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| <h1 style="margin: 0;">ADITYA</h1> <h2 style="margin: 0;">PHARMACY COLLEGE</h2> <p style="margin: 0;">(Formerly known as Aditya Institute of Pharmaceutical Sciences & Research)</p> <p style="margin: 0;">(An AUTONOMOUS Institution)</p> <p style="margin: 0;">• Approved by PCI, New Delhi • Accredited by NAAC "A" Grade</p> <p style="margin: 0;">• Permanently Affiliated to JNTUK, Kakinada</p> |  |
| <p style="margin: 0;">Aditya Nagar, ADB Road, Surampalem – 533437, Kakinada Dist., A.P., INDIA.</p> | <p style="margin: 0;">Ph: 98665 76663</p> <p style="margin: 0;">E-mail: office@adityapharmacy.edu.in</p> <p style="margin: 0;">Web: www.adityapharmacy.edu.in</p> |


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 Volk Soft Technologies Private Limited was in force. This 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.




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The features of ECAP software are listed below:

- Internet or intranet enabled application
- User levels with access rights for data security
- 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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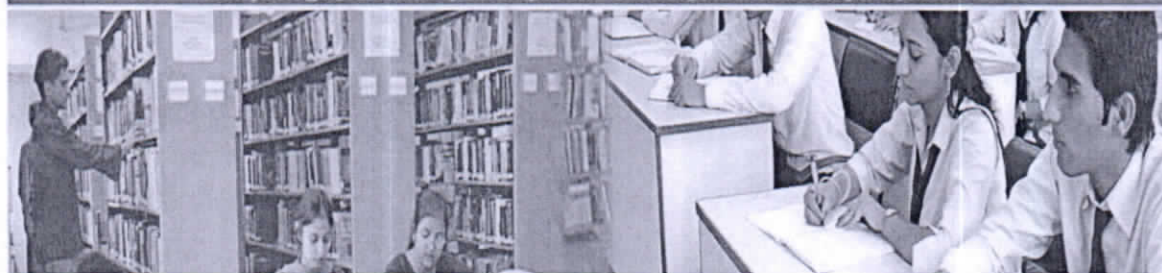
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Screenshot of Login Screen

**ADITYA
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Check the Date, Class -Section-Subject Properly Before posting the Attendance*****, Mid Marks Update::ACADEMICS->Internal Marks->Select Course,Sen


| Employee Login | Student Login | Parent Login |
|--|--|---|
| User Name : <input type="text"/> | User Name : <input type="text"/> | User Name : <input type="text"/> |
| Password : <input type="password"/> | Password : <input type="password"/> | Password : <input type="password"/> |
|  <input type="button" value="LOGIN"/> |  <input type="button" value="LOGIN"/> |  <input type="button" value="LOGIN"/> |

Click [here](#) to online payment without login

Click [here](#) to Terms & Conditions




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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:

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




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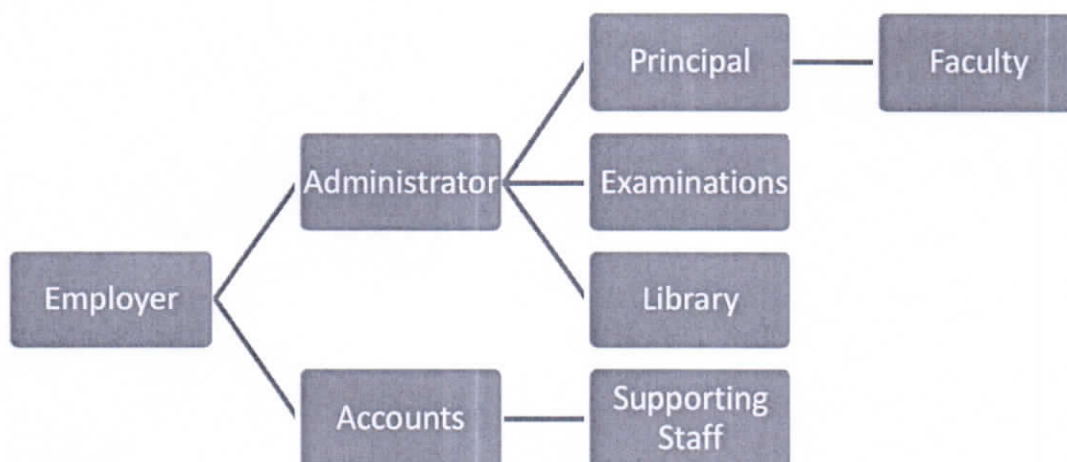
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Administrator

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 |



PRINCIPAL
CONTROLLER OF EXAMINATIONS
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1. Academics Module

| S.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 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 |



Principal
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| | | |
|----|---------------------|---|
| 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 be 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

| S.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 |



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3. Admission module

| S.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 |

4. Correspondence Module

| S.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 |




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5. Examinations

| S.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 for affiliated programs and BeeS software for autonomous programs |
| 5 | Exam Schedule | To view and circulate the exam schedules obtained from the JNTUK portal for affiliated programs and BeeS software for autonomous programs |
| 6 | Exams | To view the details about regular/ supply examinations obtained from the JNTUK portal for affiliated programs and BeeS software for autonomous programs |
| 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 for affiliated programs and BeeS software for autonomous programs |
| 13 | Progress reports | To generate progress reports containing both attendance and marks of selected exam. |



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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 |
| 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 |



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| | | |
|----|--------------------|---|
| 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 |

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 |



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1. Academics

| S.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 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 |



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2. Examination

| S.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 for affiliated programs and BeeS software for autonomous programs |
| 4 | Exams | To view the details about regular/ supply examinations obtained from the JNTUK portal for affiliated programs and BeeS software for autonomous programs |
| 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 for affiliated programs and BeeS software for autonomous programs |
| 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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Web: www.adityapharmacy.edu.in

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 current semester, |



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| | | |
|----|------------------|---|
| | | 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 for affiliated programs and BeeS software for autonomous programs |
| 4 | Exams | To view the details about regular/ supply examinations obtained from the JNTUK portal for affiliated programs and BeeS software for autonomous programs |
| 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 for affiliated programs and BeeS software for autonomous programs |
| 8 | Progress reports | To generate progress reports containing both attendance and marks of selected exam. |



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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 |
| 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 |



Principal
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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 for affiliated programs and BeeS software for autonomous programs |
| 5. | Exam schedule | To view and circulate the exam schedules obtained from the JNTUK portal for affiliated programs and BeeS software for autonomous programs |
| 6. | Exams | To view the details about Regular/Supply examinations obtained from the JNTUK portal for affiliated programs and BeeS software for autonomous programs |
| 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 for affiliated programs and BeeS software for autonomous programs |
| 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 | To upload learning resources for students |



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| | resources | |
|----|----------------|---|
| 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 |

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 for affiliated programs and BeeS software for autonomous programs |
| 4 | Exams | To view the details about regular/ supply examinations obtained from the JNTUK portal for affiliated programs and BeeS software for autonomous programs |
| 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 for affiliated programs and BeeS software for autonomous programs |
| 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

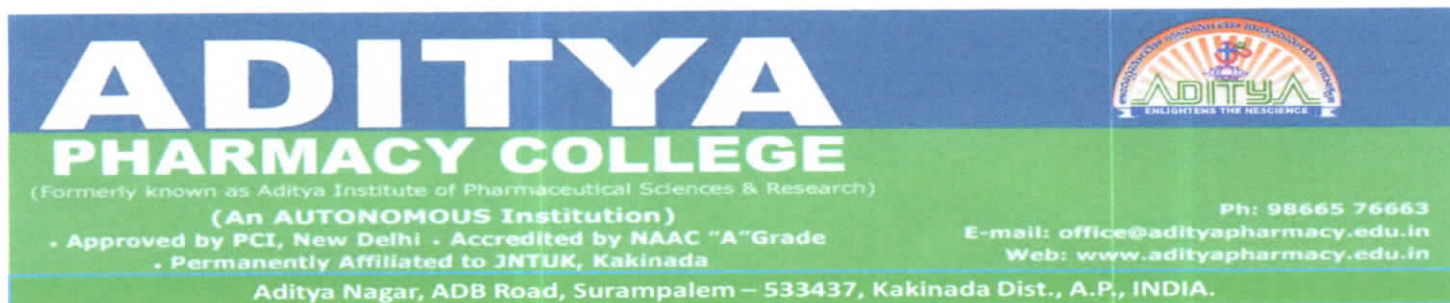
The function of the student / parent is displayed in the below screenshot:

| 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 | Show's 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.



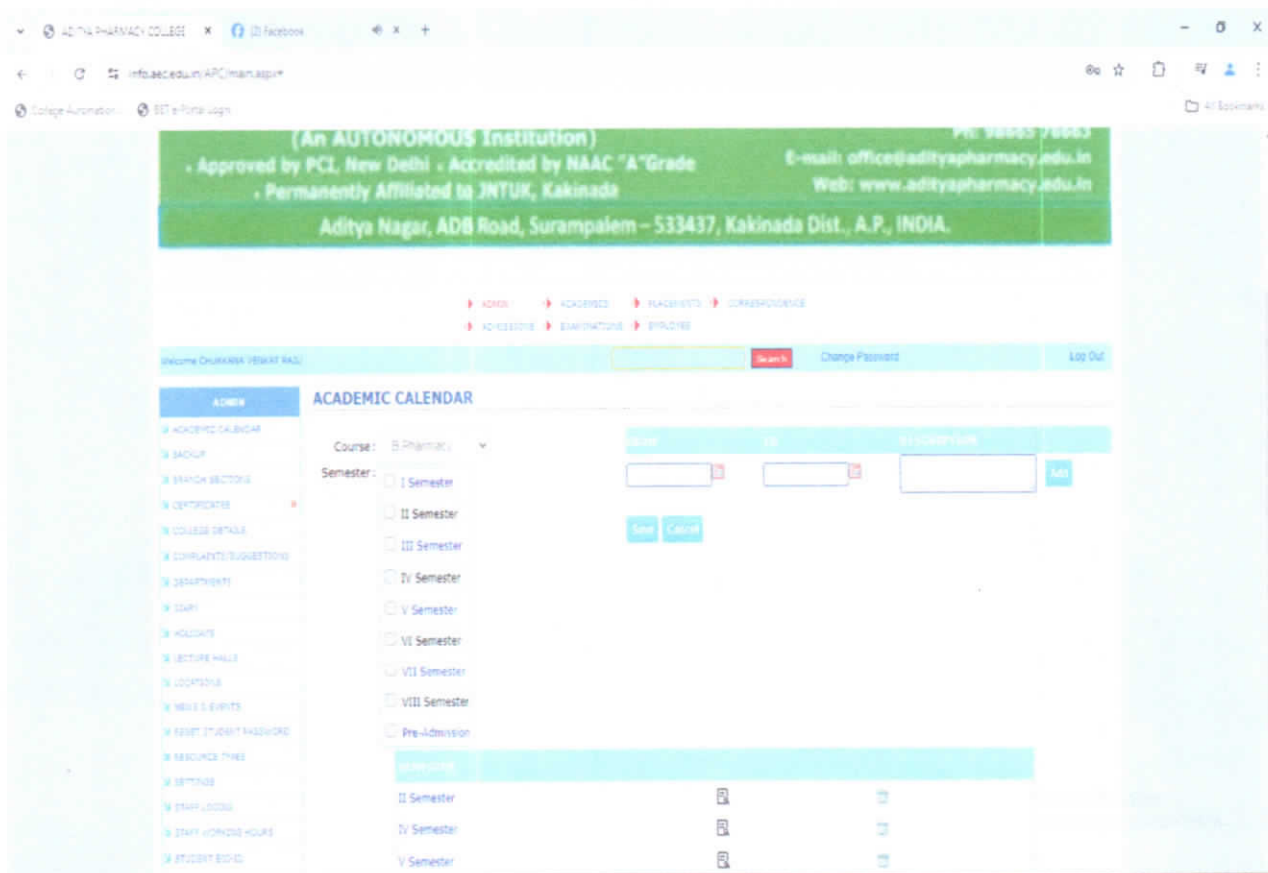
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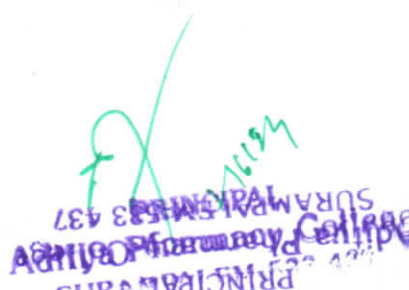
SCREENSHOTS

ACADEMICS

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



SCREENSHOT OF THE ACADEMICS MODULE



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ADMISSION

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

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- ADMIN
➤ ACADEMICS
➤ PLACEMENTS
➤ CORRESPONDENCE
- ADMISSIONS
➤ EXAMINATIONS
➤ EMPLOYEE

Welcome CHUKKANA VEISKAT RAJUSearch
Change Password
Log Out

ADMISSIONS

- ADMISSION
- ADMISSION REGISTER
- COLLEGE STRENGTH
- DETAINED STUDENTS
- REJOIN DATE
- SECTIONS
- TRANSFER
- CIRCULARS
- LIBRARY BOOKS

ADMISSION

Personal Details
Parent/Guardian Details
Addresses
Academic Record
Cancel

Roll.No

Student Name(as per SSC)

Surname & Name

Course -Select-

Student Type Regular

Gender ☒ Male ☐ Female

Branch -Select-

Date Of Birth

SCREENSHOT OF ADMISSIONS MODULE



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(An AUTONOMOUS Institution)

• Approved by PCI, New Delhi • Accredited by NAAC "A" Grade
• Permanently Affiliated to JNTUK, Kakinada



Ph: 98665 76663

E-mail: office@adityapharmacy.edu.in

Web: www.adityapharmacy.edu.in

Aditya Nagar, ADB Road, Surampalem – 533437, Kakinada Dist., A.P., INDIA.

EXAMINATION

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

The screenshot displays the Aditya Pharmacy College website with a focus on the 'EXAMINATIONS' module. The header includes the college's name, logo, and contact information. The main content area features a navigation menu on the left with options like 'ADMISSIONS REPORT', 'EXAMINATIONS', 'RESULTS', etc. The 'EXAMINATIONS' section is active, showing a table of examination details. The table has columns for 'Course', 'Semester', 'Branch', 'Hostels', 'Sort', and 'Search By Subject & Marks'. The 'Course' column is set to 'B Pharmacy', 'Semester' to 'I Semester', and 'Branch' to 'B Pharma'. The 'Hostels' column is set to 'No Sort'. The 'Search By Subject & Marks' column is set to 'Search By Subject'. The table shows a list of examinations with a 'Total' row at the bottom. The footer includes the college's name, address, and contact information.

| COURSE | SEMESTER | BRANCH | HOSTELS | SORT | SEARCH BY SUBJECT & MARKS |
|------------|------------|----------|---------|-------------------|---------------------------|
| B Pharmacy | I Semester | B Pharma | No Sort | Search By Subject | |
| Total | | | | | |

SCREENSHOT OF EXAMINATIONS MODULE



Aditya Pharmacy College
SURAMPALEM-533 437

ACCOUNTS

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

SCREENSHOT OF ACCOUNTS MODULE

ADITYA PHARMACY COLLEGE

Facebook

X

+

info.aec.edu.in/APC/main.aspx*

☆

📄

College Automation...

SET e-Form Login

Aditya Nagar, ADB Road, Surampalem – 533437, Kakinada Dist., A.P., INDIA.

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[ACADEMICS](#)
[PLACEMENTS](#)
[CORRESPONDENCE](#)

[ADMISSIONS](#)
[BIBLIOTHEQUE](#)
[EMPLOYEE](#)

WELCOME CHURUKA VENKAT RAO

Search

Change Password

Log Out

EMPLOYEE

SALARY REPORT

[CERTIFICATES](#)
[DESIGNATIONS](#)
[EMPLOYEE](#)
[LEAVE MANAGEMENT](#)
[PAY ROLL](#)
[REPORTS](#)
[SEARCH](#)
[STAFF VS COURSES](#)
[CIRCULARS](#)
[LIBRARY BOOKS](#)
[LEAVES HISTORY](#)

☒ Teaching
 ☐ Non-Teaching

Department : -All- v

Designation : -All- v

9712 - AKONDY KEERTHANA
 9709 - SOLEM VENKATA RENUKA SAI SRI
 9702 - CHEGONDI SRAVANI
 9701 - CHINTA SURYATEJA
 9705 - DEVAGURU DIVYA
 9703 - GATIGANTI SRAVYA SRI
 9717 - JALLURI N V L E PADMAJA
 9719 - KAMICHETTY HEMANTA KUMAR
 9710 - KAVALA RAJESH
 9708 - MATTAPARTHI KRISHNAVENI

Year : 2023 v

ADITYA PHARMACY COLLEGE (Code: 3G)

ADITYA NAGAR ADB ROAD SURAMPALEM EAST GODAVARI DISTRICT ANDHRA PRADESH

SALARY STATEMENT SUMMARY FOR THE YEAR 2023

| Sl.No | Month | Total |
|-------|-------|-------------|
| | | Grand Total |
| | | .00 |

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ADMINISTRATION

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

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[HOME](#)
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[CONTACT US](#)
[SPEAKERS](#)

[ADMISSIONS](#)
[ACADEMICS](#)
[RESEARCH](#)

Admin Dashboard

Search

Change Password

Log Out

ADMIN

SETTINGS

- Alert
- Initialize Tables
- Attendance Fine
- Admission No & Receipt No
- Semester & Regulation
- Academic Year
- Exam System

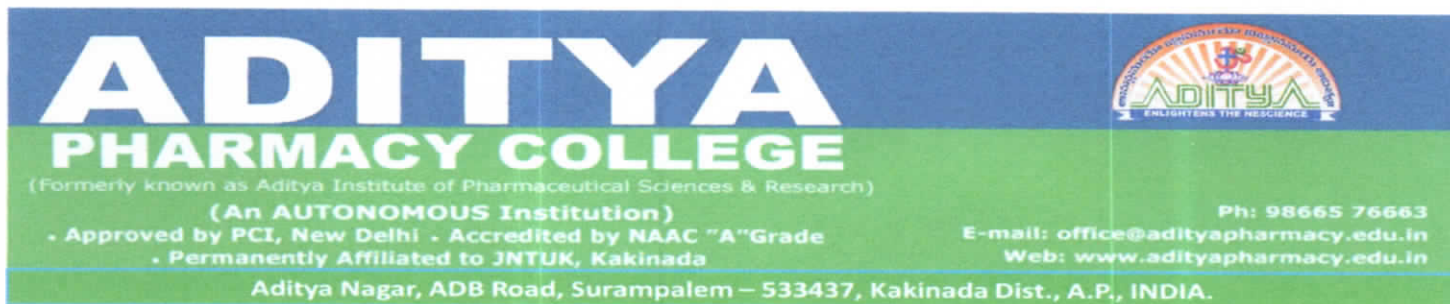
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SCREENSHOT OF ADMINISTRATION MODULE



PRINCIPAL
 Aditya Pharmacy College
 SURAMPAL EM-533 437

PRINCIPAL
Aditya Pharmacy College
SURAMPAT FM-524000



LIBRARY

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

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 E-mail: office@adityapharmacy.edu.in
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EMPLOYEE LIBRARY
 CORRESPONDENCE

Welcome CHODIVARAPU S SWAMY

Search Change Password Log Out

LIBRARY

- W BACK VOLUMES
- W BARCHART
- W BRACODES
- W BOOK-ON-BOOK ISSUE
- W BOOK STATUS
- W BOOKS BY STUDENTS
- W BOOKS
- W BOOKS RESERVED
- W BUDGET & EXPENDITURE
- W CHECKOUTS
- W CIRCULATION
- W CROSS CHECK

BOOK CIRCULATION

BOOK ISSUES BOOK RETURN BOOK RENEWAL

Student Staff
 Get From Face Detector

Roll Number: Get...

SCREENSHOT OF LIBRARY MODULE



PRINCIPAL
 Aditya Pharmacy College
 SURAMPALEM-533 437

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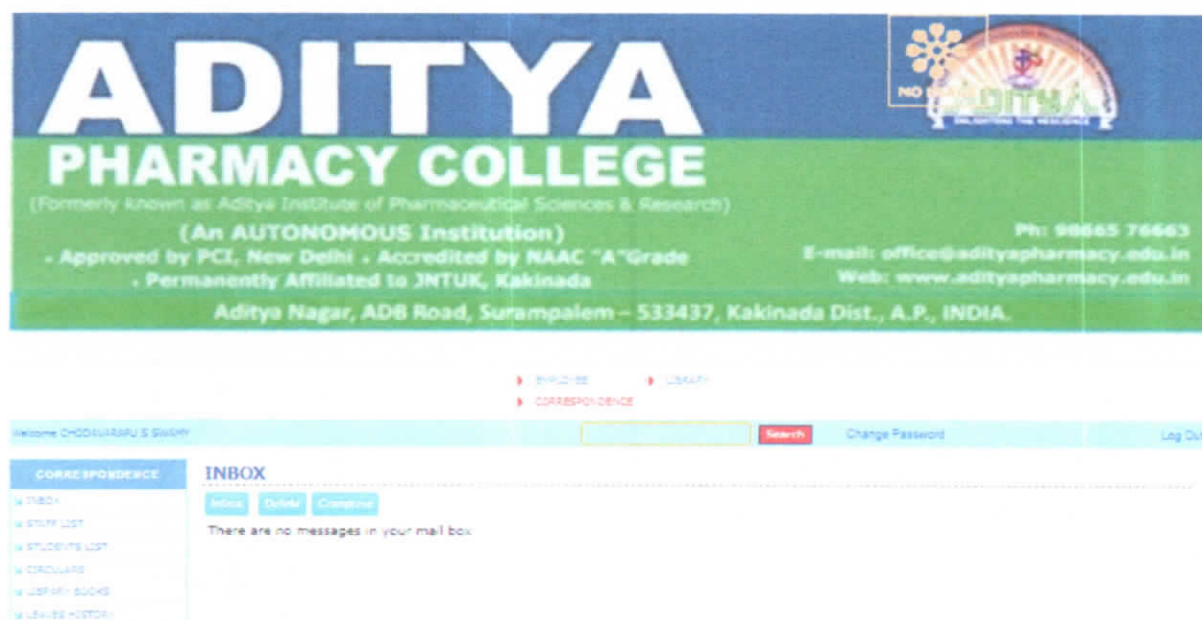
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CORRESPONDENCE

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



SCREENSHOT OF CORRESPONDENCE MODULE



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