GOKULA KRISHNA COLLEGE OF PHARMACY

HEI CODE: C-26844	NAAC SSR	CYCLE I

6 : GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 Strategy Development & Deployment	6.2.2 Institution Implements e-governance in its Operations

6.2.2(4) ERP Document

Approved by PCI, New Delhi, Government of AP &Affiliated to JNTUA

Recognized by UGC U/S 2(f), An ISO 9001:2015 Certified Institution

Behind RTC Depot, Sullurupeta, Tirupati Dist, Andhra Pradesh - 524121

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ERP DOCUMENT

Enterprise Resource Planning (ERP) is essential for institutions seeking enhanced operational efficiency through a centralized and integrated automation system. It facilitates the management of stakeholder data and streamlines various functions such as administration, admissions, accounts, library services, examinations, and transportation. By leveraging ERP software, an institution can consolidate diverse functional areas and their respective sub-functions related to stakeholders. Access rights are allocated based on organizational hierarchy to enable the seamless execution of daily tasks. The centralized database of the ERP system facilitates efficient data retrieval, enabling precise data extraction for report preparation and analysis. Adequate vendor support for software utilization and maintenance is crucial for optimizing the benefits of ERP in managing institutional activities.

In 2022, the institution acquired a comprehensive automation package from HirotoIND Technologies for college management software. This software caters to various institutional needs encompassing administration, admissions, student records, library management, financial operations, and examination processes for both undergraduate and postgraduate programs.

The features of the software includes: Front Office, Student Information, Fee Collection, Income and Expenditure, Staff Details, Attendance, Academics, Examinations, and Library etc.

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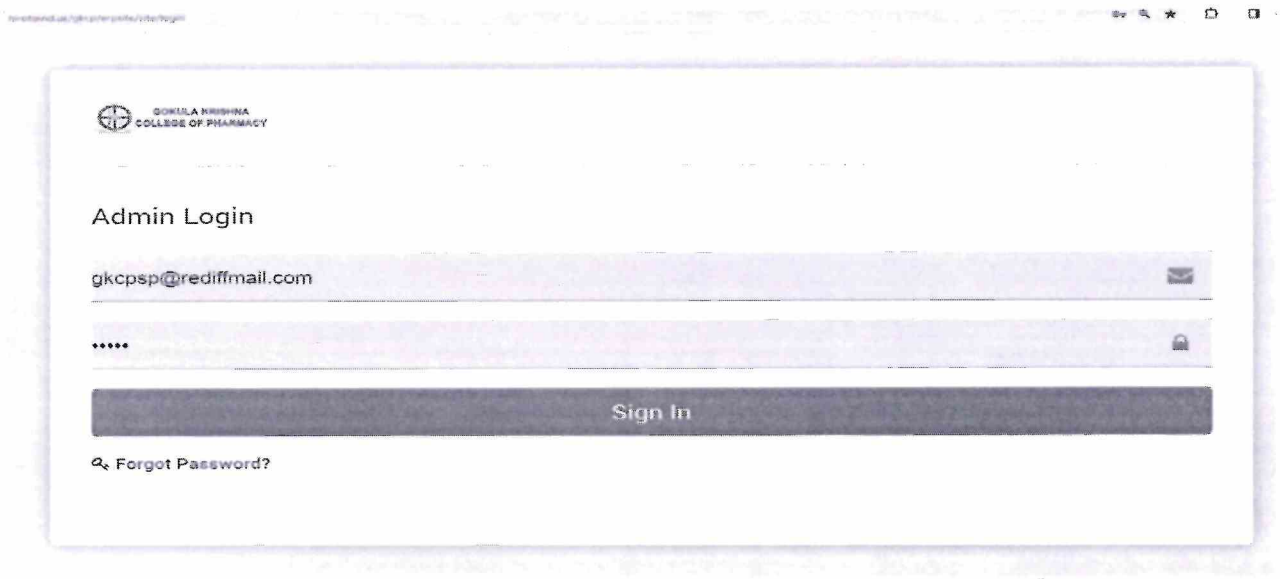
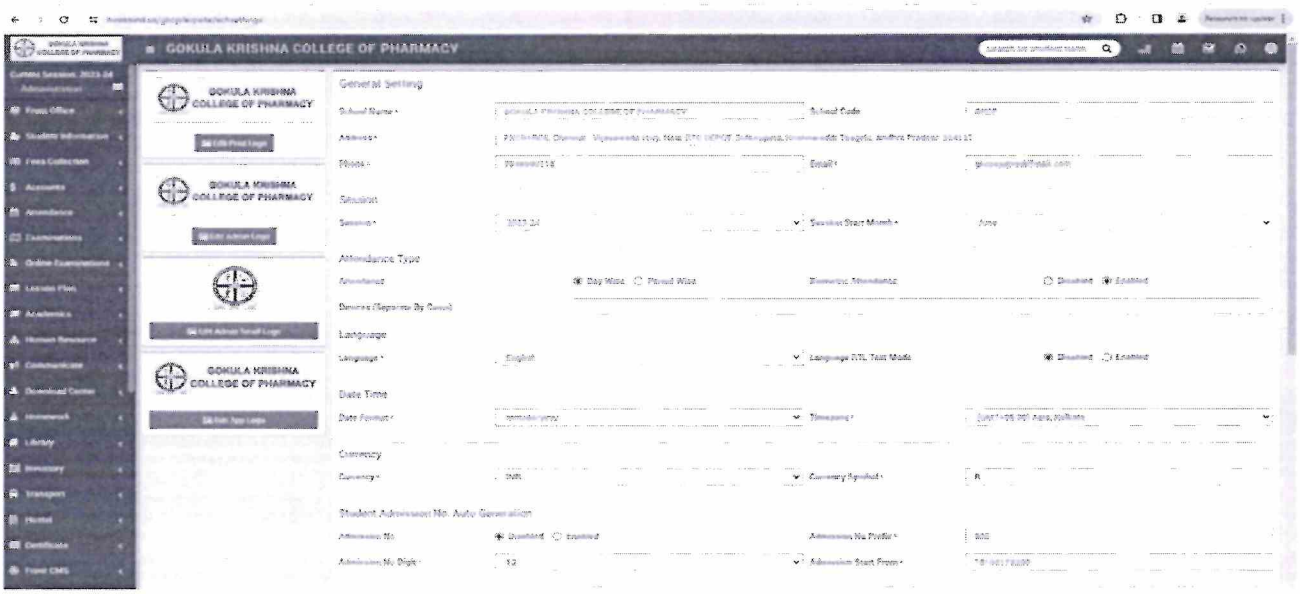


SCREENSHOT OF COLLEGE ADMIN LOGIN



SCREENSHOT OF GENERAL SETTINGS OF THE COLLEGE

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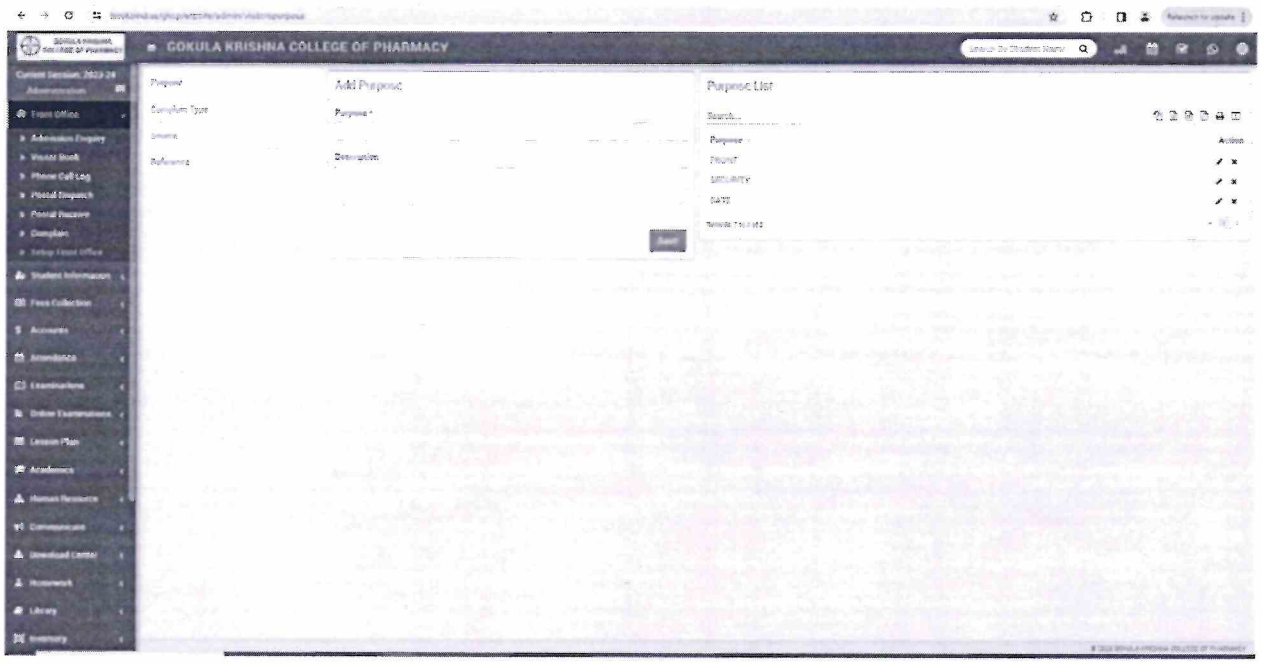
1. Front Office:

S.No	Function	Description
1	Admission Enquiry	For managing all students admission related leads and enquiries
2	Visitor's Book	Will keep records of all persons coming in school reception for any purpose
3	Phone Call Log	Will keep all records for incoming / outgoing phone calls from reception
4	Postal Dispatch and Receive	Will keep records for all postal items dispatched to outside and received from outside



SCREENSHOT OF FRONT OFFICE

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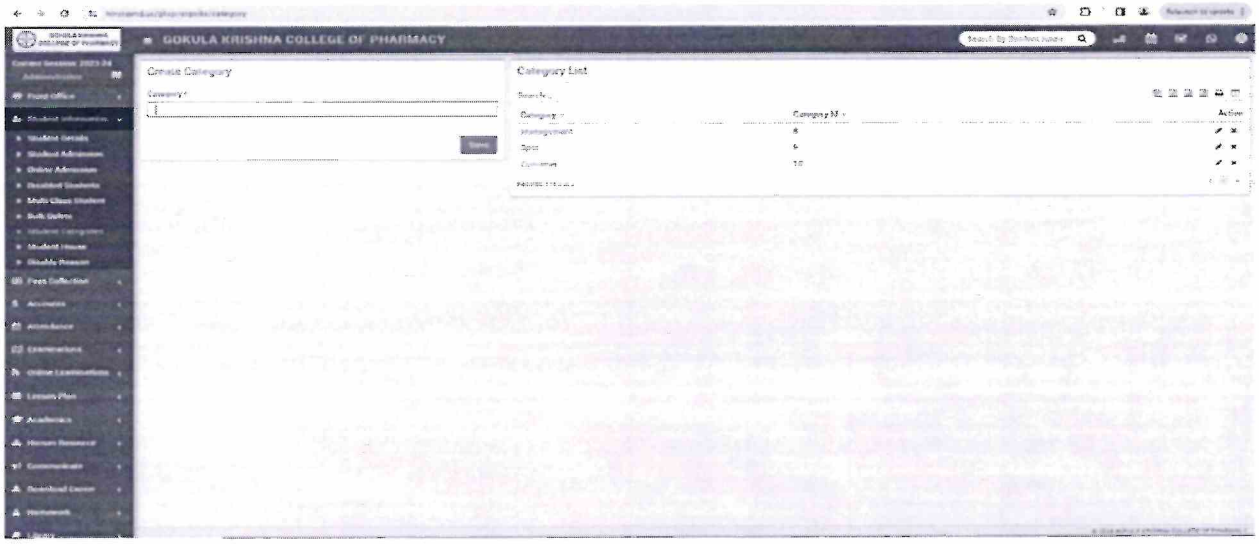
2. Student Information:

S.No	Function	Description
1	Student Details	To view the complete profile of the student
2	Student Admission	To fill the entire admission details of the admitted student
3	Online Admission	To get into the student institution by filling the online admission
4	Student Categories	To view the student details according to the category wise
5	Student House	Another type of grouping of students.



SCREENSHOT OF STUDENT INFORMATION

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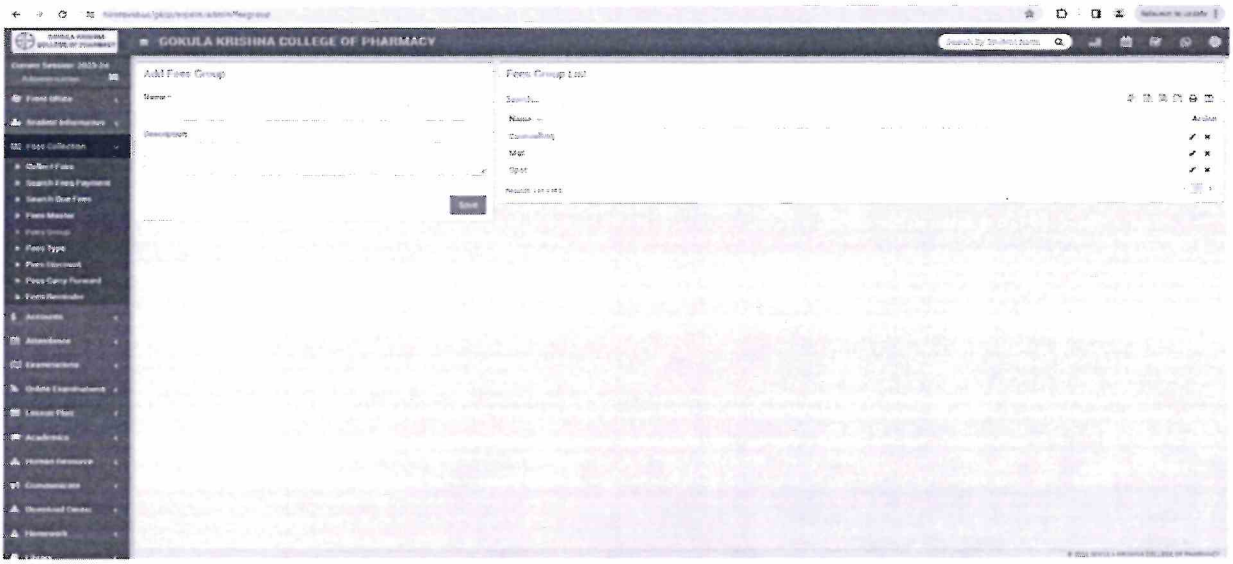
3. Fee Collection:

S.No	Function	Description
1	Collect Fee	Will understand and review various fee reports
2	Fee Master	Will help to assign the fees to the students
3	Fees Carry Forward	If any student has balance fees in previous session
4	Fees Reminder	For sending fees reminder notifications to guardians



SCREENSHOT OF FEE COLLECTION

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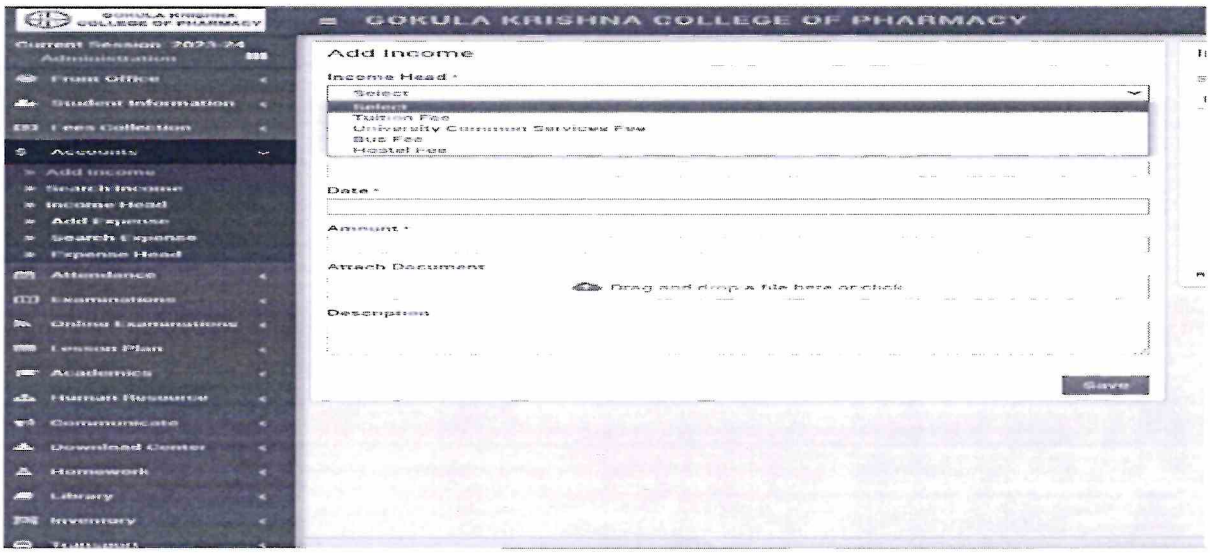
4. Income and Expenditure:

S.No	Function	Description
1	Add income	We can add the income details of the institute
2	Search income	Will get the list of all incomes related to the search criteria
3	Income head	We can add daily/monthly incomes and then search the income
4	Add expense	We can add the expense details of the institute
5	Search expense	Will get the list of all expenses related to the search criteria
6	Expense head	We can add daily / monthly expenses and then search the expenses



SCREENSHOT OF INCOME & EXPENDITURE

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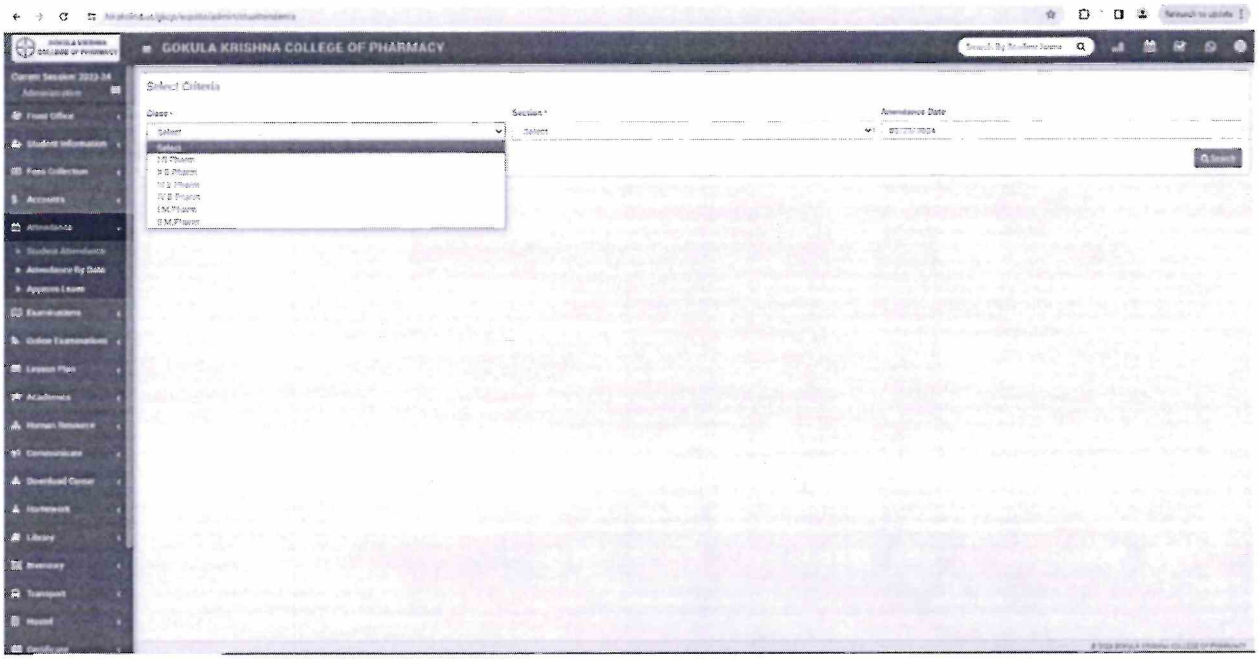
5. Attendance:

S.No	Function	Description
1	Students Attendance	To enter the attendance and to calculate the day and monthly reports of the attendance
2	Approve Leave	Can see leave request submitted by student to approve or add leaves for students
3	Attendance by date	To check attendance for a particular date selected.



SCREENSHOT OF ATTENDANCE

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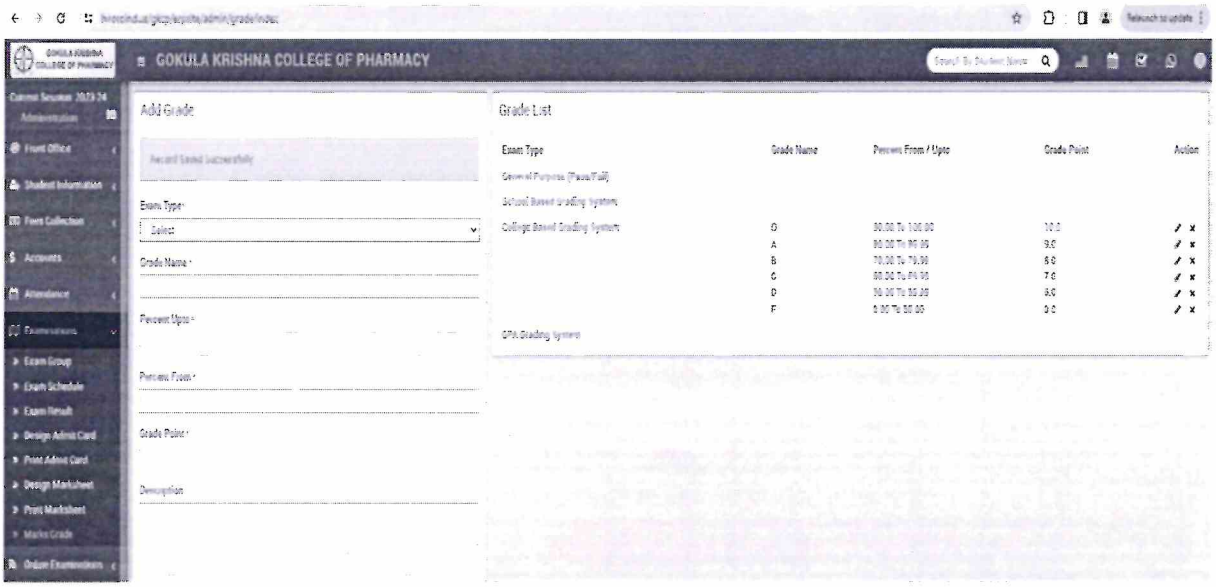
6. Examinations:

S.No	Function	Description
1	Exam group	To check the examination list
2	Exam results	To check the results of the examination
3	Design admit card	To generate the admit card



SCREENSHOT OF EXAMINATIONS

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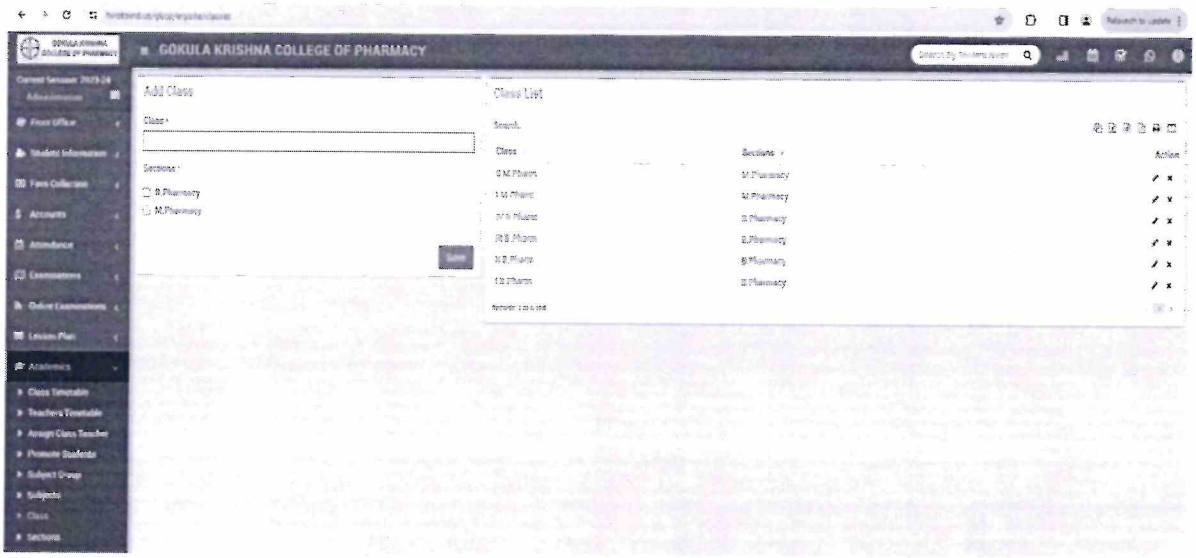
7. Academics:

S.No	Function	Description
1	Class time table	To generate the class time table
2	Promote students	To check the credits and to promote the students
3	Subject group	To allot the subject for teacher.



SCREENSHOT OF ACADEMICS

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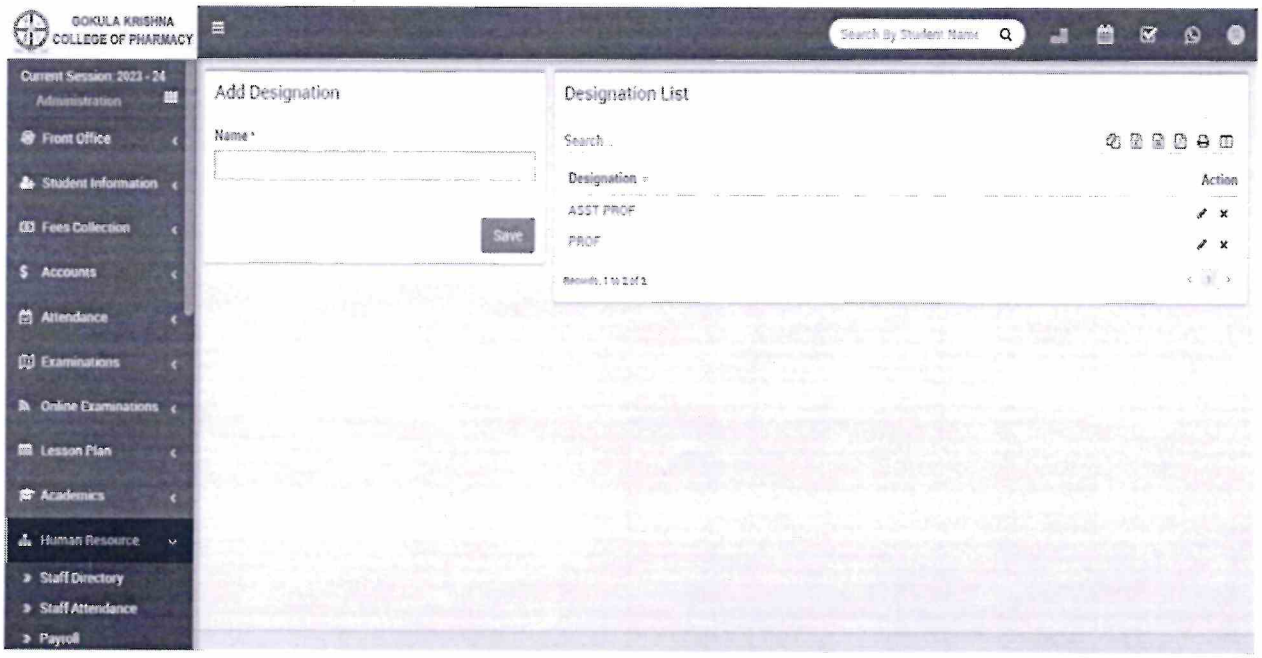
8. Staff details:

S.No	Function	Description
1	Staff Directory	To add Staff details
2	Staff Attendance	To monitor staff attendance
3	Leave	To approve leave



SCREENSHOT OF STAFF

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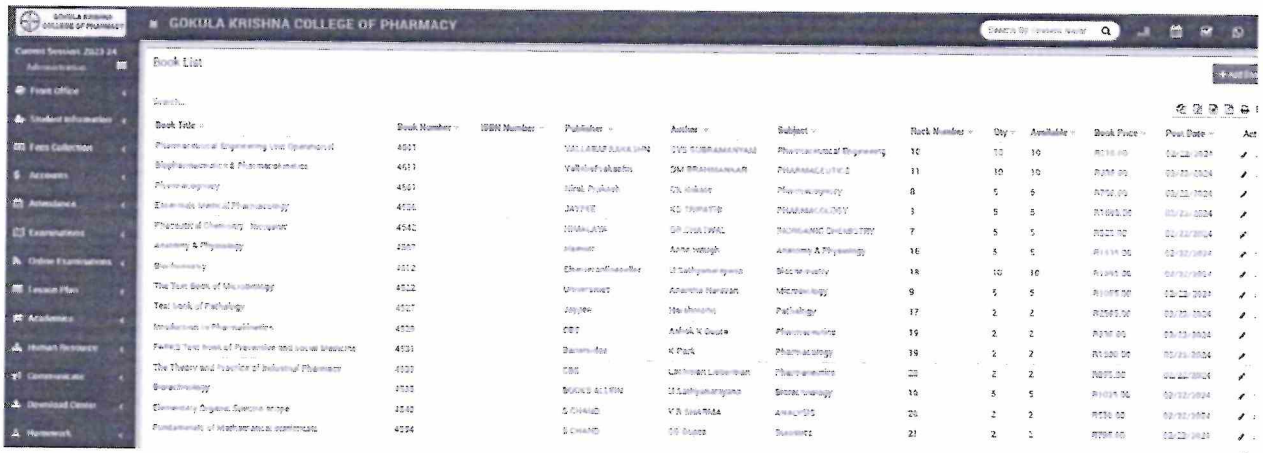
9. Library

S.No	Function	Description
1	Book list	To add the book and to check the book list
2	Issue and return	To enter the details of book issue and returns
3	Add student and staff	To add the students and staff.



SCREENSHOT OF BOOKS LIST

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