-wise, cast category-wise, and Fee category-wise analysis.

College Information Management System Administrators do not need to understand the working of the ERP system and operations of each module; they can retrieve information with a few clicks. This tool is designed to keep the administrator requirements on top priority and solves every query of an administrator.

MIS managers can evaluate and efficiently manage a department within an organization. All past, present information is helpful in decision-making and designing new strategies of an organization. Actionable data is ready on this MIS software.

A management information system is helpful in the , admission system, library, student, finance and fee, etc.
MIS dashboard provides information for future strategies, and it also helps the institution in decision-making process.

The administrator can watch the transactional history of any module that helps keep control over system users.

INTEGRATED ANDROID APP FOR FACULTY ATTENDANCE

Higher education institutions (HEIs) seek ways to help students progress in their studies. One way to make them academically successful is to ensure the regular attendance of the faculty at their classes. The importance of the teachers' attendance at class is undeniable. Their attendance motivates students to attend their classes and students' presence in the class signifies a transfer of knowledge from the teacher to the students and vice versa.

The Hel's have their own way of monitoring the attendance of their faculty. Some colleges use logbooks while some use computer-based systems such as biometrics, Radio Frequency Identification (RFID,) and barcodes. Each of the attendance monitoring system has its own advantages and disadvantages.

For one, the biometric system is basically used for identification and verification. Such system has three advantages in terms of accountability, efficiency, and profit. However, the system's verification function does not work all the time with all types of biometrics. Mahendra Arts and Science College (Autonomous) aims at designing and developing an Android APP and unique web services to E attendance based faculty attendance system using the System Development Life Cycle, especially the Waterfall Model, as framework. The development of the system was geared towards the improvement of the colleges in faculty attendance monitoring, making it efficient in terms of time and recording.
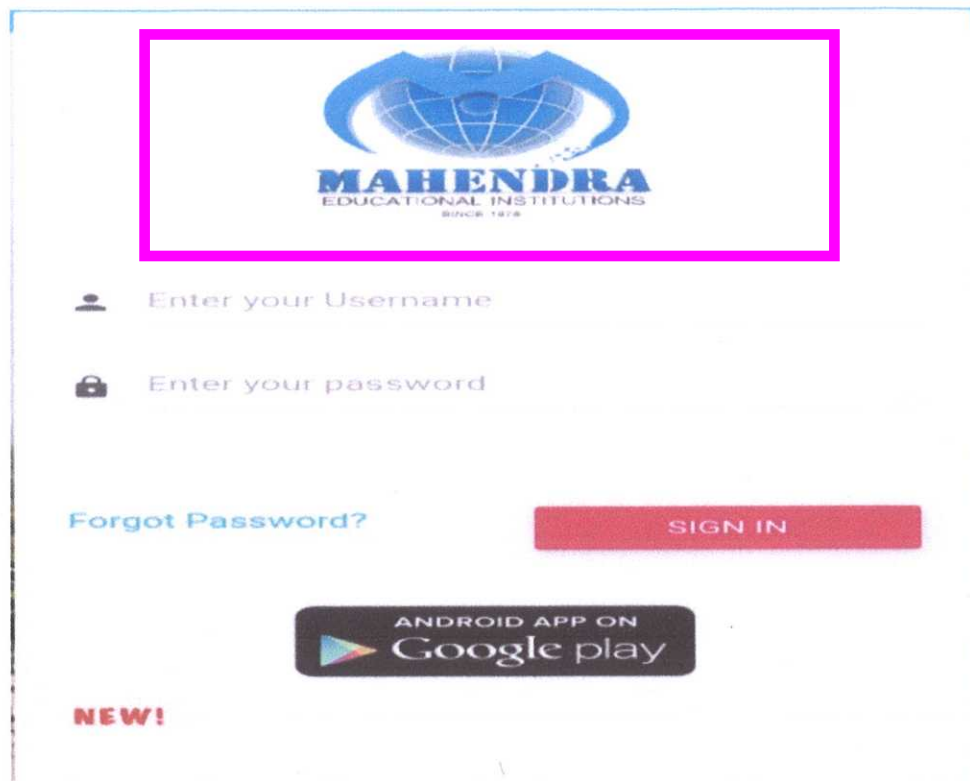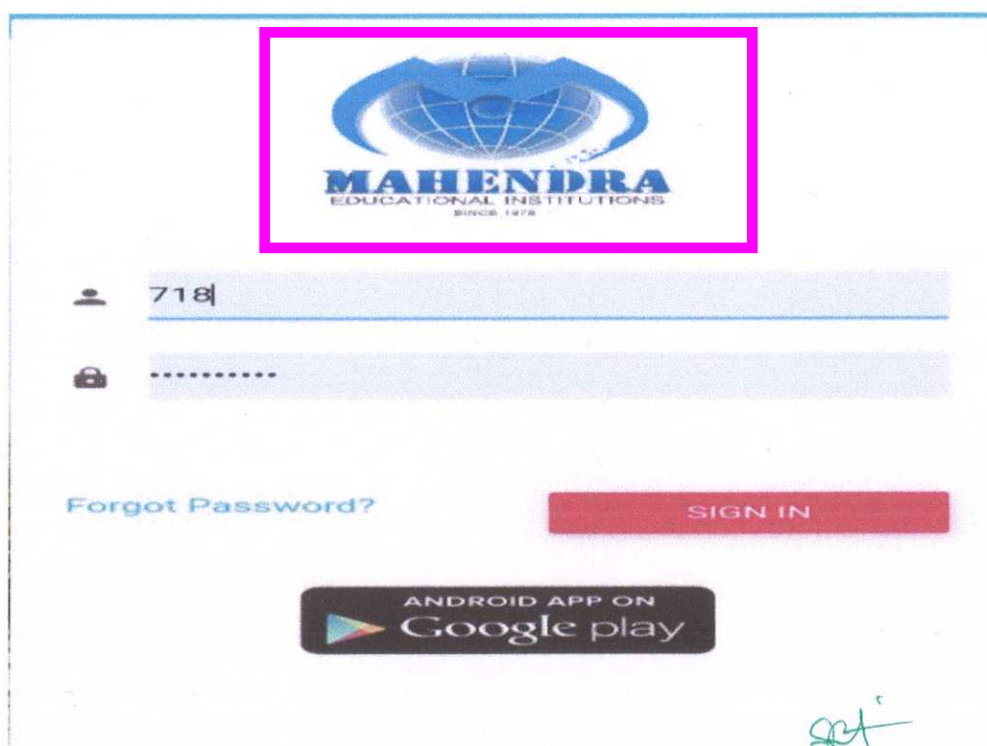
1. Go to Google play store in your Android mobile

2. Download Mahendra e attendance

3. Enter the user name of the faculty

4. Type the password

5. Sign in

6. Dash board open.

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Faculty personal information enrolment:

1. Go to Google play store in your Android mobile

2. Enter the faculty code

3. Type the password

4. Open the dash board

5. Find your name on the right side top area.

6. Click your name

7. Click the personal information edit details

8. Enter your Gender

9. Ender DOB.

10. Enter Marriage date if married

11. Enter official Email id

12. Enter mobile number

13. Enter whatsapp number

14. Enter Address of the faculty

15. Enter the department

16. Save.

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Leave management:

1. Go to Google play store in your Android mobile
2. Enter the faculty code
3. Type the password
4. Open the dash board
5. Select leave management
6. Open staff leave request
7. Choose the category of leave like CL,LOP,CCL,OD.
8. Enter the reason for leave
9. Enter the date from.. to.
10. Enter narration for leave
11. Enter alternate staff adjustments
12. Upload the supporting documents
13. Submit

Leave Approval:

1. Go to Google play store in your Android mobile
2. Enter the faculty code

3. Type the password

4. Open the dash board

5. Select leave management

6. Select leave approval

7. Choose the faculty request

8. Give approval

9. Submit for Principal approval

10. Select faculty request in the principal login

11. Approve the leave

12. Submit.

FINANCE AND ACCOUNTS

1. Mahendra Arts and Science college Finance and Accounting Software Can Do The Following Day To Day Entry Of :

Online Receipt Of-

- ❖ Entries can be transferred to the Accounts module while collecting fees.

- ❖ Payment Vouchers

- ❖ Contra & JV voucher entries

- ❖ Fees Collected

Transfers Between Modules Like-

Student Fees to Accounts module at the day's end; the software allows one entry per student per fees head or only just one summary entry of all the fees collected in a day.

- ❖ Payroll entries to Accounts

- ❖ Various Stores' bill transfer

2. Reports Of Financial Management System That Can Be Generated Are-

- ❖ Cash, bank and day books

- ❖ Ledgers and trial balance

- ❖ Balance sheets, Receipts and Payments

- ❖ Income and Expenditure Statement

3. Accounts Configuration.

- ❖ Single Mode receipt / payment / Contra entry

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- ❖ Per entry narration or single narration

- ❖ Auto generated voucher number

- ❖ Enables SMS for every payment transaction

- ❖ Facility to upload voucher scanned copy with every transaction

- ❖ Auto-generates schedule number or manual numbering

- ❖ Allows cash in hand and Bank ledger for JV Entry

- ❖ Auto generated ledger code

- ❖ Auto generated cheque range

Customization on Mahendra finance and Accounts ERP with Tally.

- ❖ Students fee collection and the billing is carried out through the ERP.

- ❖ Online Fee Payment is enabled in the website.

- ❖ For accounts management, the accounts section uses customized ERP software.

- ❖ Almost all the operations of the accounts sections are computerized. Only few are carried out manually.

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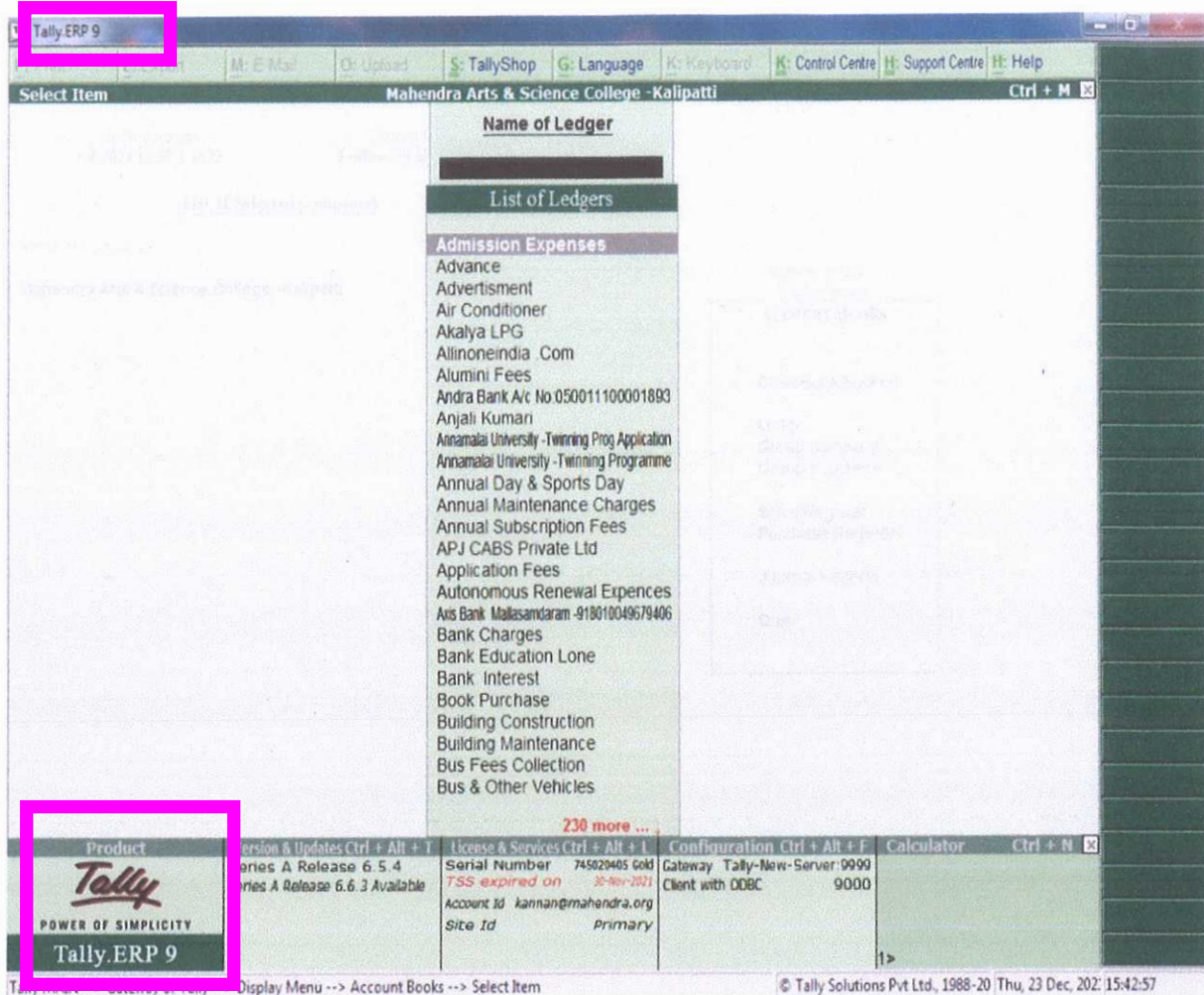
Algorithm for Tally ERP 9 integrated finance module with MIS:

1. Choose the organization

2. Ender the list of transactions under different heads.

3. Choose specific account to view

4. Edit finance record

5. Add supporting documents

6. Submit for Finance officer Approval.

7. Choose report tab.

8. Generate various Accounts report

9. Select the file type you want to download

10. Submit.

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SALARY ADMININSTRATION

Mahendra college of Arts and Science uses the customized Payroll management ERP system which is one of the fastest and the most effective ways of managing payroll for any kind of employee. Salary disbursement on time becomes easier with the right ERP technique.

If the data is maintained manually every month and the institution has to record that data only in excel sheets, then there is a chance of data being stolen or lost. With the ERP software system, saving data and using data for calculating employee salaries become easier. It is a huge task which takes time, and with an ERP system like Fedena, most institutions can now carry on their work effectively. Since there is less waste of time, the college can devote more time to productive and creative academic activities, when they use payroll management using the school ERP system.

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CONCLUSION

Enterprise Resource Planning (ERP) system integrates all data and processes of an educational institution into a unified system. It is a comprehensive Education Information Management Software used by colleges, schools and other educational institutions to streamline their entire organization and functioning. It provides technology solutions for better education management, thereby leveraging IT for efficient management of academic institutions.

The administration of educational institutions is a tough and demanding one. It involves the collecting, storing and sharing of mounds of data, which is a laborious and tedious task. It is also time-consuming and prone to human errors, when it is done manually. Worse still, retrieving a particular data can be a pretty taxing thing.

Developed in close coordination with educationists after an in-depth analysis of the requirements of educational institutions, ERP provides all that you need for the smooth functioning of the institutions. It is a comprehensive, all-encompassing college management system which connects all the departments and processes of an institution in a single-point integrated platform. This single point integrity makes maintaining, updating and retrieving of data easy.