



# College ERP System

## Online Version Proposal

**Submitted to :**

**The Principal**

**Henry Baker College, Melukavumattam**

**MeshiLogic Software Consultants**  
**KINFRA Techno Industrial Park, Kakkancheri, Calicut University**

**PROPOSAL DETAILS:**

Submitted By	<b>MeshiLogic</b>
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Proposed Module	<b>Base Modules &amp; Additional Modules</b>

**DOCUMENT HISTORY:**

Version	Issued By	Application	Comments
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## On MeshiLogic

MeshiLogic is specialized in the computer software based Automation of Institutions .The Company is located at KINFRA Techno Industrial Park, Calicut, Kerala, India. Online TCS is one of the leading College Automation Solutions in the market in terms of product and support. MeshiLogic has wealth of experience gained by successfully implementing institutional automation projects and services in more than 180 institutions including Schools, Colleges and universities in India and abroad. We have the correct understanding of the implementation hurdles and the support required for successful Commissioning of the project.

**Middle East** - In addition to the offshore office, we have implementation, support and training team located Saudi Arabia who co coordinates with Middle East Business Partners.

## Executive Summary

MeshiLogic would like to thank for the opportunity to respond to this requirement. We are confident that the capabilities and technology described in this response will meet the technical and functional requirements.

### The Key areas for the ERP Solution to perform are

**Academics:** The solution should have the capability to manage the complete academic life cycle of a student from Admission to his Course Completion or TC Approval.

**HR and Payroll:** Colleges employing a good number of staff in teaching, administration and support roles. The system should manage the HR and Payroll related activities effectively and should also provide good reports.

**Financials:** The expected solution should simplify and yet effectively manage all financial accounting needs of the organization. The reporting features must be robust enough to provide enterprise wide reports to ensure accurate finance and audit capabilities within the organization.

**Portals:** The solution should lay a strong platform to engage its students, teachers, parents and management in effective data access, interactions and communication channels through web portals accessible from anywhere through internet. The portals should be designed such a way that it brings avenues to healthy competition towards quality learning practices within the institutions.

## Functional Requirements

The College needs a computerized information and management system for easy and effective operations which in turn increases staff productivity students control and information management

[Ref: Software Features Document]

## Proposed Solution

### Online TCS – Web Based College Management ERP Solution

Online TCS is a web based College Management ERP Solution, with portals facilitating Student, Parent, Teacher and Management interactions and admin modules for the complete management of the day to day activities of the college. All modules are integrated and contain strong reporting capabilities. The Campus Solution has over 100 institutions in its client list from India and Middle East, using either the Web or Client Server version of the application.

#### MODULES

• Academic Management	• Attendance
• Time Table and Work Adjustment	• Examination Management
• Fees Management System	• Payroll and Staff
• Placement Management	• Hostel Management
• Financial Accounting	• Transportation Management
• P D Accounts	• Alumni
• Android Mobile App for Teachers and Parents & Students	• Portal for Student, Teacher, Parent and Management

#### General Features

- Completely automated, Accessed from anywhere in the globe.
- Centralized data with complete data ownership and Security to the institution
- Integrated with Online Web OPAC (Library management System) and Other Learning systems
- Open Ended Academic and Financial Year
- Fully dynamic design – capable for adapting the changing environments
- Dynamic reports, highly efficient reporting features, customizable for institution needs
- Covers entire academic and administrative activities of the college
- Support Round the clock!! Direct Technical Support on site.
- Highly Customizable to the needs of Institution.
- SMS, Payment Gateways and Bio metric System Integration Options available

## Functional Details of the Modules Proposed for the College

<b>1</b>	<b>ACADEMIC MANAGEMENT</b>
	<ul style="list-style-type: none"> <li>➤ Institution, Streams, Courses, Class, Batch &amp; Academic Year Settings</li> <li>➤ Academic Calendar</li> <li>➤ Classes and Semesters settings to set up start date and end date of each programmes or semesters, Attendance blocking facility for individual classes till specified dates</li> <li>➤ Setting up admission quota for different categories like General, Management and Community Quota with option to categories students accordingly..</li> </ul> <p><b>Student Management</b></p> <ul style="list-style-type: none"> <li>➤ Student details entry at the time of admission with option for mandatory fields</li> <li>➤ Parent Master along with student details entry</li> <li>➤ Upload student photo</li> <li>➤ Search for student details with admn. no, name etc</li> <li>➤ Student Roll No generation with option for different sort orders</li> <li>➤ Generate/entry identification nos. Like University reg no based on admn.no.</li> <li>➤ Promotion of students</li> <li>➤ Shifting of students to different courses</li> <li>➤ View/change status of students like active, tc issued etc.</li> <li>➤ TC Issue</li> <li>➤ Import student data using excel formats</li> <li>➤ <u>ID Card Printing</u></li> </ul> <p><b>Faculty Details</b></p> <ul style="list-style-type: none"> <li>➤ Faculty / Staff Grades</li> <li>➤ Staff access to concerned classes</li> <li>➤ Paper settings for teaching faculty</li> <li>➤ HOD &amp; Class Tutors</li> <li>➤ Staff Job Positions</li> </ul> <p><b>Customized Certificates</b></p> <ul style="list-style-type: none"> <li>➤ Transfer certificate, Course &amp; Conduct Certificates</li> <li>➤ Other customized certificates upon request</li> </ul>

### Reports

- Student details report having option to set columns dynamically
- Nominal Rolls & Categorized Nominal Rolls
- Student wise Record (Profiles)
- Address Slips
- Promotions List
- TC Register
- Teacher/ Staff Profile
- Hours Engaged report
- More than 30 reports with various details in Academics

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## ATTENDANCE

- Various types of attendance entries
- Attendance entry from teacher login for paperwise class attendance entry
- Attendance entry from Admin/HOD/Tutor login for special occasions with option to update paperwise class attendance entry
- Absentees only entry option
- Student wise attendance entry for selected months
- Block attendance entry for a class till specified date
- Attendance calculation based on college calendar working days or calendar days
- Setting regular class on holidays and vice versa
- Duty Leave entry for students involvement in official activities

### Reports

- Studentwise daily and monthly reports
- Studentwise attendance percentage for a given period
- Attendance shortage list/ irregular student list
- Consolidated paperwise attendance register
- Unmarked staff list / Unmarked hours

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## TIME TABLE

- Day and Period Settings
- Semester wise day periods
- Subjects grouping for Time Table
- Manual Time Table Entry
- Holiday Adjustment
- General Time Table
- Work Adjustment for staff on leave with attendance entry option for the adjusted staff in their portals
- Reports

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## EXAMINATION

- Subjects and Subject components settings
- Grouping of subjects to facilitate common subject for different courses
- Papers taught in a class with grouping facility for timetable arrangements
- Internal mark components and mark distribution
- Internal mark calculation for different components
- Paper assessment settings
- Grades in the examination with setting options

### Examination Conducting and Hall Arrangements

- Examination type & Room type settings
- External and Internal examinations
- Private candidates in external examinations
- Examination schedules
- Resource room allocation and resource room details
- Seat allotment for examinations with dynamic options
- Exam Hall view
- External examination attendance entry

### Reports

- Student wise Internal Mark list
- Paper wise internal marks
- Consolidated Internal Marks Form A & Form B (MG University)
- Internal and External Examination Attendance
- Internal Exam Grades

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## STAFF/CAMPUS PERFORMANCE EVALUATION

- Evaluation keys
- Evaluation item settings
- Evaluation attributes under each items
- Evaluation details
- Evaluation remarks
- Reports

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## PORTALS

- Portals for teachers, students and parents
- Add new users and user settings
- Set user privileges

### Faculty / Staff

- Attendance Entry, Faculty Dashboard
- Internal Exam Mark Entry
- Attendance and other Reports
- Work Adjustment request and acceptance
- Syllabus, Question paper & Assignments upload
- Staff Profile entry with details

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## PLACEMENT MANAGEMENT

Placement is the most crucial activity of all institution. This module helps to handle all these activities easily. Placement determines the reputation and ranking of the institution. The institution has tremendous responsibility in terms of good placement for their students. The placement module very efficiently handles everything and reduces the pressure of institutions.

- Data of shortlisted students to excel file based on Search Criteria
- Manage Create Placement Cell and Members
- Track and Manage Placement process of each Job Posting individually
- Manage Company Profiles (Add/ delete/ modify )
- Manage Job Postings (Add/ publish / delete)
- Send Notifications to students
- Create shortlist of students as per HR Manager(s) Job Request
- Email shortlisted students details with/without resume to HR Manager
- Export student profile (Flexibility to Hide/Unhide students already placed)
- Set preferences for student eligibility criteria for placement

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## FEE MANAGEMENT

- Fee demanding facility by Accrual system
- Fee chart settings, installment handling
- Individual and group fee demanding facilities

- Class wise, student wise and item wise demand register.
- Daily fee collection register
- Class wise, student wise and item wise consolidated collection register.
- DCB Statement (Demand Collection Balance report) – Class wise, student wise, and item wise
- Receipt printing Defaulters register,.

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## HR MANAGEMENT

- Staff Attendance Management
- Leave Management,
- Loan Management,
- Allowances and Deductions (PF, Insurance, HR...),
- Over Time Management,
- Pay slip Generation,
- Salary slip & Reports.
- Integration facility to Bio Metric System, RFID, Electro Magnetic cards
- Several Reports including Dynamic Reports

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## STORE MODULE

- Store purchase request, quotation etc
- Purchase order & Purchase receipt
- Sales procedures
- Stock management
- Store receipts
- Stock Transfer
- Account Posting
- Integrated with student module, HR and Financial Accounting.

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## FINANCIAL ACCOUNTS ( IN DOUBLE ENTRY SYSTEM)

- Financial Year/Period Specification
- Ledger keeping and Reporting
- Journal Voucher Entry
- Cash Receipt/Payment Voucher
- Bank Receipt/Payment Voucher

- Debit Note/Credit Note /Voucher
- Bank Reconciliation entry
- Receivable and Payable Account, Receipt and Payment
- Item wise and consolidated register
- Access Privilege and Security at the highest level
- Year End Process and Year Close
- Trial Balance, Income & Expenditure
- Balance Sheet, Schedule of Balance Sheet

## 12 HOSTEL MANAGEMENT

- Hostel details - Block capacity
- Registration and Room allocation
- Hostel Fee and Mess Fee Demanding
- Hostel Fee and Mess Fee Collection
- Hostel Attendance
- Students visitor's record
- Mess management – Income & Expenses
- Different types of mess facilities

## 13 ALUMNI

- Alumni Registration (Individual and Bulk)
- Integration with Student Management System
- Alumni Communication
- Alumni Post – Job & Courses
- Alumni Events – Add members to the events
- Campus Performance Evaluation

## 14 TRANSPORT MANAGEMENT

- Vehicles, Boarding points and Rate settings
- Students boarding point settings
- Transport Fee Demanding
- Transport Fee Collection
- Fee Collection Account Posting

## 15 PD ACCOUNT

- PD Account Cash Receipts and payment
- Item wise & Consolidated PD Cash Register
- PD Account Management

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**ANDROID MOBILE APPS FOR TEACHERS AND PARENTS****Teachers App**

- Mark attendance and assessment details of students
- Work Adjustment requests and acceptance
- Social media like message posting
- Individual and group messaging, facility to group discussions
- View student details (Student Record) of concerned students
- Principal dash board with various facilities

**Parents & Students App**

- View student profile with performance
- Attendance view with details : daily, monthly and previous semesters
- Overall performance in examinations with option for details
- Notices, circulars and assignments download

**Web design and web portal integration – Integrated with College automation software given on request.**

## Total Software Cost

Perpetual License Basis		
Sl no.	Description	Total project cost
1	Online TCS Software - Web Based College Automation Software (Include System study, Design, Development & Integration)- (Modules : Academic Management, Attendance, Time Table, Portals and Android Mobile Apps for Teachers and Parents )	Rs. 1,85,000/-
2	Software Installation & Training (Implementation Charge)	Free of Cost
3	Onsite & Online Support (12 Months)	Free of Cost
	Special Discount for Henry Baker College	Rs. 10,000/-
	<b>Total Amount</b>	<b>Rs. 1,75,000/-</b>
	<b>GST @ 18% Extra on all invoices</b>	
	<b><u>Yearly Recurring Expenses</u></b>	
	Hosting Space 3 GB with Domain for 1 Year ( <b>Yearly Renewal</b> )	Rs. 5000/-
	Annual Maint. Contract (AMC) after the free support period of One year - 18% of the Software Cost	

### Payment Terms

- Initial payment 50 % upon the order for the modules opted.
- The modules opted as calculated from the breakup prices for the modules.
- Final Payment 50 % on implementation and Training – On completion of functional tests
- Payments should be made through bank transfer to A/C of MeshiLogic Software Consultants.

**A/c Details :** A/c Name: MeshiLogic  
 Bank details will be furnished upon request.

### Software Warranty and Support

The deployed software will be provided with a 1 year warranty period. Warranty starts next day the acceptance testing on customized module completed by users in the application. During the warranty period if the deployed software is not performing in accordance with functional requirements it will be rectified without any additional cost. Any major enhancements or changes will not be part of the warranty and will be managed through the **change management process**. Additional requirements or customization works are subject to charge extra.

### Annual Maintenance Contract

On completion of one year free support system can be maintained with (Annual Maintenance Contract) for one year likely 18% of the total project cost in which we will install updates and minor changes without additional charges. AMC not applicable if the client opted for subscription basis rating.

### Installation

The software will be installed in the server space given by the college and any one, with an Internet connection and proper user rights, can access the software. Installation of different modules will be on a hierarchical basis to ensure the data flow and connectivity between different modules. The general order of installation of various modules is shown in the table below.

MODULES	INSTALLATION PERIOD	
	FROM	TO
Student Information Systems and masters	1 <sup>st</sup> week	2 <sup>nd</sup> week
Attendance Management, Examination, Time Table & Syllabus Management	3 <sup>rd</sup> week	5 <sup>th</sup> week
Fee Management	6 <sup>th</sup> week	7 <sup>th</sup> week
HR, Appraisal and Placement Management	8 <sup>th</sup> week	9 <sup>th</sup> week
Accounting System	10 <sup>th</sup> week	11 <sup>th</sup> week
Portals	12 <sup>th</sup> week	12 <sup>th</sup> week

## Data Entry

College has to arrange staff for data entry. If soft copy of data is available, we shall convert the data programmatically into the system avoiding data entry in most cases if data available in Excel File.

## Training

Since the User Interface of the software follow a common design philosophy, understanding of the operation will be very easy. Training will just follow the installation and your staff may be made available for training and data entry. Duration of training and the respective staff required is shown in the training schedule below.

## Support Timing and Priority

Priority	Response Time (Work around)
High	2 to 4 Hours
Medium	4 to 48 Hours
Low	3 to 7 Days

The above support will be available during office hours (8.00 AM to 6.00 PM)

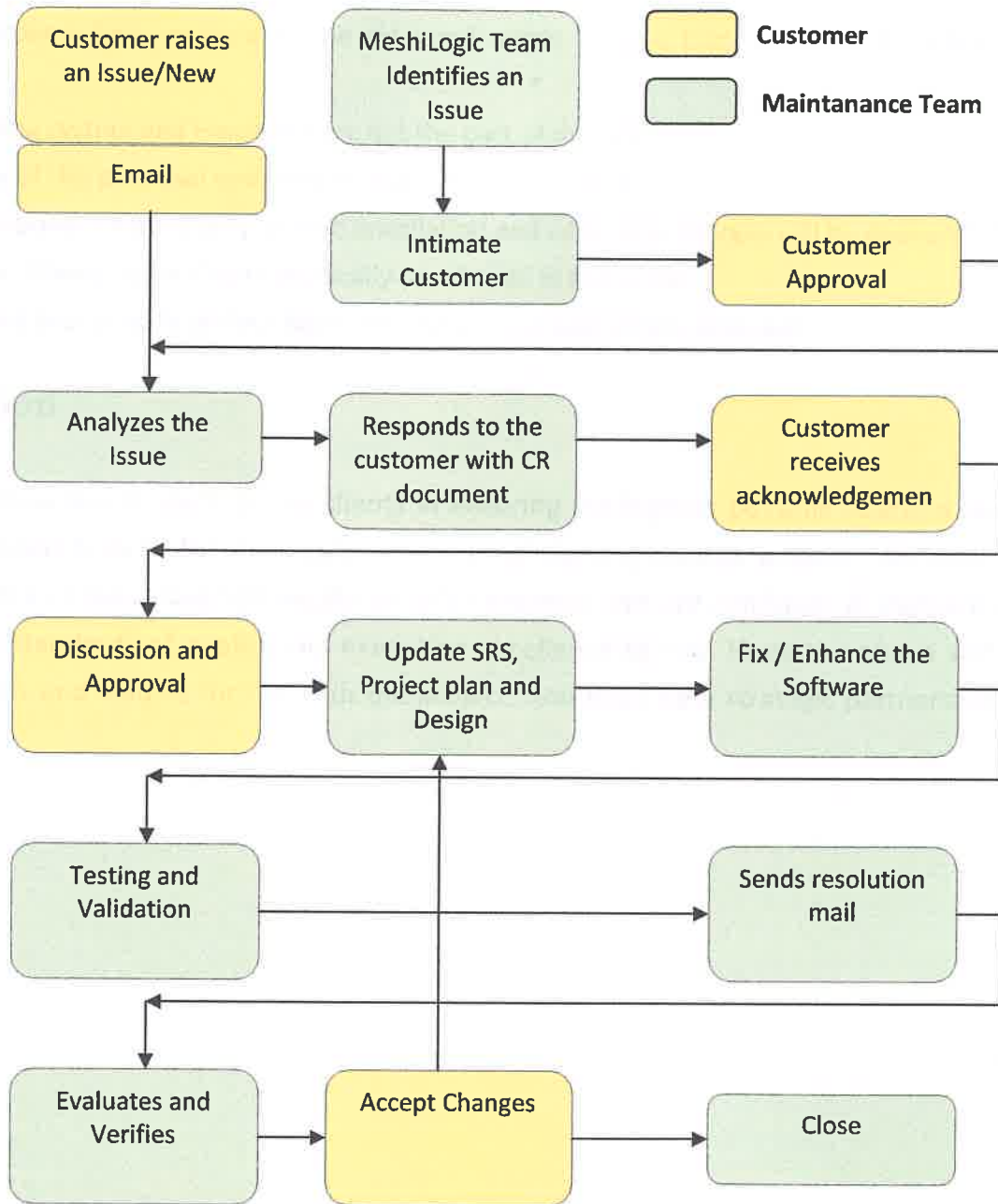
## College's Responsibilities & Deliverables

- Ensure the required user groups, staff, infrastructure and other relevant inputs are available during the onsite visits by MeshiLogic.
- Provide maximum functional details of the departments.
- Furnish if any organizational policies document related to software vendor
- Identify End-user and Management staff for the User training.
- Identify a Key user for Knowledge Transfer to and fro
- Timely response and approvals (12 to 24 hours turn-around time) to the queries from MeshiLogic to avoid the schedule slippage
- Timely approvals and sign-offs of the deliverables.

## MeshiLogic Responsibilities & Deliverables

- Allocating the Installation and training resources within two week time on the approval and receipt of purchase order with payment.
- Once in a week status updates to College's Key person by visit from MeshiLogic and subsequently through email and telephone calls
- User Training and Support in approved contract period

## Change Request Process



## Other Terms and Conditions:

- The software basic module will be delivered within 15 days from the date of confirmation of the order
- Operating system and Hardware are not the part of the offer.
- Validity of this proposal ends two months from above date.
- This proposal is meant only for one installation and additional charges will be applicable for additional installation if not specifically mentioned in the quote.
- Software source code or data base ownership is not part of this proposal

## Conclusion

We recognize the concern of the clients in ensuring the highest possible talent, experience and price-competitiveness for the implementation of the automation project. We have impressive track record in delivering technically complex projects. We are confident of delivering the same with high standards of quality and execution excellence to you. Hope the above will meet your satisfaction and lead us further with the projects and build up a strategic partnership for mutual benefits.