# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



# ERP User Manual for Store and Purchase Section

**ERP URL:** http://10.1.0.105:8081/

## Table of Contents

1. **Master File:**
   a. Unit: In this menu, there is unit list of different items that we can create for different items, like as for chemicals there is unit ML (milliliter), Grams(gm) etc.



   b. **Item Category:** In this, we can add item category under consumable and non-consumable item type by selection or clicking on given button ***Add New Category***



By clicking on Add New Category button, we can add new item categories as shown below.

c. **Item Sub-category:** Under this We can add item sub-categories for created item categories.

Select Category→ Add New Sub category→ Write Sub category name and code

Sub category will created under for that particular item category.





d. **Item:** Like as there is a list of items, to add new items under any category and subcategory, we can add item by clicking **ADD New Item** button.

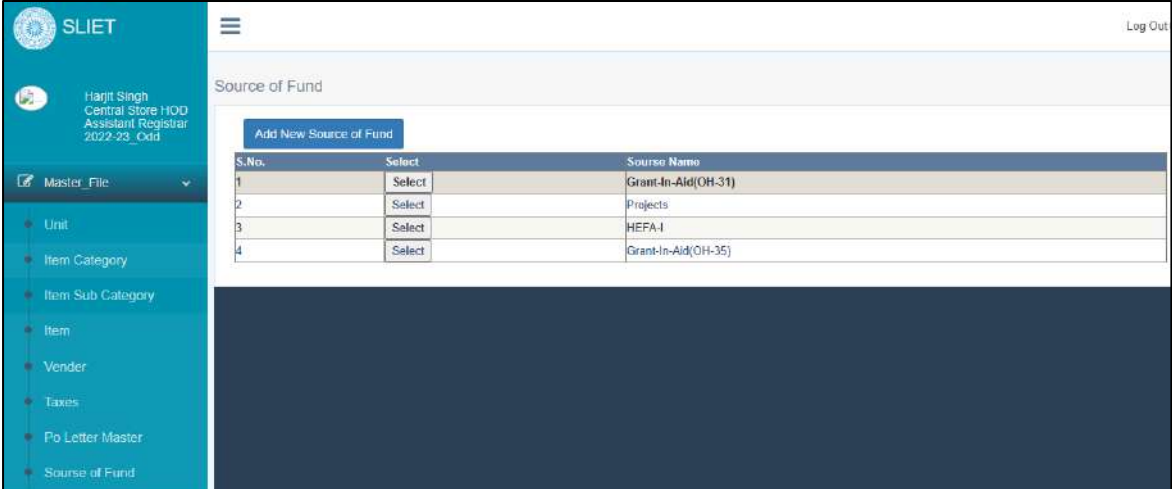e.  **Vendor:** There is a list of vendors that we can add from given button *ADD NEW* as below.



f.  **PO letter Master:** There we can add PO (Purchase Order) Terms and condition file for different item's purchasing (like as for chemicals, furniture, stationary etc.) by clicking on ADD New Button.

Then during Generate Purchase Order, we can directly upload this Terms and Condition file for that particular item purchasing.

g.  **Source of Fund:** There we can add new source of Funds through which items are purchasing under Store and Purchase Section.

Like as there is created list of Source of Fund.

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)

## ERP User Manual for Academics

**ERP URL:**

## Table of Contents:

- ♦ Award List Verification
- ♦ Final Subject Approved
- ♦ Final Result Verified
- ♦ Student checking
- ♦ Student Thesis

❖ **COS**

- ♦ Create course outcomes new
- ♦ Course Attainment Report

❖ **Security**

- ♦ Change Password
- ♦ Role Wise Employee

❖ **Settings**

- ♦ Admission Seat

# In Academics Login

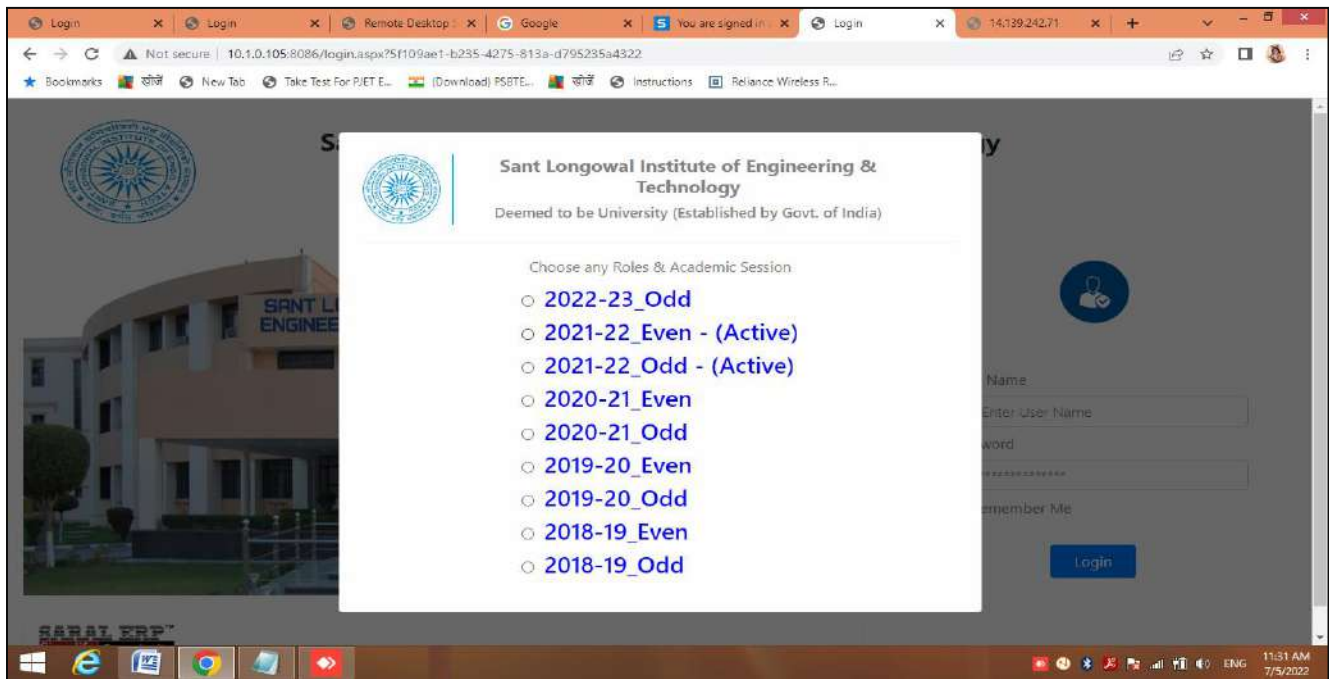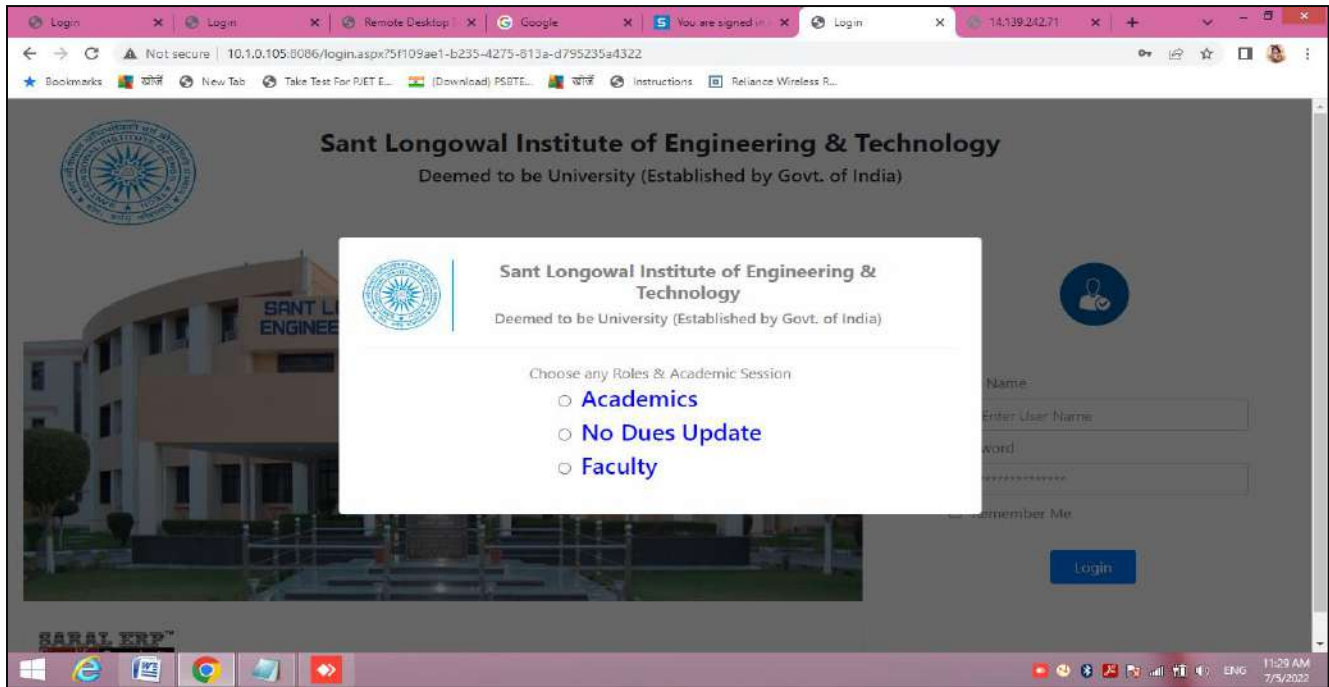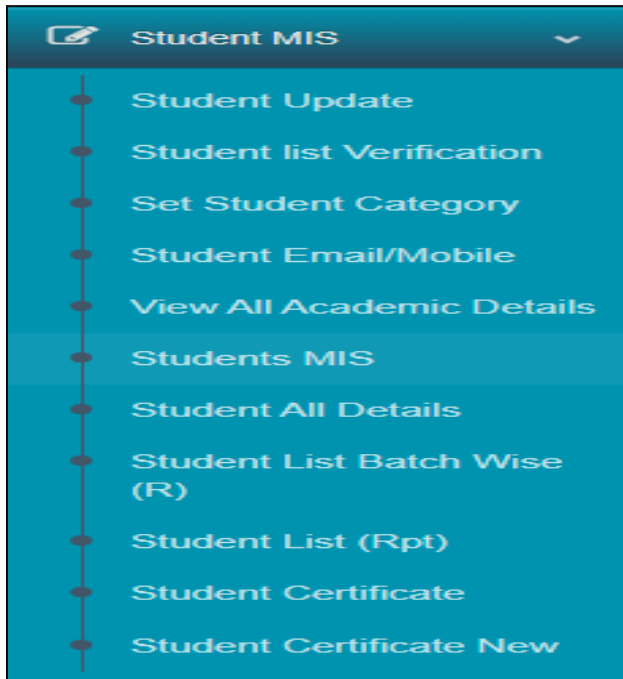Select any Role & Academic Session

### MAIN DASHBOARD:

After Login There are many links to check some particulars:

- ❖ Message
- ❖ Student MIS
- ❖ Fee
- ❖ Attendance
- ❖ Exam
- ❖ COS
- ❖ Security
- ❖ Settings

1. **Student MIS**: There are below mentioned facilities



1. **Student Update, you** can add new student and you can view student list by clicking on given tabs in that particular related Programme. In the main screen, it shows all registered students list under different programmes semester wise.

Figure 2 To check registered Students under each Programme

By Clicking on *View Student Tab*, we can check registered student list under various Programmes and by clicking on *ADD Tab* we can add new students to already created list.

Like as by clicking on *VIEW ATUDENT TAB*, under this we can change student detail or basic information also as in below screen.



Figure 3 To change or update student information

By clicking on Update profile, can update information about student. Like as in below screen, after changing any information, then save that by clicking on SAVE button.



We can remove registration of student by clicking on *REMOVE* tab. To show student stuff of, if student has cancelled own registration, then we stuck off that student by clicking on *STUCKOFF* tab.

If we want to update about year back status of any student, then we can update from this tab.

## 2. Student List Verification

Under this, we can verify the list of students list under different Programmes.
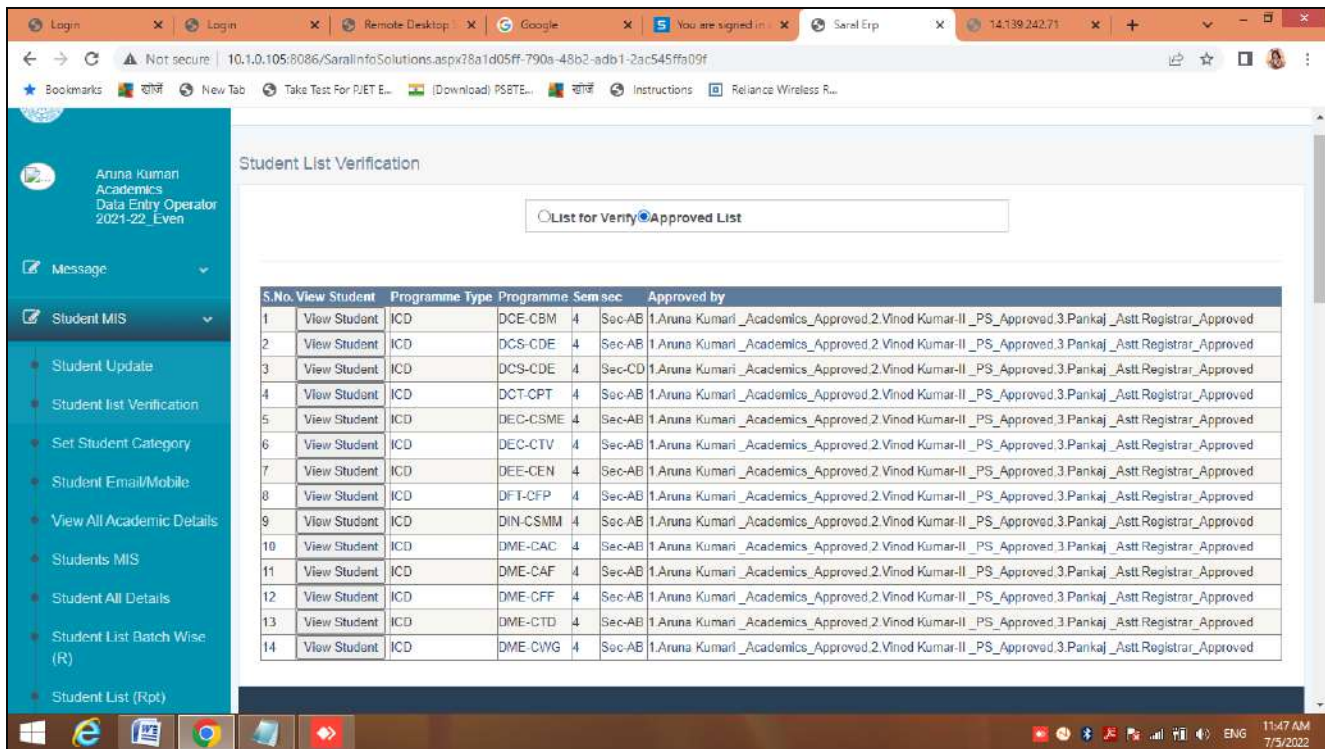
Figure 4 To verify the Registered Students in each Programme

There is an approved list to check or view the students (*in View Student tab*) in any particular given Programme.

3. **Set Student Category**: We can edit the Fee category of student accordingly.
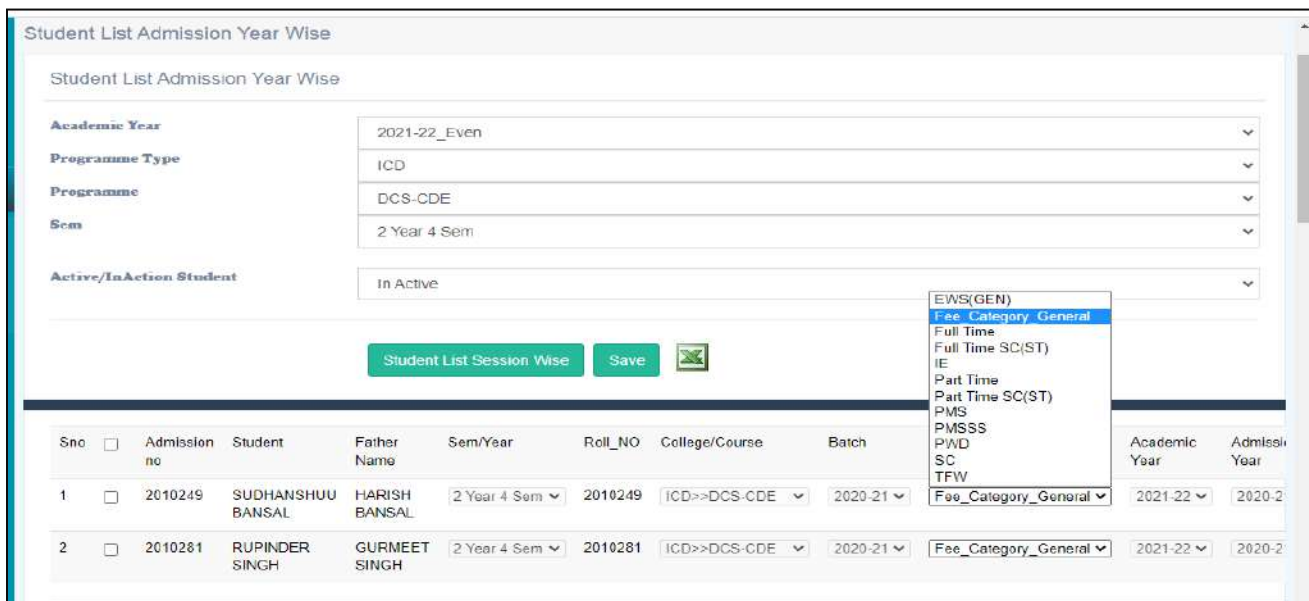


Figure 5 To set Category of students

4.  **Student Email/Mobile:** we can edit Email and mobile no. of any student by selecting Programme and semester of that particular.



Update Student Mobile & E-mail Address

| Academic Year | 2021-22_Even |
| Programme Type | ICD |
| Programme | DCS-CDE |
| Sem | 2 Year 4 Sem |

Active/InAction Student

Student List Session Wise    Save

| Sno | ☐ | Admission no | Student | Father Name | Sem | Mobile | E-Mail |
|---|---|---|---|---|---|---|---|
| 1 | ☑ | 1810402 | JYOTI | KULDEEP KUMAR JOSHI | 4 | 8544972893 | joshijyoti3900024@gmail.com |
| 2 | ☑ | 2010201 | CHANDNI SINGLA | AMAR NATH | 4 | 9501259200 | chandnisingla554@gmail.com |
| 3 | ☑ | 2010202 | MANISHA KUMARI | SANTOSH KUMAR | 4 | 7814589664 | manishakumarigcc12004@gmail.com |
| 4 | ☑ | 2010203 | ARYAN BAKSHI | ANIL KUMAR | 4 | 8146701291 | bakshiaryan03@gmail.com |
| 5 | ☑ | 2010204 | AKANKSHA RAJ | RAJ KUMAR SUMAN | 4 | 7979807366 | rajkumarsuman76@gmail.com |
| 6 | ☑ | 2010205 | SUHANI SETIA | OM PARKASH SETIA | 4 | 7986759920 | muktaratnam@gmail.com |

5.  **View All Academic Details:** There is a list of students, in which you can view Active Students details under particular Programme with section wise of any Department by clicking on **SELECT** Tab.

**SELECT** → **VIEW SUBJECT** → **VIEW EXAM** → **ATTENDANCE SHEET**
                              ↓
              **STUDENT REGISTRATION**

**5.1** It shows Present no of registered students under any particular Programme with section wise in all semester. It gives detail of class counselor, time table incharge. So, that student can concern to that related teacher if there is any issue in time table or any related to class.



### Student Academic Details

Back

| S.No. | Programme Type | Programme | Sem | Sec | Active Student | Drop Out | Year Back | Time Table Inchage | Class Counselor | Academic | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ICD | DCS-CDE | 2 | Sec-AB | 40 | | | Sukhpreet Singh 946369794 | Dr. Vinod Kumar Verma 9417927536 | Minu Kumari | View Subject |
| 2 | ICD | DCS-CDE | 2 | Sec-CD | 39 | | | Sukhpreet Singh 946369794 | Dr. Vinod Kumar Verma 9417927536 | Minu Kumari | View Subject |
| 3 | ICD | DCS-CDE | 4 | Sec-CD | 36 | 2 | 1 | Sukhpreet Singh 946369794 | Jaspal Singh 9876699245 | Aruna Kumari | View Subject |
| 4 | ICD | DCS-CDE | 4 | Sec-AB | 38 | | | Sukhpreet Singh 946369794 | Jaspal Singh 9876699245 | Aruna Kumari | View Subject |
| 5 | ICD | DCS-CDE | 6 | Sec-AB | 66 | | 2 | Sukhpreet Singh 946369794 | Preetpal Kaur Buttar 9463838725 | Mohan Lal admin | View Subject |

Figure 7 Section Wise No of Registered Students

**5.2** you can view all subjects of that Programme by clicking on **VIEW Subject** Tab.

**Figure 8 Subject Wise list in each Programme**

In *View Exam Tab* , it shows the detail of subject with exam marks detail and related to concern course and semester. From which we can generate Attendance sheet according to concern exam.



**Figure 9 To generate Attendance Sheet**

**5.3** By clicking on **Student Registration Tab** we can check list of registered students under that particular Programme section wise.

Figure 10 No of Registered students in each subject

## 6. **Student MIS**

This is for Student Management Information System. In which we can generate list of students as per our need.

*SELECT PROGRAMME TYPE → SELECT BATCH/CATEGORY → SELECT FIELD NAME → PRINT PREVIEW*



Figure 11 Check list of students with different categories and different fields

**In this Menu** we can take the list of different batches and different courses student.
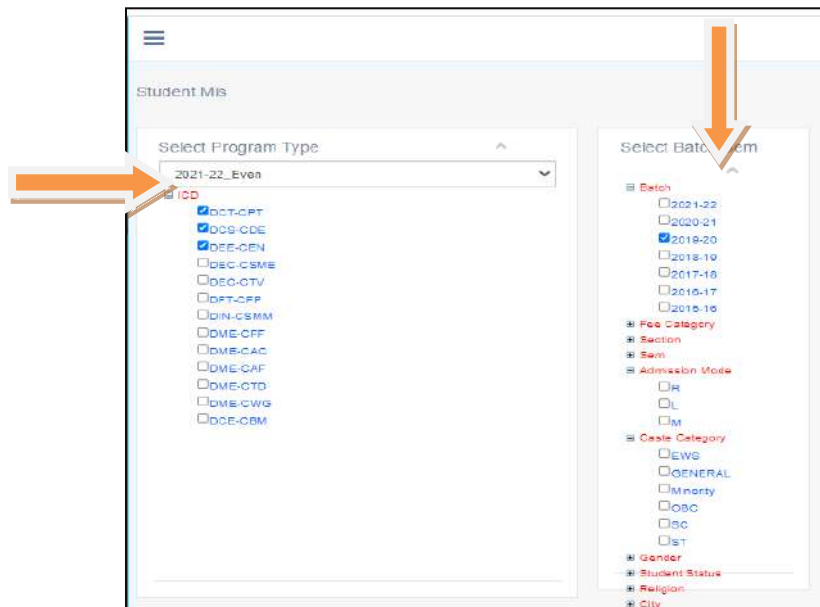


Here we can select program type and can select any batch and any category of which type column you want in your student list.
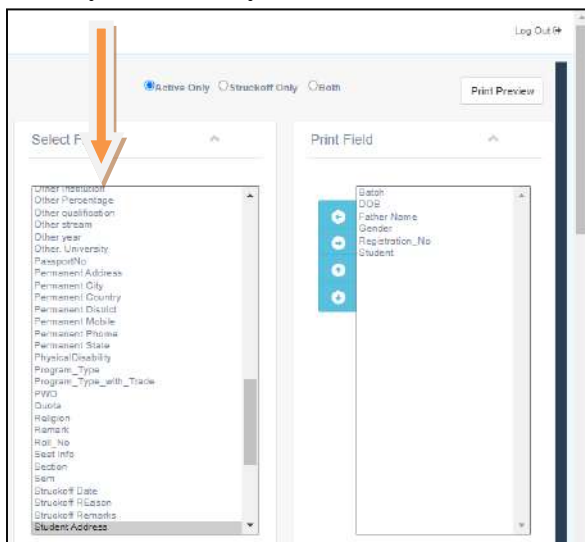


From there we can select that fields, which you want in your list. That column name will also shown in right side box. You can download your excel sheet from upper right side part after clicking on Print Preview then there will appear excel shortcut.

Figure 12 Final Excel List with different fields

## 7. Student All Details:



Figure 13 check detail of student fee in different Programme

**Figure 14 Search Student by Admission No or Name**

We can check the detail of student regarding their semester fee or by exam fee registration by writing their admission no. or name. We can check it as mentioned in above picture.

We can view the DMC of related to that student by clicking on **VIEW DMC** Tab.



**Figure 15 DMC sample**

From *View Profile Tab*, we can check student information or detail.

8.  **Student Batch Wise List (R):** In this type of report there is batch wise student list can be generated with full description like as student information with mobile no. , father name, semester, batch, year back report etc.

9. **Student List (Rpt)**

In this link you can view List of Students Section Wise, Batch Wise, Trade Wise, Drop out List, Minority Wise List also.



Figure 18 Session Wise Student List

We can check or download different types of lists by clicking on given different tabs as mentioned in above screen.

In this *Batch wise report* is generated as to check only batch wise total no of students under any course.

9. **Student Certificate:**

You can view the stuck off students list and can view their certificate by clicking on View Tab.
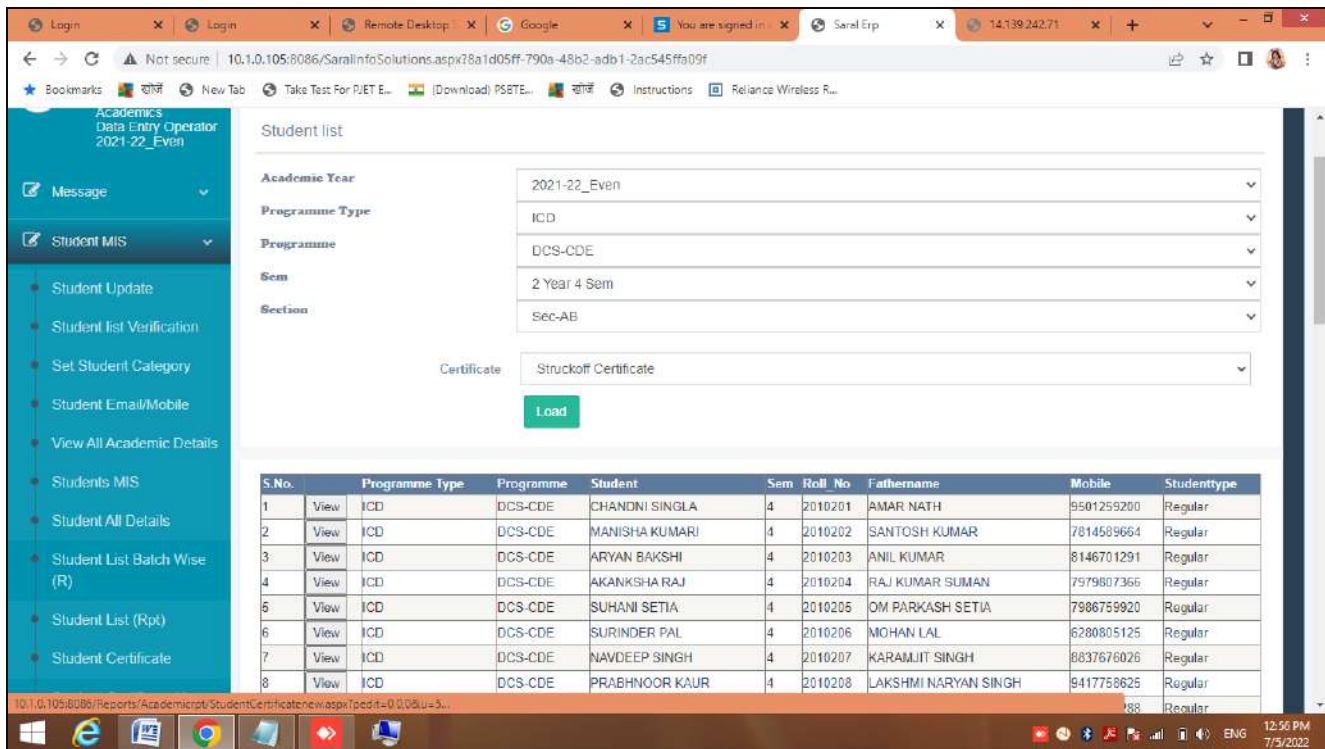
Figure 19 To view stuck off student certificate

**9.1** After filling all the detail of particular student of which you want to create and print his/her DMC & certificate.
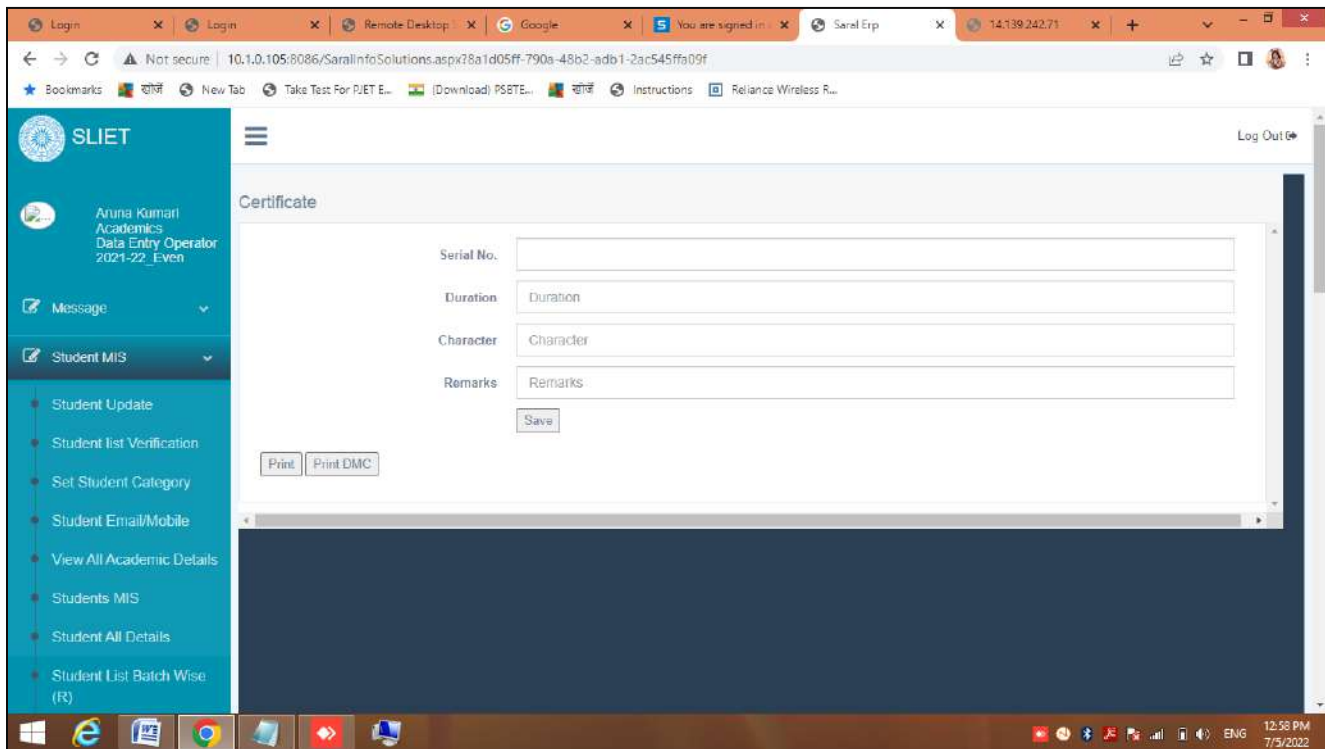
**10. Student Certificate New:** You can view the students list after filling all required fields, after that you can view their related certificates after clicking on **VIEW** tab.



**Fees Dashboard**

1. **Department Fee:** We can check the Department wise fee of students and we can issue certificate regarding that.
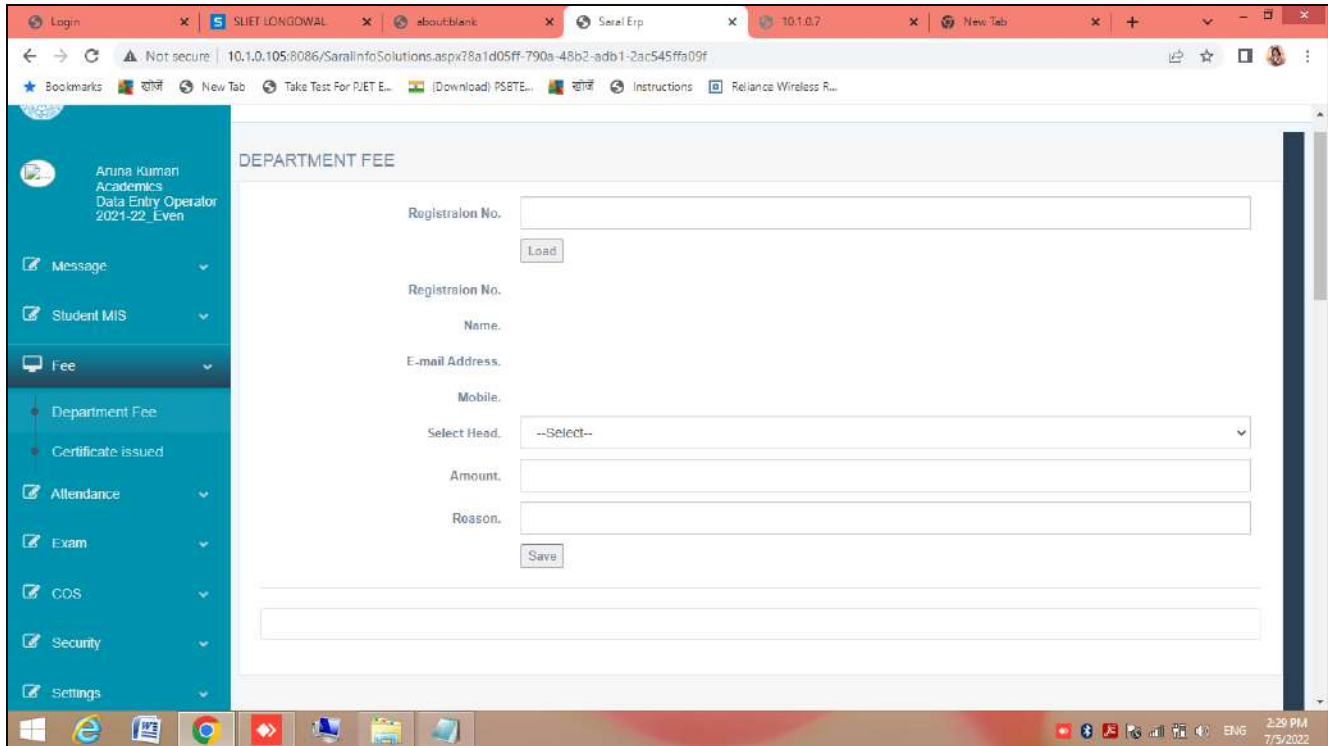
## 2. Certificate Issue:

In this link we can issue certificate regarding any pendency. There are three different links for issuing the certificate . **New Inquiry . Issued Inquiry . Rejected List**



**Attendance Dashboard:**

1. **Subject Wise Student:** In this link we can check semester wise, session wise list of students according to their subjects.

   **Same Trade /Sem—All Department**

   There are two options like this in which we can generate list of students accordingly.

   *Same Trade/ Sem* means that which trade and semester have fill in upper fields and

   *All department* means that it will generate list of all department students list for that particular selected subject accordingly.

Like as in Open elective subject, there are students in all department that we can check directly to all them by selection All Department option.

2. **Mapping of Subject To Semester:** In this we can generate or assign subjects according to their session and semester.



**Figure 21 Subject Scheme in Semester**

3. **Mapping of subject to section**

In above, subjects are assigned section wise which were added previously to which semester.

## 4. Mapping of Subject to Sem Verification

In this all subject list will open of verified semesters. We can view the subjects list by clicking on **VIEW** tab.

## 5. Regular Subjects Registration



**5.1** In this there is View student Tab in which we can check the students list under that particular Programme.

After that there are two tabs **VIEW SUBJECTS** and **REMOVE REGISTRATION**
From *View Subject Tab* we can check the subjects list of that particular student, if subjects are not assigned to that student then teacher can assign subjects or can register the student for that particular regular subjects.

Like as in below screen , on left side there are regular subject according to the session and trade, by selecting that subjects and after that click on Insert button , all subjects will insert in student account and from *Remove Registration Tab* we can delete or cancel the registration of that student in case of any issue.

**Figure 23 Regular Subject Registration**

10. **Regular Subject Registration Verification:** In this there is approved list, in which there are 4 parts
    a. View Student
    b. Print Registered
    c. Print Not Registered
    d. Activity List

These above links are used for different purposes, like as in View Student we can check the list under that particular Programme.

In **Print registered** we can take print of that registered students list.

In **Print Not Registered** we can check and can take print of that students list who have not registered till.

Figure 24 Regular Subject Registration verification

## 11. Re-Exam Subject



Figure 25 Re-exam  subject Registration

In this student registration for Re-exam has to do, after verification it has locked by HEAD.

## 12. Repeat /Retest Registration Verification



There is Approved , Pending And Rejected List. From where you want to update any record that you can, to verify the registration regarding repeat or re-test subject registration. To update the record of any student regarding re-exam, click on **Update tab**.

Here we can check approval for test of that particular student.

### 13. Repeat/Retest Registration List:

After verification of the Retest List we can download or take print of that from this link after selecting particular Programme and Exam Name.

## 14. Assign Subject:

Through this link we can check the assigned subject of any particular semester and Programme
type with the credits of that subjects accordance Lecture, theory, Practical scheme.



| Trade | Sem | Code | Subject | Total_Cr | LCr | TCr | PCr | Subjecttype |
|---|---|---|---|---|---|---|---|---|
| DFT-CFP | 2 | AM-121 | Mathematics- II | 5 | 4 | 1 | 0 | |
| DFT-CFP | 2 | PH-121 | Physics-II | 5 | 4 | 0 | 2 | |
| DFT-CFP | 2 | CY-121 | Chemistry-II | 5 | 4 | 0 | 2 | |
| DFT-CFP | 2 | HU-121 | Communication Skills-II | 2 | 1 | 0 | 2 | |
| DFT-CFP | 2 | WS-121 | Workshop Practice-II | 2 | 0 | 0 | 4 | |
| DFT-CFP | 2 | CS-121 | Computer Fundamentals | 4 | 3 | 0 | 2 | |
| DFT-CFP | 2 | TP-201 | Two Weeks Practical Training during summer vacations | 0 | 0 | 0 | 0 | Internship |

**Figure 26 To check Semester and course wise Subjects**

## 15. Subject Activity:



## Exam Dashboard

## 1. Mapping of subject to Faculty Retest



In this firstly we have to click on **SELECT EXAM** Tab to change any subject wise faculty.

**1.1** In Faculty Retest there three types in each we can edit subject wise faculty by clicking on view Subject.
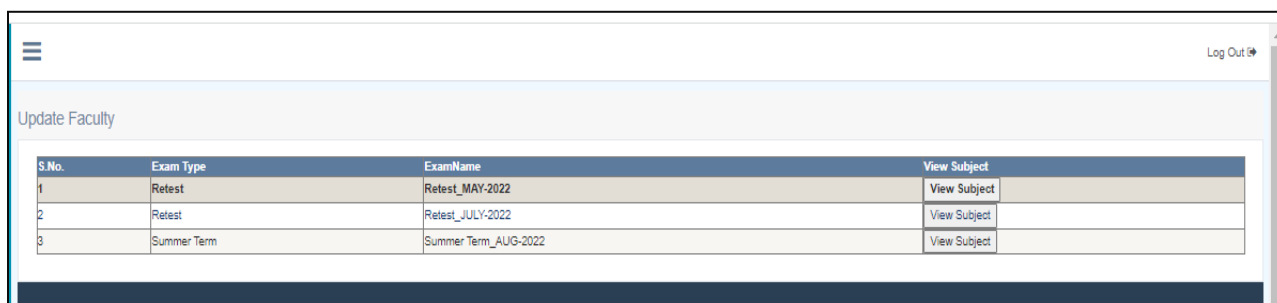


**1.2  After clicking View Subject :**we can change faculty name under that particular subject by selecting Department name and after that select faculty name.

## 2. Generate Exam Paper



## 3. Generate Exam Back Paper :

There are 3 tabs View Student, Exam Create, View Max Marks
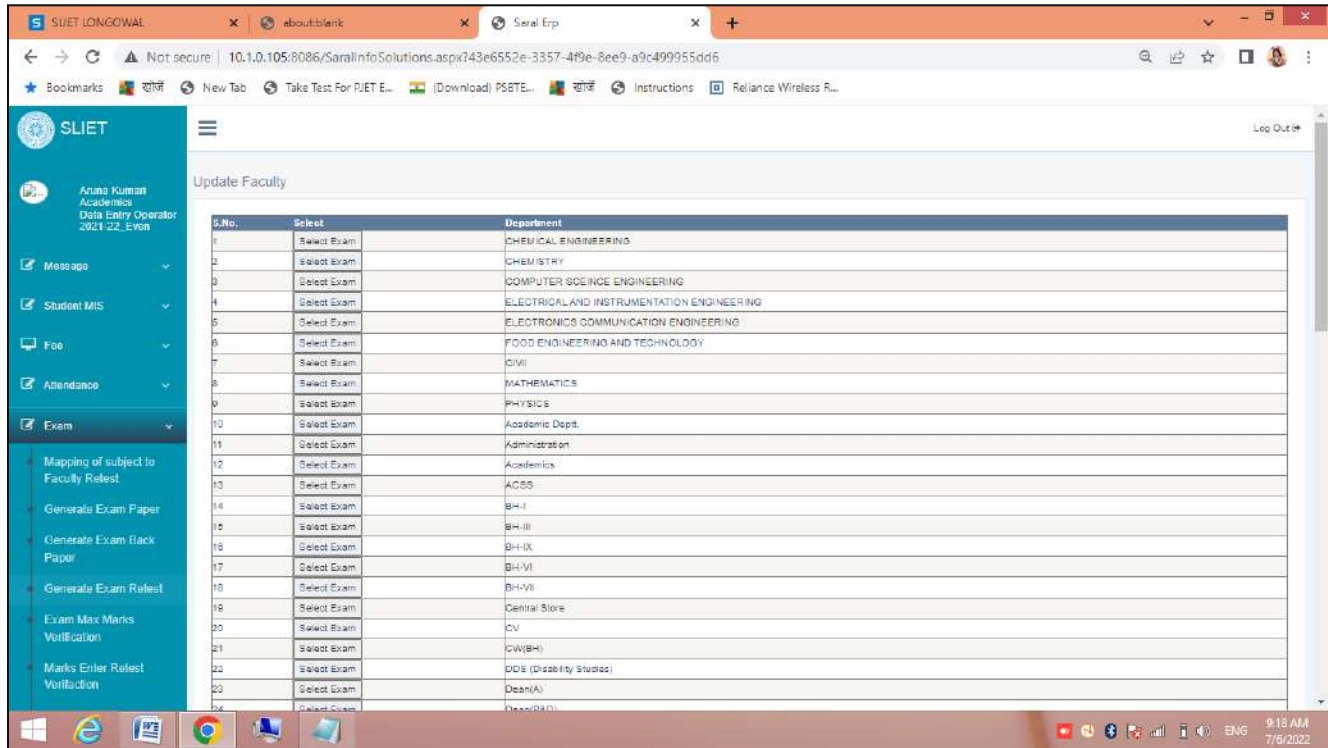
In View Student we can check student under each Programme.
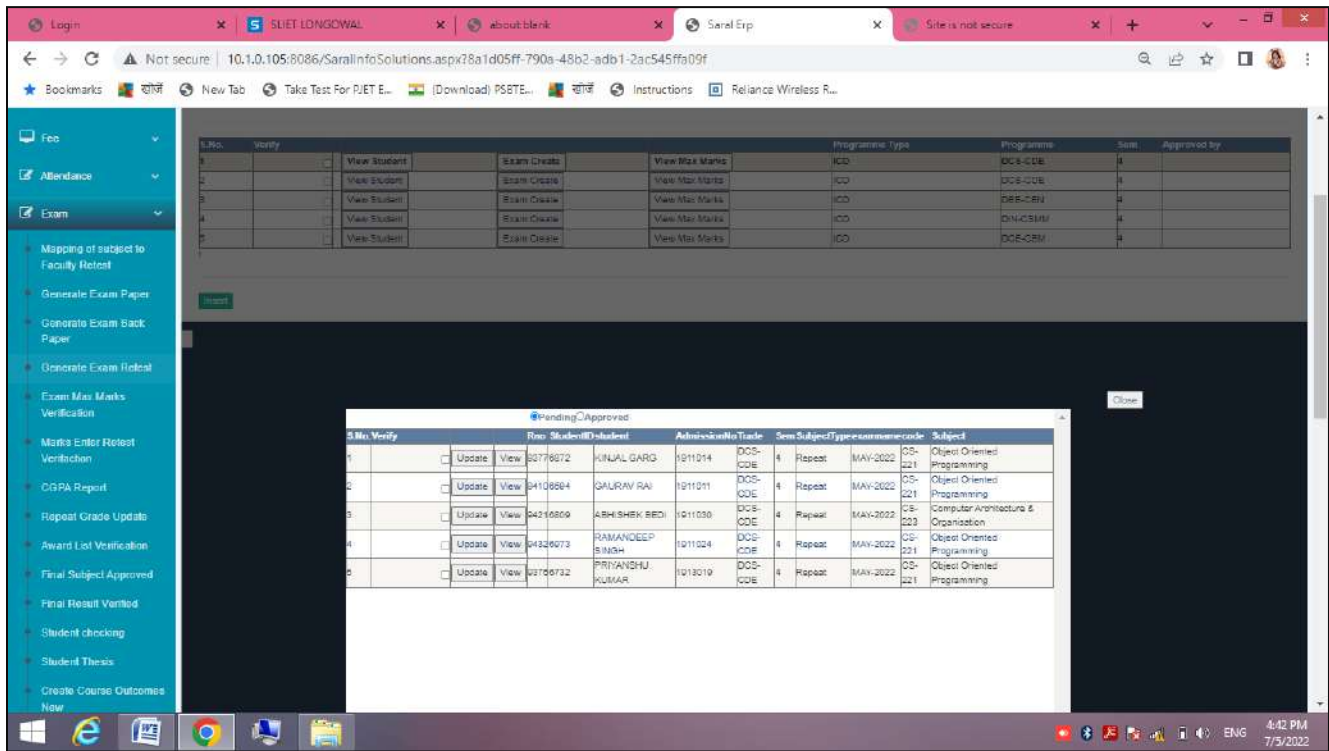
## 4. Generate Exam Retest

**4.1** Here is department wise list, select any department to generate exam for that



There is Select Exam Tab to related to each department, of which department and of which subject have to generate for retest.

**4.2 View Subject Tab**
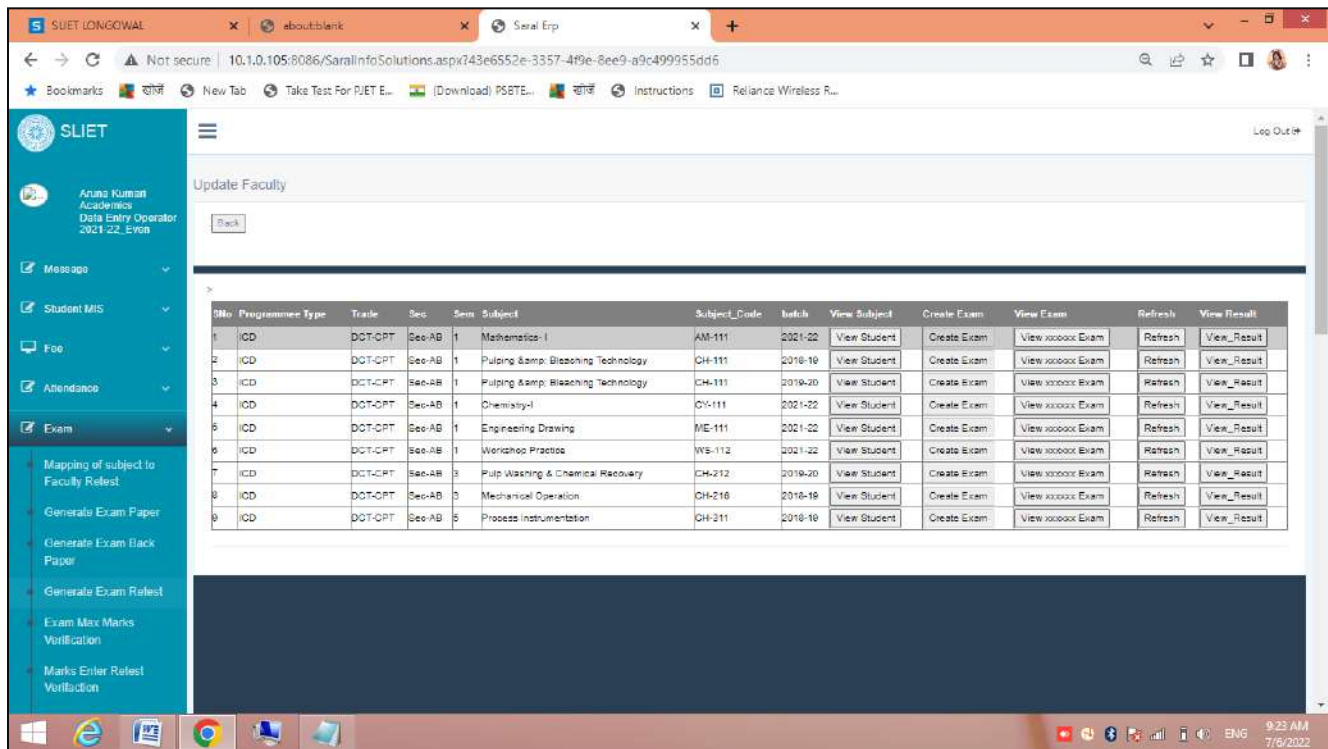


After click on Select Exam Tab, there are three options from which have to fill retest exam, select that option.

Like there is **Retest_May-2022,** Select it.

**4.3** There are some tabs from which we can check about student, their exam and their result

a. View Student

b. View xxx exam

c. View result

## 5. Exam Max Marks Verification



There is an approved list in which there is view tab, from which we can check max marks of subjects related to that particular Programme.

Figure 27 Subject Max. marks List under different Programmes

## 6. Marks Enter Retest Verification

There are three types of exams –session wise, from which we have to click on  select Exam Type Tab.

There is a list of exams which were given in *Retest_May-2022*. From where we can check award sheet of that particular student and can view Exam



Through *Award Sheet Tab* We can see award sheet like as follow

Figure 28 Preview of Award Sheet

## 7. CGPA Report

After filling all required fields, CGPA report will generate accordingly.

## 8. Repeat Grade Update

## 9. Award List Verification

There is two types list one is to *List for Verify* and *Approved List*. Under this we can verify the award list that has generated according to their exam's and test's marks.



Figure 29 Department wise Approved List

Through the *View Subject Tab*, we can check subject wise detail of different Programmes of different sections.

Here is list of subjects with two different Tab facilities:

    a.   View subject Marks

Figure 30  Show marks fill status (that has filled or not)

b. Award Sheet

## 10. Final Subject Approved

In this registered subjects for Retest, Re-exam, Summer Exam has verified and if find all are correct then has to approved by academics.



➔ From **View Subject** Tab: Firstly here it shows department wise list , from which we can check exam list under that particular department by clicking on *SELECT EXAM* Tab, as in below screen.
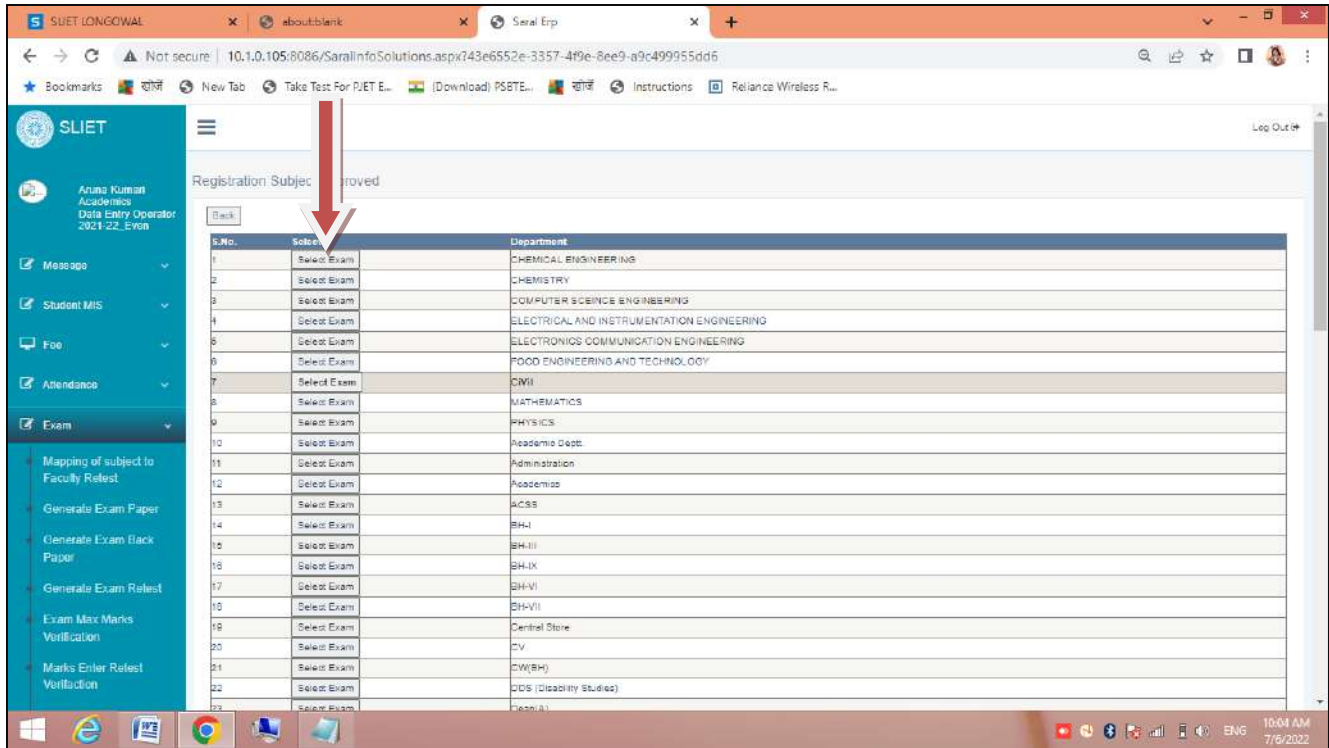
**Figure 31 Department List**

After Click on Select Exam Tab



**Figure 32 Semester Wise Course**

Here we can select according to semester

After that we can Check or view grade accordingly.



In this we can check result of each and every student according to trade and session wise.

### 16. Student Checking:

In student checking we can check student year details and exam details related to that. As per below screen, here are two options related to that *Student Year Details*, *Exam Detail* in which we can check students accordingly.

Figure 33 Student Year Details



If we click on Exam Details Tab, it will show as below screen.

By clicking on *UPDATE* Tab, it will show list of Exam wise detail & that list we can export into excel as well by clicking on excel link or can take print of that list through Print button.

**Figure 34 Exam Detail list of Students**

## 17. Student Thesis



Here we can check thesis of students whether they have submitted or not accordingly.

## COS Dashboard:

### 1. Create Course Outcomes



By clicking on *View Subject* Tab we can check: Course Outcomes, Target Marks, COs POs mapping.



## Setting Dashboard:

1. **Admission Seat:** In this we can add or delete no of seats under any course like as in below screen.

**Figure 35 To add no of seats under any course**

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)

## ERP User Manual for Accounts

**ERP URL:**

**Table of Contents**

- **Account_Register Report**
  - ♦ Party Payment Register
  - ♦ Work Register (Rpt)
  - ♦ TA Register
  - ♦ Medical Reimbursement (Rpt)
  - ♦ Imprest Bill Register(Rpt)
- **Account_Reports**
  - ♦ Print Voucher
  - ♦ Current voucher
  - ♦ Print Payment Letter
  - ♦ Day Book Report
  - ♦ Statement
  - ♦ Bank Day Book
  - ♦ Trail Balance
  - ♦

**DashBoard:** There is following menu for Accounts
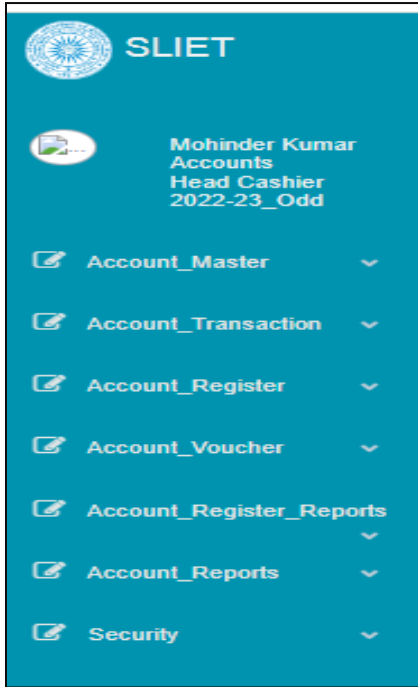


- **Under Account_Master**

There are some sub-menu under Account_Master like as following:-

a. Account Group:

**Account Group**

Account Group

Back

| S.No. | Select | AccountGroup | Abb | Nature | Under | Gross Profit Affected |
|---|---|---|---|---|---|---|
| 1 | Select | ADVANCE | ADVANCE | Assets | Current Assets | True |
| 2 | Select | Bank Accounts | Bank Accounts | Assets | Current Assets | False |
| 3 | Select | Bank OD A/c | Bank OD A/c | Liability | Loans(Liability) | False |
| 4 | Select | Branch/Divisions | Branch/Divisions | Liability | Primary | False |
| 5 | Select | Capital Account | Capital Account | Liability | Primary | False |
| 6 | Select | Cash-in-hand | Cash-in-hand | Assets | Current Assets | False |
| 7 | Select | Current Assets | Current Assets | Assets | Primary | False |
| 8 | Select | Current Liabilities | Current Liabilities | Liability | Primary | False |
| 9 | Select | Deposits (Asset) | Deposits (Asset) | Assets | Current Assets | False |
| 10 | Select | Direct Expenses | Direct Expenses | Expenses | Primary | False |
| 11 | Select | Direct Incomes | Direct Incomes | Income | Primary | False |
| 12 | Select | Duties & Taxes | Duties & Taxes | Liability | Current Liabilities | False |
| 13 | Select | EARNEST MONEY DEPOSIT A/C | EARNEST MONEY DEPOSIT A/C | Liability | Current Liabilities | True |
| 14 | Select | EMPLOYEES PAYMENT REGISTER | EMPLOYEES PAYMENT REGISTER | Expenses | Indirect Expenses | True |
| 15 | Select | Fixed Assets | Fixed Assets | Assets | Primary | False |
| 16 | Select | IMPREST A/C | IMPREST A/C | Assets | Current Assets | True |
| 17 | Select | Indirect Expenses | Indirect Expenses | Expenses | Primary | False |
| 18 | Select | Indirect Incomes | Indirect Incomes | Income | Primary | False |
| 19 | Select | INTANGIBLE ASSETS | INTANGIBLE ASSTES | Assets | | False |
| 20 | Select | Investments | Investments | Assets | Primary | False |
| 21 | Select | L.T.C. ADVANCE | L.T.C. ADVANCE | Assets | Current Assets | True |



**Account Group**

| | |
|---|---|
| Group Name | ADVANCE |
| Abb | ADVANCE |
| | ☐ Group is Primary Group |
| Under | Current Assets |
| Nature | Assets |
| | ☑ Sub Group |

New    Update    Search    Delete

b.  Account Group Map register:



c.  General Ledger

d. Sub Ledger

e. General Ledger (Op Balance)

f. Sub Ledger (Op balance)



g. Add/Create Party

h. Add Employee for Account
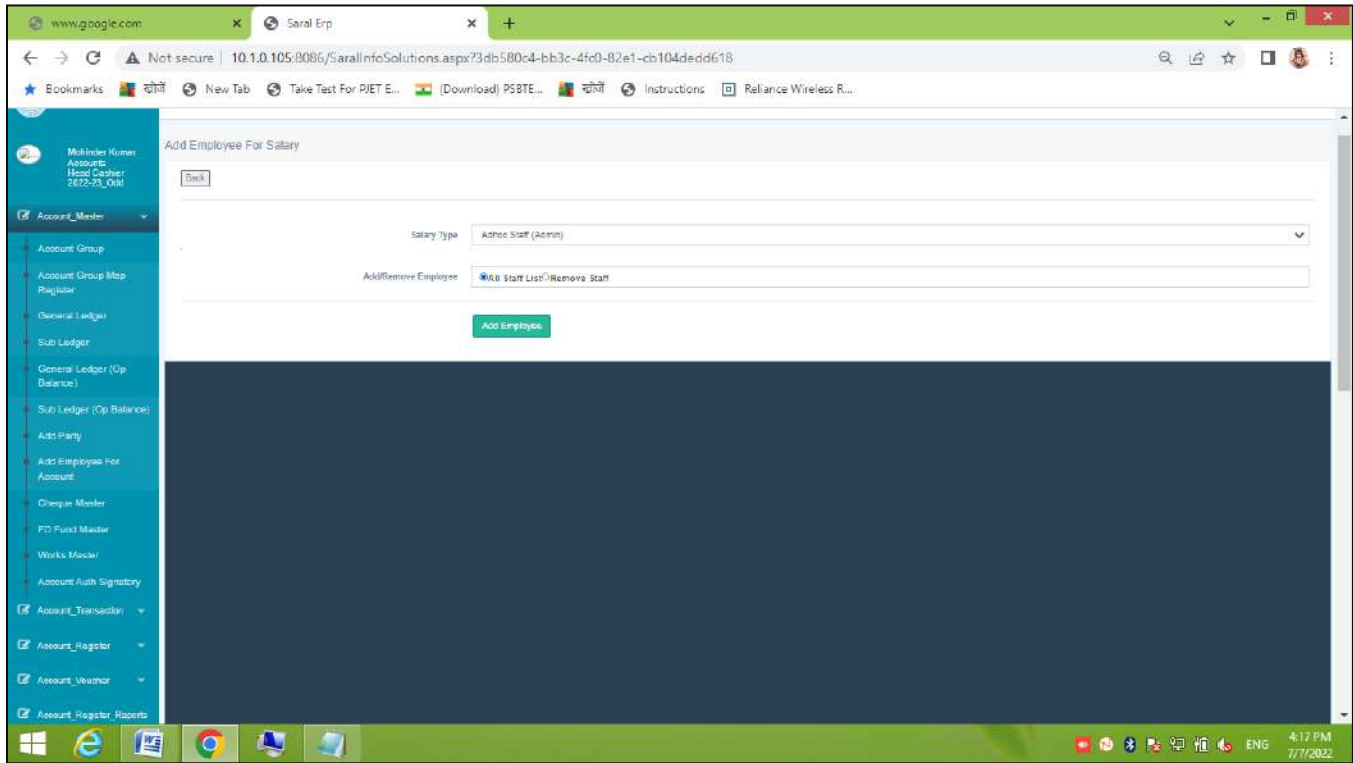


i. Cheque Master

j.   FD Fund Master



k.   Works Master

l. Account Auth Signatory



- Account_Transaction

In Account_Transaction → Direct Cheque Transaction→ Cheque Cleaning Date

a. Direct Cheque Transaction:

b. Cheque Clearing date:



- Account_Register

Party Payment Entry→Advance Register Entry→Imprest Bill→ TA Register Entry→Children Education Allowance→ FD Register Entry→Grant Regsiter Entry→Medical Reimbursment→Employee Payment Regiter→LTC Advance Register→ PDA Register Entry→OTA Register Entry

a. **Party Payment Entry**: There is New Entry List and Lock List
We can make New Entry also.
In below there is new entry list under party payment entry.



**Figure 1 New Entry List**



**Figure 2 Lock List**

b. **Advance Register Entry:** There is also New Entry, Lock List, Payment List

In New Entry List: We can make payment under this by selecting that particular file no and then click on **PAYMENT** Tab.



Figure 3 New Entry List to Make Payment



Under this payment list , we can take print of application and cheque.

c. Imprest Bill:



d. TA Register Entry



e. **Children Education Allowance**
f. **FD Register Entry**: Here is a list of different FDs and we can make new entry under this and after maturity of that FD we can Re-New it.
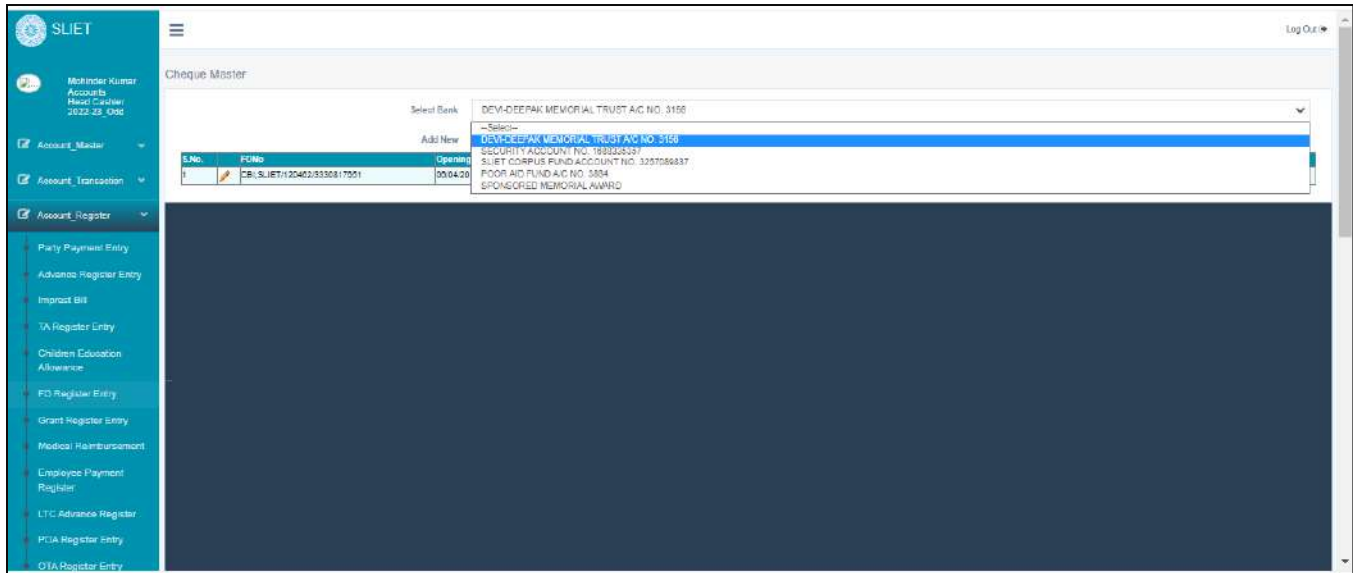
### g. Grant Register Entry
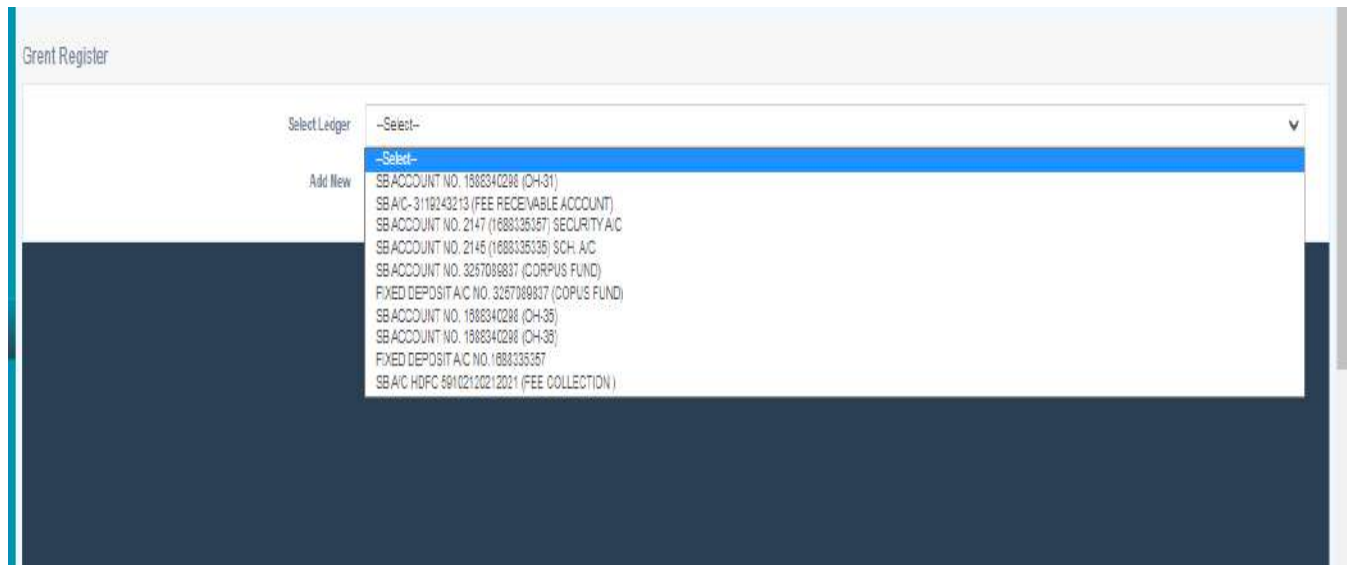


We can check registered entries under this and can make new entries also.

### h. Medical Reimbursment

i. **Employee payment Register:** We can make new entries also,



j. **LTC Advance Register**



We can add new in this list.

k. **PDA Register Entry**
l. **OTA Register Entry:** in this we can make entries of overtime allowance.

- **Account_Voucher:**



a. **Journal_Voucher:**



b. **Bank Receipt Voucher**

c. **Bank Payment Voucher**



d. **Cash receipt Voucher**

e. **Cash Payment Voucher**

- **Account_ Register Reports**



a. **Party Payment Register(Rpt)**
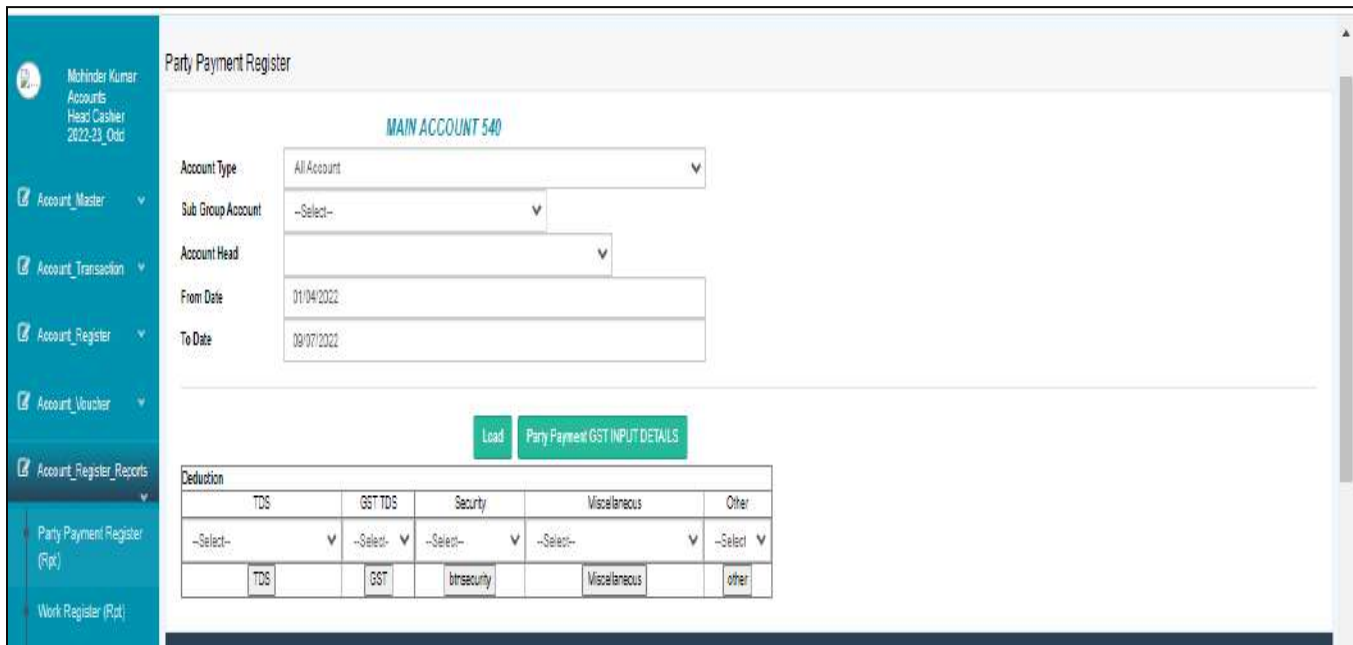


b. **Work Register Repport**

c. **TA Register Report**



d. **Medical Reimbursment Report**
e. **Imprest Bill Register Report**

- **Account_Reports**



a. **Print Voucher:** We can take print of report by voucher no and cheque no.
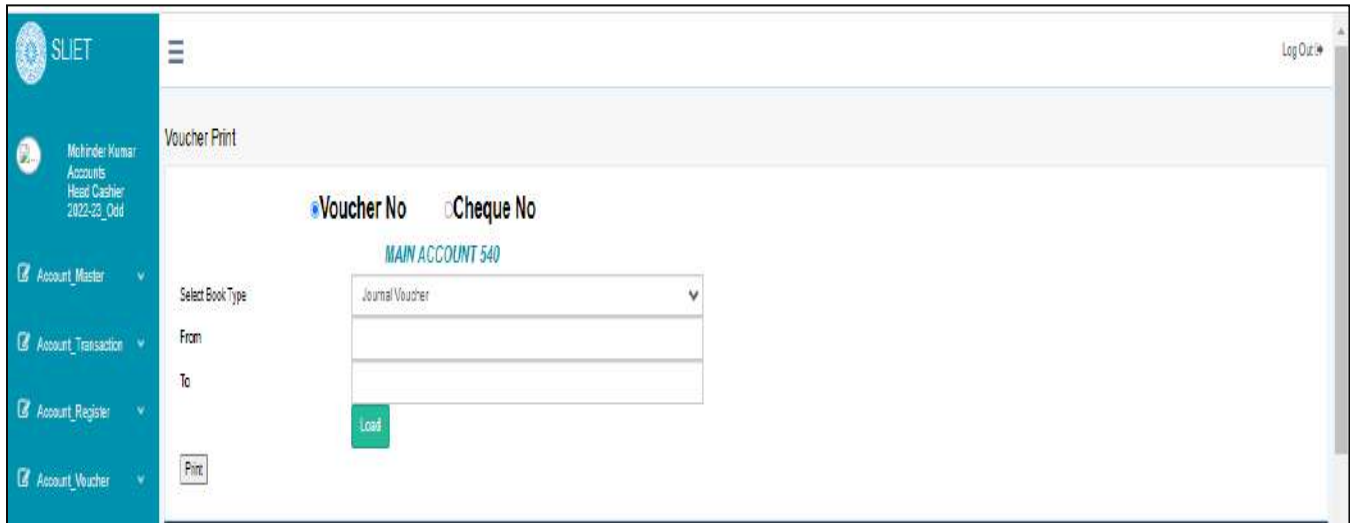


b. **Current Vouchers:** Here is list of current vouchers .

c. **Print payment Letter**



d. **Day Book Report:** We can take print of journal Voucher, cash book and Bank Book according to date. And can down;oad soft copy of it.

### e. Statement



**Account Statement Report**

**MAIN ACCOUNT 540**

| | |
|---|---|
| Account Type | Main Account |
| Sub Group Account | |
| Account Head | ACSS (CONSUMABLE) |
| From Date | 01/04/2022 |
| To Date | 09/07/2022 |

Load

### f. Bank Day Book

Account Statement Report

**MAIN ACCOUNT 540**

| | |
|---|---|
| From Date | 01/04/2022 |
| To Date | 09/07/2022 |

☐ Select All
☐ SB ACCOUNT NO. 1688340298 (OH-31)
☐ SB A/C- 3119243213 (FEE RECEIVABLE ACCOUNT)
☐ SB ACCOUNT NO. 2147 (1688335357) SECURITY A/C
☐ SB ACCOUNT NO. 2145 (1688335335) SCH. A/C
☐ SB ACCOUNT NO. 3257089837 (CORPUS FUND)
☐ FIXED DEPOSIT A/C NO. 3257089837 (COPUS FUND)
☐ SB ACCOUNT NO. 1688340298 (OH-35)
☐ SB ACCOUNT NO. 1688340298 (OH-36)
☐ FIXED DEPOSIT A/C NO.1688335357
☐ SB A/C HDFC 59102120212021 (FEE COLLECTION )

[Load]

g. Trail Balance:

h. **Trail Balance Group Wise:**



Log Out

Trail Balance

**MAIN ACCOUNT 540**

| | |
|---|---|
| From Date | 01/04/2022 |
| To Date | 09/07/2022 |
| Opening Balance | ⦿ With ◯ With Out |
| Report Type | ⦿ Trial Balance ◯ Trial Balance(D/C) |

[Load]



[Print]

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY (SLIET)**
**LONGOWAL - 148106**
**Statement Date From 01/04/2022 To 09/07/2022**
**MAIN ACCOUNT 540**

| PARTICULARS | DEBIT (₹) | CREDIT (₹) |
|---|---|---|
| | 3,66,530.00 | 3,02,19,398.00 |
| Capital Account | .00 | 57,08,95,966.88 |
| Current Assets | 80,84,05,014.97 | 24,36,23,118.97 |
| Current Liabilities | 4,58,97,414.97 | 1,16,77,97,738.96 |
| Direct Expenses | 22,45,29,687.00 | 48,03,943.00 |
| Direct Incomes | 20,13,253.00 | 12,44,40,315.00 |
| Fixed Assets | 97,22,71,047.66 | 396.00 |
| Indirect Expenses | 25,52,332.00 | 2,000.00 |
| Indirect Incomes | .00 | 21,22,698.06 |
| TRIAL TOTAL: | 2,05,60,35,279.60 | 2,14,39,05,574.87 |

*Figure 5 Print Preview for Balance*

i. **Ledger List Report**

### j. FD Register Report



We can take print of that report and Can export into excel.

### k. **Grant Register Report**



l. **TDS Deduction Report:** Which type of tax deduction of that type report we can take print or can export into excel.

m. **Cheque Register Details**

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



# ERP User Manual for Admin(Asst. Registrar)

**ERP URL:** http://10.1.0.105:8081/

**LOGIN PROCESS:**

**Select Role for Login:**
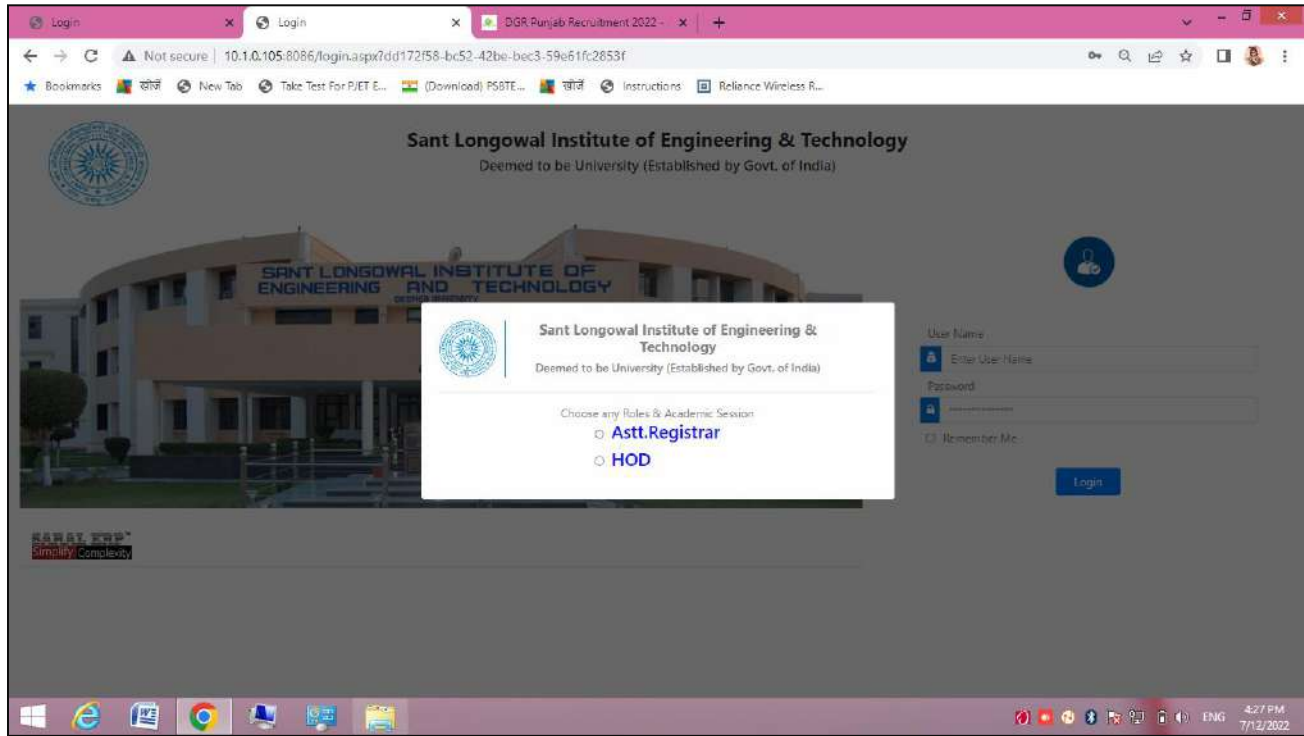


**Student MIS:**

### 1. Student Course update

In this menu, we can make changes regarding any course updation of student. Like as in below screen, there is a list of different courses, we can select accordingly.

**Figure 1 Student Course Updation**

As there are some more options to make changes under course updation like as in batch, seat to select fee_category, academic year etc.

After make changes save it.

2. **Attendance:**
   a. *Re-Exam Marks Roll Back*



If marks of students in any type of Re-exam, retest or summer type has filled wrong or any other mistake then Assistant Registrar can roll back all that data, so that correction can be done in that data.

### 3. **Exam:**
   a. ***Exam Name create***: In this Assistant Registrar can create exam or can schedule exam, which type of exam has to schedule. ( like as Summer exam. Repeat, retest exam).



Figure 2 Create Exam Session Wise

   b. ***Change exam Grade:*** Under this we can change grade of any student under any type of exam . if there is any change required.



Figure 3 To change Exam grade

Before registration date has to locked, it can be change manually. After the Registration date has locked , we can't change any grade under any student subject.

### c. *Award List Verification:*

Under this, there are two types of list. One is of *list for verify* and *Approved list*

In the list for verify here is pending list for approval and one is there that has approved.



**Figure 4 Award List Verification**

Under View Subject Marks Tab, there is to check marks fill status under that particular branch and Programme. From here there is Award sheet Tab , from where we can check award sheet of that branch for any particular subject.



Like as below there is Award sheet view,.

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY**

(Deemed to be University Under Section 3 of UGC Act, 1956)

Established by Ministry of Education (Shiksha Mantralaya), Govt. of India

LONGOWAL-148106, DISTT. SANGRUR (PUNJAB), INDIA

**AWARD SHEET FOR ICD 2021-22 Batch EXAMINATION (MAY-2022)**

| SUB.CODE | : HU-121 | SEMESTER | : 2 |
|---|---|---|---|
| SUBJECT NAME | : Communication Skills-II | Verify Type | : Verified |
| NAME OF THE TEACHER: | : Randeep Kaur | Print Date | : Wednesday, July 20, 2022 10:13:41 AM |

| S.NO. | TRADE | REGN.NO. | NAME OF STUDENT | THEORY | | | | | | | | PRACTICAL | | | Theory Component (Weightage 50% of x) | Practical Component (Weightage 50% of x) | Total Marks (100) | Total Marks IN WORDS | Grade |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | MINOR TEST(I) (15) | MINOR TEST(II)15) | QUIZ (10) | ASSIGNMENT (10) | CONTINUOUS ASSESSMENT MARKS (ESM)(50) | END SEMESTER EXAM MARKS (ESM)(50) | BONUS MARKS FOR ATTENDANCE | Total Marks 100 | CONTINOUS ASSESMENT EXAM (CAE) (50) | END TERM EXAM (ETE) | (Y) TOTAL MARKS (100) | | | | | |
| 1 | DCE-CBM | 2110902 | ABHINASH SHARMA | 9 | 3 | 7 | 7 | 26 | 19 | 0 | 45 | 30 | 30 | 60 | 22.5 | 30 | 53 | Fifty Three | C+ |
| 2 | DCE-CBM | 2110903 | NITEESH KUMAR SAHU | 11 | 3 | 9 | 8 | 31 | 15 | 0 | 46 | 32 | 35 | 67 | 23 | 33.5 | 57 | Fifty Seven | B |
| 3 | DCE-CBM | 2110904 | RACHIT SINGLA | 11.5 | 12 | 10 | 9 | 42.5 | 30 | 0 | 73 | 40 | 38 | 78 | 36.25 | 39 | 75 | Seventy Five | A |
| 4 | DCE-CBM | 2110905 | SHAKSHI KUMARI | 11 | 10 | 10 | 9 | 40 | 27 | 0 | 67 | 43 | 38 | 81 | 33.5 | 40.5 | 74 | Seventy Four | A |
| 5 | DCE-CBM | 2110908 | SANJNA KUMARI | 12 | 11 | 10 | 9 | 42 | 34 | 0 | 76 | 44 | 38 | 82 | 38 | 41 | 79 | Seventy Nine | A |
| 6 | DCE-CBM | 2110910 | OM KUMAR | 11 | 10 | 9 | 7 | 37 | 34 | 0 | 71 | 39 | 37 | 76 | 35.5 | 38 | 74 | Seventy Four | A |
| 7 | DCE-CBM | 2110911 | SUNNY KUMAR | 10 | 7 | 9 | 8 | 34 | 32 | 0 | 66 | 36 | 37 | 73 | 33 | 36.5 | 70 | Seventy | A |
| 8 | DCE-CBM | 2110912 | SAKET KUMAR | 11.5 | 9 | 9 | 9 | 38.5 | 32 | 0 | 71 | 41 | 39 | 80 | 35.25 | 40 | 75 | Seventy Five | A |
| 9 | DCE-CBM | 2110914 | ANKITA KUMARI | 12 | 9 | 10 | 9 | 40 | 29 | 0 | 69 | 41 | 39 | 80 | 34.5 | 40 | 75 | Seventy Five | A |
| 10 | DCE-CBM | 2110915 | MANDEEP | 10 | 4 | 10 | 9 | 33 | 18 | 0 | 51 | 40 | 36 | 76 | 25.5 | 38 | 64 | Sixty Four | B+ |
| 11 | DCE-CBM | 2110916 | NANGBIA BENEDICT | 6 | 4 | 6 | 7 | 23 | 19 | 0 | 42 | 32 | 25 | 57 | 21 | 28.5 | 50 | Fifty | C |
| 12 | DCE-CBM | 2110920 | PRIYARANJAN KUMAR | 11 | 10 | 9 | 6 | 36 | 27 | 0 | 63 | 33 | 35 | 68 | 31.5 | 34 | 66 | Sixty Six | B+ |
| 13 | DCE-CBM | 2110921 | DIKSHIT KUMAR | 11 | 12 | 9 | 9 | 41 | 25 | 0 | 66 | 41 | 35 | 76 | 33 | 38 | 71 | Seventy One | A |
| 14 | DCE-CBM | 2110922 | NITISH KUMAR | 7 | 8 | 9 | 9 | 33 | 23 | 0 | 56 | 35 | 34 | 69 | 28 | 34.5 | 63 | Sixty Three | B+ |

**Figure 5 Award List**

## 4. Settings:

## a. Academic Year Registration Date:

From here Registrar can set registration date, exam date, session date etc.



**Figure 6 To set Academic Registration Date**

| ProgrammeType | Trede | yearname | Update | Credits | Academic_year_From_Date | Academic_year_To_Date | TimeTable_From_dt | TimeTable_To_dt | Reg_From_Date | Reg_To_Date |
|---|---|---|---|---|---|---|---|---|---|---|
| ICD | DCT-CPT | 1 Year 2 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DCT-CPT | 2 Year 4 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DCT-CPT | 3 Year 6 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DCS-CDE | 1 Year 2 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DCS-CDE | 2 Year 4 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DCS-CDE | 3 Year 6 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DEE-CEN | 1 Year 2 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DEE-CEN | 2 Year 4 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DEE-CEN | 3 Year 6 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DEC-CSME | 1 Year 2 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DEC-CSME | 2 Year 4 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DEC-CSME | 3 Year 6 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DEC-CTV | 1 Year 2 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DEC-CTV | 2 Year 4 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DEC-CTV | 3 Year 6 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DFT-CFP | 1 Year 2 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DFT-CFP | 2 Year 4 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DFT-CFP | 3 Year 6 Sem | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |
| ICD | DIN- | 1 Year 2 | Update | | 08/Jul/2022 | 17/Nov/2022 | 01/Jan/1900 | 01/Jan/1900 | 08/Jul/2022 | 31/Jul/2022 |

**Figure 7 set registration date semester wise**

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



## ERP User Manual for Class Counselor

ERP URL**:** http://10.1.0.105:8081/

Select role **Class Counselor** from given menu and after that select session:
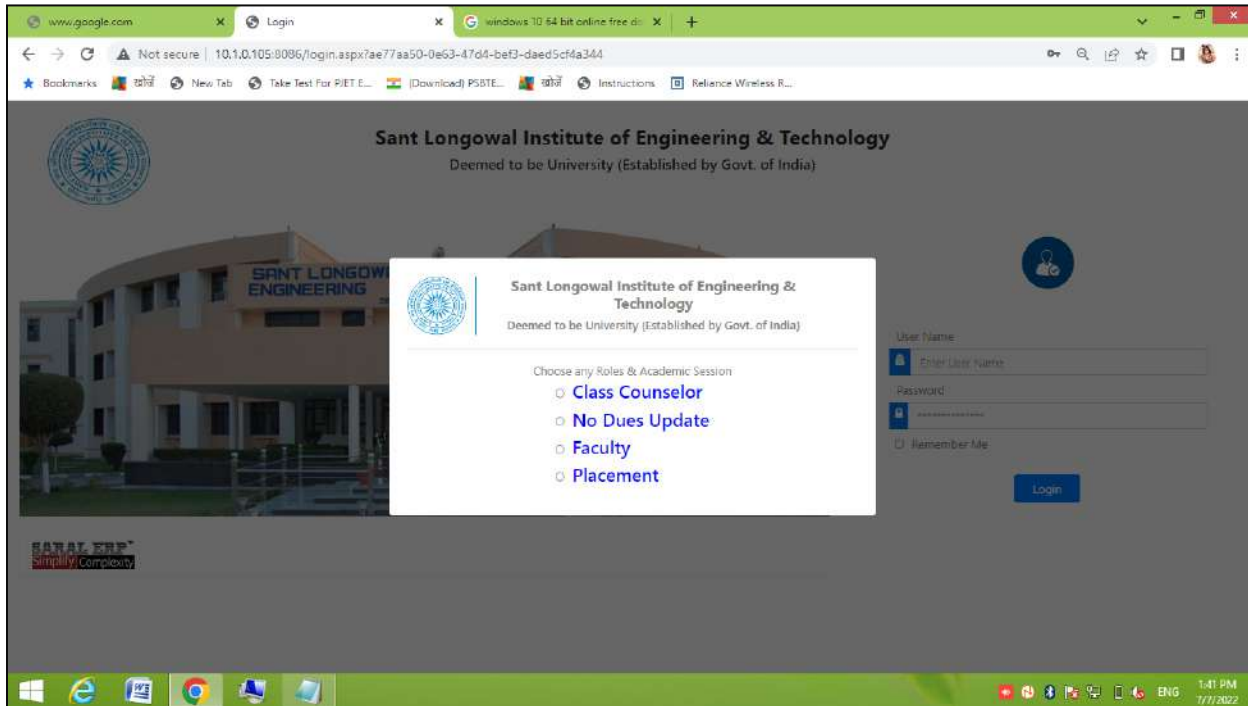


- **Attendance:** In attendance module, The class counselor will work on registration of new students .

Menu under Attendance

a. Student Wise Registration
b. Regular Subject Registration new
c. Regular Subject Registration verification
d. Repeat/Retest/Summer registration list

**In Subject Wise Student ,** we can check detail of student like as of their fee, whether he has registered for exam, and not any dues are pending by filling all the required fields as per screenshot.

**In Regular Subject Registration,** we can check how many students has registered, in VIEW STUDENT tab we can check list of registered students under that particular programme.



There is a list of registered students:

In this there is VIEW SUBJECT Tab, in which we can check about subjects which particular student has registered and that has approved by counselor, and it shows all about fees record like as follow:



**In Regular Subject Registration Verification** we can verify about the registered students under that particular course and programme.

We can take print also of registered students.

**In Repeat/Retest/Summer Registration List**



By selecting programme type and exam name (Session Wise),We Can Export this list into Excel Also

Repeat/Retest/Summer Registration list                                      d

| PROGRAMME TYPE | UG |
|---|---|

| Exam Name | Repeat>>MAY-2022 |
|---|---|

--Select--
Repeat>>MAY-2022
Retest>>MAY-2022
Retest>>JULY-2022
Summer Term>>AUG-2022

### SANT LONGOWAL INSTITUTE OF ENGIN

| Exam | Exam_Name | Trade | Student | Reg_No | Batch | SubCode | Subject | Sem | Mobile | E_Mail | Registration_by | Reg_date | ApprovedBY | Approved_date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Repeat | MAY-2022 | GCS | KARAN RAJKHUNGUR BRAHMA | 1640004 | 2016-17 | TPS-701 | Industrial Training during Summer vacations (6 Weeks) | 6 | 9085087966 | mnlbrahma@yahoo.com | KARAN RAJKHUNGUR BRAHMA | 21/01/2022 | Ramesh Kumar | 27/04/2022 |
| Repeat | MAY-2022 | GCS | SHUBHAM KUMAR JHA | 1740556 | 2017-18 | TPS-501 | Two weeks Practical Training during summer vacations | 2 | 8595874276 | jhashubhamegh18@gmail.com | SHUBHAM KUMAR JHA | 31/03/2022 | Vineet Mittal | 06/05/2022 |
| Repeat | MAY-2022 | GCS | KISLAY YADAV | 1840092 | 2018-19 | PCCS-621 | Design and Analysis of Algorithm | 6 | 9009375503 | kislaywm@gmail.com | KISLAY YADAV | 18/01/2022 | Vineet Mittal | 25/02/2022 |
| Repeat | MAY-2022 | GCS | KISLAY YADAV | 1840092 | 2018-19 | PCCS-623 | Design and Analysis of Algorithm Lab | 6 | 9569375563 | kislaywm@gmail.com | KISLAY YADAV | 18/01/2022 | Vineet Mittal | 25/02/2022 |
| Repeat | MAY-2022 | GWT | VISHAL ANAND | 1933058 | 2018-19 | PCME-523 | Strength of Material | 4 | 9876224086 | jhavishalanand283@gmail.com | VISHAL ANAND | 20/01/2022 | Vineet Mittal | 07/04/2022 |

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



# ERP User Manual for Faculty

**Content:**

[1]. ERP Login Process
[2]. Dashboard
[3]. Student MIS
- ✓ Student Academic Details

[4]. Subject Registration
- ✓ Subject Wise Student
- ✓ Repeat/Retest/Summer Registration
- ✓ Upload Assignment

[5]. Time Table
- ✓ Create Time Table
- ✓ Time Table (Sem)
- ✓ Time Table(Room)
- ✓ Time Table (Teacher)

[6]. Exam
- ✓ Regular Exam Sheet Attendance Sheet
- ✓ Marks Enter
- ✓ Attendance  Marks Enter
- ✓ Marks Enter Retest
- ✓ Marks Enter Repeat
- ✓ Re-Enter Exam Marks
- ✓ Exam Marks Verified By Faculty

[7]. TGSMS
- ✓ Tutorial Guardian List

[8]. COs
- ✓ COs Target

[9]. Inventory Transaction
- ✓ Inspection
- ✓ Check-Sheet

[10].      Purchase
- ✓ Indent Form

[11].      Payroll
- ✓ Employee Profile
- ✓ Employee Feedback
- ✓ Salary Statement

[12].      Security
- ✓ Change Password

**ERP URL:** http://10.1.0.105:8081/

**Log in Process**: Login with credentials provided by System Administrator (ACSS Section).
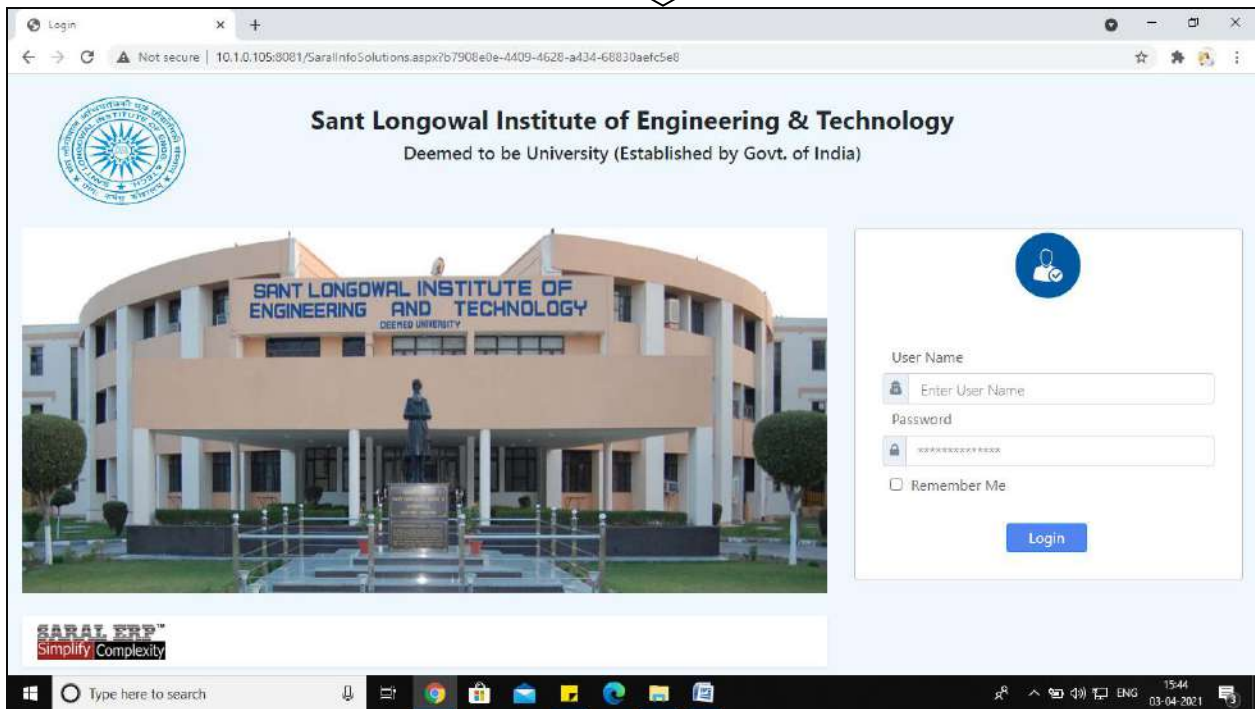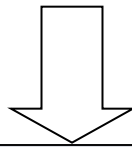




After successful login, you will be requested to choose your role and academic session.
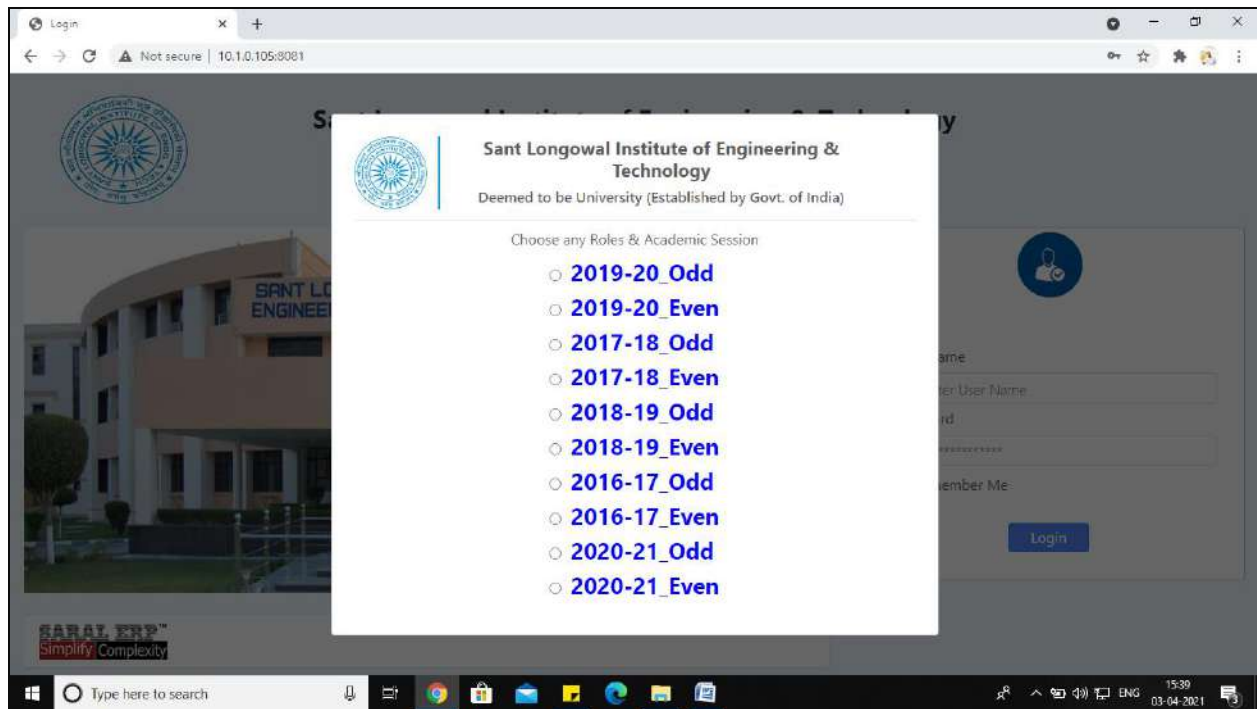
## 2. **Dashboard:**

After selecting the role, you are taken to your dashboard.

In the dashboard, you have messages and notices in the first view. In the left side of home screen, you have multiple options such as: *Message -> Student MIS -> Attendance -> Exam -> COS -> Payroll -> Security.*

*You can click directly any one of the above mentioned options as required.*
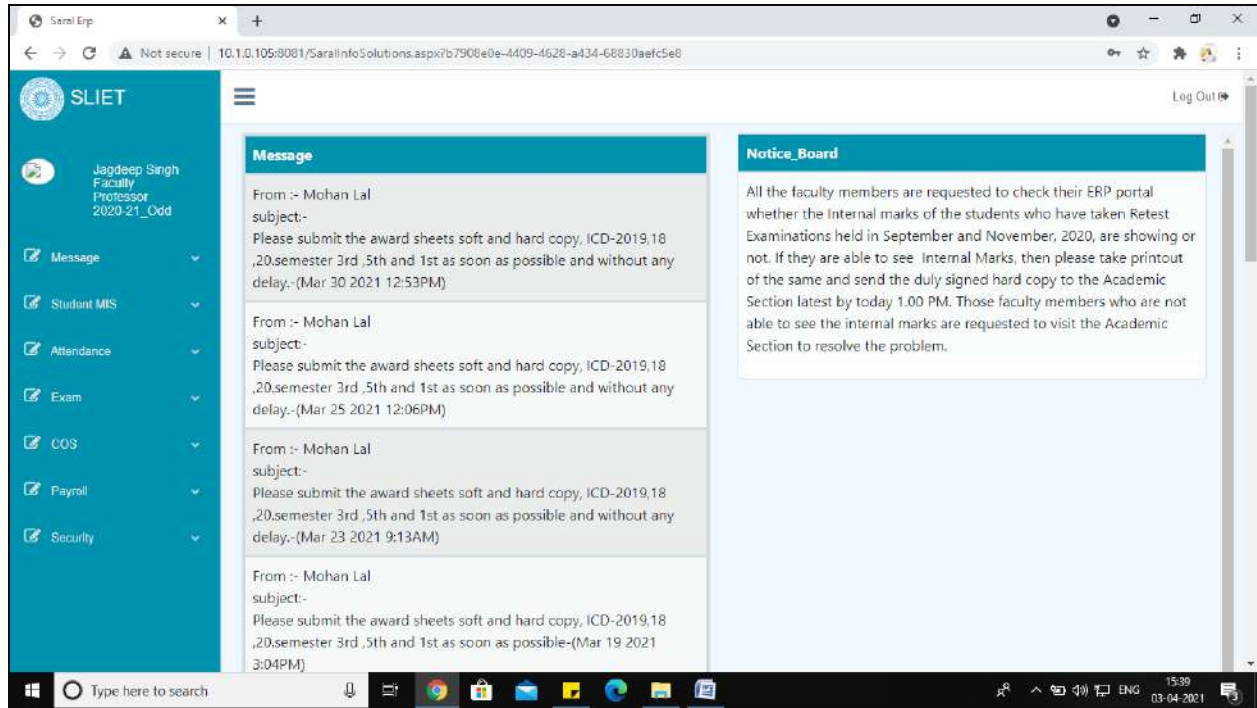
### 3. **Student MIS**

If you want to check your any information regarding your students, this is the tab, where you will get the complete information of registered students, subjects, time table coordinator name and exam schemes.

*Student MIS -> View all academic details*

SLIET

Log Out

Jagdeep Singh
Faculty
Professor
2020-21_Odd

Message
Student MIS
View All Academic Details
Attendance
Exam
COS
Payroll
Security

**Message**

From :- Mohan Lal
subject:-
Please submit the award sheets soft and hard copy, ICD-2019,18 ,20.semester 3rd ,5th and 1st as soon as possible and without any delay.-(Mar 30 2021 12:53PM)

From :- Mohan Lal
subject:-
Please submit the award sheets soft and hard copy, ICD-2019,18 ,20.semester 3rd ,5th and 1st as soon as possible and without any delay.-(Mar 25 2021 12:06PM)

From :- Mohan Lal
subject:-
Please submit the award sheets soft and hard copy, ICD-2019,18 ,20.semester 3rd ,5th and 1st as soon as possible and without any delay.-(Mar 23 2021 9:13AM)

From :- Mohan Lal
subject:-
Please submit the award sheets soft and hard copy, ICD-2019,18 ,20.semester 3rd ,5th and 1st as soon as possible-(Mar 19 2021

**Notice_Board**

All the faculty members are requested to check their ERP portal whether the Internal marks of the students who have taken Retest Examinations held in September and November, 2020, are showing or not. If they are able to see Internal Marks, then please take printout of the same and send the duly signed hard copy to the Academic Section latest by today 1.00 PM. Those faculty members who are not able to see the internal marks are requested to visit the Academic Section to resolve the problem.

10.1.0.105:8081/Dashboard/studentaildetails.aspx?pedit=0,0,0&u=8740&r=6&s=20202021&e=1&uname=Jagdeep Singh&sid=8740&ay=9&aym=2020-21_Odd&p=7CFCEFC92FF84FBA

---

**Student Academic Details**

| S.No. | Select | Programme Type | Programme | Department | HOD | HOD Mobile NO. |
|---|---|---|---|---|---|---|
| 1 | Select | ICD | DCE-CBM | CIVil | Rajesh Kumar | 9417156795 |
| 2 | Select | ICD | DCS-CDE | COMPUTER SCEINCE ENGINEERING | Manoj Kumar Sachan | 9463067527 |
| 3 | Select | ICD | DCT-CPT | CHEMICAL ENGINEERING | Avinash Thakur | 9815081414 |
| 4 | Select | ICD | DEC-CSME | ELECTRONICS COMMUNICATION ENGINEERING | Surinder Singh | |
| 5 | Select | ICD | DEC-CTV | ELECTRONICS COMMUNICATION ENGINEERING | Surinder Singh | |
| 6 | Select | ICD | DEE-CEN | ELECTRICAL AND INSTRUMENTATION ENGINEERING | Sanjay Marwaha | 9872223055 |
| 7 | Select | ICD | DFT-CFP | FOOD ENGINEERING AND TECHNOLOGY | Kamlesh Prasad | 9417741225 |
| 8 | Select | ICD | DIN-CSMM | ELECTRICAL AND INSTRUMENTATION ENGINEERING | Sanjay Marwaha | 9872223055 |
| 9 | Select | ICD | DME-CAC | MECHANICAL ENGINEERING | Rajesh Kumar | 9417156795 |
| 10 | Select | ICD | DME-CAF | MECHANICAL ENGINEERING | Rajesh Kumar | 9417156795 |
| 11 | Select | ICD | DME-CFF | MECHANICAL ENGINEERING | Rajesh Kumar | 9417156795 |
| 12 | Select | ICD | DME-CTD | MECHANICAL ENGINEERING | Rajesh Kumar | 9417156795 |
| 13 | Select | ICD | DME-CWG | MECHANICAL ENGINEERING | Rajesh Kumar | 9417156795 |
| 14 | Select | UG | GCE | CHEMICAL ENGINEERING | Avinash Thakur | 9815081414 |
| 15 | Select | UG | GCS | COMPUTER SCEINCE ENGINEERING | Manoj Kumar Sachan | 9463067527 |
| 16 | Select | UG | GCT | CHEMICAL ENGINEERING | Avinash Thakur | 9815081414 |
| 17 | Select | UG | GEC | ELECTRONICS COMMUNICATION ENGINEERING | Surinder Singh | |
| 18 | Select | UG | GEE | ELECTRICAL AND INSTRUMENTATION ENGINEERING | Sanjay Marwaha | 9872223055 |
| 19 | Select | UG | GFT | FOOD ENGINEERING AND TECHNOLOGY | Kamlesh Prasad | 9417741225 |

For Example: You want to check the information of Computer Science Engineering Department. Click on *Select tab*.

| S.No. | Select | Programme Type | Programme | Department | HOD | HOD Mobile NO. |
|---|---|---|---|---|---|---|
| 1 | Select | ICD | DCE-CBM | CiVil | Rajesh Kumar | 9417156795 |
| 2 | Select | ICD | DCS-CDE | COMPUTER SCEINCE ENGINEERING | Manoj Kumar Sachan | 9463067527 |

*Student Academic Details*

Now, You will redirected to next screen as below: Here you can find the related information of the *Programme Type, Programme, Sem, Sec, Active Student, Drop Out, Year Back, Time Table Incharge, Class Counselor, Academic, Students.*



After clicking on **View Student**, you will be redirected to respective course students page. In the following example *ICD, DCS-CDE, Semester 2, Sec-CD* is selected for illustration purpose.

After clicking on **View subject**, you will be redirected to respective course, faculty name, subject code page. In the following example *ICD, DCS-CDE, Semester 2, Sec-CD* is selected for illustration purpose.

After clicking on *student registration*, you will be redirected to registered students page. In the following example  *ICD, DCS-CDE, Semester 2, Sec-CD* is selected for illustration purpose.

After clicking on *view exam*, you will be redirected to registered students page. In the following example ***ICD, DCS-CDE, Semester 2, Sec-CD*** is selected for illustration purpose.



2.**Subject Registration:**

- Subject Wise Student
- Repeat/Retest/Summer Registration
- Upload Assignment
- Add Assignment

**Subject Wise Student:** it shows all detail of students according to their subjects.
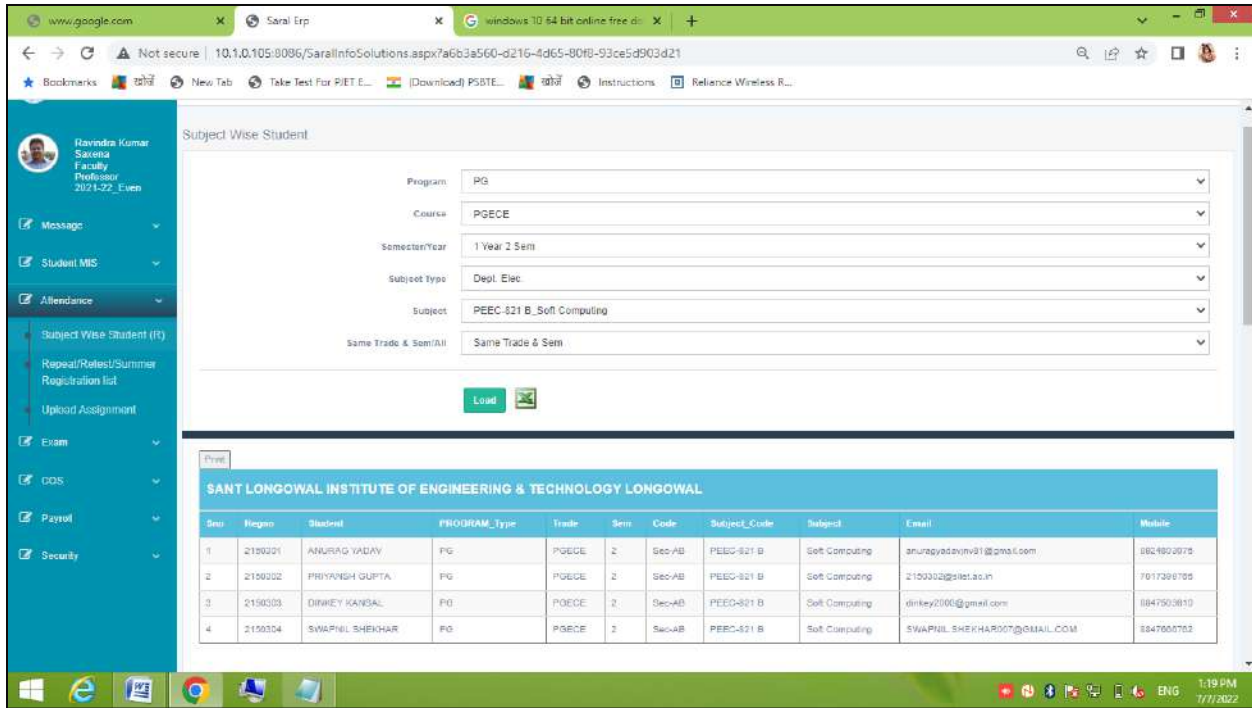
In This, Faculty can check the list of students under any course for any particular subject. Like as in above picture faculty can view the no. of students under any particular course for any subject.

**Repeat/Retest/Summer Registration List**: you can check all the detail of students who have applied from these three type of tests by selecting required fields:

*Programme Type* → Select any type of Programme (i.e ICD, UG, PG)

*Exam Name* → Repeat/Retest/Summer (for any session)

In this Menu we can check the no of students of list of students who have applied for any type of

Exam like as any of Retest, Repeat or summer exam for any session year i.e May-2022, Dec-2021 etc.

There is an approved list under these type of exam for any Programme type and faculty can export this list into excel for further any necessary action or requirement.

Figure 2 Registration List of Repeat/Retest/Summer Test

**Upload Assignment:** In this faculty can upload the assignment or can view that he has uploaded and can download that also.

Under this faculty can view only for assigned subject's assignment , and can download that uploaded assignment .

**Add Assignment:** Under this menu type faculty can **upload or add** any assignment of any subject for any particular topic, that will be visible to students for that course.

Add Assignment

| S.No. | Programme Type | Programme | Sem | Section | Code | Subject | View | |
|---|---|---|---|---|---|---|---|---|
| 1 | UG | GEC | 4 | Sec-AB | ESME-501 | Engineering Mechanics | Add Assignment | |

Click on *Add Assignment* button , By clicking on this it will appear like as below

Back

Programee Type -UG >> Trade - GEC>> Sem - 4>> Section - Sec-AB>> Subject - Engineering Mechanics

Assignment :    Assignment 1

Topic :    hjktk.,mngbfvdc

txtTopic:    Choose File  No file chosen

Remarks:    Assignment

Save

| Record Number | Delete | Assignment | Topic | Remark | File Name | Send Mail Yes/No | Download File | Send Mail |
|---|---|---|---|---|---|---|---|---|
| 1 | ✗ | Assignment 1 | hjktk.,mngbfvdc | Assignment | AccessionRegister | No | Download | Send Mail |

In this window, *Select Assignment* → *Topic* → *Upload Assignment* → *Remarks* and save it.

The list of Uploaded assignments for that selected course and section it will create below. From which h faculty can view uploaded assignment by downloading again or can delete if there is any problem.

**3. Time Table**

- Create Time Table
- Time Table (Sem)
- Time Table(Room)
- Time Table (Teacher)

**Create Time Table:**

**Figure 3 Create Time Table**

In this menu type, faculty will create his own time table like as above.

 In *Programme Type(Select ICD, UG, or PG)* → *Select Branch* → *Semester* → *Class* → *Subject* → *Group* → *Lecture Type(Lecture, Tutorial, Practical)* → *Day of week* → *Period* → *Class Room*

After that save it and faculty can view the created time table as below and can delete that particular entry if there is any incorrect entry.

**Time table (SEM):** In this menu type , faculty can check his own time table for any allotted semester subjects of any Branch or course under any allotted Programme type.

**Figure 4 Time Table (SEM)**

**Time Table (Room):** In this Menu type, faculty can check time table according to room also like as below picture.

**Figure 5 Room Wise Time Table**

**Time Table (Teachers):** In this menu type, Select *Department → Faculty Name* **and click on Load** button. There time table will appear accordingly and faculty can export that into excel.

Figure 6 Time Table (Teachers)

## 4. Exam

In this Menu , there are below mentioned sub- menu types:

- Regular Exam Attendance Sheet
- Repeat Exam Attendance Sheet
- Marks Enter
- Attendance Marks Enter
- Marks Enter Retest
- Marks Enter Repeat.
- Exam Marks Verified By Faculty
- Student Detail with Email (R)

**Regular Exam Attendance Sheet:** In this sub-menu, here faculty can take print of the student list as in the format of attendance sheet of assigned subject for any type of paper like as below:

Select *Teacher Name→ Subject→ Paper Type*

The list will appear that faculty can take print of that attendance sheet.

**Figure 7 Print Attendance Sheet**

*Marks Enter*: In this Sub-Menu, faculty can enter marks manually for assigned subject and course or faculty can upload excel sheet of marks directly that marks will update in students accordingly.

Now, Firstly Select *Teacher Name→Subject→Upload Excel File.*

*Click on Teacher Name tab, you will see your allotted subjects here. If any subject or none is available in the drop down list, contact to your time table coordinator.*

There will be the list of subjects that are allotted to you. Only for these subjects faculty can enter marks of students under that course and subject.
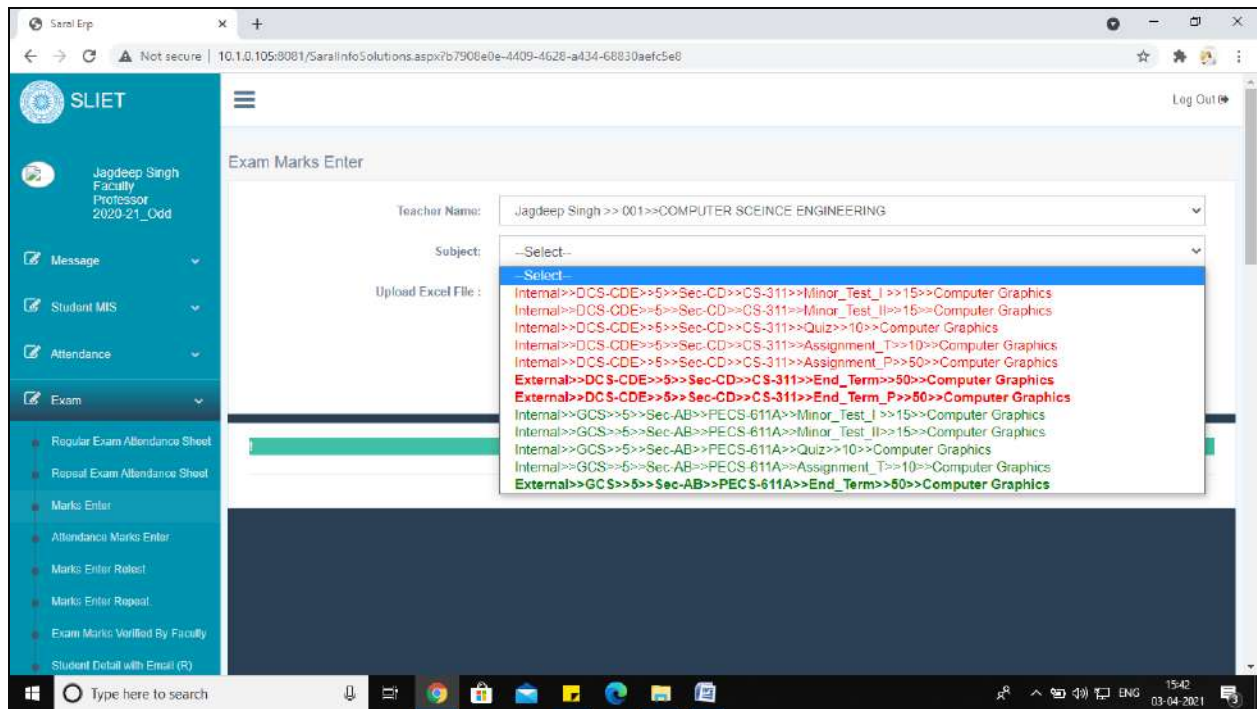
Now, click on the respective tab of *subject*, in which you want to enter the marks.

Here, you have multiple options to upload the marks such as by **uploading excel file** or inserting the marks by clicking on *load* tab

You can export the entered marks list for your reference if necessary.

**Attendance Marks Enter:** In this Select *Exam Name* → *Teacher Name* → *Subject*

Faculty can update or enter marks of attendance for particular subject which that faculty is teaching to students.



Figure 8 Attendance Marks

Now, verification of entered mark s is mandatory step.

**Marks Enter Retest:** Under this type of sub-menu, faculty can enter marks for *Retest* held by the institute.

There is *Retest* Exam held for different sessions, under this faculty will select that option and can fill the marks of that students who have filled the exam form
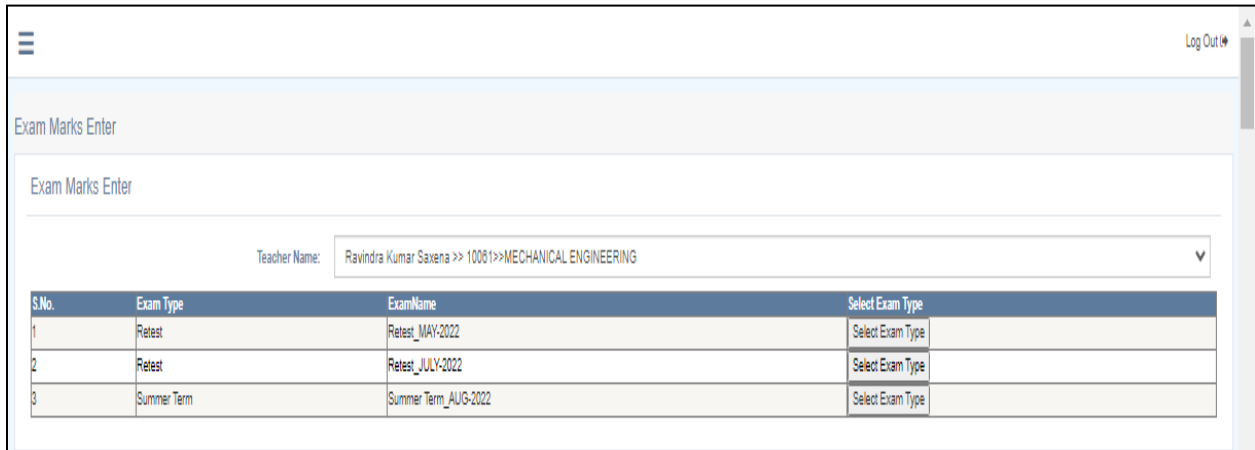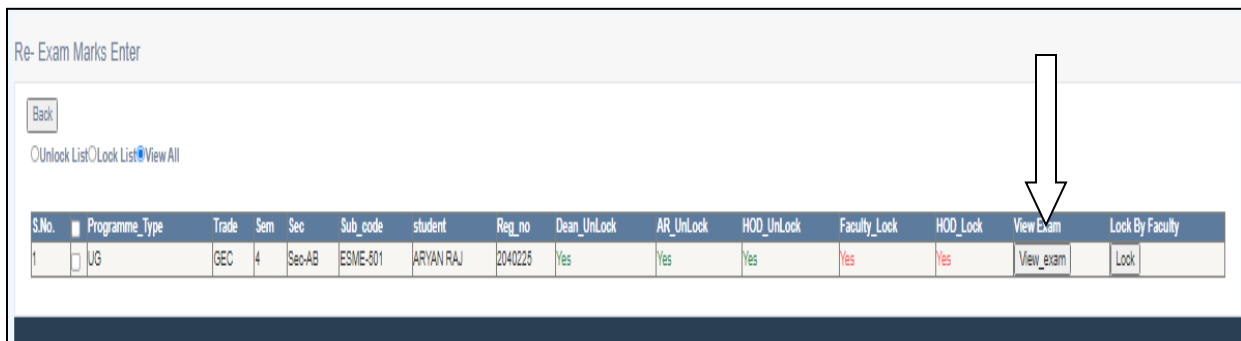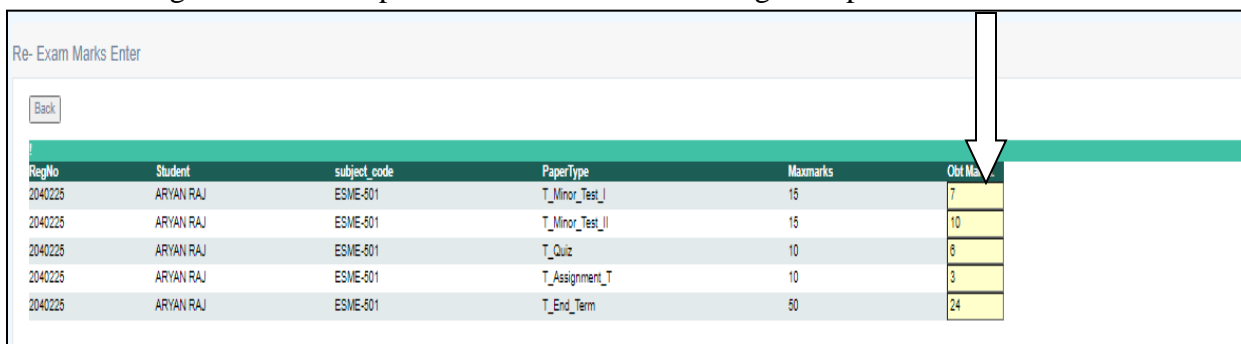


| S.No. | Exam Type | ExamName | Select Exam Type |
|---|---|---|---|
| 1 | Retest | Retest_MAY-2022 | Select Exam Type |
| 2 | Retest | Retest_JULY-2022 | Select Exam Type |
| 3 | Summer Term | Summer Term_AUG-2022 | Select Exam Type |

Teacher Name: Ravindra Kumar Saxena >> 10061>>MECHANICAL ENGINEERING

**Figure 9 Repeat Exam Marks Enter**

In the same case of *Marks enter repeat*, faculty can enter marks for *repeat* exam held by institute for different sessions.

**Re-enter Exam Marks:** In this sub-menu type Faculty can enter the marks again for main exam. Under this there is *View Subject* button, By clicking on this the following window will appear to fill exam marks by clicking *View_Exam button.*



| S.No. | | Programme_Type | Trade | Sem | Sec | Sub_code | student | Reg_no | Dean_UnLock | AR_UnLock | HOD_UnLock | Faculty_Lock | HOD_Lock | View Exam | Lock By Faculty |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | UG | GEC | 4 | Sec-AB | ESME-501 | ARYAN RAJ | 2040225 | Yes | Yes | Yes | Yes | Yes | View_exam | Lock |

The following window will open to fill exam marks in the given space below.



| RegNo | Student | subject_code | PaperType | Maxmarks | Obt Ma |
|---|---|---|---|---|---|
| 2040226 | ARYAN RAJ | ESME-501 | T_Minor_Test_I | 15 | 7 |
| 2040226 | ARYAN RAJ | ESME-501 | T_Minor_Test_II | 15 | 10 |
| 2040226 | ARYAN RAJ | ESME-501 | T_Quiz | 10 | 6 |
| 2040226 | ARYAN RAJ | ESME-501 | T_Assignment_T | 10 | 3 |
| 2040226 | ARYAN RAJ | ESME-501 | T_End_Term | 50 | 24 |

*Exam Marks Verified By Faculty:*

Here, *lock/view & print award sheet options* are available*. .* If any modification in marks is required, you can change your entered sheet before lock. But once, you clicked on *lock option and forward to HOD*, you cannot modify your entered marks. The following screens are for illustration purpose.
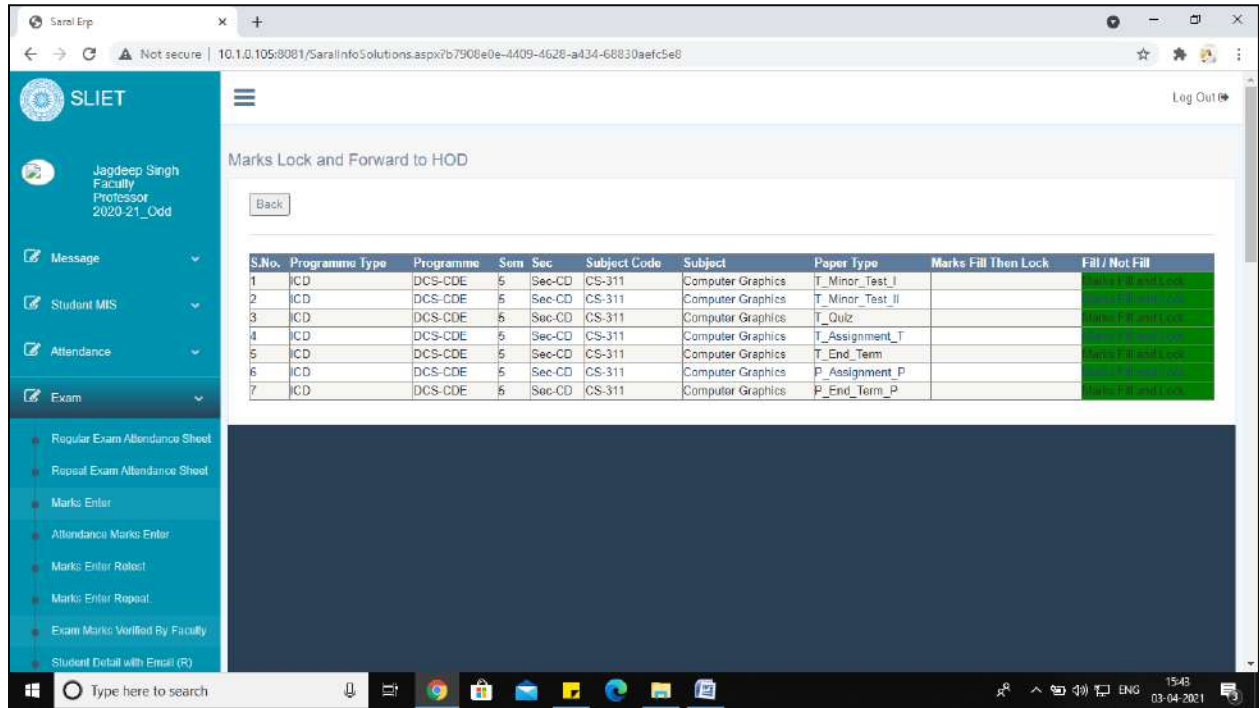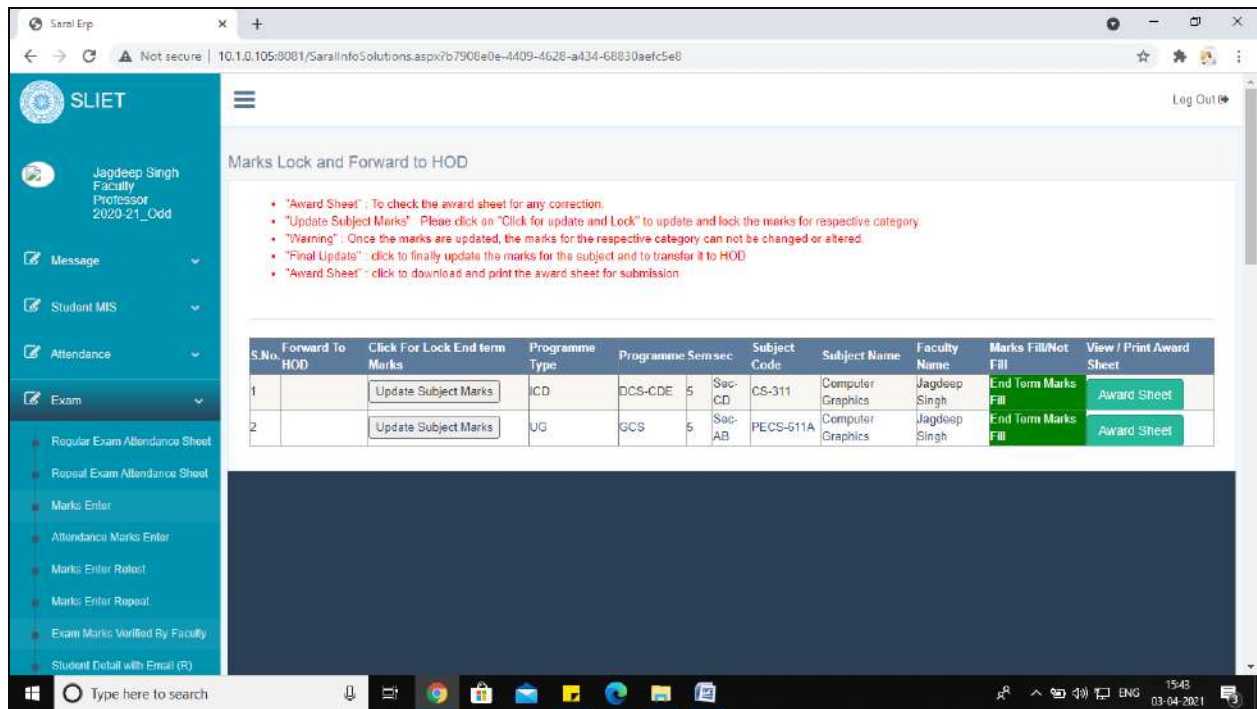
Once you have locked your marks successfully and forwarded to HOD, you can take print by clicking on *award-sheet* tab.
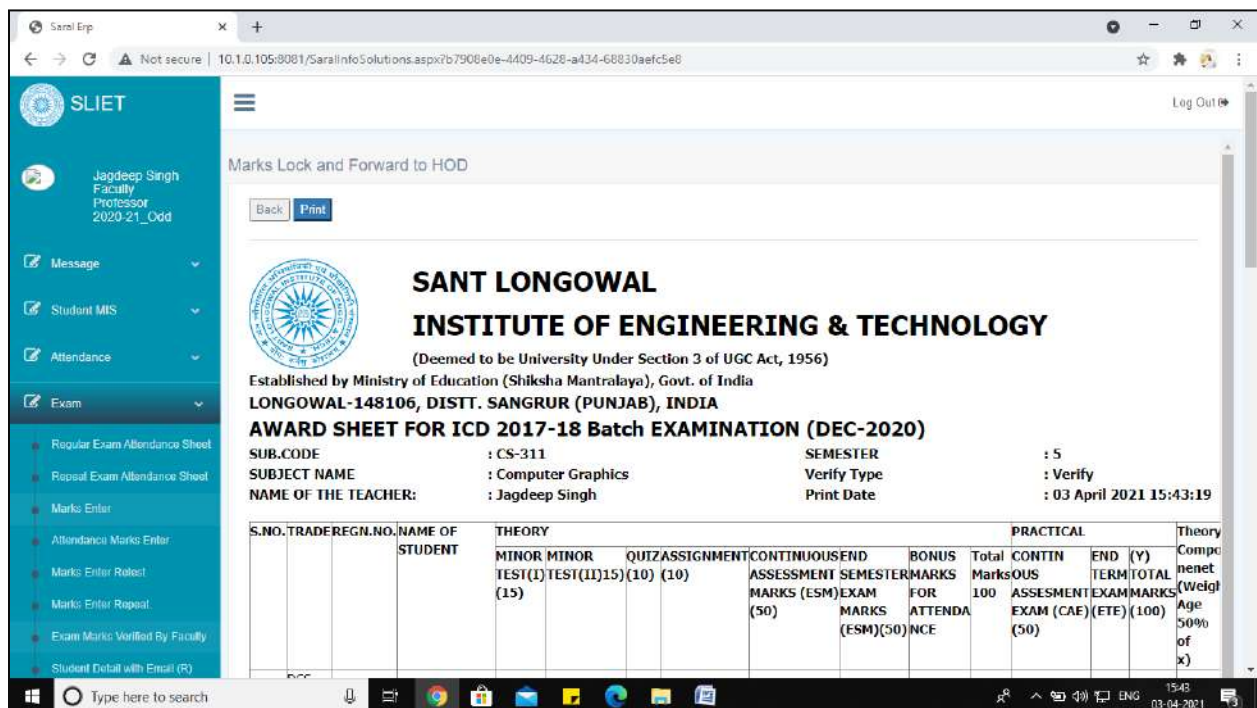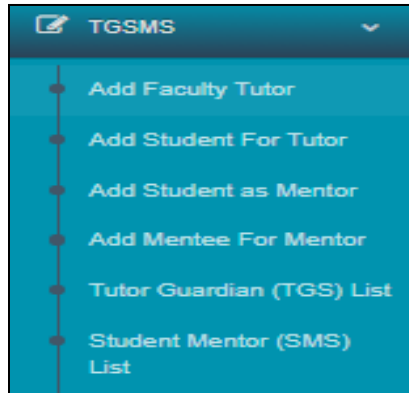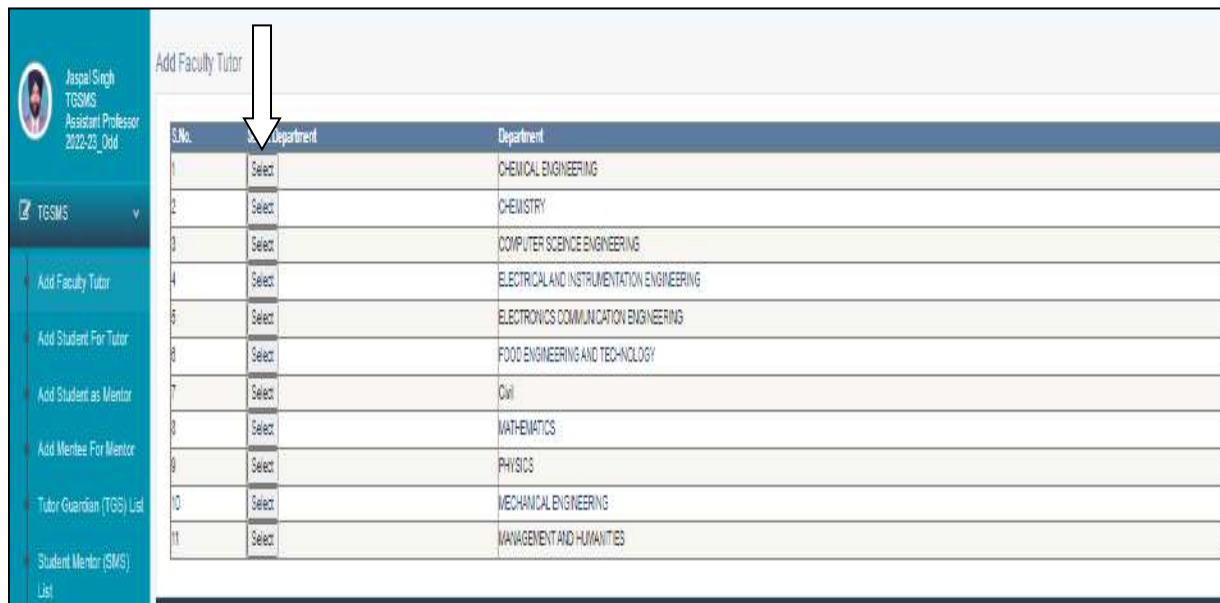


Figure 10 Award Sheet

## 5. TGSMS: Tutor Guardian Mentor Scheme



*Add Faculty Tutor:* In this type of sub-menu, faculty can add class room by clicking on Select button for any particular department.



By selecting department, the following window will appear to faculty for further necessary action. Under this sub-menu the list of Tutor has to add from list of different faculty members like as below.

**Figure 11 Add Faculty Tutor**

*Add Student Tutor:* Under this Faculty will add Student for tutor. There list will appear of trade wise students to add them under any tutor.

***Add Student as Mentor:*** Under this, faculty will add any student from students's list of any trade as mentor of some students. Faculty can search the student also, from list of students.



***Add Mentee for Mentor:*** Under this faculty can add mentee(no. of students) for that assigned mentor.

*Tutor Guardian List:* From there faculty can check tutor Guardian list as created above lists.

This list can view in different ways like as below given buttons on screen:

  a. View All student Faculty Wise
  b. View All student Programme type
  c. View All student Trade Wise



There is list of add students of different trades. Faculty can view the students under different trades also.



Figure 13 List of students Faculty Wise

***View All Student Programme Type:*** Through this Faculty can check total no of students under any Programme type and faculty member.

***View All student Trade Wise:*** Through this menu faculty can check list of students trade wise under any faculty member.

All these lists can export into Excel also for any further necessity.

***Student Mentor list:*** Under this sub-menu, Faculty can check Mentor-Mentee Ratio. From which faculty can check there is equal distribution of Mentors to each Mentee or not.

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



# ERP User Manual for HOD

**ERP URL:** http://10.1.0.105:8081/

**Table of Contents:**

# 1. __Attendance:__



## a. __Mapping of Subject To Faculty:__

View Subject➜Select Department from list➜Select Faculty➜Click on Update Faculty



After clicking on update faculty, the faculty name will change under that subject.
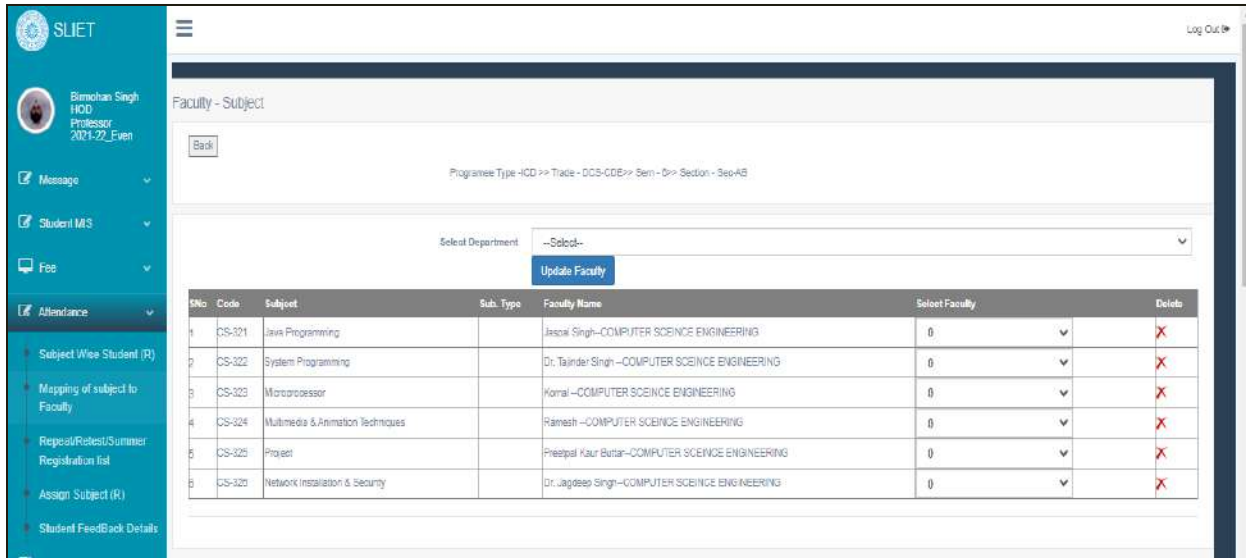
Figure 1 Mapping of subject to faculty

As in above picture, HOD can delete that subject if any has updated by mistakenly.

From this HOD can update the record by changing faculty name under any particular subject.

From upper field *Select Department,* select department name and in field *select faculty*, it will show all faculty names under that department which we have selected, then select that particular teacher name which HOD want to assign for that subject in front of that subject name.

2. **Exam:**

Award List Verification: There are two types of list: *List for verify* and *Approved List*

In *List for verify,* there are 3 Tabs at this screen for different purposes.

a. **Roll Back**: To roll back all that data.
b. **Final Update**: For final submission of data which has given for verification.
c. **View Subject**: To check subject under that Programme type and faculty. Under this there is further View Subject Marks Tab, to check marks status under that subject.

**Under View Subject:**



This list is not approved, otherwise by clicking on *View Subject Marks Tab* we can check marks in that subject. And can check award sheet list also.

If we open by clicking on *Approved List* tab then it will look like as below:

**Figure 2 Approved List to check Award List**



**Figure 3 To check subject marks and award sheet**

Under this we can check marks under any particular Programme and can check award sheet related to that.

HOD will lock all that record under subject marks and will send reports to academics.

3. **Placement:**

    a. **Training and Internship**: Under this there are three types of list: Lock List, Unlock List and View All.

The main screen will as like below:
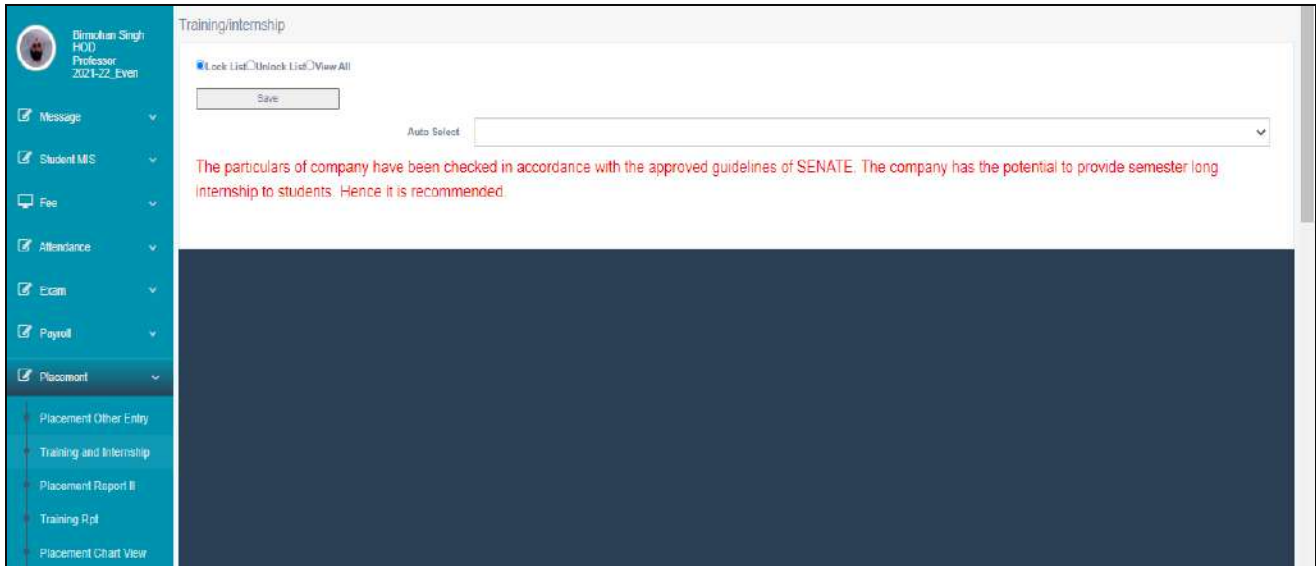
After selecting View All, The list will as like below:



In this, there is all the record of internship and training students. HOD can approve or reject the internship and training of any student under which company student has registered in case of any issue or change in any curriculum. If approval has finalized by HOD then student can check his/her training under registered company and can go for that.

4. **No_Dues**



a. **Create Lab:**

Add Lab→Insert/New Entry→ Delete / Update Entry



HOD can make new entry regarding any updation or can edit in previous created labs.

b. **Update Lab Incharge:** Update Employee→ Update Room Incharge



| S.No. | Select | Department |
|---|---|---|
| 1 | Update Employee | COMPUTER SCEINCE ENGINEERING |

HOD can change Lab incharge Name under this menu, click on update Employee

Select department name, employee name from given list then click on update Faculty.

It will make change under that list from which we have make change.

c. **NO_Dues Approved:** View Student→ View Details

**Figure 4 No Dues Lock Inquiry**

In this, there is entry of the students who have not pending any dues.



Through this we can check all deptt. wise dues of each and every student under each Programme of different semesters.

5. **Security:**
   a. **User Privilege View:** Under this as required fields have to fill and then list will generate, from which HOD can assign section and class according to that to upper selected teacher.

Like as there

**Figure 5 To assign role to different teachers**

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



# ERP User Manual for Hostel Assistant

**Dashboard**

In this there are these facilities which a Hostel Assistant can check:



There is Hostel Menu under which there are :

    a.  Room
    b.  Room Allotment
    c.  Hostel Fee Room Wise(Report)
        • **In  Room Menu**:

In this room can check how many rooms and hostels are there, and can check no of rooms  in each hostel .Hostel Assistant can add new room  from **ADD ROOM** Tab.



Under this tab, the list will open of available rooms, assistant can update room type from given tab.

From this Tab ,we can update the room type like as it is for multiple sharing or single bed room, And can add more rooms in list by filling above given fields and after that click on Insert Tab.

- **In  Room Allotment Menu:**



 In this we can check no of rooms in no of hostel.

To allot the room we will click on Room Allotment menu, after that

This link will show all the no of students list under each programme type under different sessions , Like we want to check under PHD Programme,  click in front of that tab, and after that select session



**Figure 1 To check Session Wise Students List**

Like under this session click on VIEW ALL STUDENT Tab, It will show all the students lists to whom room has allotted in Hostel.



There are two types of lists: one for Day scholar Students and other one is for Hosteler students

It shows also that which room has allotted that is for Part time or full time.

And after that we can also view the room by clicking on VIEW ROOM Tab. Under this we can check about Room No, time period for which that room has allotted.



**Room Allotment**

Back

Selected Student - Hari Om

| S.No. | Room Number | Bed Type | Location | Foruse | Serialno | AdmitDated | Remark | Student Name | From Date | Remark | Update | Delete |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 101A | Multiple | | Student | | | | | Select Date | | Update | Delete |
| 2 | 101B | Multiple | | Student | | | | | Select Date | | Update | Delete |
| 3 | 101C | Multiple | | Student | | | | | Select Date | | Update | Delete |
| 4 | 102E | Single | | Other | | | | | Select Date | | Update | Delete |
| 5 | 103A | Multiple | | Student | | 26/03/2022 | | RAGHAV SHARMA | Select Date | | Update | Delete |
| 6 | 103B | Multiple | | Student | | 26/03/2022 | | BHARAT PRABHAT SHARMA | Select Date | | Update | Delete |
| 7 | 103C | Multiple | | Student | | 26/03/2022 | | KUNAL | Select Date | | Update | Delete |
| 8 | 103D | Multiple | | Student | | | | | Select Date | | Update | Delete |
| 9 | 104 | Single | | Other | | | | | Select Date | | Update | Delete |
| 10 | 105A | Multiple | | Student | | 27/03/2022 | | ANISH JOSHI | Select Date | | Update | Delete |
| 11 | 105B | Multiple | | Student | | 27/03/2022 | | ABHISHEK KUMAR | Select Date | | Update | Delete |
| 12 | 105C | Multiple | | Student | | 28/03/2022 | | SHASHI SHANKAR SHAHI | Select Date | | Update | Delete |
| 13 | 106A | Multiple | | Student | | 27/03/2022 | | BHAGWAT SHANDILYA | Select Date | | Update | Delete |
| 14 | 106B | Multiple | | Student | | 28/03/2022 | | AVINASH | Select Date | | Update | Delete |
| 15 | 106C | Multiple | | Student | | 27/03/2022 | | SAURAV SANJAY | Select Date | | Update | Delete |
| 16 | 107A | Multiple | | Student | | | | | Select Date | | Update | Delete |
| 17 | 107B | Multiple | | Student | | | | | Select Date | | Update | Delete |
| 18 | 107C | Multiple | | Student | | | | | Select Date | | Update | Delete |
| 19 | 108A | Multiple | | Student | | 27/03/2022 | | ADITYA KUMAR | Select Date | | Update | Delete |
| 20 | 108B | Multiple | | Student | | 27/03/2022 | | SHAILENDRA KUMAR | Select Date | | Update | Delete |
| 21 | 108C | Multiple | | Student | | | | | Select Date | | Update | Delete |
| 22 | 109A | Multiple | | Student | | 28/03/2022 | | AYUSH RAJ | Select Date | | Update | Delete |

**Figure 2  To update or Delete the Allotted Room**

We can update it for further more time period, or can delete .



**Room Allotment**

Back

⦿Day scholar Student List ◯Hosteler Student List

| S.No. | Programme Type | Trade | AdmissionNo | student | Seat | Batch | Room Number | HostelCat | View All Student | Approve/View Fee | View Receipt |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | PHD | C.E. | PCE1901 | Rajni Bala Talwar | Full Time | 2019-20 | | | View Room | Approved | View Fee |
| 2 | PHD | C.E. | PCE1902/NDF | Purtika | Full Time | 2019-20 | | | View Room | Approved | View Fee |
| 3 | PHD | ECE | PEC1901 | Ayushman Ramola | Full Time | 2019-20 | | | View Room | Approved | View Fee |
| 4 | PHD | EIE | PEI1901 | Ashutosh Bhadoria | Part Time | 2019-20 | | | View Room | Approved | View Fee |
| 5 | PHD | ME | PME 1903 | Hari Om | Full Time | 2019-20 | | | View Room | Approved | View Fee |
| 6 | PHD | ME | PME1904/NDF | Rahul Kumar | Full Time | 2019-20 | | | View Room | Approved | View Fee |
| 7 | PHD | ME | PME1908 | Ravi | Full Time | 2019-20 | | | View Room | Approved | View Fee |

**Figure 3 To Approve Room**

We can Approve or remove the room from that student also by clicking on Approved Tab.

By clicking on *Approved Tab* , can also remove Hostel Fees from that particular student or can allocate fee to that student if student want to take hostel room.

From VIEW FEES Tab we can check about fees status, that has how many fees has submitted by student .

- **In ROOM FEES REPORT:** In this menu Hostel Assistant can check room wise fees report of each and every student. We can export that data into excel also by clicking on given excel icon on screen.

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



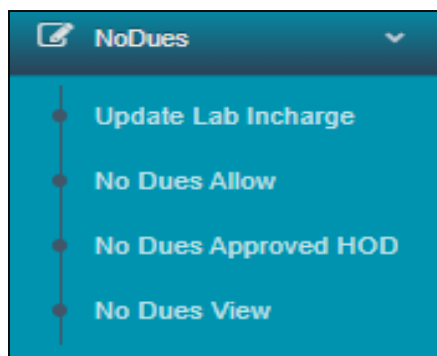## ERP User Manual for  No_Dues

Select here Role after Login
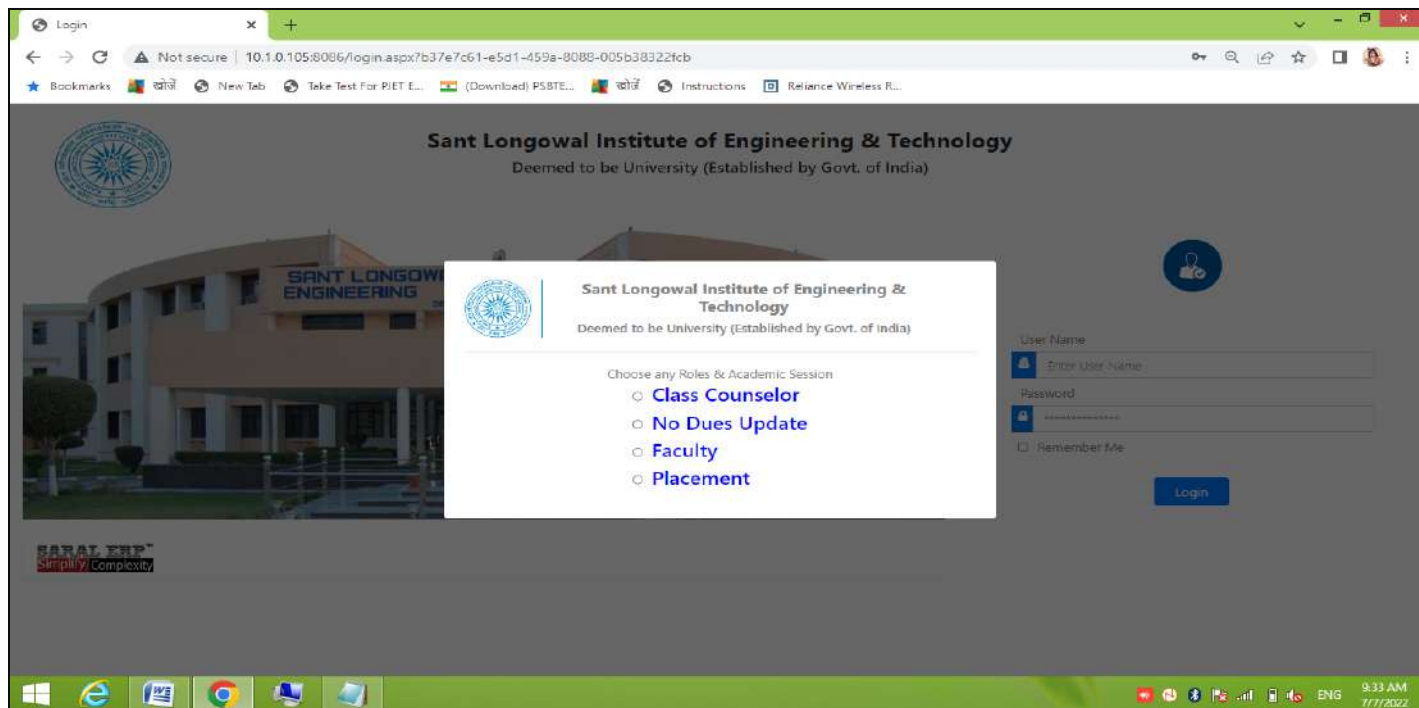


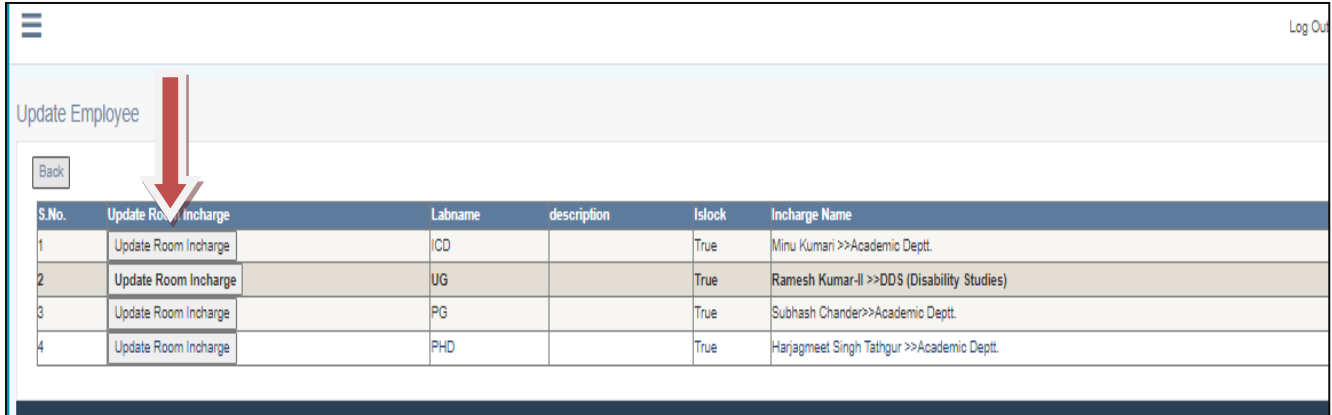By selecting No_Dues Update, then after that select session .

Main Dashboard page will open:



**a. Update Lab Incharge:**

Click on Update Employee, it screen will appear



Click on update Lab Incharge to change incharge of any lab. By clicking on this tab , the screen will appear from where we can change any employee name by selecting department name first and after that select name of employee related to that department, like as in below screen:



Then click on Update Faculty then it will change the name of lab incharge to related lab.

    **b. No-Dues Allow:** There is a two types of  list : Pending and approved

You can allow here for NO-DUES .

## NO Dues Allow

| | |
|---|---|
| Batch | 2021-22 ▼ |
| Programme Type | ICD ▼ |
| Trade | DEE-CEN ▼ |
| Status | ●Pending ○Approved |

[Load] [Save]

| S.No. | ☐ | | Programme Type | Programme | Student | Registration No | Father name |
|---|---|---|---|---|---|---|---|
| 1 | ☐ | View | ICD | DEE-CEN | MOHAMMAD KAMRAN | 2110569 | MOHAMMAD GULAB |
| 2 | ☐ | View | ICD | DEE-CEN | RAGHAV KUMAR | 2110581 | SHESHNATH KUMAR |
| 3 | ☐ | View | ICD | DEE-CEN | RAKHI | 2110551 | SATPAL SINGH |
| 4 | ☐ | View | ICD | DEE-CEN | RITIK KUMAR | 2110605 | SHIV NARAYAN KUMAR |
| 5 | ☐ | View | ICD | DEE-CEN | DURGESH KUMAR | 2110599 | KISHORE KUMAR |
| 6 | ☐ | View | ICD | DEE-CEN | AKASHDEEP SINGH DEHAR | 2110576 | SARBJIT SINGH DEHAR |
| 7 | ☐ | View | ICD | DEE-CEN | RAMAN KUMAR THAKUR | 2110606 | ARVIND KUMAR THAKUR |
| 8 | ☐ | View | ICD | DEE-CEN | SOURAV KUMAR | 2110559 | LAMBODAR THAKUR |
| 9 | ☐ | View | ICD | DEE-CEN | SAMYAK SINGH | 2110589 | GURBAX SINGH |
| 10 | ☐ | View | ICD | DEE-CEN | SHIVAM KUMAR | 2110590 | ARUN KUMAR SAH |
| 11 | ☐ | View | ICD | DEE-CEN | DIVYANSHU KUMAR | 2110588 | AJAY YADAV |
| 12 | ☐ | View | ICD | DEE-CEN | DALJEET SINGH | 2110593 | HARMEET SINGH |
| 13 | ☐ | View | ICD | DEE-CEN | RAUSHAN KUMAR | 2110610 | DHARAM DEV SAHU |
| 14 | ☐ | View | ICD | DEE-CEN | CHETAN JINDAL | 2110595 | SOMNATH |
| 15 | ☐ | View | ICD | DEE-CEN | SAHIBEDIL SINGH | 2110578 | KULWINDER SINGH |

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



# ERP User Manual for Payroll

**ERP URL:** http://10.1.0.105:8081/

**Payroll:** Salary Auth. Signatory→ Pay Band View →Add Employee for Salary→Employee Serial No → Salary Head Serial No→ Update Account no →New Month→ Create Formula→ Set Grade Pay→ Guest Staff Basic Pay→ Add All Allowances→ Set Allowances→ Establishment Return→ Establishment Return Supplementary→ Arrear Entry→ Leave Encashment→ CPF Employee Wise→ Salary Processing→ Salary Register→ Salary Slip→ Income Tax Quarterly return→ Salary reports→ Annual Salary Register→ Employee_ Info→ Define Salary Type→ Leave Defining→ Salary Rate Editor→ Salary Dispatch Monthly→ Salary Dispatch New→ Update Employee Type→ Staff Update → Staff(New)

   a. **Salary Auth. Signatory:**
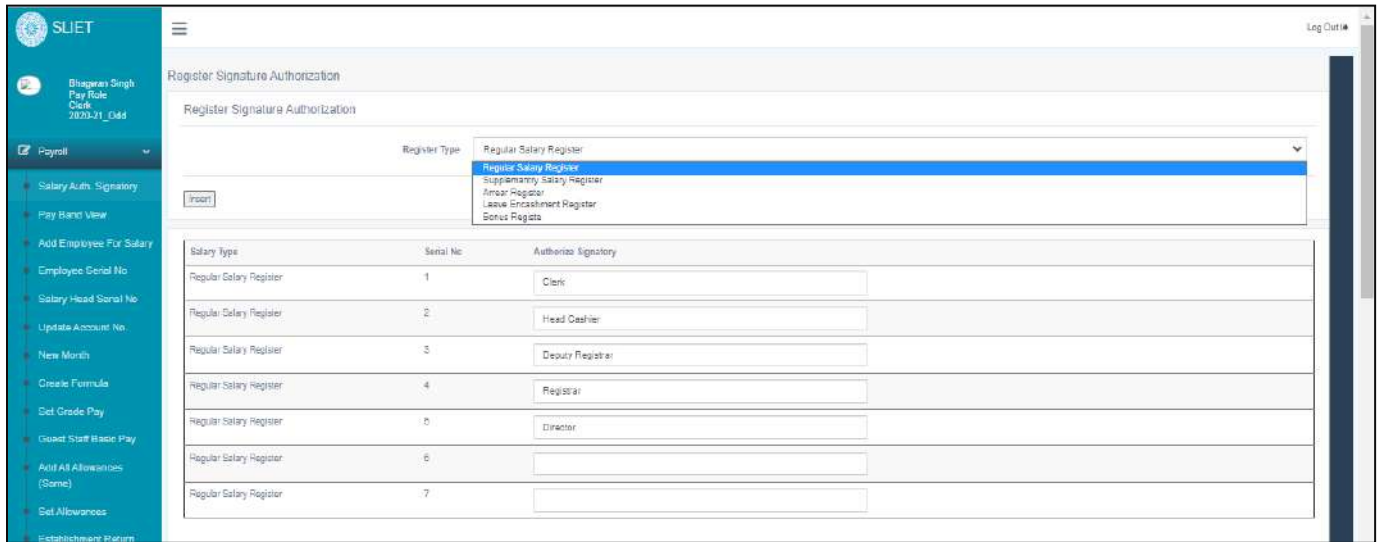


In this to whom we want to give signature authority under which register type , that we can do .

**b. Pay Band View**



Figure 1  To view Pay Band of Teaching and Non-Teaching Staff

**c. Add Employee for Salary:** View Employee→ Add Employee



After click on View Employee , we can check All staff wise list under different salary type staff.

In Remove Staff List we can remove that particular staff member from that list like as in below screenshot.



Figure 2 Add/Remove staff for salary

d. **Employee Serial No.:** In this we can check the serial no of different staff members with of different departments.

Figure 3 To Check Employee Serial No.

e. **Salary Head Serial No.:**

f. **Update Account no.**



g. **New Month**
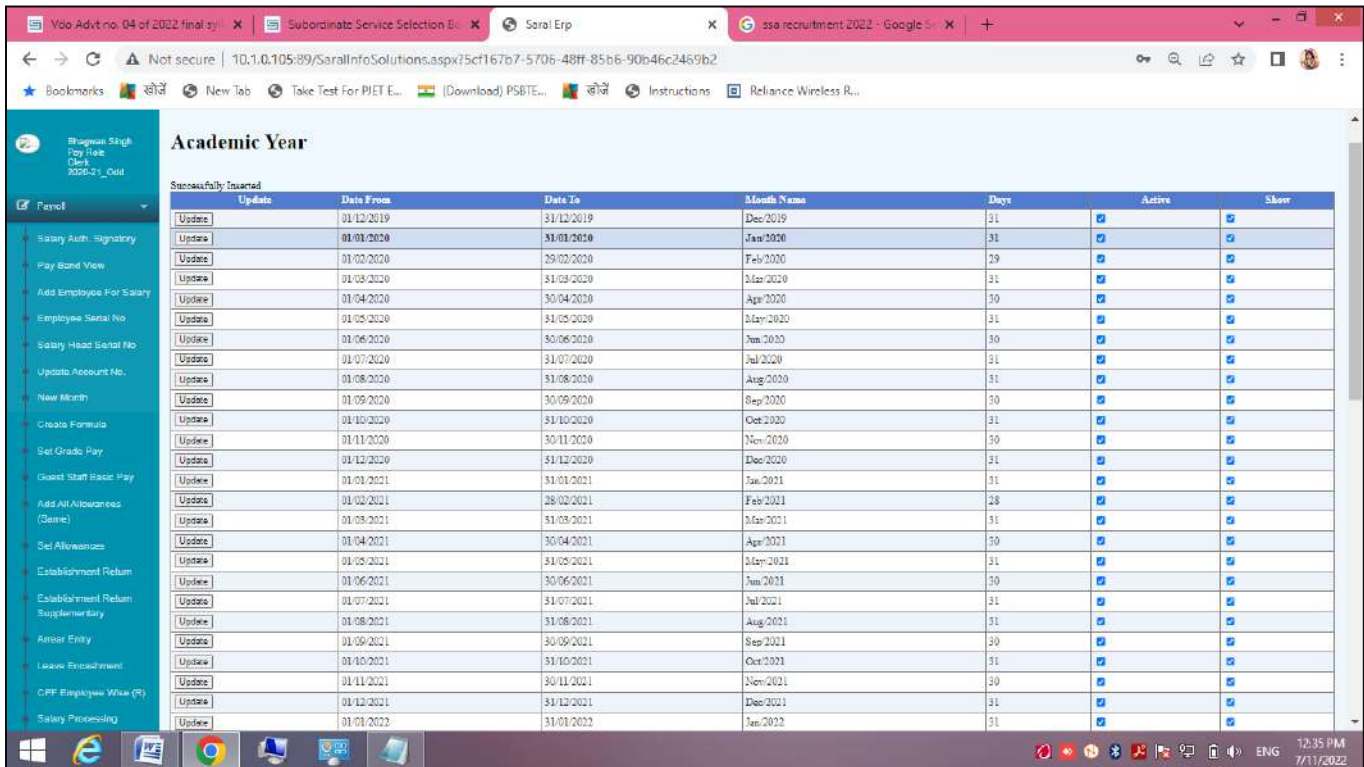
**h. Create formula**: View Head→ View Update→ View Head→



**i. Set Grade pay:** View Head→ Select salary type→

**j.** **Guest Staff Basic Pay:** View Head→ Select Department→ View Head→ Calculate
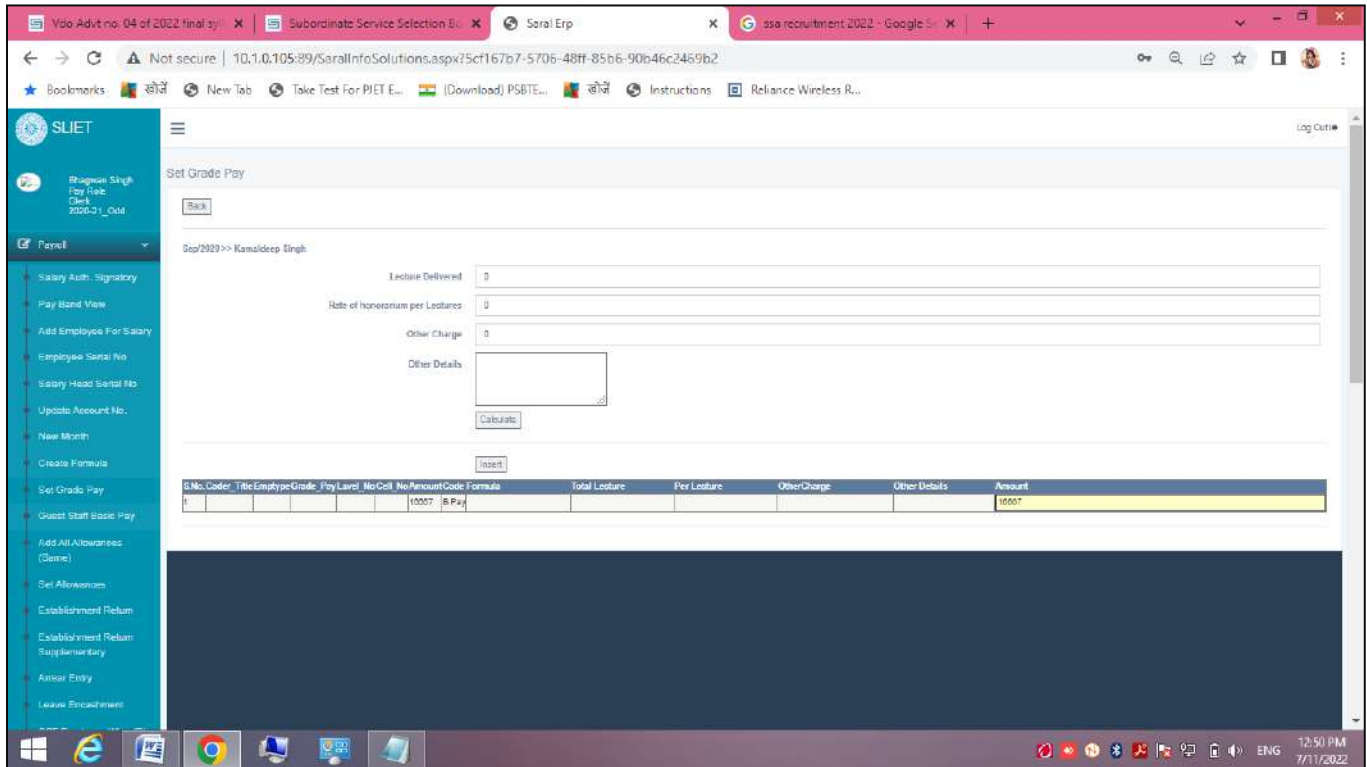


**Figure 4 To calculate Basic Pay of staff according to Lecture delivered**

**k.** **Add All Allowances:**
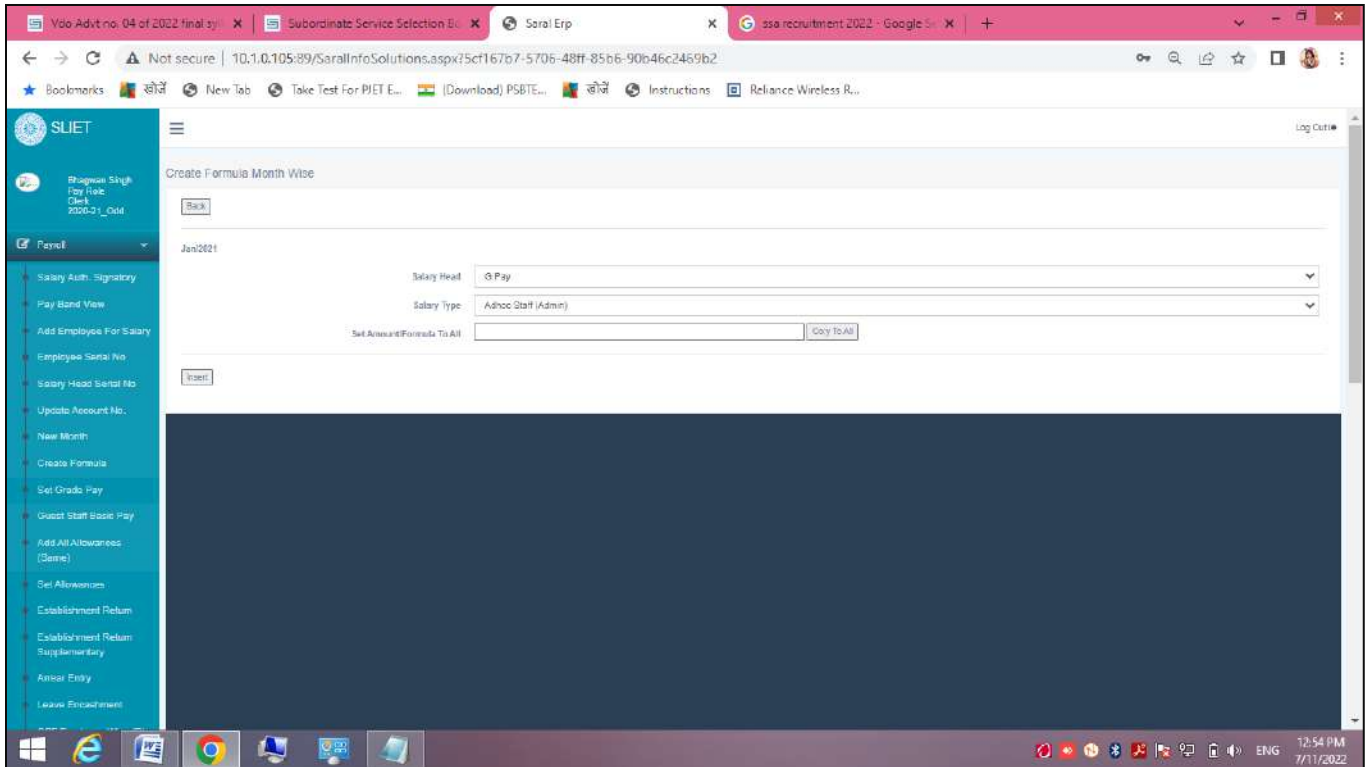
l. **Set Allowances:**



m. **Establishment Return:**

**n. Establishment Return Supplementary:**

o. **Arrear Entry:**

p. **Leave Encashment:**

View Head→ Select Department→ View Update→ View Leave Encashment





q. **CPF Employee Wise:**

r. **Salary Processing:** View Head→

s. **Salary Register:**

**t. Salary slip:**



Click on view after filling the required fields, the salary slip will be generated like below:

## u. Income Tax Quarterly Return:



## v. Salary Reports:

### w. Annual Salary Register:



### x. Employee _ info:

## y. Define Salary Type:



## z. Staff Update

It shows the updated staff list by selecting department type.

**aa. Staff(New):** we can make new entries of upcoming/new staff members.

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



# ERP User Manual for Placement Section

**Placement Section**

There are some features under Placement Menu.



1. **Company Master:** The new company registration can done here, and it shows registered companies list here also. From that list if we want to delete that registered company then that can do by clicking on red cross tab. 
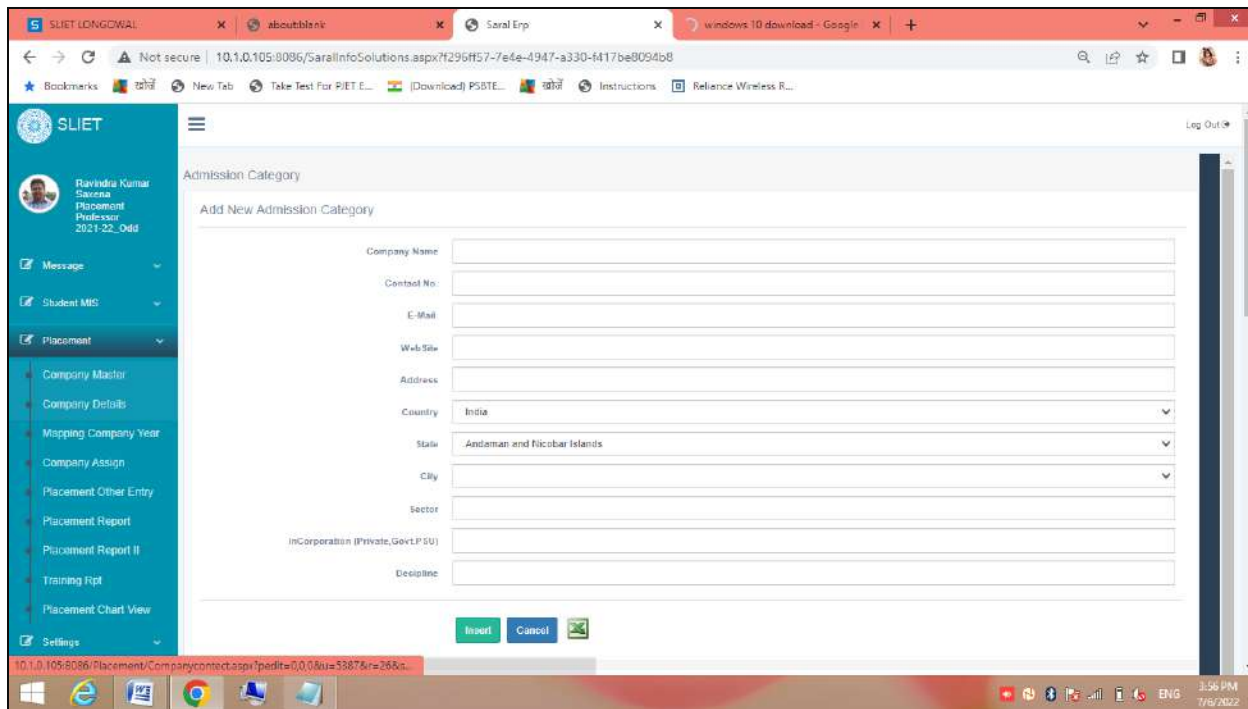
**Figure 1 Registration Process for new Company**



**Figure 2 Registered Companies List**

2. **Company Details:** In this we can check company details under this link and can register for job.
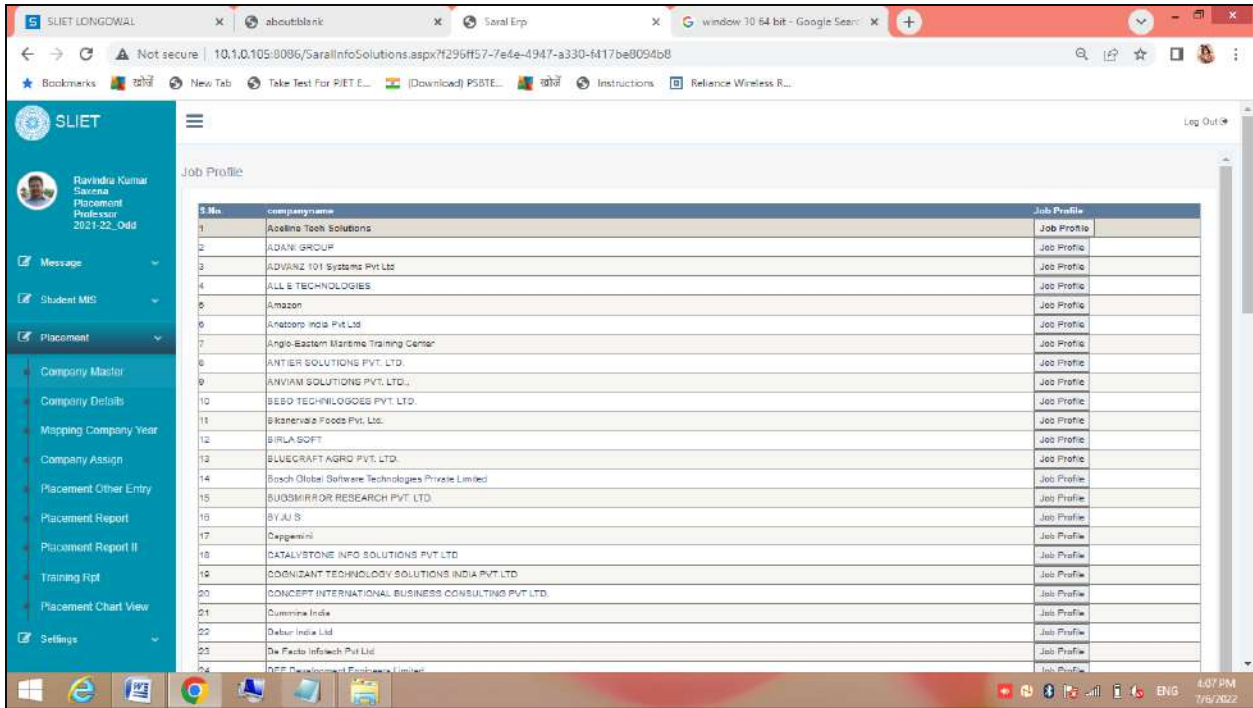
By clicking on Job Profile we can register for any job.
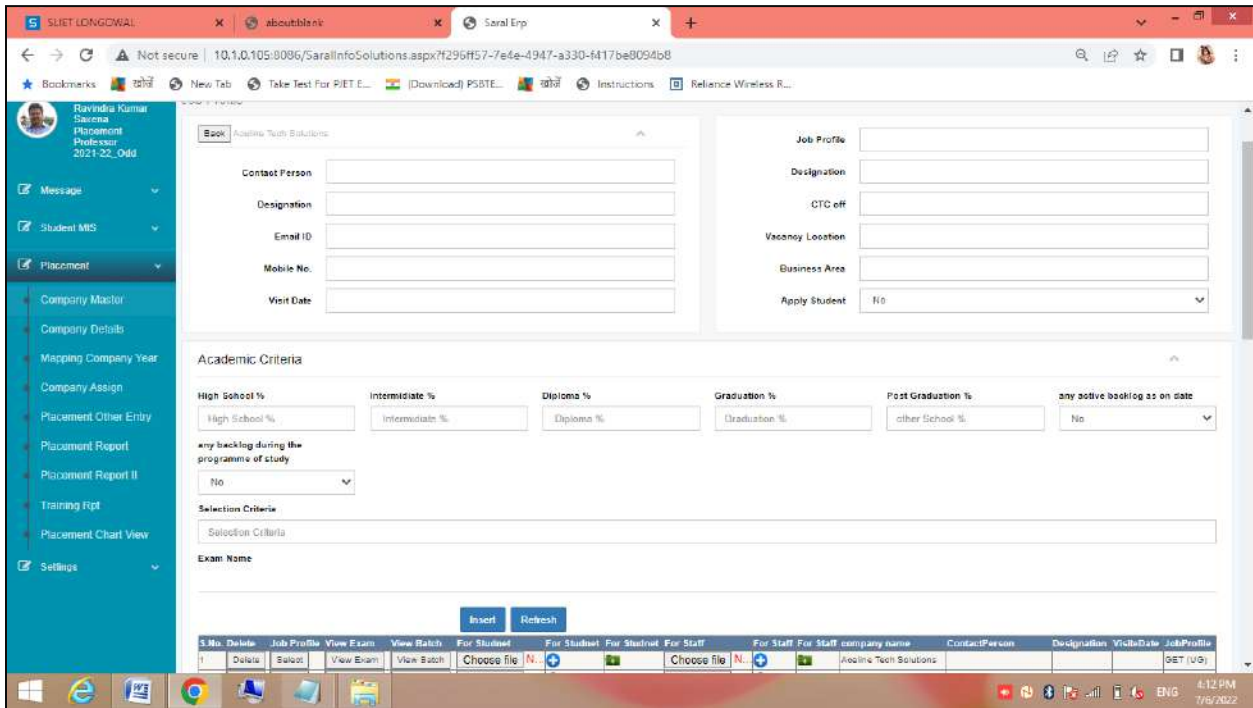


After inserting your job profile , it will add in that company profile.

3. **Mapping Company year:**
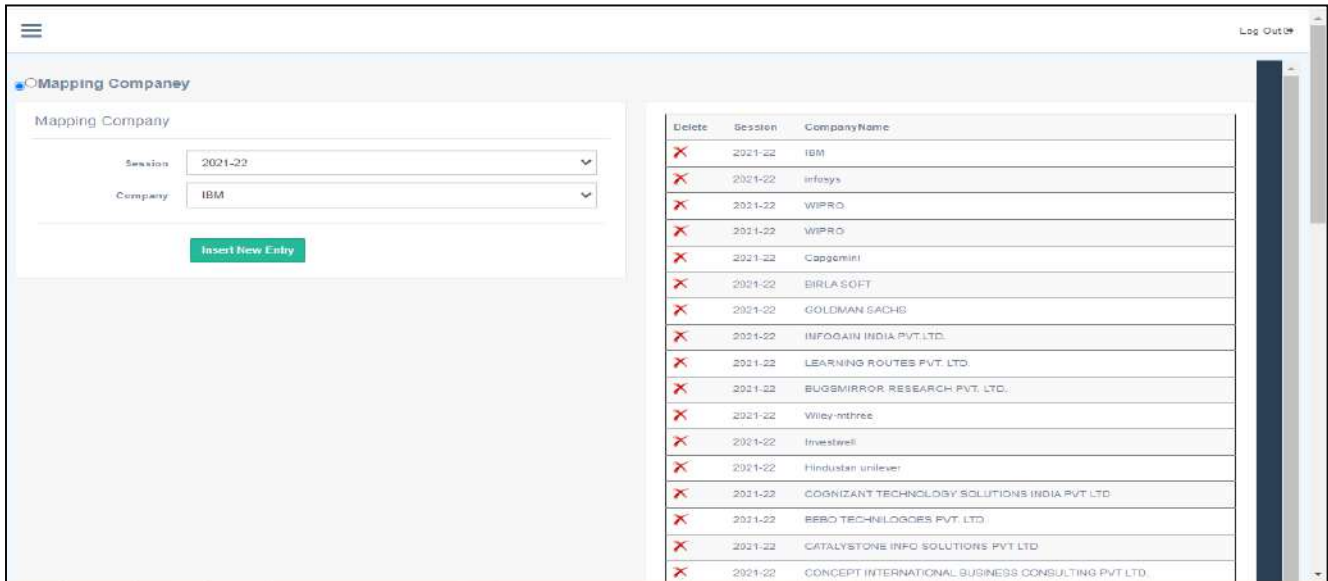
In this link we can add company detail according to year.

4. **Company Assign:**
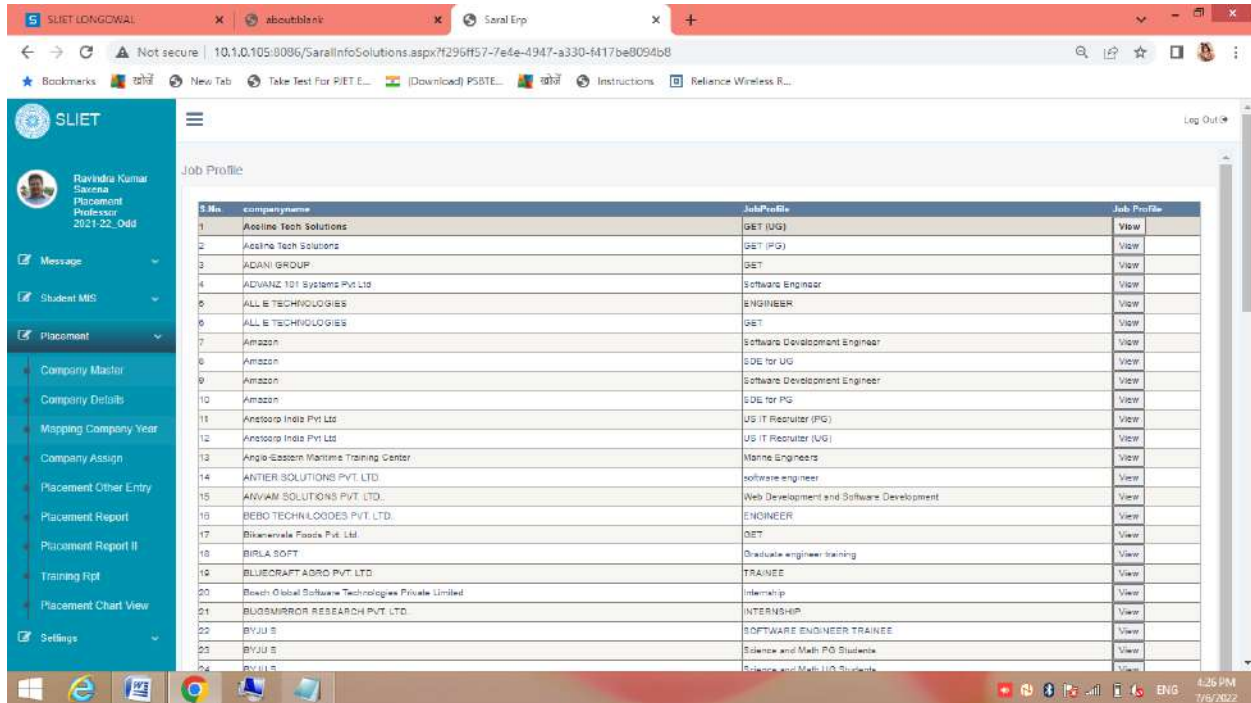


There is **VIEW** tab , under that you have to select particular fields for conducting interview.
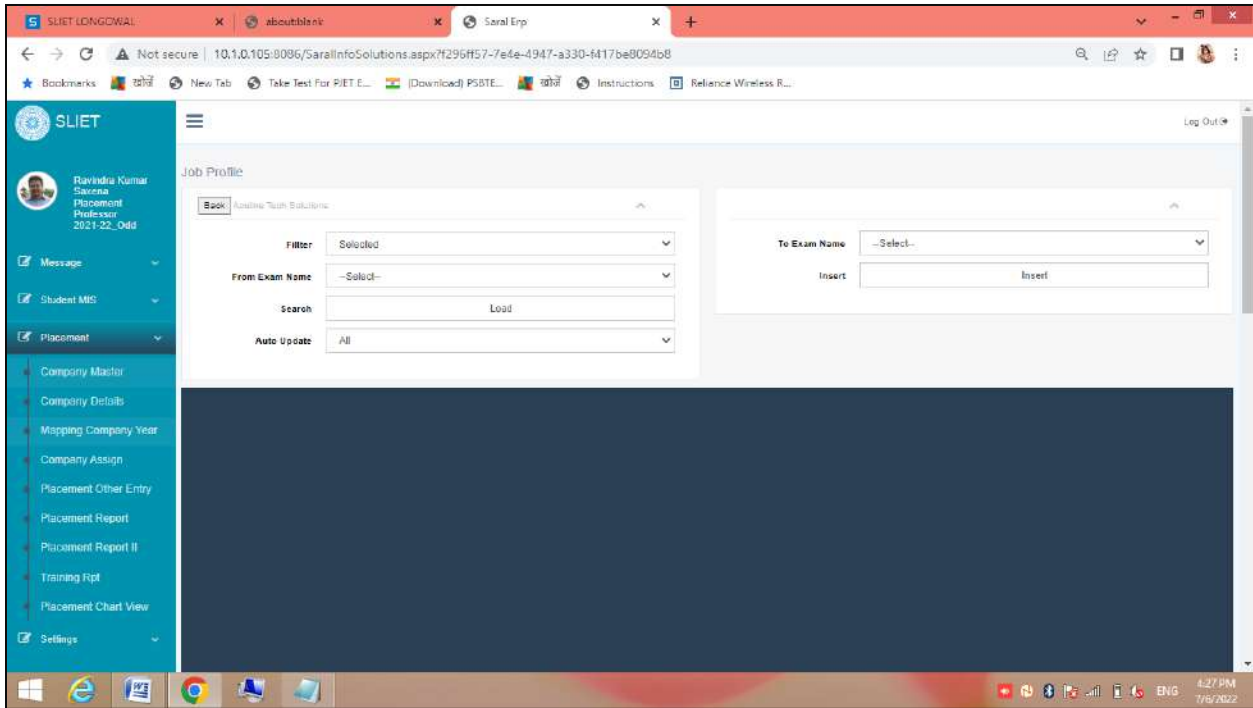
5. **Placement other Entry:**

   If we want to register any student for any other company, through this page we can make entry for that.
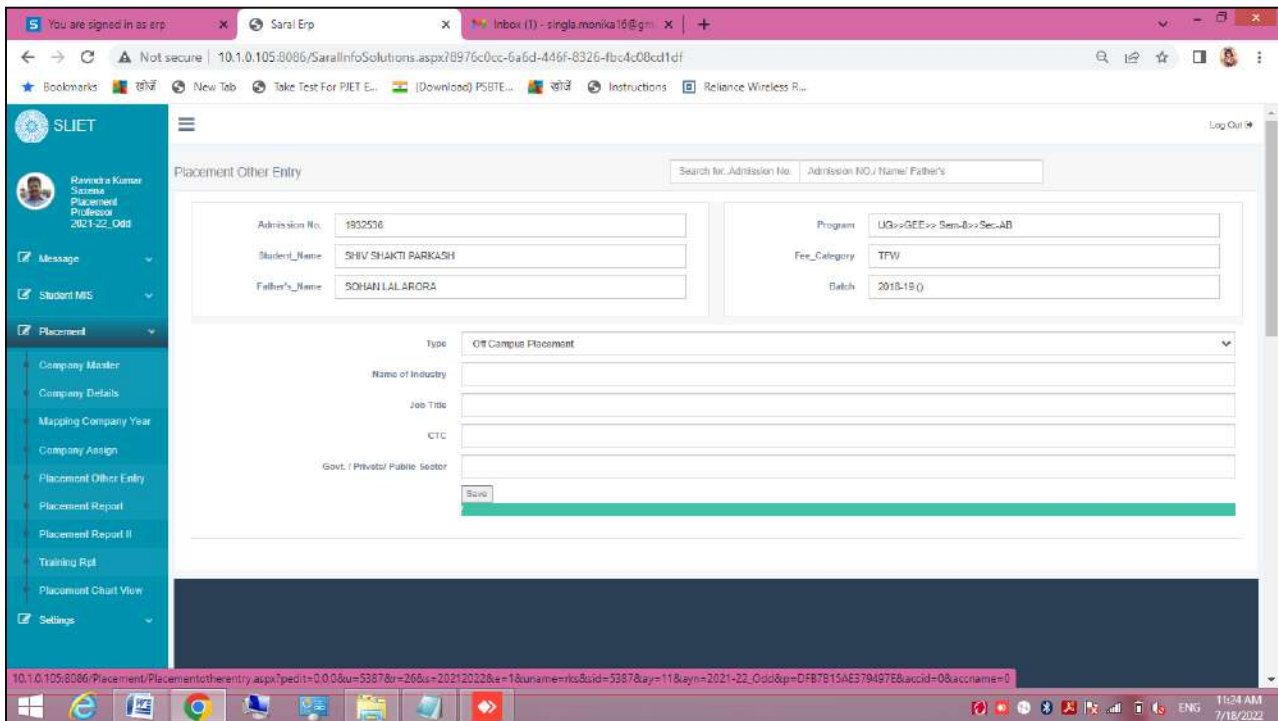


By filling these required fields , we can make entries for making placement of students as per required.

6. **Placement Report:**
   - Student List percentage wise
   - All company summary
   - Exam wise summary



In this you can make entries accordingly and check Exam Wise Summary and All company Summary by clicking on given buttons for inquiry. We can export the report into excel also.

7. **Placement Report ll:** In this you can check whether who has applied for which company according to their session by filling the required fields.

8. **Training Report:** Under this you can check training report and Internship report by selecting their batch /course accordingly.



9. **Placement Chart View:**

Under this you can check department wise no. of percentage of students who have placed in companies.

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



# ERP User Manual for STUDENT

## STUDENT_LOGIN

**Portal Address:** http://14.139.242.71:8085/login.aspx

**After Login:**

**Contents:**

1. **Placement**
   a. Education Detail New
   b. Placement Registration
   c. Internship and Training

2. **Student Login**

   a. Profile update
   b. Semester wise Student Feedback
   c. Semester Fee
   d. Student Activity Registration
   e. Semester Registration
   f. Repeat Subject Registration
   g. Retest Subject Registration
   h. Department Fee Paid
   i. View Repeat/Retest/Summer Subject List
   j. Fee For Various certificates
   k. Print Fee Receipt
   l. Apply No-Dues
   m. Certificate Details
   n. Mentor Details

1. **Placement :** After Login, There is
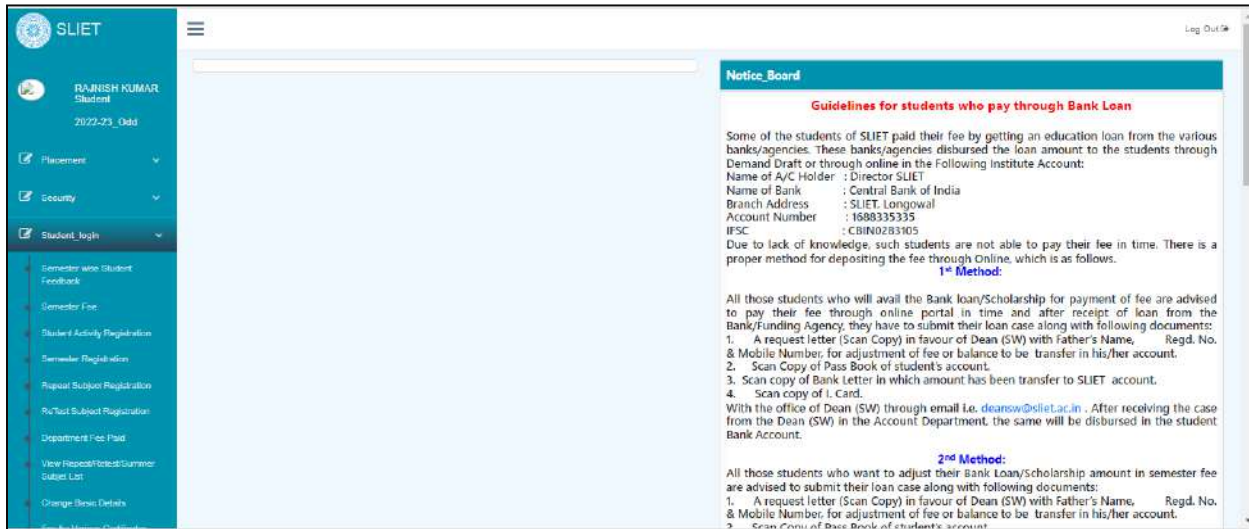


Figure 1 Student Login Dashboard

a. **Education Details:** Under this student have to fill about his all education details for registration under placement, and Student has to upload his all that educational documents.
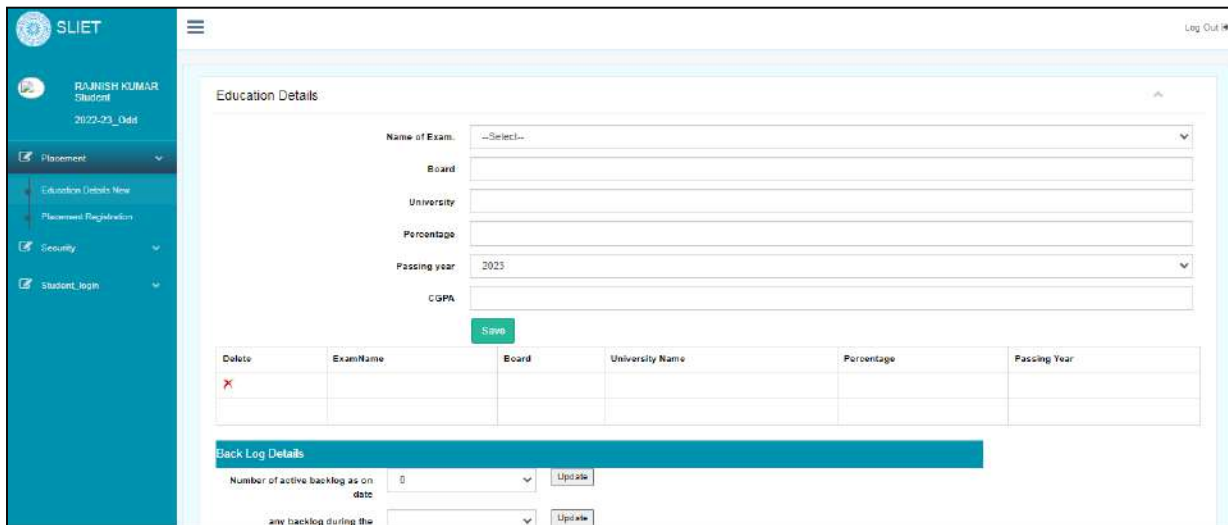


Figure 2 Education Details

b. **Placement Registration:** In this sub-menu type, student can register for different companies for his own placement. Like as below, there is list of companies from which student can apply by clicking on link given in *Link for Apply* column.

Student can download Terms and conditions of these companies by clicking on given **download** button in *Download* Column. From this list student can check also about apply date so that student can apply on or before that mention date.

**c. Internship/Training:** There is Request Letter, Confirmation Letter

Under Request Letter, student can apply for Internship or training under any particular industry.

Under Confirmation Letter, student can take



**2. Student_Login:**

**a. Profile Update:** Under this sub-menu there is profile update page where student can update data or information about himself like as personal Information or his education Details etc.

Student can update his contact Detail and can upload his own documents also.
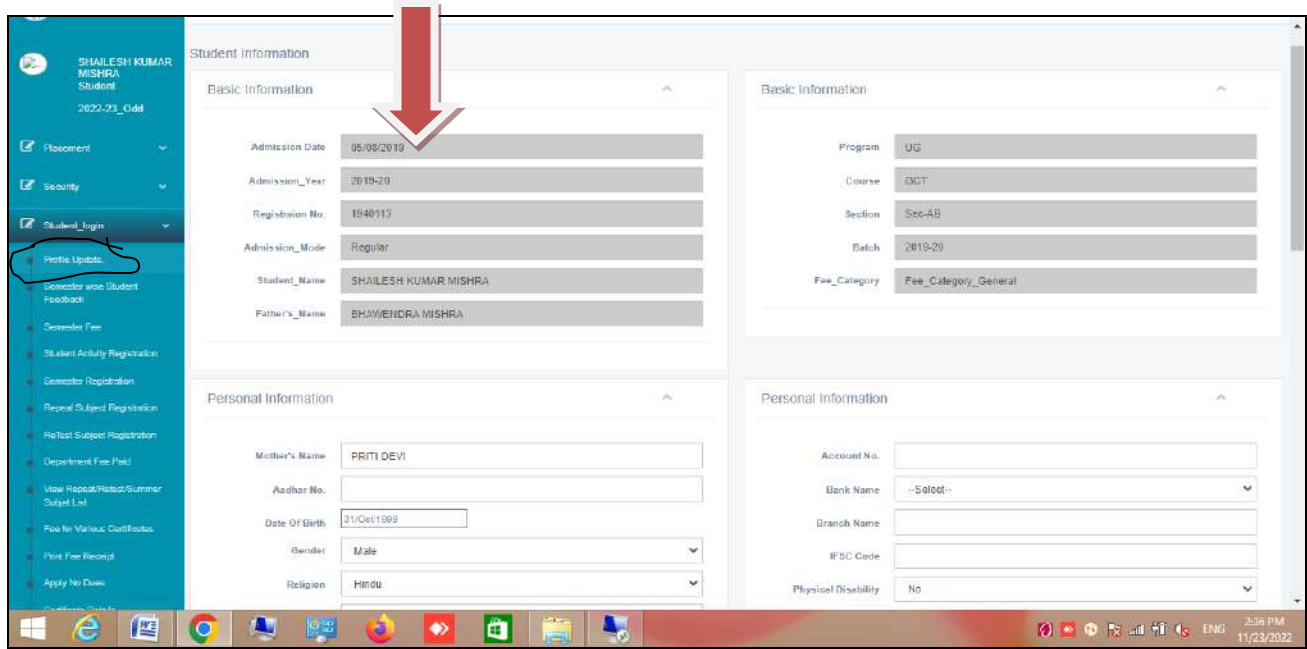
Figure 3.1 Update Profile Like Basic Information
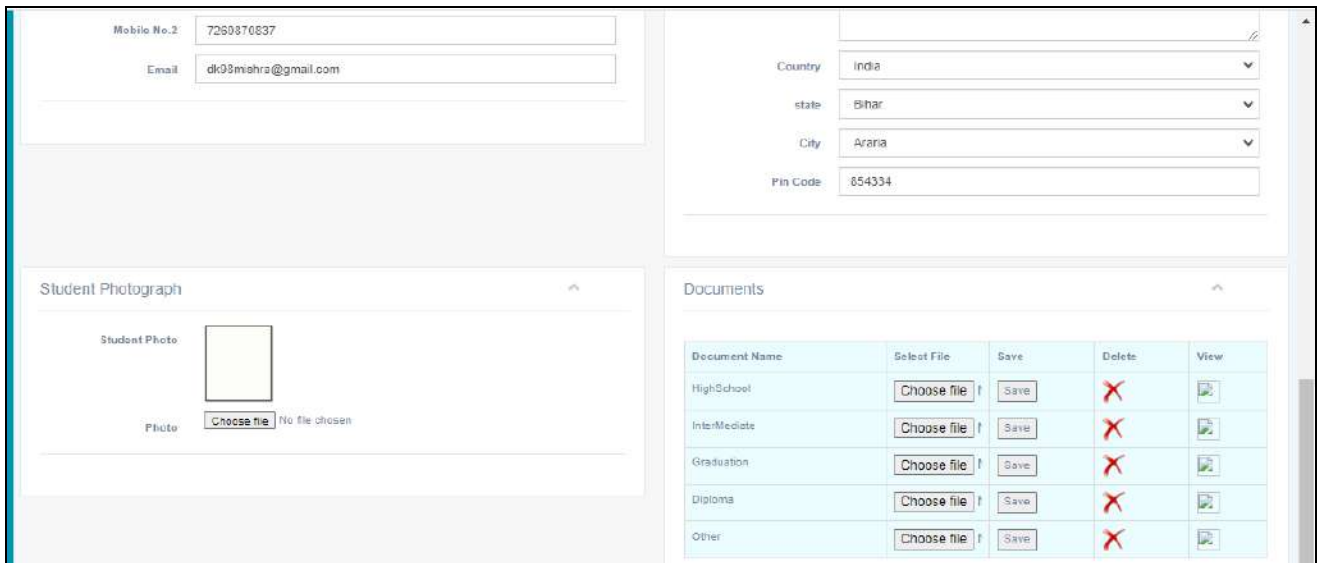


Figure 3.2 Contact Detail and Documents

**d. Semester wise student Feedback:** In this type of menu student can update his own feedback about his course subject's teaching method and about teacher's teaching methodology etc.

Log Out

| Excellent | Very Good | Good | Satisfactory | Unsatisfactory |
|-----------|-----------|------|--------------|----------------|
| 5 | 4 | 3 | 2 | 1 |

| Select Sem | 2021-22_Even>> Sem 4 |
|---|---|

## SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY LONGOWAL

| Code | Subject | FacultyName |
|------|---------|-------------|
| CH-221 | Heat Transfer | Sandeep Mohan Ahuja |
| EE-221 | Fundamental of Electrical Engineering | Mohan |
| EC-221 | Fundamentals of Electronics Engineering | Kundan Kumar |
| CH-223 | Stock Preparation & Paper Making | A. S. K. Sinha |
| CH-225 | Paper Making Lab | Himadri Roy Ghatak |
| MC-221 | Moral values and Professional ethics | Sanjeev Kumar Garg |

## SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY LONGOWAL

| S.No. | Indicators/Description | CH-221 | CH-223 | CH-225 | EC-221 | EE-221 | MC-221 |
|-------|------------------------|--------|--------|--------|--------|--------|--------|
| 1 | Has the Teacher covered entire Syllabus as prescribed by | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| 2 | Has the Teacher covered relevant topics beyond syllabus? | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| 3 | Effectiveness of Teacher in terms of | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
|   | (A) Technical content/course content | | | | | | |
|   | (B) Communication skills | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
|   | (C) Use of teaching aids | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| 4 | Pace on which contents were covered. | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| 5 | Motivation and inspiration for students to learn | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |
| 6 | Support for the development of Students skill | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |

**Figure 4 Student Feedback for each subject**

e. **Semester Fee:** Through this sub-menu type, student can check his fee status and can fill his fee online.



**Figure 5 Online Fee payment**

f.  **Student Activity Registration:** Under this type of sub-menu, student can make his registration for any type of activity for any particular subject by selecting given detail as per in below screen.

*Select Subject→ Select Activity* and then after that click on Insert new entry.

It will show that detail of selecting activities in which student has done.



g.  **Semester Registration:** Under this, student can view his subjects for which student has registered. Like as in below screen, student can not change his subjects, can check only.

**h. Repeat Subject Registration:** Under Repeat subject registration sub-menu, student can apply for Repeat exam .

Like as in below screen there Arrow1, firstly will select exam type and subject, and after that from Arrow2 student can make payment for that registered subject.

if there is any student who haven't appeared in previous session, then student can also register for that exam through this process.



Figure 6Registration for repeat exam

i. **Retest Subject Registration:** As in Repeat Subject Registration, same process will be continue in this Retest Subject Registration.

Student will select Exam Name and after that he can make payment for that registered subject.



j. **Department Fee Paid:** Under this if there is any fine has applied to student or any other type of facility student want to take or taken then student can make payment for that through this page.

k. **Change Basic Details:** in this student can change their own mobile no or email-id and after that click on update to save that changes.

l. **Fee for various certificates:** Under this type of sub-menu student can check fee for various certificates and can make payment for that. There are two types of certificates :

- **Paid Certificate**
- **Un-Paid Certificate**

There is Paid certificate's list from which student can check fee of any certificate and can register for to issue that certificate. Select *Make Payment* button and can make online payment for that certificate and after that he can take that certificate from Academic Department.

Regarding any other Fee Issue then contact to Account and Finance Department.



As there are many types of certificates under *Paid certificates* like as Migration certificates , Postal charges( Speed Post any certificate), Income Tax Certificate etc, that student can check under this that which amount has to paid for any particular certificates.

>   **m. Print Fee Receipt:** Under this Student can take print of their paid fees amount receipt or can check their fee status.



From there by clicking on *PRINT* link student can take printout of paid fee for further any requirement.

The Fee receipt will like as below.

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY**
**LONGOWAL DISTT. SANGRUR (PB)**
(Deemed to be University under M.O.E)

## Receipt

| | | | | |
|---|---|---|---|---|
| Registration No. | : 1940113 | Receipt No. | : | **20/FR-001012** |
| Student Name | : SHAILESH KUMAR MISHRA | Payment ID | : | 355916834 |
| Father's Name | : Mr BHAWENDRA MISHRA | Sem/Year | : | **4 Year 7 Sem** |
| Course | : GCT | Batch | : | 2019-20 |
| Receipt Date: | : 16 Sep 2020 | Fee Category | : | Fee_Category_General |
| Caste Category | : GENERAL | Mobile No. | : | 7260870837 |
| E-Mail | : dk98mishra@gmail.com | | | |

Received with Thanks Rs.:- **Rupees Twenty Seven Thousand Seven Hundred Forty Only**          27740.00

*This is a computer generated statement and does not require a signature.

*Note : In case of any issue with this payment please feel free to contact piaccts@sliet.ac.in or call at 01672253162.

**Figure 7 Fee Receipt**

# Sant Longowal Institute of Engineering and Technology

## (Deemed-to-be-university, under Ministry of Education, Govt. of India)



# ERP User Manual for Time Table

**ERP URL:** http://10.1.0.105:8081/

**Time Table Counselor:** Counselor works for allotment of subjects to different related subject teachers.

View Academic details→ select programme→ View subjects→ view exam



In this we can click on select tab to check programmes in different programme type.



In above picture, from here we can check or view subjects in each Programme of different sections, if there is any problem then contact to related Time Table Incharge as mentioned above.

We can check this after ERP login.

Under each and every Programme , time table counselor has allotted the subjects to each department and make different sections time table accordingly.
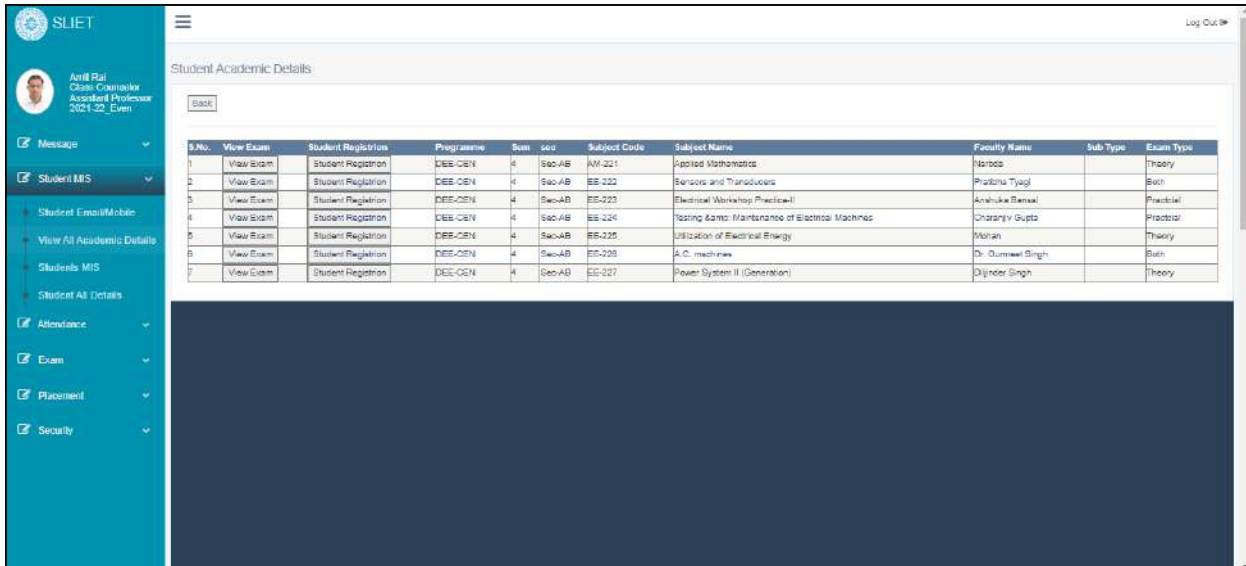
After Click on View Subject→ View Exam→ Attendance Sheet

In this we can check how many types of exams are there under that each Programme , and further that we can create attendance sheet accordingly,.
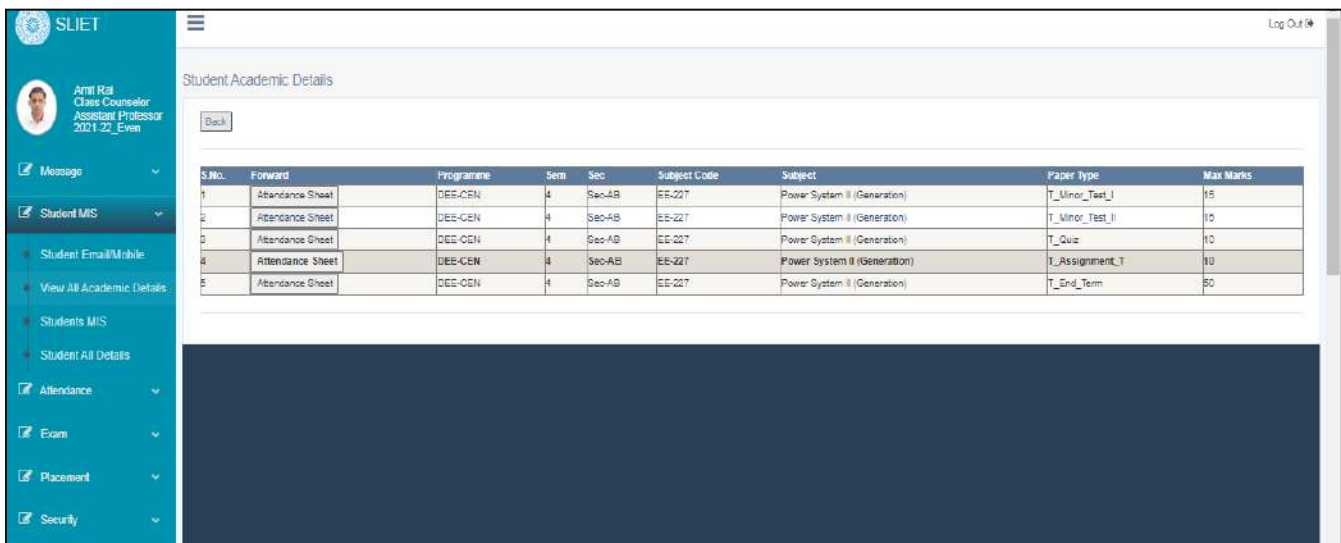


Figure 2 To create Attendance sheet

In this page , we can also download the excel sheet of this attendance sheet.

After Click on View Subject→ Student Registration



Under this , we can check the registered students under each Programme and can export that data into excel.