ADITYA
PHARMACY COLLEGE
PCI
AICTE
NAAC
JNTUK
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ERP Document

Enterprise Resource Planning (ERP) has to be utilized by the institution for a smooth and better functioning with a centralized and integrated system. The institution has to manage the data of the stakeholders (Students, Staff, Parents) and also the issues related to administration, accounts, examination, library and transport by utilizing the ERP software.

ERP unifies many functional areas of the institution that have many sub functions associated which are related to stakeholders. Based on the organizational hierarchy, privileges are assigned to exercise and execute day to day activities. With the centralized database of the ERP system the data will be retrieved more easily and precisely and the data thus extracted can be utilized to prepare and analyze the reports. As long as the vendor provides assistance to the software and maintenance, the ERP will be an excellent tool to manage the activities of the institute.

The institution purchased automation package (ECAP) from Webpros solutions private limited in the year 2017, earlier to this, another ERP named EzSchool a product of VolkSoft Technologies Private Limited was in force. This deThe ERP software hereinafter referred as ECAP, fulfills all the requirements of our institution which includes Academic and Administrative activities of undergraduate and postgraduate programs with transparency.

The features of ECAP software are listed below:

- Internet or intranet enabled application
- User levels with access rights for data security

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- Program/batch/category student fee due reports
- Tracks student's scholarship status
- Fee/Attendance Reminders and Progress reports
- Attendance and Marks analysis
- Integration with Attendance Capturing Devices
- Accounts Module similar to Tally
- Barcode Integrated Library Module
- Login for Students/ Parents to access data online

The ERP software is linked to the college website, wherein accessibility is provided to employees, students and parents. The options exercised will be determining the functions/ domains that can be accessed by the user. Employees have more options when compared to students and parents, whereas the students and parents have only a restricted access to check the performance of day-to-day activities.

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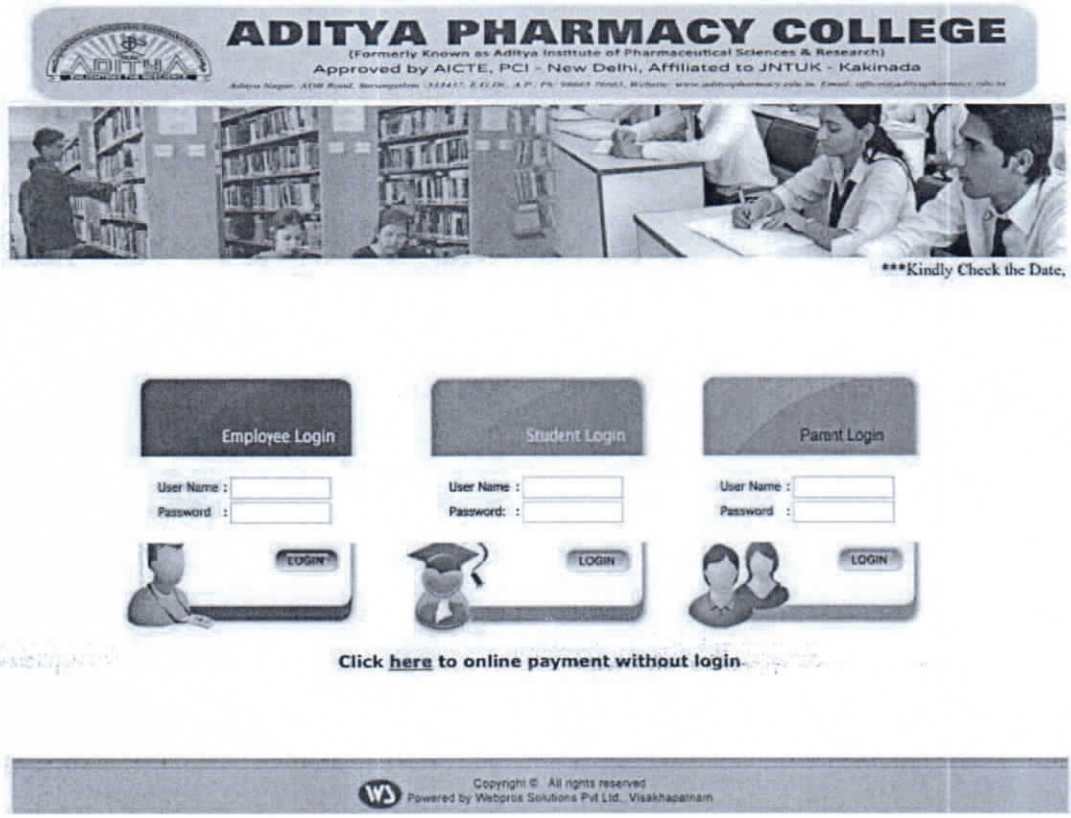

Screenshot of Login Screen

The main modules which are used by the institution are as follows:

1. Academics
2. Administration
3. Admissions
4. Accounts
5. Examination
6. Library
7. Placements

The above main modules contain sub-modules that are being used for better governance, the ECAP consists of several levels of authentication which are listed below:

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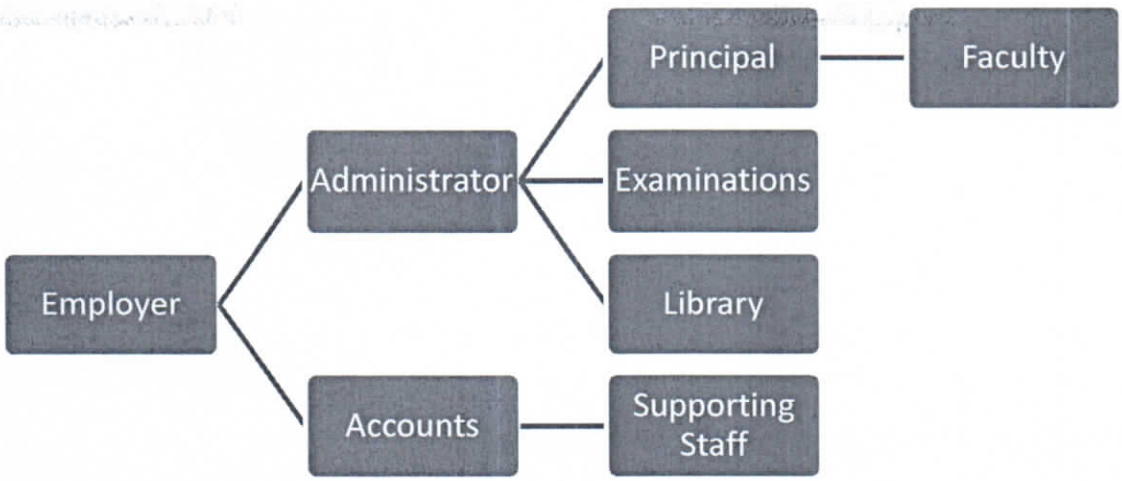
1. Administration
2. Principal
3. Faculty
4. Accounts
5. Library
6. Examination section
7. Supporting staff
8. Students/ Parents



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Administrator

The administrator login have the access privileges to the following modules Academics, Administration, Admissions, Correspondence, Examinations, Library, Placements, Staff. The functions of the administrator are as follows:

Sl. No.	Modules
01	Academics
02	Administration
03	Admission
04	Correspondence
05	Examinations
06	Library
07	Placements

1. Academics Module

Sl. No	Function	Description
1	Absent/Leave faculty	To view the list of faculty who haven't attend the college on the selected date
2	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses
3	Academic Register	To generate register containing day wise attendance and exam wise
4	Attendance	To enter period wise or cumulative attendance or upload cumulative attendance for certain number of days from excel sheet
5	Attendance permission	To view the data of the persons who availed permissions on the selected date
6	Attendance reports	To view class wise, day wise, monthly attendance reports. Attendance register, student wise and subject wise attendance reports
7	Batches	To divide students of selected semester into batches for attending labs

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		simultaneously
8	Certificates	To issue Study, Conduct and TC's in standard formats to students and to track certificates issued to students
9	Circular entry	To issue circulars meant for students or staff or for both by principal or secretary of the institution
10	Counseling	To monitor the counseling data and generate the report of the same
11	Current Time table	To view which faculty shall be in which class room as per time table at any point of time
12	Disciplinary action	To initiate disciplinary action against students and staff and track disciplinary actions taken
13	Electives	To assign the electives to the respective students
14	Extra classes	To assign extra classes to faculty in addition to regular classes
15	Faculty	To view faculty performance i.e class taken, pass percentage etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty
16	Faculty adjustments	To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s)
17	Feedback questions	To add feedback questions which need to be answered by students while giving feedback against faculty
18	Feedback report	To generate a report of the feedback
19	Feedback settings	To add/edit the questions that will be exercised for collecting the feedback
20	Internal Marks	To enter internal marks by faculty
21	Lab batches	To enter number of batches into which students need to divided to attend labs
22	Leaves	To generate the report of the leaves availed by the staff and other personnel
23	Projects	To assign projects and project guides to students. Guides need to upload student wise project status in excel sheet at regular intervals
24	Promotions	To view students who are qualified with credits and attendance for promotion from current semester to next semester. Reasons will be indicated against students who are not qualified for promotion. However, they can also be qualified for promotion manually
25	Resources	To view what resources are available for students to download under various categories
26	Student profile	To view complete data of selected student in one single screen. This screen contains Bio-data, Performance in current semester, performance upto the current semester, fee-payment details and backlog details of selected student
27	Teaching plan	To upload teaching plan and every day topics covered by faculty
28	Time table	To set theory and lab time tables for courses and print them
29	Upload resources	To upload learning resources to students

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2. Administration module

Sl. No	Function	Description
1	Academic calendar	To set academic calendar for all courses
2	Backup	To have the backup of database
3	Branch sections	To create branches for various sources
4	College details	To enter college details. These details will be showing all the reports
5	Complaints/ Suggestions	To view complaints / suggestions posted by staff and students
6	Departments	To create departments. These departments offer courses
7	Dairy	To note important events for future. This reminds day's events when logged in
8	Holidays	To set holidays during academic year
9	Payment transactions	To add bank names so that they appear in Bank drop down in receipts/payment screens
10	Lecture halls	To add lecture hall details along with the number of benches (Number of rows and columns). This data is used while generating seating arrangement during external examinations
11	News and events	To add news or events for attention of all users. They scroll on top bar and catch attention of users when they login
12	Reset students passwords	To reset password for any student
13	Seat types	To enter convener and management quota seats under direct and lateral entry categories for courses
14	Settings	To configure GPRS modem, set attendance fine payable per day by students, set admission number and receipt number to start with set batch wise regulations for selected course
15	Staff logins	To track application login and logout timings of staff members
16	Staff working hours	To set working hours for staff
17	Student Bio-ID	To assign numbers to students. These numbers will be assigned to students while enrolling fingerprints in fingerprint devices to capture attendance
18	Subjects	To add subjects for courses
19	User levels	To create user levels and set page level access rights on individual modules for selected user level
20	Users	To assign user level, login ID and password to staff members

3. Admission module

Sl. No	Function	Description
1	Admission	To enter students data through interfaces or import students data from excel sheets

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2	Admissions register	To generate admissions register in standard format after admissions are over
3	Transfer	To add list of certificates to be collected from students during admission time
4	Rejoin date	To track what certificates have been submitted by a student at the time of admission
5	Sections	To view total number of students basing on the course he/she has opted for
6	Detained students	To view or enter details of detained students and readmit them

4. Correspondence Module

Sl. No	Function	Description
1	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2	Greetings	To generate birthday greetings for students
3	Groups and Members	To create groups and add members to them for sending common SMS
4	Inbox	To view messages posted by other users and to compose messages to other users
5	Parents addresses	To view addresses of parents of students of selected course and print them
6	Parents correspondence	To correspond with parents of selected student(s) through email or letter
7	SMS credits	To view undelivered SMS log report on a selected day
8	SMS	To send attendance, marks, fee due sms to parents and students. To send sms to staff, students and parents. To send promotional sms to parents of prospective students during admission time

5. Examinations

Sl. No.	Function	Description
1	Admissions Report	To view branch wise students admissions of selected batch in the format prescribed by the university
2	Backlogs	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs
3	Dues list	To view list of students who are yet to pay examination fees prescribed by the university
4	Exam application	To view and print exam application form for circulation among students. However this is being exercised from the JNTUK portal
5	Exam Schedule	To view and circulate the exam schedules obtained from the JNTUK portal
6	Exams	To view the details about regular/ supply examinations obtained from the JNTUK portal

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7	Expenditure	To enter expenditure details incurred by examination section. However this is being exercised manually
8	Expenditure report	To view expenditure incurred by examination section. However this is being exercised manually
9	External marks	To enter external marks, analyze marks obtained and generate marks reports
10	Internal marks	To enter attendance for internal exams, internal marks, analyze marks obtained and generate marks report
11	Invigilation charges	To enter invigilation charges payable to the faculty. However this is being exercised manually
12	Lab (External)	To generate formats for taking attendance and entering marks for lab external examinations. However this is being exercised from the JNTUK portal
13	Progress reports	To generate progress reports containing both attendance and marks of selected exam.

6. Placements

Sl. No.	Function	Description
1	Student performance	Generates a report of the students fulfilling the mini criteria which is customizable
2	Campus placements	To view the upcoming campus placements, notifications, MoUs
3	Report	To generate the reports of campus placements, no of students appeared, selected, and the number of students not selected

7. Library

Sl. No.	Function	Description
1	Back volumes	To enter details of national and international journals which are bound into volumes relating to certain period
2	Book status	To view and change status of selected book from reference to issue etc
3	Book bank students	To add and view students who availed book bank scheme
4	Books	To enter books data either through interfaces or importing from excel sheets
5	Books reserved	To view the details of books which are reserved by students and staff. Librarian can consider calling them when reserved books are being returned by somebody else
6	Budget and Expenditure	To view budget grants for library and enter expenditure details and view the report.
7	Circulation	To issue, return and renewal books among students and staff

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8	Cross check	To view to whom a particular book was issued
9	Dept Library	To transfer books from main library to departmental library and accept them back to main library
10	Dues	To view library dues payable by students
11	Edit	To edit book details
12	OPAC	Online Public Access catalogue for search by users
13	Equipment	To post details of any equipment like Xerox machine installed in the library
14	Journals	To post details of periodical journals received in library
15	Projects	To enter details of academic projects submitted by students in library
16	Purchase order	To purchase books for library
17	Receipts	To receive books purchased for library
18	Requisition	To request books to be purchased for library
19	Rules	To set rules i.e number of issues tickets for staff and students, lending period, renewal times and fine etc for library
20	Search	To search Accession no wise, author wise, title wise, publisher wise, department wise and course wise books in library
21	Stock verification	To compare system stock of books with physical stock taken in excel sheet
22	Subjects	To enter subjects for library
23	Subscription	To subscribe for national and international journals for library
24	Suppliers	To enter details of suppliers for library
25	Reports	To view accession register, library fines, day transactions, pending returns, issues, returns, renewals, purchases and unused books etc

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Principal

The principal login has the access privileges to the following modules: Academics, Employee, Library, Examinations and correspondence. The functions of the Principal are displayed in the table below:

Sl. No.	Functions
01	Academics
02	Examinations
03	Employee
04	Correspondence
05	Library

1. Academics

Sl. No	Function	Description
1	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses
2	Attendance reports	To view class wise, day wise, monthly attendance reports. Attendance register, student wise and subject wise attendance reports
3	Counseling	To monitor the counseling data and generate the report of the same
4	Current Time table	To view which faculty shall be in which class room as per time table at any point of time
5	Extra classes	To assign extra classes to faculty in addition to regular classes
6	Faculty	To view faculty performance i.e class taken, pass percentage etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty
7	Internal Marks	To enter internal marks by faculty
8	Lesson plan	To enter lesson plan and generate a report of the same
9	Projects	To assign projects and project guides to students. Guides need to upload student wise project status in excel sheet at regular intervals
10	Resources	To view what resources are available for students to download under various categories
11	Student	To view the student achievements however this is being carried out manually
12	Student profile	To view complete data of selected student in one single screen. This screen contains Bio-data, Performance in current semester, performance upto the current semester, fee-payment details and backlog details of selected student
13	Time table	To set theory and lab time tables for courses and print them
14	Upload resources	To upload learning resources for students

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15	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
16	Library books	To get the details of the books that were issued and check the status of the same
17	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

2. Examination

Sl. No.	Function	Description
1	Backlogs	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs
2	Dues list	To view list of students who are yet to pay examination fees prescribed by the university
3	Exam Schedule	To view and circulate the exam schedules obtained from the JNTUK portal
4	Exams	To view the details about regular/ supply examinations obtained from the JNTUK portal
5	External marks	To enter external marks, analyze marks obtained and generate marks reports
6	Internal marks	To enter attendance for internal exams, internal marks, analyze marks obtained and generate marks report
7	Lab (External)	To generate formats for taking attendance and entering marks for lab external examinations. However this is being exercised from the JNTUK portal
8	Progress reports	To generate progress reports containing both attendance and marks of selected exam.

3. Employee

Sl. No.	Function	Description
1	Reports	To view the attendance registers of the employee
2	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
3	Library books	To get the details of the books that were issued and check the status of the same
4	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

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4. Correspondence

Sl. No	Function	Description
1	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2	Greetings	To generate birthday greetings for students
3	Groups and Members	To create groups and add members to them for sending common SMS
4	Inbox	To view messages posted by other users and to compose messages to other users
5	Staff list	To view the list of the staff with the respective departments
6	Students list	To view the list of the staff and correspond with the parents of students
7	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
8	Library books	To get the details of the books that were issued and check the status of the same
9	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

5. Library

Sl. No.	Function	Description
1	OPAC	Online Public Access catalogue for search by users
2	Search	To search Accession no wise, author wise, title wise, publisher wise, department wise and course wise books in library
3	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
4	Library books	To get the details of the books that were issued and check the status of the same
5	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

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Faculty

The faculty login has the access privileges to the following modules academics, employee, correspondence, examinations, Library. The functions of the faculty are displayed in the table below:

Sl. No.	Functions
1	Academics
2	Examination
3	Library
4	Employee
5	Correspondence

1. Academics

Sl. No	Function	Description
1	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses
2	Attendance reports	To view class wise, day wise, monthly attendance reports. Attendance register, student wise and subject wise attendance reports
3	Counseling	To monitor the counseling data and generate the report of the same
4	Current Time table	To view which faculty shall be in which class room as per time table at any point of time
5	Extra classes	To assign extra classes to faculty in addition to regular classes
6	Faculty	To view faculty performance i.e class taken, pass percentage etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty
7	Internal Marks	To enter internal marks by faculty
8	Lesson plan	To enter lesson plan and generate a report of the same
9	Projects	To assign projects and project guides to students. Guides need to upload student wise project status in excel sheet at regular intervals
10	Resources	To view what resources are available for students to download under various categories
11	Student	To view the student achievements however this is being carried out manually
12	Student profile	To view complete data of selected student in one single screen. This screen contains Bio-data, Performance in current semester, performance upto the

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		current semester, fee-payment details and backlog details of selected student
13	Time table	To set theory and lab time tables for courses and print them
14	Upload resources	To upload learning resources for students
15	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
16	Library books	To get the details of the books that were issued and check the status of the same
17	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

2. Examination

Sl. No.	Function	Description
1	Backlogs	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs
2	Dues list	To view list of students who are yet to pay examination fees prescribed by the university
3	Exam Schedule	To view and circulate the exam schedules obtained from the JNTUK portal
4	Exams	To view the details about regular/ supply examinations obtained from the JNTUK portal
5	External marks	To enter external marks, analyze marks obtained and generate marks reports
6	Internal marks	To enter attendance for internal exams, internal marks, analyze marks obtained and generate marks report
7	Lab (External)	To generate formats for taking attendance and entering marks for lab external examinations. However this is being exercised from the JNTUK portal
8	Progress reports	To generate progress reports containing both attendance and marks of selected exam.

3. Library

Sl. No.	Function	Description
1	OPAC	Online Public Access catalogue for search by users
2	Search	To search Accession no wise, author wise, title wise, publisher wise, department wise and course wise books in library
3	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
4	Library books	To get the details of the books that were issued and check the status of the same

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5	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

4. Employee

Sl. No.	Function	Description
1	Reports	To view the attendance registers of the employee
2	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
3	Library books	To get the details of the books that were issued and check the status of the same
4	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

5. Correspondence

Sl. No	Function	Description
1	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2	Greetings	To generate birthday greetings for students
3	Groups and Members	To create groups and add members to them for sending common SMS
4	Inbox	To view messages posted by other users and to compose messages to other users
5	Staff list	To view the list of the staff with the respective departments
6	Students list	To view the list of the staff and correspond with the parents of students
7	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
8	Library books	To get the details of the books that were issued and check the status of the same
9	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

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Accounts

The accounts login has the access privileges to the following modules: Fee payments, Correspondence. However, the rest of the functions that are exercised are dissipated among supporting staff module as well. The functions of the Accounts and supporting staff are displayed in the table below:

Sl. No	Function	Description
1	Attendance fine	To view fine payable monthly by students for the days becoming absent and collecting fine
2	Bank accounts	To enter bank account details
3	Bank deposits	To enter cash or cheque deposits in selected bank account
4	Bank transactions	To view deposits or withdrawal history of selected bank account
5	Bank withdrawals	To enter withdrawal details from selected bank account
6	Bill clearance	To view suppliers pending bills and clearing them for payment
7	Department budgets	To set annual expenditure budgets for individual departments
8	Day book	To view financial transactions recorded during the selected day
9	Expenditure heads	To add expenditure heads
10	Expenditure reports	To view had wise expenditure transactions
11	Fee refunds	To refund fees already collected to students in case of college transfers
12	Profit/Loss	To view profit and loss statement during the selected period of time
13	Receipts	To enter non fee receipts
14	Receipts reports	To view head wise revenue reports
15	Revenue heads	To add revenue heads
16	Transactions	To view financial transactions and edit them if needed

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Library

The library login has the access privileges to the following modules Library, Examinations and Correspondence. The functions of the supporting staff are displayed in the table below:

Sl. No.	Function	Description
1	Back volumes	To enter details of national and international journals which are bound into volumes relating to certain period
2	Book status	To view and change status of selected book from reference to issue etc
3	Book bank students	To add and view students who availed book bank scheme
4	Books	To enter books data either through interfaces or importing from excel sheets
5	Books reserved	To view the details of books which are reserved by students and staff. Librarian can consider calling them when reserved books are being returned by somebody else
6	Budget and Expenditure	To view budget grants for library and enter expenditure details and view the report.
7	Circulation	To issue, return and renewal books among students and staff
8	Cross check	To view to whom a particular book was issued
9	Dept Library	To transfer books from main library to departmental library and accept them back to main library
10	Dues	To view library dues payable by students
11	Edit	To edit book details
12	OPAC	Online Public Access catalogue for search by users
13	Equipment	To post details of any equipment like Xerox machine installed in the library
14	Journals	To post details of periodical journals received in library
15	Projects	To enter details of academic projects submitted by students in library
16	Purchase order	To purchase books for library
17	Receipts	To receive books purchased for library
18	Requisition	To request books to be purchased for library
19	Rules	To set rules i.e number of issues tickets for staff and students, lending period, renewal times and fine etc for library
20	Search	To search Accession no wise, author wise, title wise, publisher wise, department wise and course wise books in library
21	Stock verification	To compare system stock of books with physical stock taken in excel sheet
22	Subjects	To enter subjects for library
23	Subscription	To subscribe for national and international journals for library
24	Suppliers	To enter details of suppliers for library
25	Reports	To view accession register, library fines, day transactions, pending returns, issues, returns, renewals, purchases and unused books etc

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Examination Section

The examination section login has the access privileges to the following modules Admin, Academics, Employee, Correspondence, Examinations, Placements, Admissions, Employee. The functions of the examination section are displayed in the table below:

Sl. No.	Function	Description
1.	Admissions report	To view branch wise students admissions of selected batch in the format
2.	Backlogs	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs
3.	Dues list	To view list of students who are yet to pay examination fees prescribed by the university
4.	Exam application	To view and print exam application form for circulation among students. However this is being exercised from the JNTUK portal
5.	Exam schedule	To view and circulate the exam schedules obtained from the JNTUK portal
6.	Exams	To view the details about Regular/Supply examinations obtained from the JNTUK portal
7.	Expenditure	To enter expenditure incurred by examination section. However, this is being exercised manually
8.	Expenditure report	To view expenditure incurred by examination section. However, this is being exercised manually
9.	External marks	To enter external marks, analyze marks obtained and generate marks reports
10.	Internal marks	To enter attendance for internal exams, internal marks, analyze marks obtained and generate marks report
11.	Invigilation charges	To enter invigilation charges payable to faculty. However, this is being exercised manually
12.	Lab (External)	To generate formats for taking attendance and entering marks for lab external examinations. However, this is being exercised from the JNTUK portal
13.	Progress reports	To generate progress reports containing both attendance and marks of selected exam.

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Supporting staff

The supporting staff login has the access privileges to the following modules academics, employee, correspondence, Examination, Placements, and Admissions. The functions of the supporting staff are displayed in the table below:

Sl. No.	Functions
1	Admin
2	Admissions
3	Academics
4	Examinations
5	Placements
6	Employee
7	Correspondence

1. Admin

Sl. No.	Function	Description
1.	Branch sections	To assign or modify students to a branch
2.	OTPS	To view the reports of the OTPS generated to the students
3.	Reset student password	To reset the password of a particular student
4.	Subjects	To add or modify the subjects in a respective semester according to the academic regulation
5.	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
6.	Library books	To get the details of the books that were issued and check the status of the same
7.	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

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2. **Admission**

Sl. No	Function	Description
1	Admission	To enter students data through interfaces or import students data from excel sheets
2	Admissions register	To generate admissions register in standard format after admissions are over
3	Transfer	To add list of certificates to be collected from students during admission time
4	Rejoin date	To track what certificates have been submitted by a student at the time of admission
5	Sections	To view total number of students basing on the course he/she has opted for
6	Detained students	To view or enter details of detained students and readmit them

3. Academics

Sl. No	Function	Description
1	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses
2	Attendance reports	To view class wise, day wise, monthly attendance reports. Attendance register, student wise and subject wise attendance reports
3	Counseling	To monitor the counseling data and generate the report of the same
4	Current Time table	To view which faculty shall be in which class room as per time table at any point of time
5	Extra classes	To assign extra classes to faculty in addition to regular classes
6	Faculty	To view faculty performance i.e class taken, pass percentage etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty
7	Internal Marks	To enter internal marks by faculty
8	Lesson plan	To enter lesson plan and generate a report of the same
9	Projects	To assign projects and project guides to students. Guides need to upload student wise project status in excel sheet at regular intervals
10	Resources	To view what resources are available for students to download under various categories
11	Student	To view the student achievements however this is being carried out manually
12	Student profile	To view complete data of selected student in one single screen. This screen contains Bio-data, Performance in current semester, performance upto the current semester, fee-payment details and backlog details of selected student
13	Time table	To set theory and lab time tables for courses and print them
14	Upload resources	To upload learning resources for students
15	Circulars	To generate the circulars and look at the status of the same for a period of 30

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		days however the same functionality is being practiced manually
16	Library books	To get the details of the books that were issued and check the status of the same
17	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

4. Examination

Sl. No.	Function	Description
1	Backlogs	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs
2	Dues list	To view list of students who are yet to pay examination fees prescribed by the university
3	Exam Schedule	To view and circulate the exam schedules obtained from the JNTUK portal
4	Exams	To view the details about regular/ supply examinations obtained from the JNTUK portal
5	External marks	To enter external marks, analyze marks obtained and generate marks reports
6	Internal marks	To enter attendance for internal exams, internal marks, analyze marks obtained and generate marks report
7	Lab (External)	To generate formats for taking attendance and entering marks for lab external examinations. However this is being exercised from the JNTUK portal
8	Progress reports	To generate progress reports containing both attendance and marks of selected exam.
9	Registration	To view and generate a report of the students who have paid respective fee on a selected dates
10	Update roll no	To update the roll no of the rejoining students
11	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
12	Library Books	To get the details of the books that were issued and check the status of the same
13	Leaves History	To generate the leaves that are utilized and can check the available leaves of the personnel

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5. Placements

Sl. No.	Function	Description
1	Student performance	Generates a report of the students fulfilling the mini criteria which is customizable
2	Circulars	To view at the circulars, however this function is not being exercised
3	Campus placements	To view the upcoming campus placements, notifications, MoUs
4	Report	To generate the reports of campus placements, no of students appeared, selected, and the number of students not selected

6. Employee

Sl. No.	Function	Description
1	Reports	To view the attendance registers of the employee
2	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
3	Library books	To get the details of the books that were issued and check the status of the same
4	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

7. Correspondence

Sl. No	Function	Description
1	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2	Greetings	To generate birthday greetings for students
3	Groups and Members	To create groups and add members to them for sending common SMS
4	Inbox	To view messages posted by other users and to compose messages to other users
5	Staff list	To view the list of the staff with the respective departments
6	Students list	To view the list of the staff and correspond with the parents of students
7	Circulars	To generate the circulars and look at the status of the same for a period of 30 days however the same functionality is being practiced manually
8	Library books	To get the details of the books that were issued and check the status of the same
9	Leaves history	To generate the leaves that are utilized and can check the available leaves of the personnel

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Student/ Parent

The function of the student / parent is displayed in the below screenshot:

Sl. No	Function	Description
1	Academic calendar	To view the academic calendar of the course and semester, the student currently studying.
2	Attendance	Displays daily, monthly and up to date attendance of student who logged in
3	Backlogs	Show the subject backlogs
4	Book search	To search for books in the library by the student
5	Circulars	To view the circulars issued by the principal and management addressed to the students
6	Complaints/Suggestions	To post complaints/ suggestions for attention by the administrator
7	Exam schedule	To view the internal and external exam schedules by students
8	Faculty feedback	To post feedback against the faculty by student who logged in.
9	Fee details	Displays the details of fee paid
10	Fee dues	Displays the details of fee dues payable by the logged in student and the same is reflected to the parent as well
11	Resources	Student/parent can view and download the resources uploaded by the faculty or librarian
12	Library Books	Displays history of book issues and returns from library of logged in student
13	Marks	Shows parent/student's semester wise marks with aggregate
14	Project Search	Students/ parents can search for academic projects titles and abstracts from library
15	Profile	Students/ parent can view Bio-data, performance in current semester and previous semesters, attendance percentage, fee payment details, backlog details
16	Time table	Student can view the class time tables

The access authorization is restricted specifically for various stakeholders to maintain confidentiality for better governance. The main modules which are already listed above are exercised as follows.

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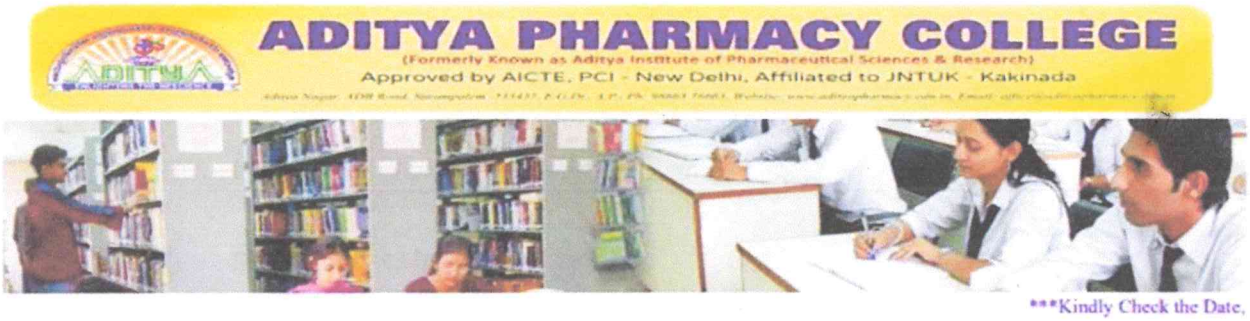
1. Administration

- The administration of Aditya Pharmacy College functions with E-governance system at various levels of governance

- Aditya Pharmacy College uses the modules like student attendance, library, transport, hostel and stock & inventory of E-CAP (Electronic-College Automation Package) software for administrative purposes

- College staff members use smartphones with inbuilt social messaging services like Whatsapp, Facebook, Telegram, Gmail to communicate brief notices, and recent updates/events of the college.

E-CAP (Electronic-College Automation Package) Home Page



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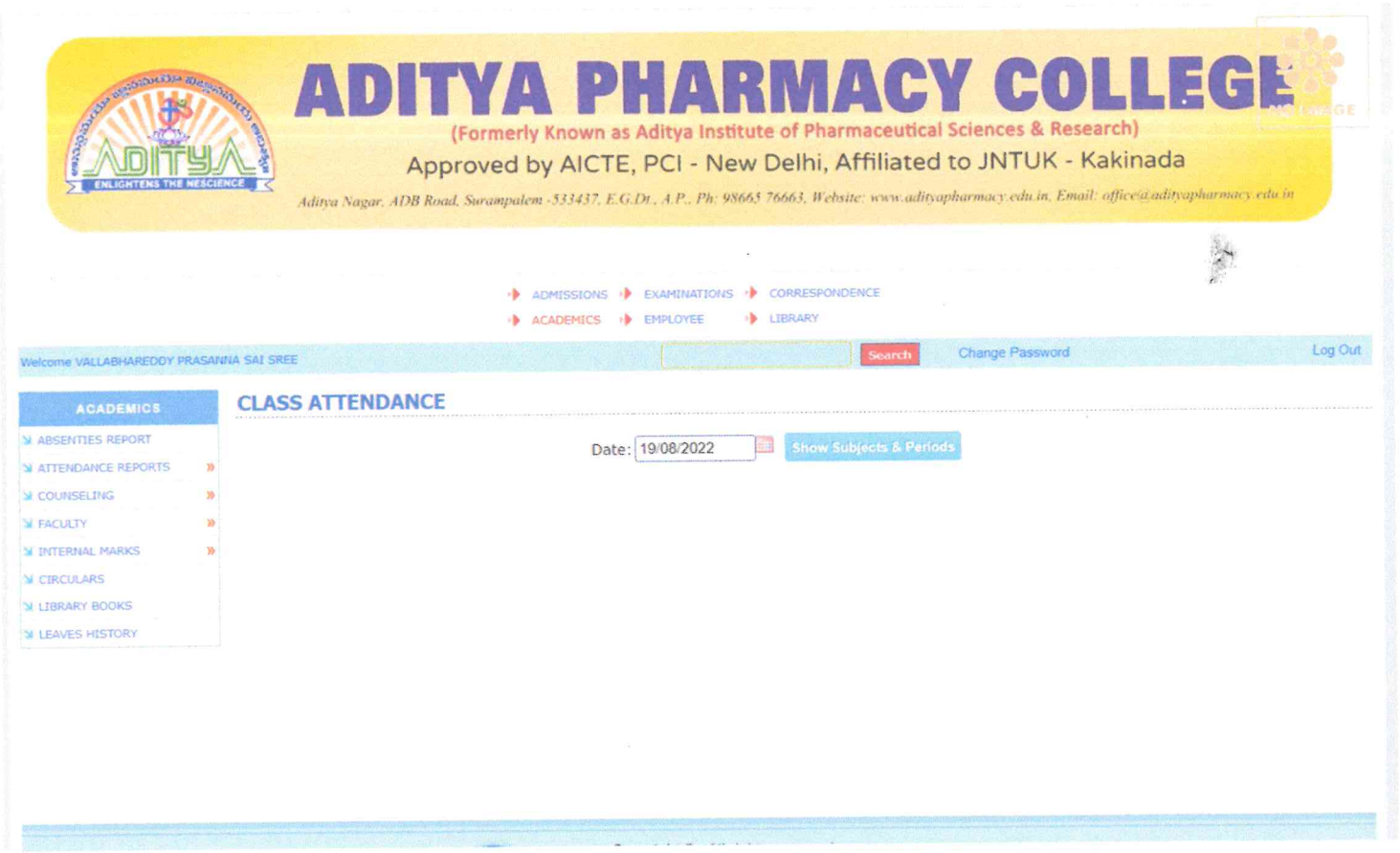
ATTENDANCE ENTRY



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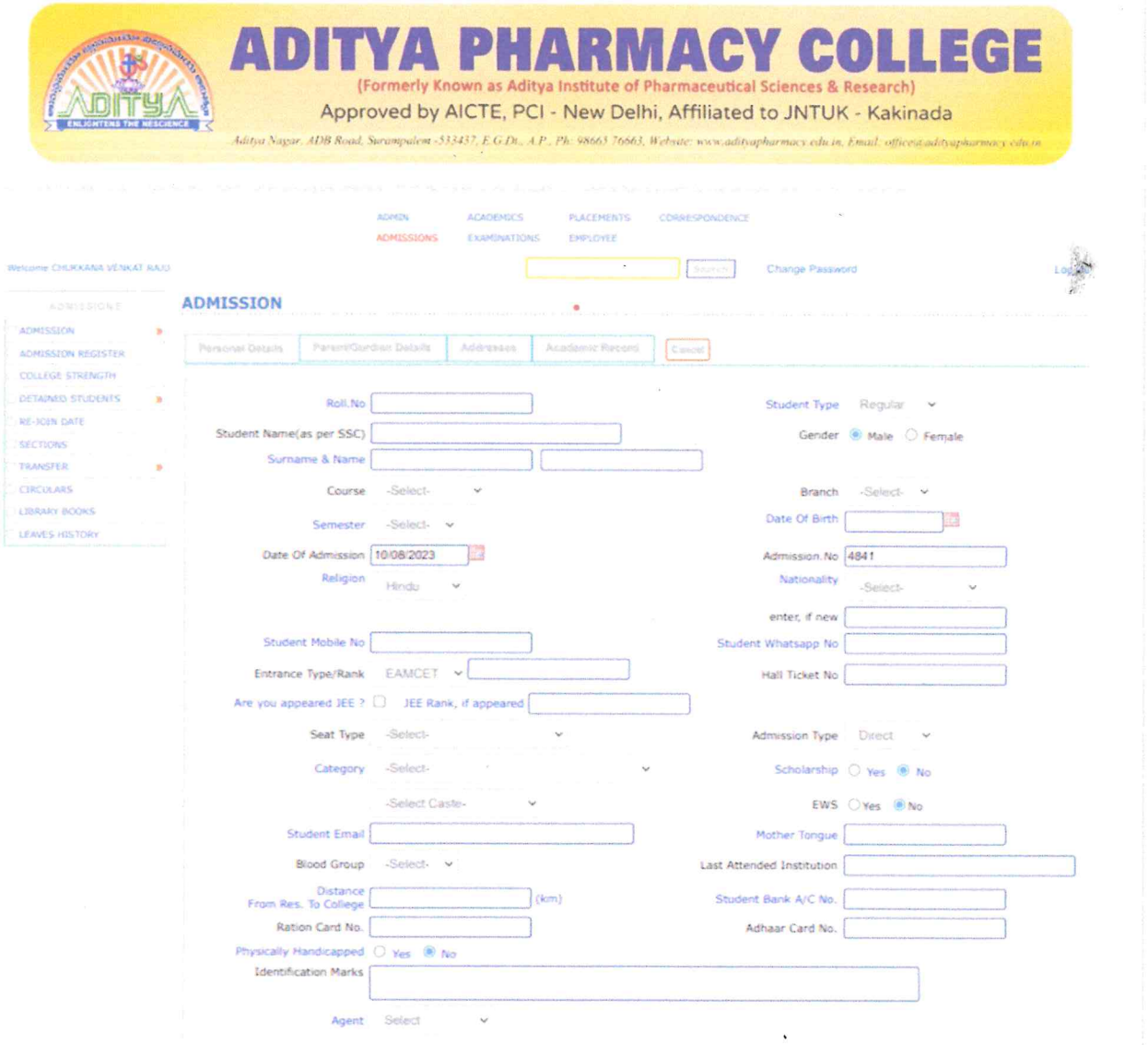
Admission dashboard



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Circulars

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Time table

ABSENT FACULTY
ABSENTEES REPORT
ACADAMIC REGISTER
ATTENDANCE
ATTENDANCE PERMISSION
ATTENDANCE REPORTS
BATCHES
CERTIFICATES
CIRCULAR ENTRY
COUNSELING
CURRENT TIME TABLE
DISCIPLINARY ACTION
ELECTIVES
EXTRA CLASS
FACULTY
FACULTY ADJUSTMENTS
FEEDBACK QUESTIONS
FEEDBACK REPORT
FEEDBACK SETTINGS
INTERNAL MARKS
LAB BATCHES
LEAVES
LESSON PLAN
NO DUES
PERIODS
PROJECTS
PROMOTIONS
RESOURCES
ROLL NO BARCODE
SET SUBSTITUTE SUBJECT
STUDENT
STUDENT PROFILE
SYLLABUS COVERAGE
TEACHING ASSIGNMENTS
TEACHING LOAD DISTRIBUTION
TEACHING PLAN
TEACHING PLAN VERIFY
TEACHING SCHEDULE
TIME TABLE

Course Wise Semester/Branch Wise

B.Pharmacy BP Show

ADITYA PHARMACY COLLEGE

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Aditya Nagar, ADB Road, Surampalem - 533 437, Near Peddapuram, E.G.Dt., 9866576663

Website:www.adityapharmacy.edu.in, Email:adityapharmacy@yahoo.co.in

I Semester, BP-A

Day of week	Period 1 09:30 AM 10:20 AM	Period 2 10:20 AM 11:05 AM	11:05 AM 11:15 AM	Period 3 11:15 AM 12:05 PM	Period 4 12:05 PM 12:55 PM	12:55 PM 01:45 PM	Period 5 01:45 PM 02:35 PM	Period 6 02:35 PM 03:25 PM	Period 7 03:25 PM 04:15 PM
Mon	IOC	--	B	HAP	PA I	L	ceut I LAB\HAP LAB	ceut I LAB\HAP LAB	ceut I LAB\HAP LAB
Tue	Ceu I	Communicat	R	HAP	PA I	U	PA I LAB\IOC LAB	PA I LAB\IOC LAB	PA I LAB\IOC LAB
Wed	IOC	--	E	--	Communicat	N	ceut I LAB	ceut I LAB	ceut I LAB
Thu	IOC	MATHS	A	Ceu I	HAP	C	IOC LAB\PA I LAB	IOC LAB\PA I LAB	IOC LAB\PA I LAB
Fri	PA I	MATHS	K	Ceu I	--	H	HAP LAB	HAP LAB	HAP LAB
Sat	Ceu I	Commu LAB\Commu LAB		Commu LAB\Commu LAB	PA I		HAP	--	--

I Semester, BP-B

Day of week	Period 1 09:30 AM 10:20 AM	Period 2 10:20 AM 11:05 AM	11:05 AM 11:15 AM	Period 3 11:15 AM 12:05 PM	Period 4 12:05 PM 12:55 PM	12:55 PM 01:45 PM	Period 5 01:45 PM 02:35 PM	Period 6 02:35 PM 03:25 PM	Period 7 03:25 PM 04:15 PM
Mon	Ceu I	IOC LAB	B	IOC LAB	IOC LAB	L	Communicat	Commu LAB	Commu LAB
Tue	IOC	ceut I LAB	R	ceut I LAB	ceut I LAB	U	Ceu I	--	HAP
Wed	PA I	--	E	--	--	N	IOC	PA I	--
Thu	PA I	MATHS/MATHS/BIOLOGY	A	Biology LA/MATHS/BIOLOGY	Biology LA/Biology LA	C	Ceu I	Communicat	HAP
Fri	PA I	PA I LAB	K	PA I LAB	PA I LAB	H	IOC	--	HAP
Sat	IOC	HAP LAB		HAP LAB	HAP LAB		Ceu I	--	HAP

IV Semester, BP-A

Day of week	Period 1 09:30 AM 10:20 AM	Period 2 10:20 AM 11:05 AM	11:05 AM 11:15 AM	Period 3 11:15 AM 12:05 PM	Period 4 12:05 PM 12:55 PM	12:55 PM 01:45 PM	Period 5 01:45 PM 02:35 PM	Period 6 02:35 PM 03:25 PM	Period 7 03:25 PM 04:15 PM
Mon	OC - III	HC - I P\PP-II Prac	B	MC - I P\PP-II Prac	MC - I P\PP-II Prac	L	Cognosy-I	MC - I	PP - II
Tue	Cology - I	Cog - I P\MC - I P	R	Cog - I P\MC - I P	Cog - I P\MC - I P	U	OC - III	Cognosy-I	MC - I
Wed	PP - II	--	E	Cognosy-I	--	N	Cognosy-I	--	--
Thu	Cology - I	Cology-I P\Cog - I P	A	Cology-I P\Cog - I P	Cology-I P\Cog - I P	C	PP - II	--	Cology - I
Fri	MC - I	Cology-I P	K	Cology-I P	Cology-I P	H	OC - III	PP - II	Cology - I
Sat	OC - III	PP-II Prac\		PP-II Prac\	PP-II Prac\		MC - I	--	--

IV Semester, BP-B

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Staff subject allocation:

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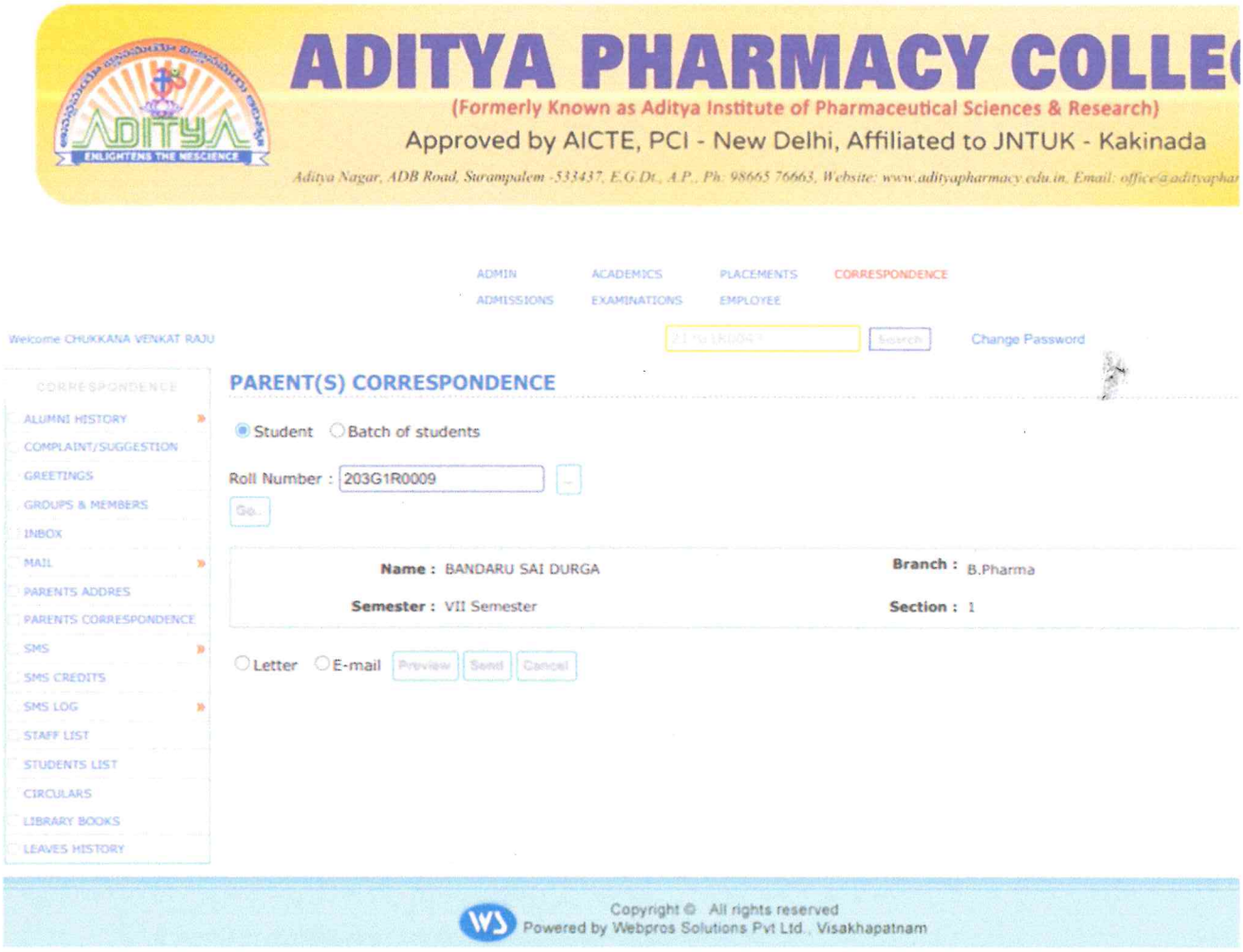
Parent's correspondence



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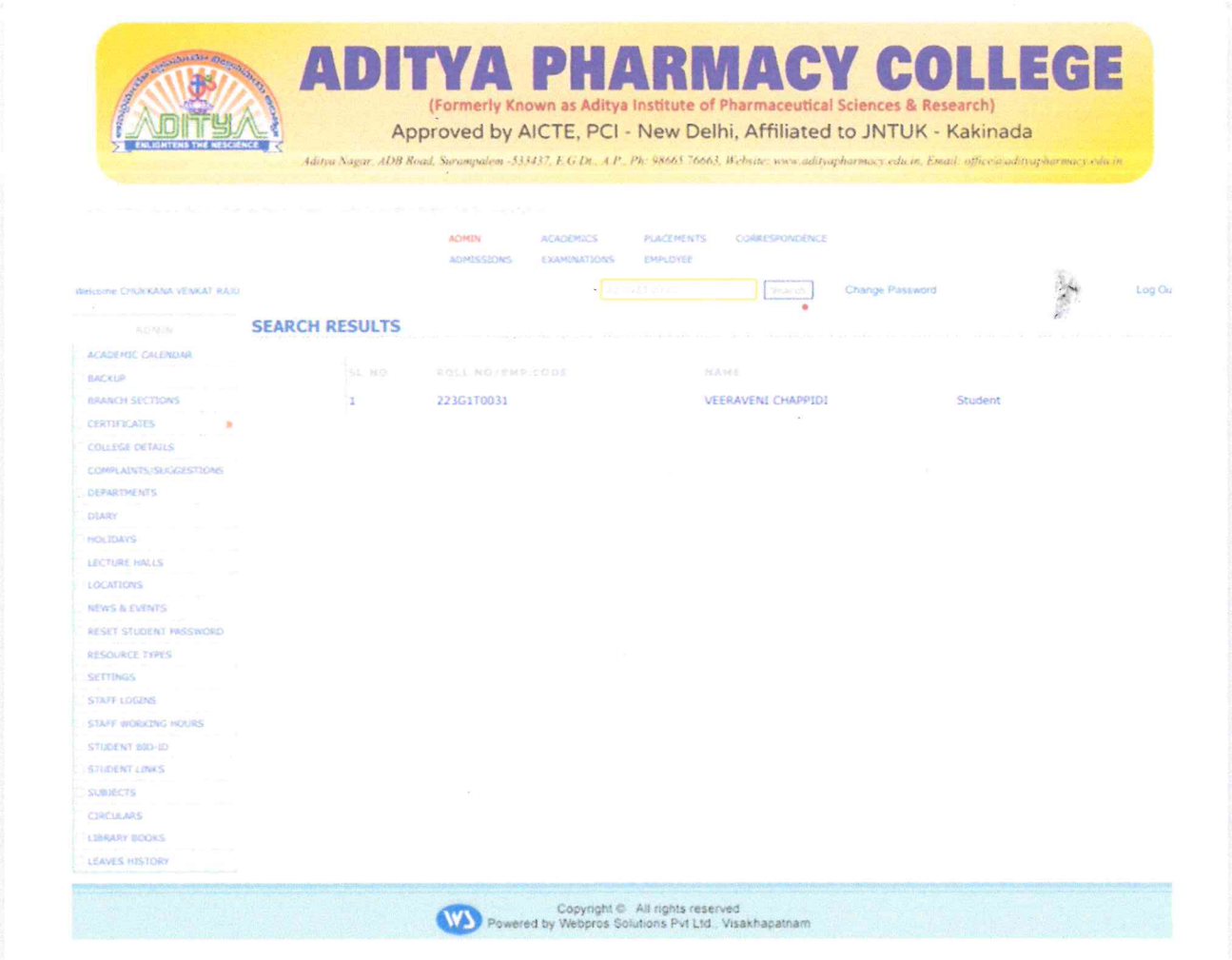
Student Search



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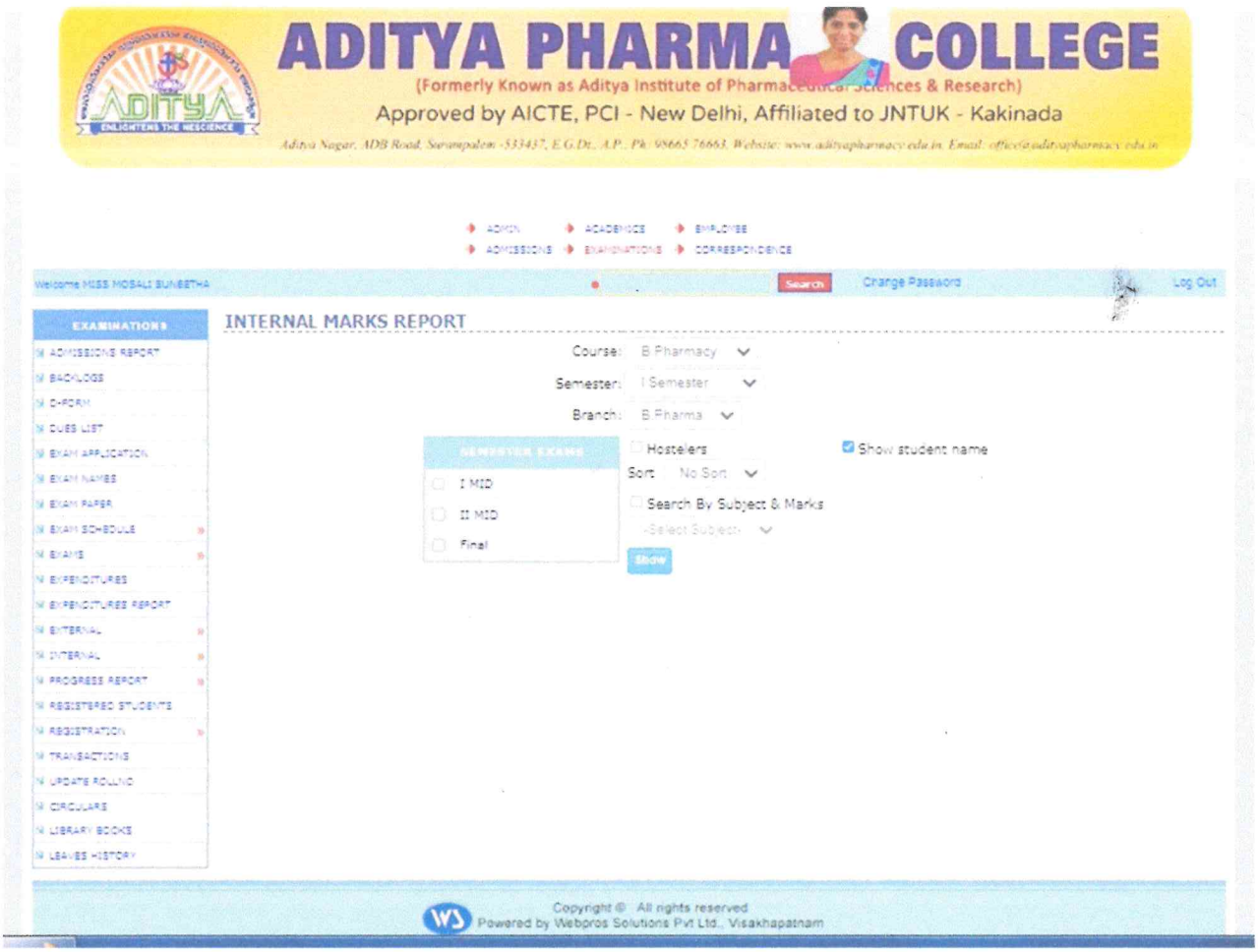
Assessment marks entry



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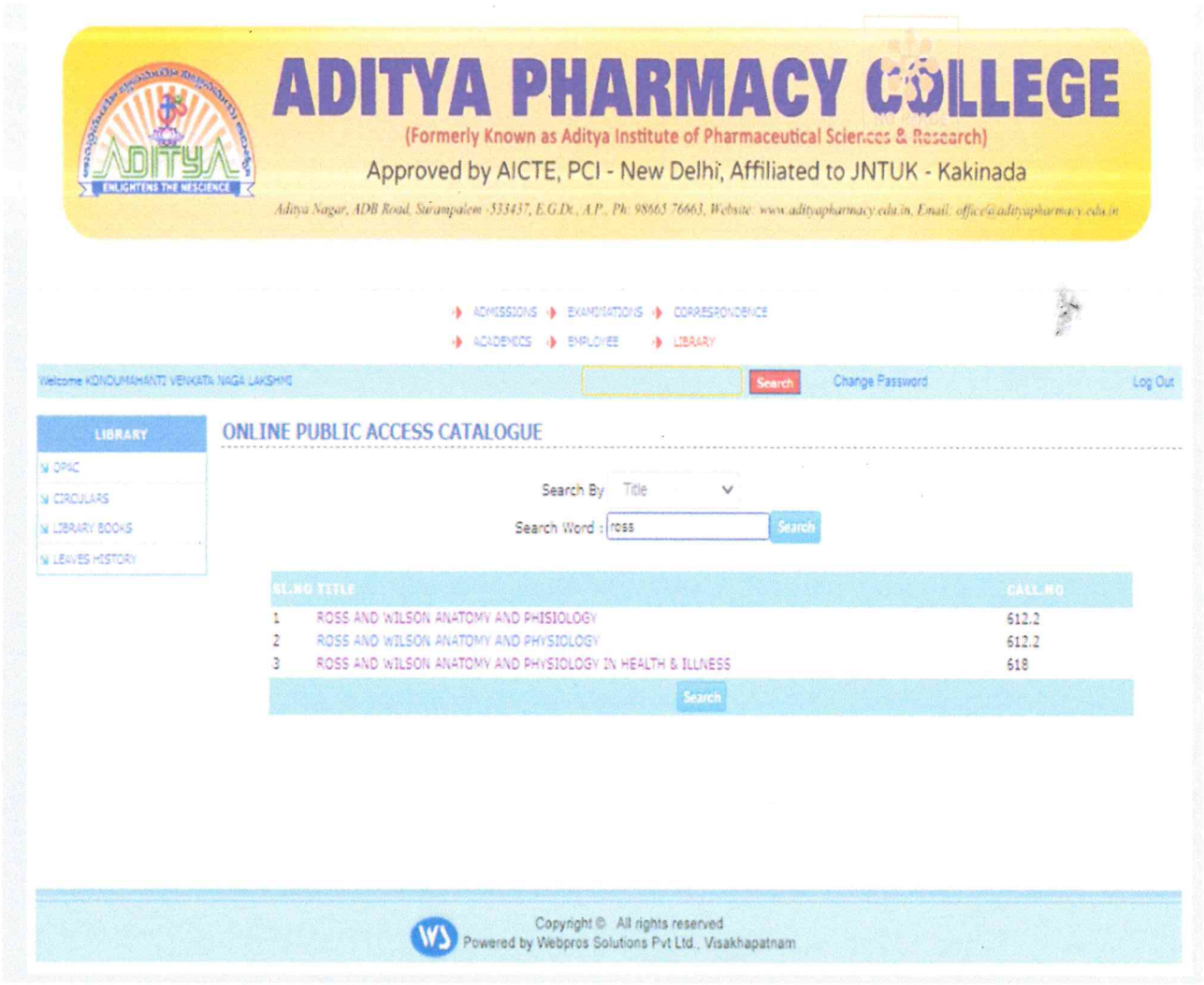
OPAC catalogue:



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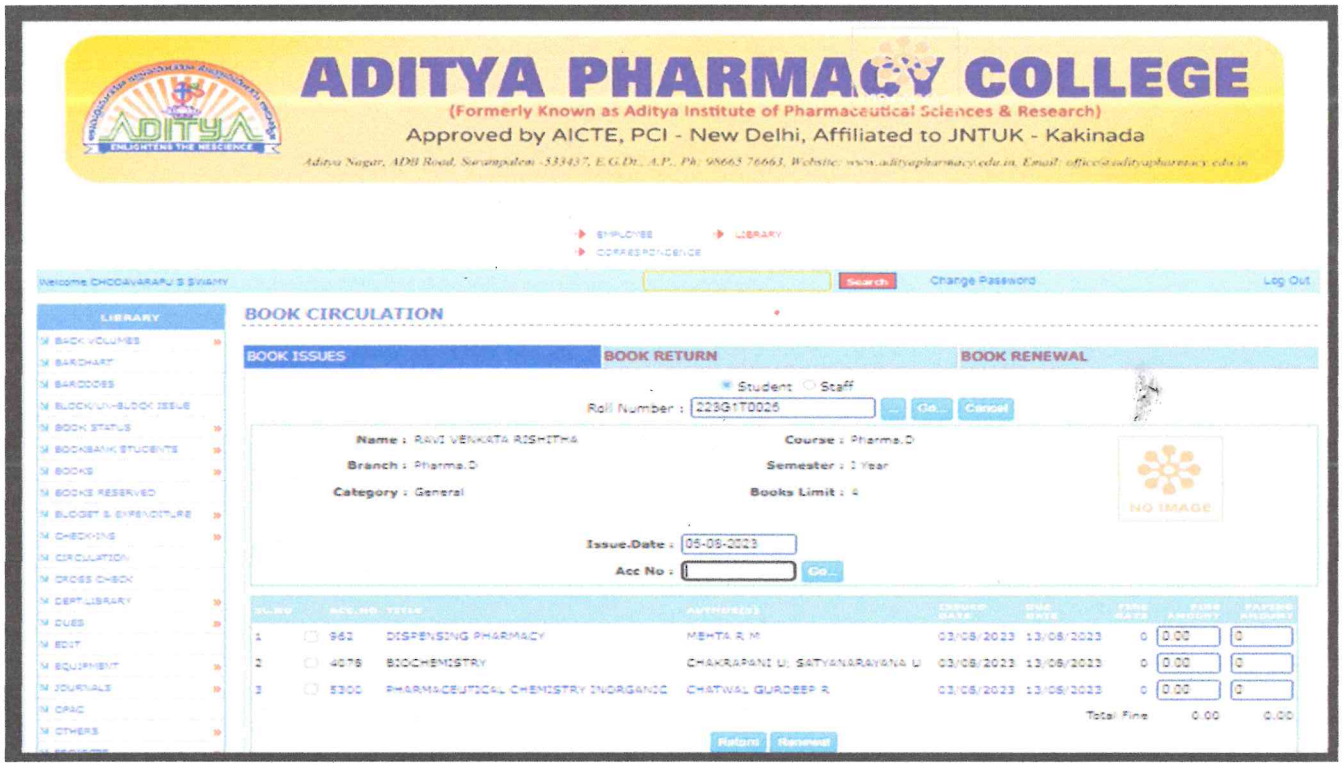
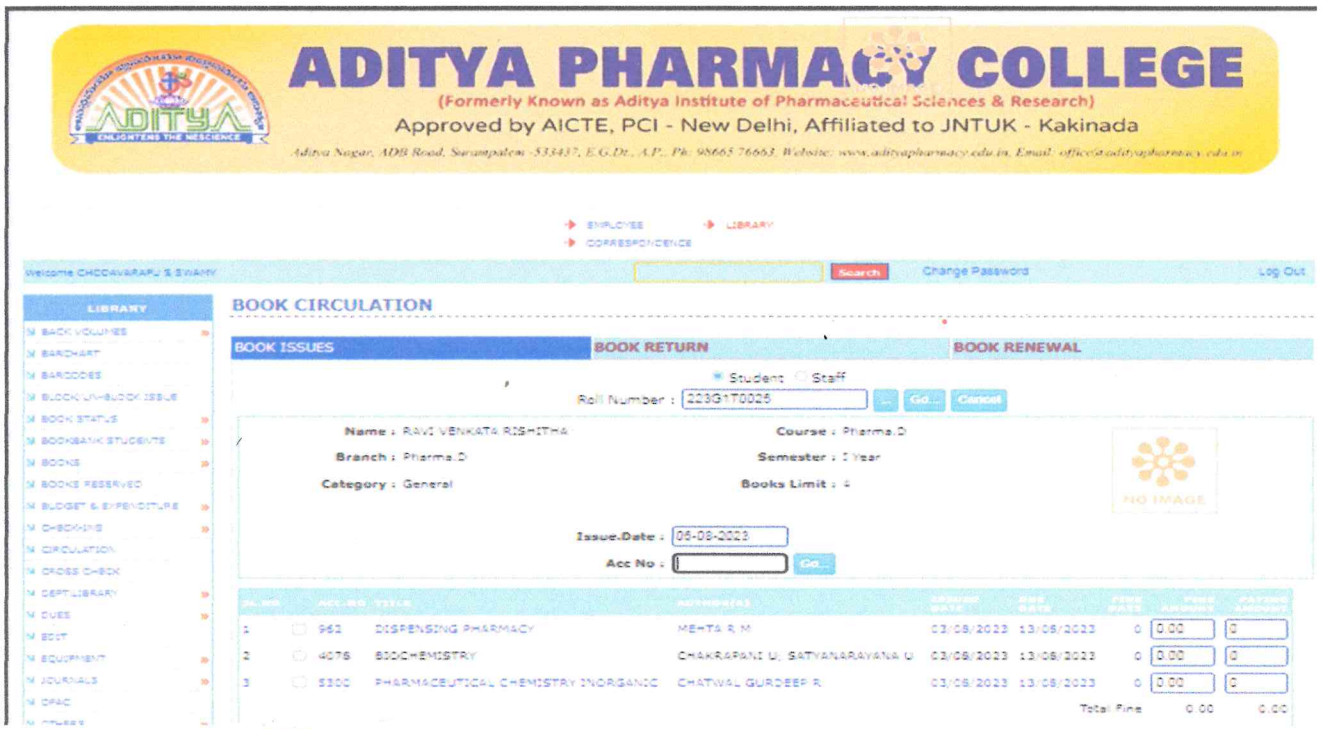
Books Master entry



Library dashboard



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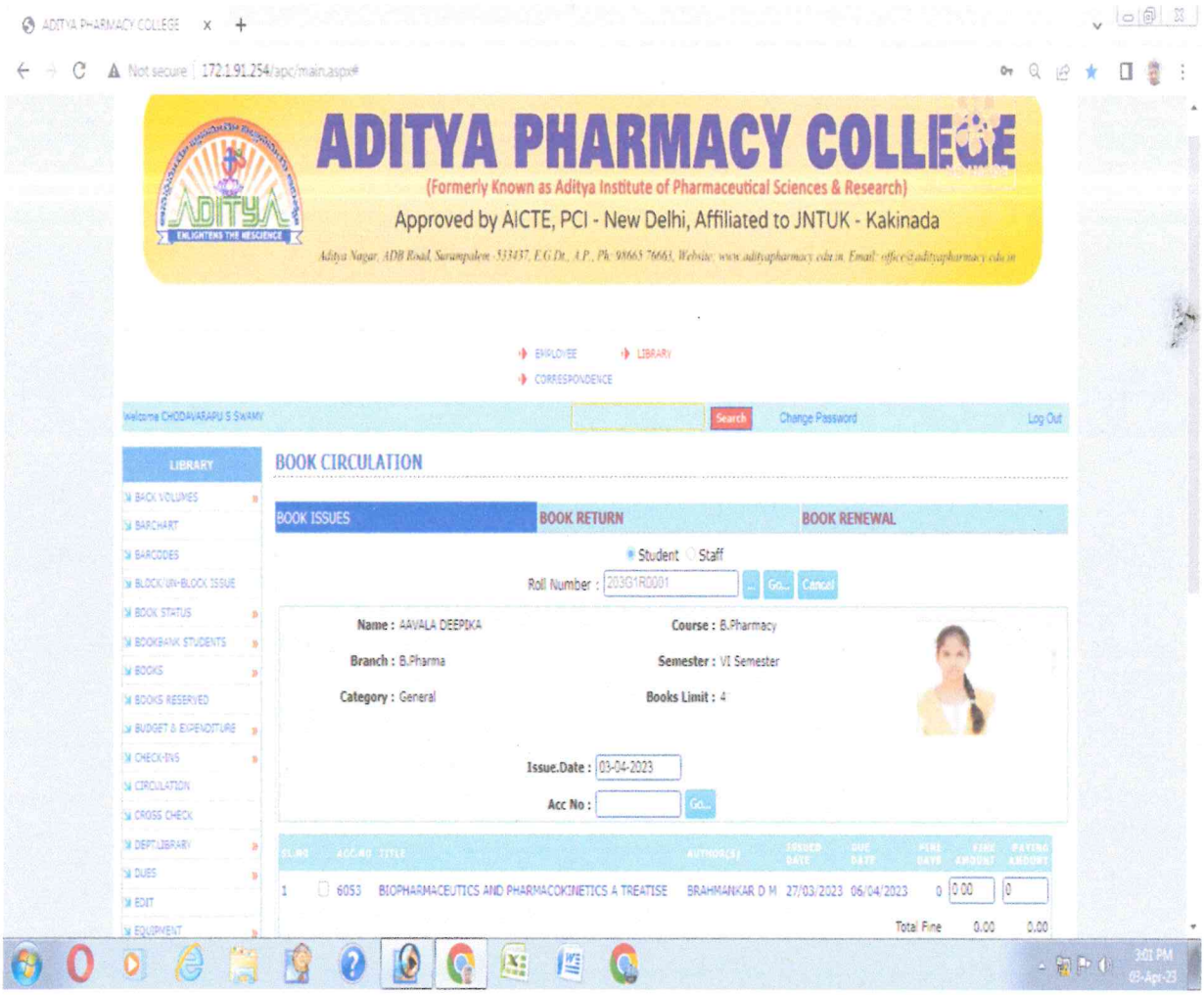
LIBRARY

The functions associated with this module are displayed in the below screenshot



SCREENSHOT OF LIBRARY MODULE

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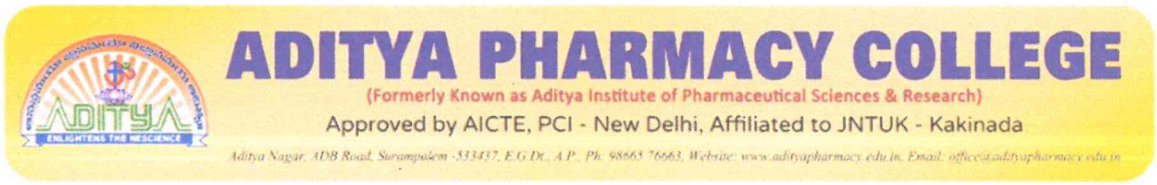
Institution student strength



ADMN ACADEMICS PLACEMENTS CORRESPONDENCE
ADMISSIONS EXAMINATIONS EMPLOYEE

Welcome CHUKKANA VENKAT RAJU Change Password Log Ou

ADMISSIONS
- ADMISSION
- ADMISSION REGISTER
- COLLEGE STRENGTH
- DETAINED STUDENTS
- RE-JOIN DATE
- SECTIONS
- TRANSFER
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY

COLLEGE STRENGTH

All Caste Category Seat Type

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Website:www.adityapharmacy.edu.in, Email:adityapharmacy@yahoo.co.in

COLLEGE STRENGTH FOR THE ACADEMIC YEAR 2023 - 2024

PARTICULARS	COLLEGE STRENGTH			TRANSPORTATION			HOSTEL			OWN TRANSPORTATION			REMARKS
	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	BOYS	GIRLS	TOTAL	
I Year, B.Pharmacy													
BP	48	79	127	10	50	60	22	23	45	16	7	23	
Total	**48**	**79**	**127**	**10**	**50**	**60**	**22**	**23**	**45**	**16**	**7**	**23**	
II Year, B.Pharmacy													
BP	0	0	0	0	0	0	0	0	0	0	0	0	
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
III Year, B.Pharmacy													
BP	34	64	98	11	44	55	10	19	29	13	1	14	
Total	**34**	**64**	**98**	**11**	**44**	**55**	**10**	**19**	**29**	**13**	**1**	**14**	
IV Year, B.Pharmacy													
BP	75	125	200	19	78	97	7	14	21	49	33	82	
Total	**75**	**125**	**200**	**19**	**78**	**97**	**7**	**14**	**21**	**49**	**33**	**82**	
I Year, Pharma.D													
PH	20	27	47	5	12	17	4	9	13	11	6	17	
Total	**20**	**27**	**47**	**5**	**12**	**17**	**4**	**9**	**13**	**11**	**6**	**17**	
II Year, Pharma.D													
PH	0	0	0	0	0	0	0	0	0	0	0	0	
Total	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
III Year, Pharma.D													
PH	7	13	20	0	9	9	2	4	6	5	0	5	
Total	**7**	**13**	**20**	**0**	**9**	**9**	**2**	**4**	**6**	**5**	**0**	**5**	
IV Year, Pharma.D													
PH	6	14	20	1	6	7	2	7	9	3	1	4	
Total	**6**	**14**	**20**	**1**	**6**	**7**	**2**	**7**	**9**	**3**	**1**	**4**	
V Year, Pharma.D													
PH	9	19	28	2	12	14	0	0	0	7	7	14	
Total	**9**	**19**	**28**	**2**	**12**	**14**	**0**	**0**	**0**	**7**	**7**	**14**	
VI Year, Pharma.D													
PH	11	15	26	0	0	0	0	0	0	11	15	26	

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2. Finance and Accounts

- Aditya Pharmacy College uses the Tally ERP for E-governance of transparent functioning of Finance and Accounts department.
- This helps to increase the efficiency of staff towards the accuracy in financial transactions.
- The administrative office maintains the reports and books of accounts generated from the software which helps in auditing procedure.

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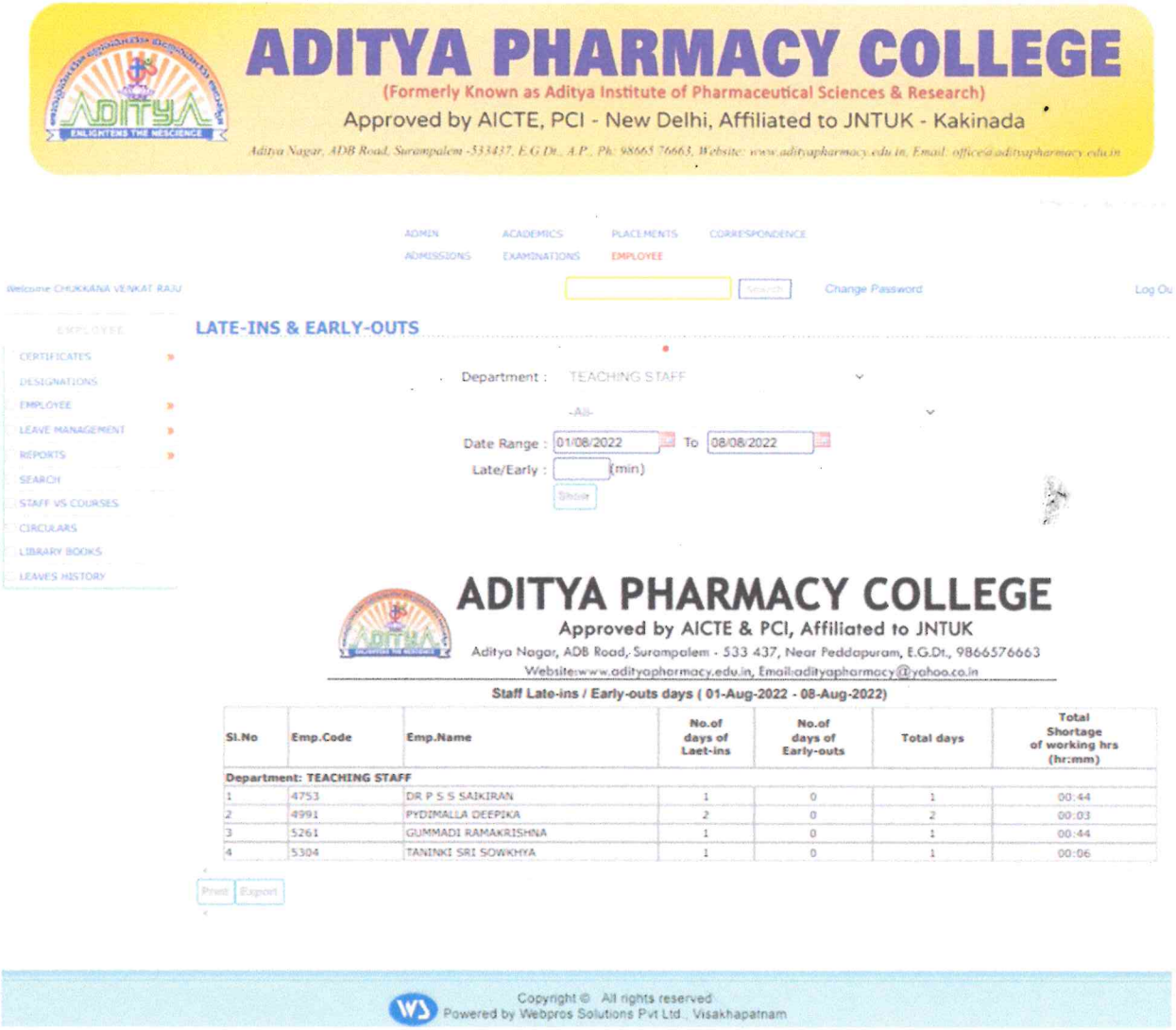
Individual staff attendance:



ADITYA PHARMACY COLLEGE

(Formerly Known as Aditya Institute of Pharmaceutical Sciences & Research)

Approved by AICTE, PCI - New Delhi, Affiliated to JNTUK - Kakinada

Aditya Nagar, ADB Road, Surampalem -533437, E.G.Dt., A.P., Ph: 98665 76663, Website: www.adityapharmacy.edu.in, Email: office@adityapharmacy.edu.in

ADMIN ACADEMICS PLACEMENTS CORRESPONDENCE
ADMISSIONS EXAMINATIONS EMPLOYEE

Welcome CHUKKANA VENKAT RAJU Search Change Password Log Ou

EMPLOYEE
CERTIFICATES
DESIGNATIONS
EMPLOYEE
LEAVE MANAGEMENT
REPORTS
SEARCH
STAFF VS COURSES
CIRCULARS
LIBRARY BOOKS
LEAVES HISTORY

LATE-INS & EARLY-OUTS

Department : TEACHING STAFF
-All-
Date Range : 01/08/2022 To 08/08/2022
Late/Early : (min)
Show

ADITYA PHARMACY COLLEGE

Approved by AICTE & PCI, Affiliated to JNTUK

Aditya Nagar, ADB Road, Surampalem - 533 437, Near Peddapuram, E.G.Dt., 9866576663

Website:www.adityapharmacy.edu.in, Email:adityapharmacy@yahoo.co.in

Staff Late-ins / Early-outs days (01-Aug-2022 - 08-Aug-2022)

Sl.No	Emp.Code	Emp.Name	No.of days of Laet-ins	No.of days of Early-outs	Total days	Total Shortage of working hrs (hr:mm)
Department: TEACHING STAFF						
1	4753	DR P S S SAIKIRAN	1	0	1	00:44
2	4991	PYDIMALLA DEEPIKA	2	0	2	00:03
3	5261	GUMMADI RAMAKRISHNA	1	0	1	00:44
4	5304	TANINKI SRI SOWKHYA	1	0	1	00:06

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Staff profile entry:

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Staff attendance and salary generation:

ADITYA PHARMACY COLLEGE

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ADMISSIONS EXAMINATIONS EMPLOYEE

Change Password Log Out

SALARY CERTIFICATE

CERTIFICATES
DESIGNATIONS
EMPLOYEE
LEAVE MANAGEMENT
REPORTS
SEARCH
STAFF VS COURSES
CIRCULARS
LIBRARY BOOKS
LEAVES HISTORY

TEACHING STAFF

SL NO	EMP.CODE	EMP.NAME	DESIGNATION
1	5031	DR CH S PHANI KUMAR	Professor
2	1353	DR. DINAKARAN SATHIS KUMAR	Professor
3	5201	DR P BHASKARA RAO	Asso. Professor
4	5478	GUNTUR PRASANTHI	Asso. Professor
5	5700	GURUGUBELLI SOWJANYA	Asso. Professor
6	849	MR. T UDAYA KUMAR	Asso. Professor
7	5335	PADAMATI RATNA KUMARI	Asso. Professor
8	1044	SAMIDALA NAGESWARA RAO	Asso. Professor
9	3704	BALLA SUJIYA	Asst. Professor
10	4752	CHITRA LAKSHMI MADHAVI	Asst. Professor
11	4390	DASARI NAGA SEN	Asst. Professor
12	4753	DR P S S SAIKIRAN	Asst. Professor
13	5261	GUMMADI RAMAKRISHNA	Asst. Professor
14	5649	JUJJURI BHARGAVA NARENDRA	Asst. Professor
15	5464	KALAVALA SUDHA RANI	Asst. Professor
16	5625	KARTHIK M	Asst. Professor
17	4789	KONDAMURI PUSHPALATHA	Asst. Professor
18	4763	LOTHA PARINAYA SRI	Asst. Professor
19	4994	MADABATTULA LALITHA KALA	Asst. Professor
20	5412	MATTA SARIKA	Asst. Professor
21	5426	MR. GUNNA DURGARAO	Asst. Professor
22	3409	MR. K PYDI RAJU	Asst. Professor
23	2940	MRS. GOWRIPATTAPU SRI DEVI	Asst. Professor

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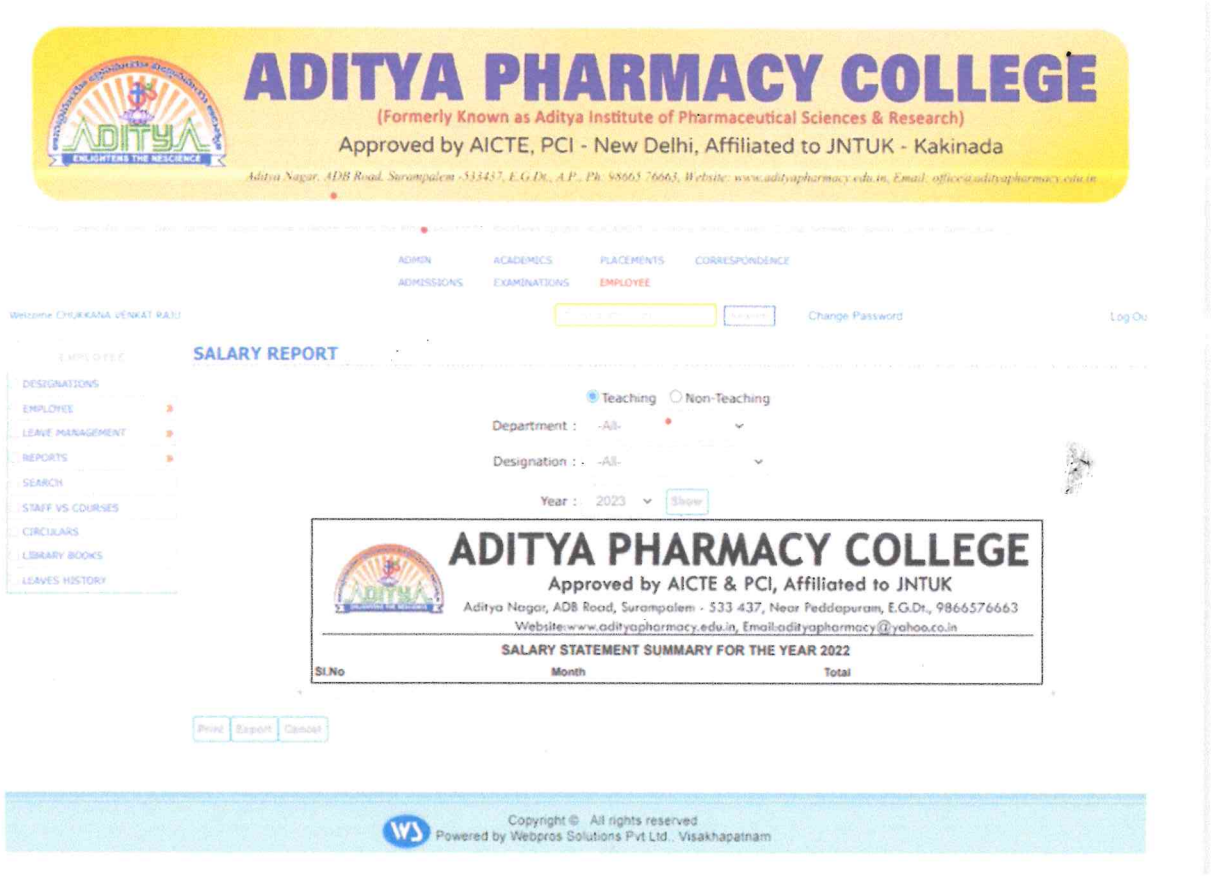

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EMPLOYEE
LEAVE MANAGEMENT
REPORTS
SEARCH
STAFF VS COURSES
CIRCULARS
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LEAVES HISTORY

SALARY REPORT

Teaching Non-Teaching
Department : -All-
Designation : -All-
Year : 2023 Show

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Aditya Nagar, ADB Road, Surampalem - 533 437, Near Peddapuram, E.G.Dt., 9866576663
Website:www.adityapharmacy.edu.in, Email:adityapharmacy@yahoo.co.in
SALARY STATEMENT SUMMARY FOR THE YEAR 2022

Sl.No	Month	Total

Print Export Cancel

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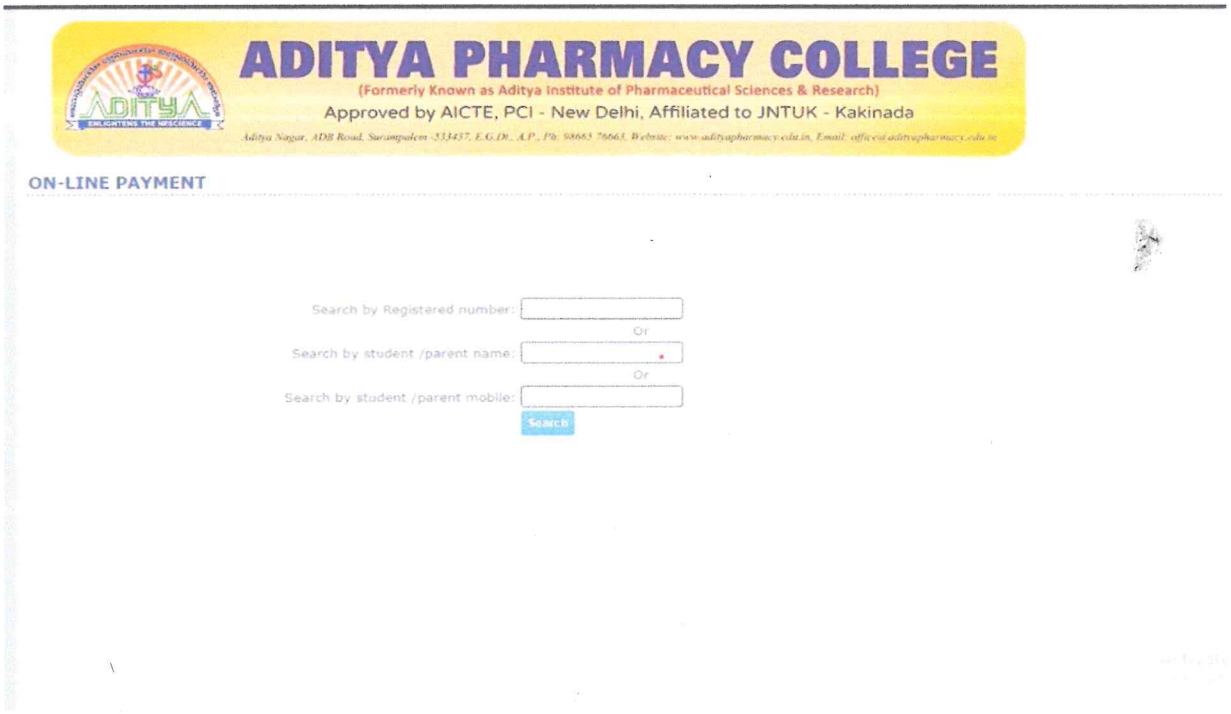

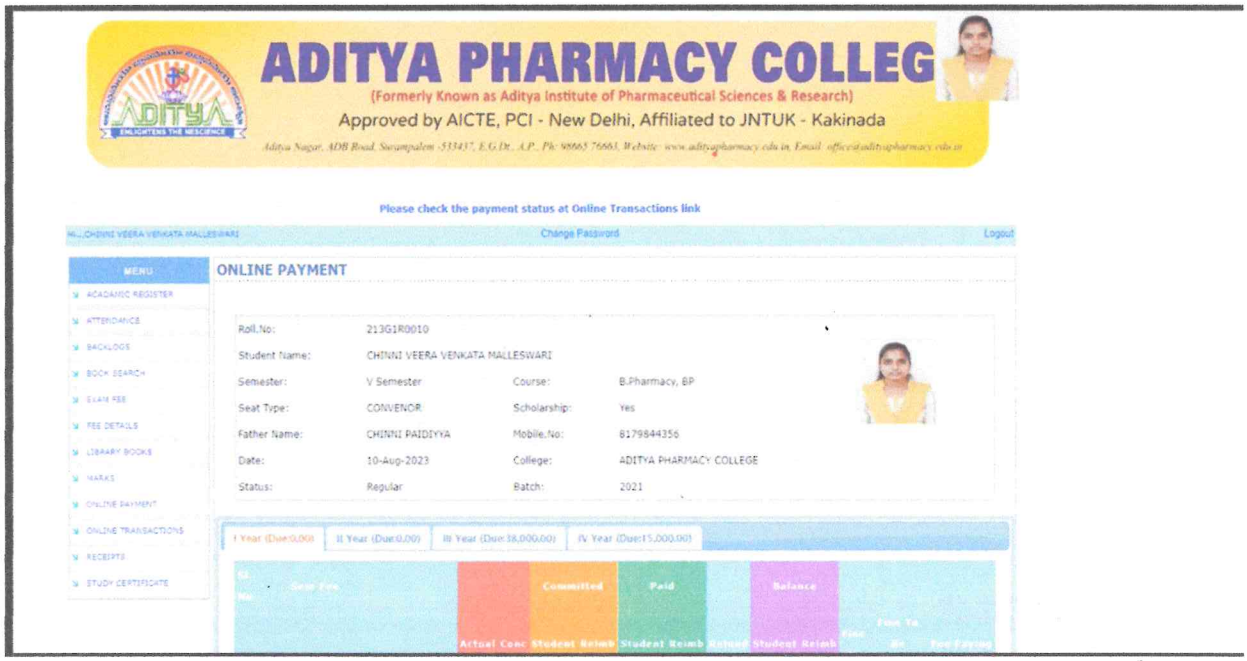

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3. Student Admission and Support

- Aditya Pharmacy College uses the E-CAP software for providing and maintaining the support for student admission
- This helps to increase the efficiency of the organization in handling the student admission and related activities.
- The administrative office maintains the reports generated from the software which helps in admission procedure.

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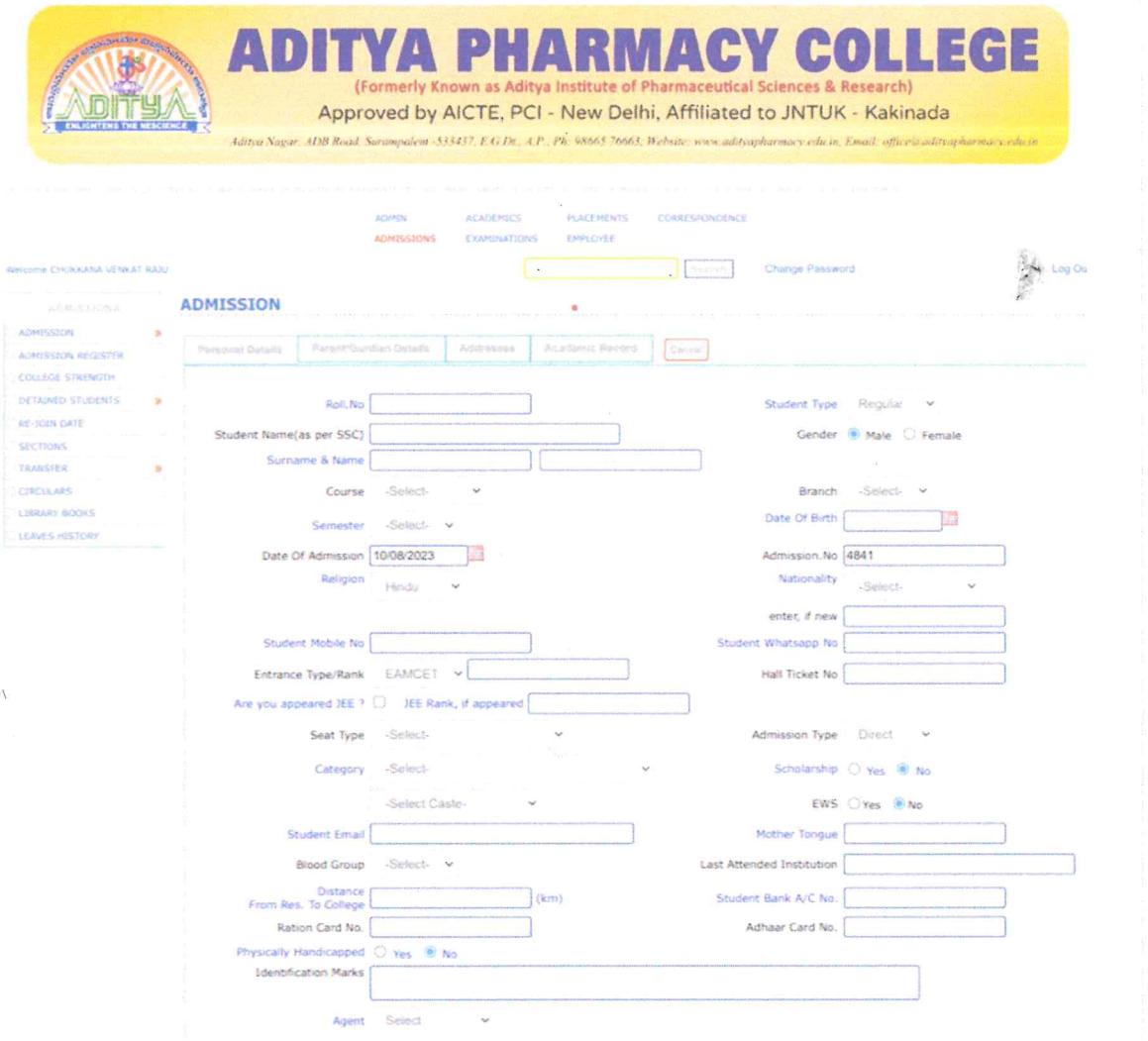
Student Complete entry:



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Student Photo view and download option:

STUDENT PROFILE

BIO-DATA

Personal Details				
Admission.No	323			
RollNo	223G1R0001			
Name	ABHISHEK KUMAR SINGH			
Course	B.Pharmacy			
Branch	B.Pharma	Semester	Regular(II Semester- 2022)	
Gender	Male	DOB	27/08/2005	
Nationality	Indian	Religion	Hindu	
SSC Marks, %	245.00, 49.00	Inter Marks, %	310.00, 62.00	
SSC Gradepoints		Inter Gradepoints		
Entrance Type	EAMCET	EAMCET/ECET Rank	0	
Seat Type	MANG(NORTH)	Caste	-	
Last Studied	K S R I COLLEGE	Joining Date	30/08/2022	
Phone.No		Mobile.No	8797356163	
Email	SINGHVIVEK16916@GMAIL.COM			
Bank A/C.No		Adhar.No	475387808824	
Ration Card.No				
Hostel	E-BLOCK	Room.No	E-226	

DISCIPLINARY ACTION
No complaints !

Gurdian Details			
Name		Address	
Phone		Mobile	
Parent's Details			
Father Name	MUKESH SINGH	Occupation	
Mother Name	SHARMILA SINGH	Occupation	
Phone.No		Father Mobile.No	9661992317

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Student search option:

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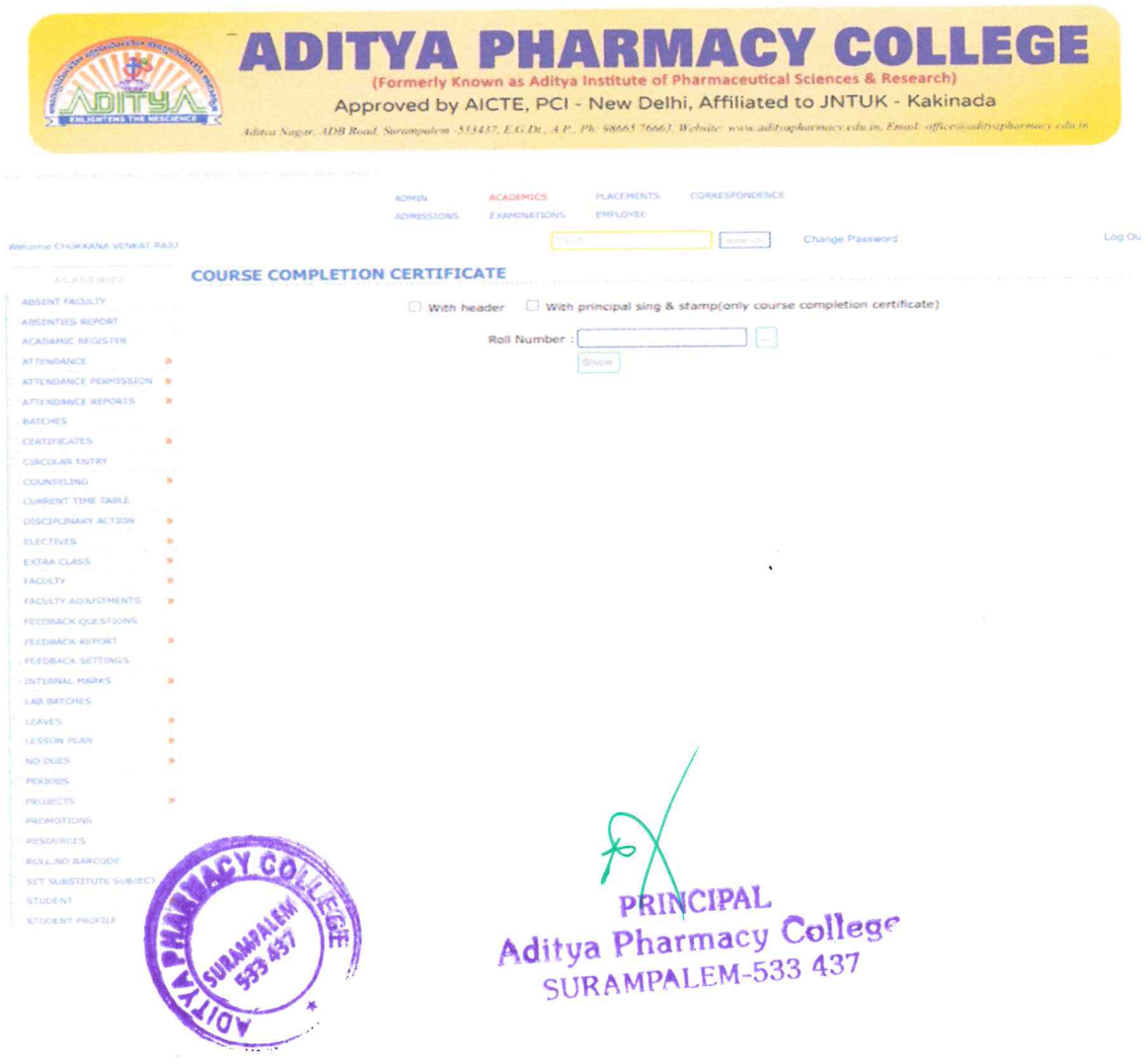
TC and CC:



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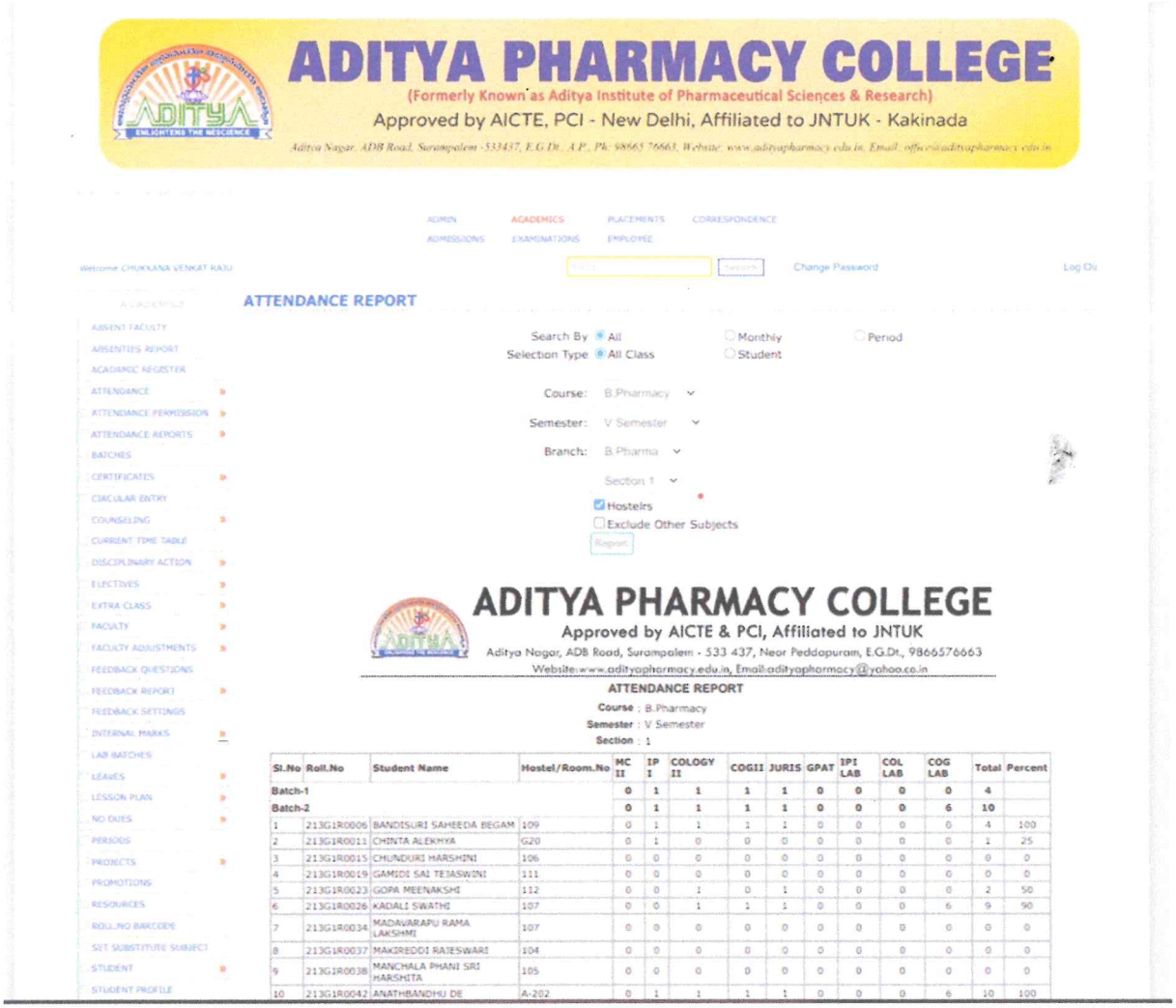
Hostel Student attendance:



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ACADEMICS

ABSENT FACULTY
ABSENTIES REPORT
ACADEMIC REGISTER
ATTENDANCE
ATTENDANCE PERMISSION
ATTENDANCE REPORTS
BATCHES
CERTIFICATES
CIRCULAR ENTRY
COUNSELING
CURRENT TIME TABLE
DISCIPLINARY ACTION
ELECTIVES
EXTRA CLASS
FACULTY
FACULTY ADJUSTMENTS
FEEDBACK QUESTIONS
FEEDBACK REPORT
FEEDBACK SETTINGS
INTERNAL MARKS
LAB BATCHES
LEAVES
LESSON PLAN
NO DUES
PERIODS
PROJECTS
PROMOTIONS
RESOURCES
ROLL NO BARCODE
SET SUBSTITUTE SUBJECT
STUDENT
STUDENT PROFILE

ATTENDANCE REPORT

Search By: All Monthly Period
Selection Type: All Class Student

Course: B.Pharmacy
Semester: V Semester
Branch: B.Pharma
Section 1

Hostelrs
Exclude Other Subjects
Report

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Website:www.adityapharmacy.edu.in, Email:adityapharmacy@yahoo.co.in

ATTENDANCE REPORT

Course : B.Pharmacy
Semester : V Semester
Section : 1

Sl.No	Roll.No	Student Name	Hostel/Room.No	MC II	IP I	COLOGY II	COGI I	JURIS	GPAT	IPI LAB	COL LAB	COG LAB	Total	Percent
Batch-1				**0**	**1**	**1**	**1**	**1**	**0**	**0**	**0**	**0**	**4**	
Batch-2				**0**	**1**	**1**	**1**	**1**	**0**	**0**	**0**	**6**	**10**	
1	213G1R0006	BANDISURI SAHEEDA BEGAM	109	0	1	1	1	1	0	0	0	0	4	100
2	213G1R0011	CHINTA ALEKHYA	G20	0	1	0	0	0	0	0	0	0	1	25
3	213G1R0015	CHUNDURI HARSHINI	106	0	0	0	0	0	0	0	0	0	0	0
4	213G1R0019	GAMIDI SAI TEJASWINI	111	0	0	0	0	0	0	0	0	0	0	0
5	213G1R0023	GOPA MEENAKSHI	112	0	0	1	0	1	0	0	0	0	2	50
6	213G1R0026	KADALI SWATHI	107	0	0	1	1	1	0	0	0	6	9	90
7	213G1R0034	MADAVARAPU RAMA LAKSHMI	107	0	0	0	0	0	0	0	0	0	0	0
8	213G1R0037	MAKIREDDI RATESWARI	104	0	0	0	0	0	0	0	0	0	0	0
9	213G1R0038	MANCHALA PHANI SRI HARSHITA	105	0	0	0	0	0	0	0	0	0	0	0
10	213G1R0042	ANATHBANDHU DE	A-202	0	1	1	1	1	0	0	0	6	10	100

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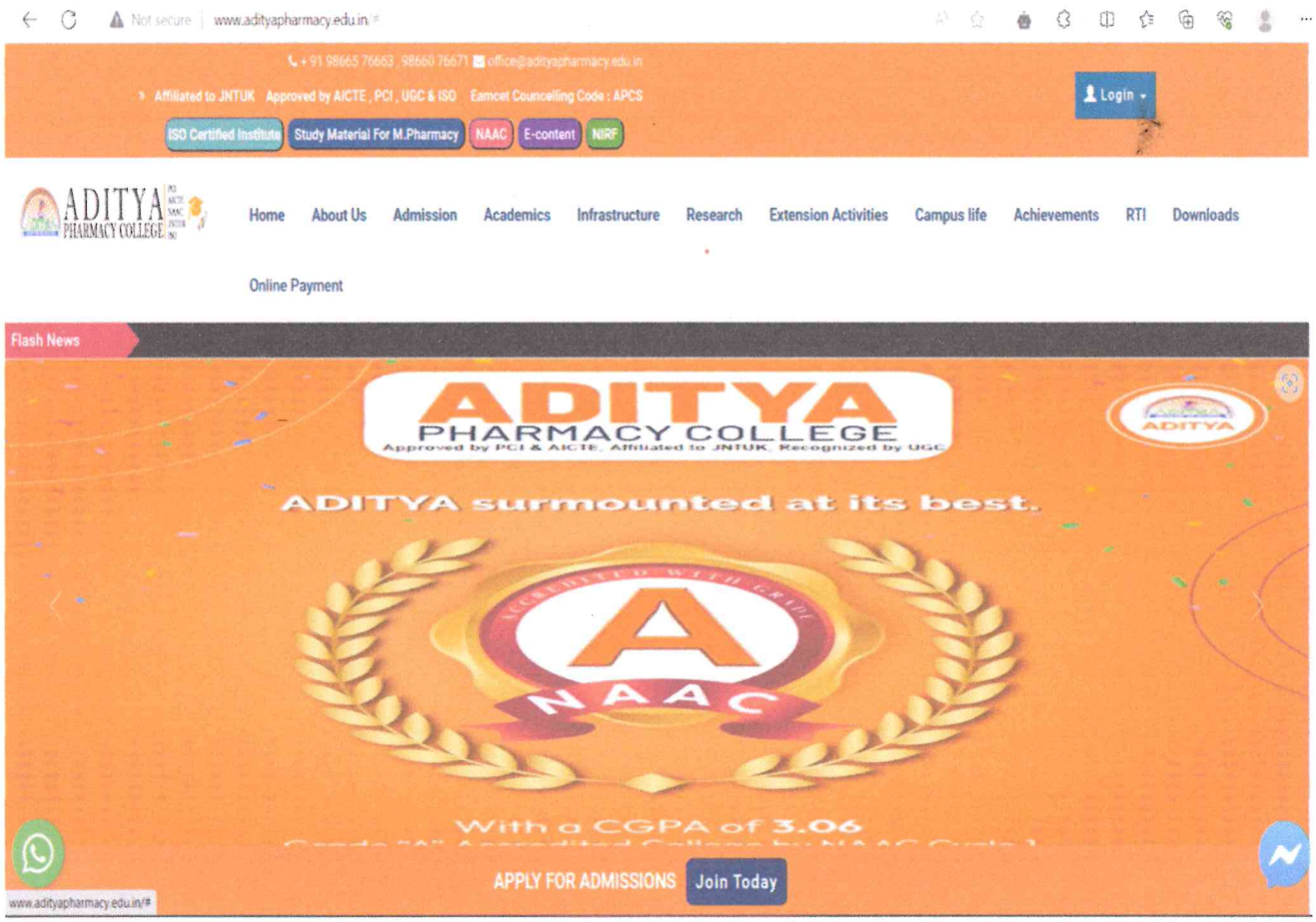
Student admission and support:



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4. Examination

- Aditya Pharmacy College the moodle software, JNTUK portals for efficient conduct of examinations and maintenance of the reports
- The examination cell maintains the reports and books of examination reports generated as per the guidelines of JNTUK.

Web portal Page:

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University Portal Page:

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Examination Portal

A university Stands for Humanism, Tolerance, Reason, Progress, The adventure of ideas and search for the truth.

Contact Details:

DE Office: 0884-2300911,0884-2300912-Fax

CE Office: 0884-2300907,0884-2300909

- Communication to Principals
- Principal News
- Fee payment particulars of PHASE-July 2023 PC & CMM applied candidates(Pay the amount under JNTUK BULK PC Section)
- Approved Project Viva Voice Examiners for MBA JAN-2023
- PROJECT FEE FOR M.Tech IV SEM PROJECT VIVA Phase-I - June 2023(Pay the amount under PROJECT VIVA)
- UPLOAD All UG/PG 2022-23 JOINING STUDENT IMAGES Immediately

« 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 »

- 03/08/2023 JNTUK -Examination Branch - Time Table for I B. PHARMACY - I SEMESTER (PCI, R16, R13) SUPPLEMENTARY EXAMINATIONS, AUGUST - 2023..- Reg
- 03/08/2023 JNTUK -Examination Branch - Time Table for II B.PHARMACY I SEMESTER (PCI, R16 & R13) SUPPLEMENTARY EXAMINATIONS, AUGUST - 2023..- Reg
- 02/08/2023 JNTUK -Examination Branch - Collection of Theory Answer Booklets of MBA-II Sem, MCA- II Sem, and IMBA- II Sem. Reg/Supplementary Examinations of August 2023 -Reg

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Examination Branch - Online Services

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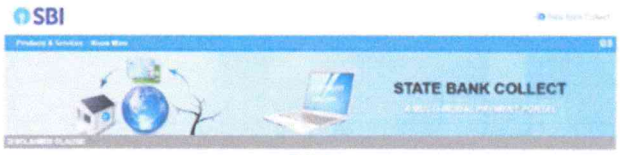
Flash News HALLENGING REVALUATION RESULT OF Pre-Ph.D Reg-Supple. Examinations September - 2022.

For issue of any DUPLICATE(PC/CMM/OD/MEMOS) or CORRECTION OF CERTIFICATES College letter is mandatory

For OD,Tatkal PC,Migration,Transcripts,Marks Memos and Duplicate Certificates ,the fee once paid against a candidate cannot be exchanged,cancelled or refunded.

Guidelines for Payment

- Follow the Instrucions given below:-



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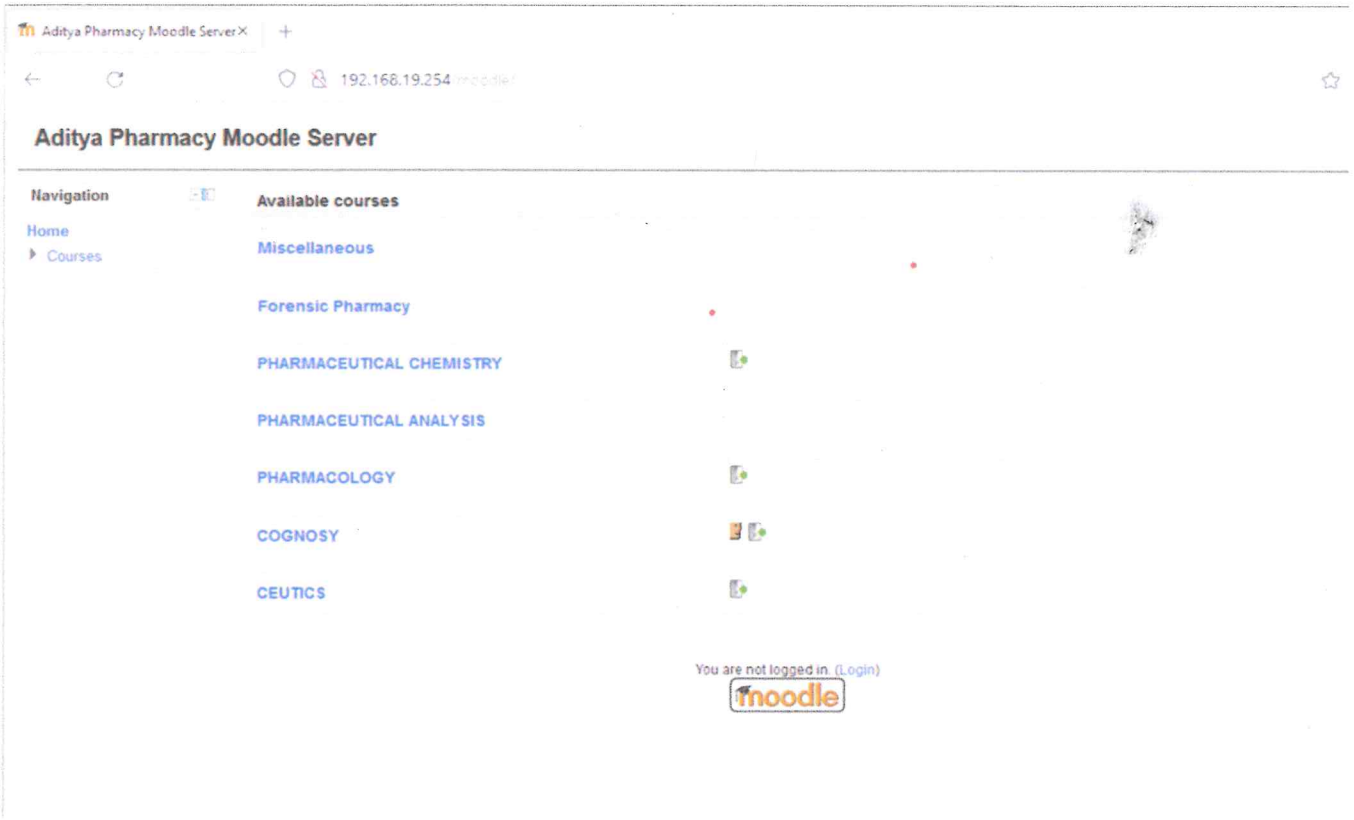

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