

Marathwada Mitramandal's

# **COLLEGE OF ENGINEERING**

S.No.18, Plot No.5/3, Karvenagar, Pune-411 052

Accredited with 'A' Grade by NAAC

Accredited by NBA (Electrical and Mechanical Engg. Department)

Recipient of 'Best College Award 2019' of SPPU

Recognized under section 2(f) and 12B of UGC Act 1956

# **Criterion 6**

# **6.2: Strategy Development and Deployment**

6.2.2 Implementation of e-governance in areas of operation

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination

Sr. No.	Parameter	Academic Year	Documents
1	e-governance	2021-22	ERP relevant proofs and document         Finance and Accounts         Student admission and support         Examination





Principal

#### **ERP** supportive documents

Dear Admissions Team,

Greetings from Elite Softwares!

as scheduled please find google meet link for online admission demo.

Online Admission Software Demo Thursday, April 28 · 11:00am – 12:00pm Google Meet joining info Video call link: <u>https://meet.google.com/hcf-iyto-juv</u>

On Tue, Apr 19, 2022 at 10:43 AM ERP ADMIN MMCOE <<u>erpadmin@mmcoe.edu.in</u>> wrote: Dear Sir,

As discussed, please find attached the requirements for the admission module from our side.

Kindly fill in the respective columns and send the updated sheet by Wednesday 20th April 2022.

Also send the costing applicable for the admission and fees module.

Let me know if you need any more information

--Regards, ERP Admin, MMCOE, Pune -52

Thanks & Regards, Swami Panjala Founder & CEO Elite Softwares 9096622683

Elite Softwares, Pune

Administrator Office : Elite Softwares, CoHive, 3<sup>rd</sup> Floor, Dnyanvatsal Commercial Complex, Opp. Van Devi Mandir, Karve Road, Kothrud, Pune - 411052 - Maharashtra - India.

Website: www.elitesoftwares.co.in | e-mail id : swami@elitesoftwares.co.in

#### Fwd: Update Regarding ERP - Admission Module Progress 👂 Inbox 🗴

N Nikhil Dhavase to Anita, me - 10:13 AM (3 hours ago) 🕁 🕤 🚦

Forwarded message -----Forwarded message -----From: ERP ADMIN MMCOE <erpadmin@mmcoe.edu.in>
Date: Tue, May 10, 2022, 23:32
Subject: Update Regarding ERP - Admission Module Progress
To: Jitendra Pawar spitut1969@gmail.com>
Cc: Dr. V. N. Gohokar Sir spitut1969@gmail.com>
Cc: Dr. V. N. Cohokar Sir spitut1969@gmail.com>
Cc: Dr. V. V. Cohokar Sir spitut1969@gmail.com>
Cc: Dr.

Respected Jitendra Pawar Sir,

As per our last discussion regarding the admission Module of ERP following are the updates

1. Quotation was called from three other vendors which has been updated along with some additional parameters in the comparative sheet below.

2. We (staff and students) have tested the VMEdulife software demo to fill / create the admission form and have identified some bugs which were fixed by them from time to time. We faced some very basic issues while using this application which was not expected. Also there is always an issue raised when some other issue is resolved (as observed during the interaction). 3. We have also tested a demo from another vendor named Elite Softwares, which we found was much better in usage and functionality as compared to VMEdulife.

4. We have conducted one to one demo meetings with all other three vendors as well before calling the quotation.

5. The comparative sheet of all vendors can is available on the link: <a href="https://docs.google.com/spreadsheets/d/18PyCile9Xbd4dWOkVhZoSXx1J5BNJafpDcPu9hRt-uU/editPusp=sharing">https://docs.google.com/spreadsheets/d/18PyCile9Xbd4dWOkVhZoSXx1J5BNJafpDcPu9hRt-uU/editPusp=sharing</a>

We also wanted to ask if we can arrange a meeting of Elite Softwares with you with respect to technical and other parameter discussion. If yes then what would be a suitable date & time for you to have a meeting (online mode).]

----Thanks & Regards,





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# **Statement of Work**

## Introduction

#### Name of Project

ERP For Admission & Fee Module

Title	Contact
Sponsor:	MMCOE
Stakeholder:	Students, Faculties & Admin Office
Project Team:	Dr. H. K. Khanuja , Mr. Nikhil Dhavase
Contractor/Vendor:	Elite Software

#### Purpose

For smooth implementation and automation of admission and fee process

### **Deliverables**

Deliverables	Due Date
Working Instance & Link	21/6/2022
<ul> <li>Elite Software will create a separate instance for MMCOE Admission portal and will provide MMCOE with a working link</li> </ul>	
Implementation plan	19/6/2022
<ul> <li>Elite Software will provide a detailed plan for module wise training and usage</li> </ul>	
User Manual	22/6/2022

<ul> <li>Elite Softwares will provide a user manual (document / videos) giving the details required for using the ERP with respect to students and staff</li> </ul>	
Training to all stakeholders	25/6/2022
<ul> <li>Elite Softwares will provide training to all teaching and non-teaching and office staff members (120+) as per the requirement of the module and on need basis</li> <li>Elite Softwares will provide training to students as well in case of any such requirement</li> </ul>	
Data Migration - Importing of data	25/6/2022
<ul> <li>Data of Existing students for regular admission process will be imported in excel format</li> <li>Data will be provided by MMCOE, and uploading will be done by Elite Softwares</li> </ul>	
Website Integration	22/6/2022
<ul> <li>A working link for the ERP to be available on the website</li> </ul>	
Backup Functionality	30/6/2022
<ul> <li>Elite Softwares will create a functionality for downloading backup of the data and upload the same to MMCOE Google drive MMCOE drive</li> </ul>	
Support	Throughout the year
<ul> <li>Elite Softwares will provide timely support and services with respect to the below mentioned points:         <ul> <li>Resolving the queries / doubts encountered during the usage of ERP</li> </ul> </li> </ul>	

- Any other task as and when required to support the smooth working of
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# Scope of Work for Elite Softwares

To Be Done	Resources Needed from (MMCOE /Elite)	Time Involved
Setup instance of the ERP for MMCOE for regular and fresh admissions and fees payment	<ul> <li>Work order from MMCOE</li> <li>Working link from Elite Softwares</li> </ul>	3 Days
Modify the admission form as per the requirements	<ul> <li>Form Fields from MMCOE (https://drive.google.com/drive/fold ers/1xwzcBPHgaIVIDg_q6iVyf5- jPbG5SnSJ?usp=sharing)</li> </ul>	Already Given
Modify the reports as per the requirement of team	- Report Filters From MMCOE	2 Days
HDFC integration	<ul> <li>Confirmation &amp; Audit from Elite Softwares and HDFC</li> </ul>	1 week
SMS Integration	<ul> <li>API from MMCOE Admission team when the SMS vendor is finalized</li> <li>SMS integration from Elite whenever the SMS vendor details are shared</li> </ul>	2 weeks
Gmail Mail Integration for sending mail to students regarding updates	- From Elite	3 weeks

### Milestones

Milestones	Start Date	Finish Date
Admission & Fee Module - Regular	22/06/2022	28/06/2022
Admission & Fee Module - Fresh Admissions	22/06/2022	15/07/2022
Reports generation	22/06/2022	28/06/2022

#### **Reporting and Communications**

#### Point of Contact for both parties

#### For Elite Softwares:

1. Mr. Sujit Keshbhat, IT Head, Elite Softwares,

+91-9422659979, sujit.kesbhat@gmail.com

#### For MMCOE:

1. Mr. Nikhil Dhavase, Assistant Professor, IT Department, MMCOE +91-8888873297, <u>nikhildhavase@mmcoe.edu.in</u>

#### Escalation points from both parties

#### For Elite Softwares:

1. Mr. Swami Panjala, CEO, Elite Softwares, 9096622683, swami@elitesoftwares.co.in

#### For MMCOE:

1. Dr. Harmeet Khanuja, Associate Professor, Computer Department +91-9420696385, harmeetkaurkhanuja@mmcoe.edu.in

# **Standards and Testing**

Standard/Test	Team Member	Due Date
User Acceptance	Dr. H. K. Khanuja , Mr. Nikhil Dhavase,	30/6/2022
l esting & sign off	Dr. A. S. Sawaikar, Dr. Anjali Solanke	

# Payments

Who	How Much	Payment Due
Elite Software (Installment #1)	30% after deployment of working module	1/7/2022
Elite Software (Installment #2)	30% post successful implementation	2/8/2022
Elite Software (Installment #3)	40% after full accomplishment after 6 months	31/12/2022

## Closure

Particulars	Signed Off
Exit Criteria on Closure	<ol> <li>Handover of the complete database - not stale than 1 week</li> <li>Assistance to be provided during transition to other vendor</li> <li>ERP continuation and availability of the ERP platform till 6</li></ol>
with Elite Softwares	months post closure from the vendor side <li>Notice period for closure - 3 months</li>



2.0

# **ERP** Admission Process User Manual for Class Teacher / Admission

<u>team</u>

**Step 1** : Go to MMCOE Website (mmcoe.edu.in) hover the mouse on the E-PLATFORM menu and click on ERP.



A new window will open and the homepage of ERP will be shown, as is visible in the screenshot below.

'àà agrif (k 1')       Marathwada Mitra Mandal's COLLEGE OF ENGINEERING Karvenagar, Pune-52. Approved by AICTE, Recognized by DTE         Accredited with "A" Grade by NAAC // Accredited by NBA (Mechanical Engs. & Electrical Engs.) Recipient of "Best College Award 2019" by SPPU // Recognized under section 2(f) and 12B of UGC Act 1956				
Important Links			News	
Student Registration Form - Sign up	Student Login			
Admission Schedule - II	Select Course	~		
Admission Instructions	Register Mobile Number	Q		
Institute Login	Password	۵	1) MMCOE Karvenagar	
	Login		2) Welcome to MMCOE College, Pune.	
	lfc	rgot my password		

Step 2: Click on the institute login button (green color) in the left panel. A new window will open as in the screenshot below. Enter your username (mobile number) and password provided



Step 3: Enter verification code received on your mobile number / temporarily use the code: 123456



Step 4: A dashboard will be displayed as below



Step 5: Click on the Registration list menu option, and a screen will appear showing all the registered students (only registered, but admission not confirmed yet) under each branch.

Assistant Professor	≡			👧 Mr. Nikhil S. Dhavase
🚯 Dashboard	ALL	PG - MBA	PG - COMPUTER ENGIN	UG - COMPUTER ENGIN
Registration List	1979	71	5	454
Registration Final List				
Approved Registration List	232	UG - MECHANICAL ENG 500	212	UG - E&TC ENGINEERING
Offline Payment				
Paid Registration List	UG - AI&DS ENGINEERING			
🖹 Generate Receipt	••			
Student Section				
曫 Student Admission List				
₹ Student Fees Management				
Change Password				
ப் Logout				
	Copyright © 2022 All rights reserved.			

**Step 6:** Click on Registration Final list menu option, this page will show the number of students who have completely filled the form.

Assistant Professor	=			👰 Mr. Nikhil S. Dhavase
🚳 Dashboard	ALL	PG - MBA	PG - COMPUTER ENGIN	UG - COMPUTER ENGIN
Registration List	52	•	•	16
Registration Final List				
Approved Registration List		4		21
Offline Payment				
Paid Registration List				
Generate Receipt				
Student Section				
曫 Student Admission List				
₹ Student Fees Management				
Change Password				
😃 Logout				
	Copyright © 2022 All rights reserved.			

Here you can click on the department name and can see the list of students who have filled the complete admission form.

Assistant Professor	=										(	횑 Mr. Niki	hil S. Dhavase
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🖹 Generate Receipt			KOUL										
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曫 Student Admission List										year)			
₹ Student Fees Management	3	٢	THOMBARE SAMIKSHA LALITKUMAR	7276091198	3df7207c	UG - Information Technology	Fourth Year	Provisional	LEVAPATIDAR	10TH STANDARD	Marks	500	420
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	5	٢	DANI POOJA PRAMOD	9370364493	2f80cde2	UG - Information Technology	Third Year	Provisional	BRAHMIN	ENGINEERING FIRST YEAR	Marks	950	856
	6	۲	PATIL	8237828003	70033Svp#	UG -	Third	Provisional	MARATHA	ENGINEERING	Grade	0	0

**Step 7:** Click on the View Form Button, a new window will open, check all the details of that student in the form. Also the form will have all the documents embedded in it at the bottom.



PRN No: 720	029610C	CPRN No: E	20ETIT004	Fourth Year
	MAF	RATHWADA	MITRA M	Form No. :
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Class	UG - Information Technology	Year	Fourth Year	
Registration No.	694			
Registration Form Date	17-07-2022			
Personal Detail				
Student Name	KHEDKAR KEDAR VIDYADHAR			
Student Full Name (as per 10th Marksheet)	KHEDKAR KEDAR VIDYADHAR			
Student Full Name (as per	KEDAR VIDYADHAR KHEDKAR			

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**Step 8:** After verifying the details in the form and checking all the documents, right click on the form and click on print (or alternatively you can press ctrl+p), which give option to save the form in PDF format as shown in screenshots below.



Click on the save button. Save the form with file name as

"Student\_Name\_Year\_Branch\_Academic\_year.pdf" Ex: Kedar\_Khedkar\_BE\_IT\_2022-23.pdf (As per instructions from the student section, printout of the form /documents is not required. Keep the soft copy of all admission forms along with documents with you in a folder in drive

# "Make Sure all the required documents are uploaded by the student and they must be clearly visible".

**Step 9:** Close the "view form" window and come back to the registration final list window and scroll the window towards the right and then click on "Approve" button which is highlighted in yellow color in the respective student row.



**Step 10:** After you click on "Approve", the student will move into next phase i.e. "Approved Registration List". As is seen in the screenshot below.



Click on the department name and you will see a list of students, search for the respective student.

Approve	ed Registration List - Google Chro	me							60 - 40	🔶 🖪 💷 (1:	:15, 6	7% <b>) ∢))</b> 10:	31 PM 🔱
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	<ul> <li>Registration List</li> <li>Registration Final List</li> </ul>	# 14	View Form	Student Name 🎝	Mobile No	Course 1	Year ↓↑	Admission For	Category ↓1	Last Year Marksheet	١ţ	Add Payment	It
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	Student Section												
	Student Admission List ₹ Student Fees Management												
	Account <												
	🕮 I-Card Print <												

Step 11: Click on the update payment button in front of the student name



You will see a screen with details of student mentioning the Full Name, Mobile Number, Course, Year, Admission Year and Category. Verify all the details very carefully from the sheet provided to you. In case of any mismatch in data with the sheet provided, contact ERP team ASAP.

Elite So	ftwares, Pune - Google Chrome						🧑 🗢 En 💌	(0:11,87%) <b>(4))</b> 12:35 AM (‡)
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Once all the details are verified, select the fees category as per the sheet provided to you. The payable fees must match the value written in the excel sheet / print given to you. This Step is of utmost importance as the fees data will be reflected in the account of the student. So verify the data correctly.

# In case if a student does partial payment, then manually enter the fees paid amount in the Payable Fees Text box.

Once the data is verified, click on **<u>Proceed to Payment</u>**.

Step 12: Next click on the "Offline Payment" menu in the left section. You will see the fees amount as per selection in the previous step.

Offline P	Payment List - Google Chrome									🧑 🤕	🖻 🖪 💌 (0:1	1, 89%)	<b>4</b> )) 12	:37 AN	۱.¢
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	I-Card Print <														Ţ

Click on the Offline Payment Button(blue color) and click ok when asked.

**Step 13:** Next, the student will be visible in "Paid Registration List" menu option. Click on the same.

Paid Reg	jistration List - Google Chrome								_		(b)	🤶 En 🛙	🔊 (0:11	l, 89%)	<b>(</b> ))	12:38 AM	₩
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Verify the details again if required. Save the Form if not done earlier.

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Click on the "Verify Payment" button.

**Step 14**: Next Click on Generate Receipt Menu option, search for the student and click on "Generate Receipt" button.

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Click on OK button

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**Step 15**: A new window will appear showing details of the student, which you can verify again and modify if required.

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Scroll down to see the "for Office Use" Section in which you can verify the fee category and fee paid details. Also Write a note on a case to case basis.

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In the payment mode section, Select the Payment Option from Drop down.

- 1. For Online Payment through portal Select "Payment Gateway"
- 2. For Offline payment through Cash/POS Machine Select "Cash"
- 3. For Offline payment through DD Select "DD" and enter Details
- 4. For NEFT/RTGS Payments Select "Online Transfer"

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Click on the Submit button and then a Receipt will be generated (which is not required right now), just click on cancel button in the print menu. Also click on the **Back** button again at the top of window, which will navigate you to the original window as shown in the screenshot below.

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Step 16: Click on the "Student Section" menu in left panel, a list of students will be displayed. From that list search for your student and click on "Admission Verify" button

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A new form will show the details of the student as in screenshot below.

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At the bottom of the same screen, you have to select the documents uploaded by the student as per his/her category from the list displayed and also select those documents that have not been

submitted in the **Required Document Remaining** section. (You have to select the documents as per the attachment visible in the pdf form of the student).

If no documents are pending, then do not click on any document in the **Required Document Remaining** section.

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Click on the Submit button.

A confirmation message will appear on the screen in green color as in screenshot below.

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The student will then appear in the "Student Admission List" Section. Which means that his/her admission is confirmed.



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Now you can give the student his/her roll number as per our policy





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### Student admission and support-Online payment

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#### **Examination-Use of MOODLE**

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