

From

Meshilogic Software
 Kinfra Techno Park
 Calicut University
 Kerala

To EMEA College of Arts and Science
 Kondotti

Purchased Modules:

No	Description
1-	College Automation Software with following Modules 1- Academic Administration 2- Attendance 3- Examination 4- Time Table Module 5- Financial Accounts 6- Staff Performance Evaluation 7- Portals 8- Android Mobile App Functional Details of the above Modules are Attached

Functional Details of the Modules Proposed for the College

1	ACADEMIC MANAGEMENT
	<ul style="list-style-type: none"> ➤ Institution, Streams, Courses, Class, Batch & Academic Year Settings ➤ Academic Calendar ➤ Classes and Semesters settings to set up start date and end date of each programmes or semesters, Attendance blocking facility for individual classes till specified dates ➤ Setting up admission quota for different categories like General, Management and Community Quota with option to categories students accordingly..

Student Management

- Student details entry at the time of admission with option for mandatory fields
- Parent Master along with student details entry
- Upload student photo
- Search for student details with admn. no, name etc
- Student Roll No generation with option for different sort orders
- Generate/entry identification nos. Like University reg no based on admn.no.
- Promotion of students
- Shifting of students to different courses
- View/change status of students like active, tc issued etc.
- TC Issue
- Import student data using excel formats
- ID Card Printing

Faculty Details

- Faculty / Staff Grades
- Staff access to concerned classes
- Paper settings for teaching faculty
- HOD & Class Tutors
- Staff Job Positions

Customized Certificates

- Transfer certificate, Course & Conduct Certificates
- Other customized certificates upon request

Reports

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

2	ATTENDANCE
	<ul style="list-style-type: none"> ➤ Various types of attendance entries ➤ Attendance entry from teacher login for paperwise class attendance entry ➤ Attendance entry from Admin/HOD/Tutor login for special occasions with option to update paperwise class attendance entry ➤ Absentees only entry option ➤ Student wise attendance entry for selected months ➤ Block attendance entry for a class till specified date ➤ Attendance calculation based on college calendar working days or calendar days ➤ Setting regular class on holidays and vice versa ➤ Duty Leave entry for students involvement in official activities <p>Reports</p> <ul style="list-style-type: none"> ➤ Studentwise daily and monthly reports ➤ Studentwise attendance percentage for a given period ➤ Attendance shortage list/ irregular student list ➤ Consolidated paperwise attendance register ➤ Unmarked staff list / Unmarked hours
3	TIME TABLE
	<ul style="list-style-type: none"> ➤ Day and Period Settings ➤ Semester wise day periods ➤ Subjects grouping for Time Table ➤ Manual Time Table Entry ➤ Holiday Adjustment ➤ General Time Table ➤ Work Adjustment for staff on leave with attendance entry option for the adjusted staff in their portals ➤ Reports
4	EXAMINATION
	<ul style="list-style-type: none"> ➤ Subjects and Subject components settings ➤ Grouping of subjects to facilitate common subject for different courses ➤ Papers taught in a class with grouping facility for timetable arrangements ➤ Internal mark components and mark distribution ➤ Internal mark calculation for different components ➤ Paper assessment settings ➤ Grades in the examination with setting options <p>Examination Conducting and Hall Arrangements</p> <ul style="list-style-type: none"> ➤ Examination type & Room type settings ➤ External and Internal examinations

	<ul style="list-style-type: none"> ➤ Private candidates in external examinations ➤ Examination schedules ➤ Resource room allocation and resource room details ➤ Seat allotment for examinations with dynamic options ➤ Exam Hall view ➤ External examination attendance entry <p>Reports</p> <ul style="list-style-type: none"> ➤ Student wise Internal Mark list ➤ Paper wise internal marks ➤ Consolidated Internal Marks Form A & Form B (MG University) ➤ Internal and External Examination Attendance ➤ Internal Exam Grades
5	FINANCIAL ACCOUNTS (IN DOUBLE ENTRY SYSTEM)
	<ul style="list-style-type: none"> ➤ Financial Year/Period Specification ➤ Ledger keeping and Reporting ➤ Journal Voucher Entry ➤ Cash Receipt/Payment Voucher ➤ Bank Receipt/Payment Voucher ➤ Debit Note/Credit Note /Voucher ➤ Bank Reconciliation entry ➤ Receivable and Payable Account, Receipt and Payment ➤ Item wise and consolidated register ➤ Access Privilege and Security at the highest level ➤ Year End Process and Year Close ➤ Trial Balance, Income & Expenditure ➤ Balance Sheet, Schedule of Balance Sheet
6	STAFF/CAMPUS PERFORMANCE EVALUATION
	<ul style="list-style-type: none"> ➤ Evaluation keys ➤ Evaluation item settings ➤ Evaluation attributes under each items ➤ Evaluation details ➤ Evaluation remarks ➤ Option for Campus performance for Alumni & Parents ➤ Reports
7	PORTALS
	<ul style="list-style-type: none"> ➤ Portals for teachers, students and parents ➤ Add new users and user settings ➤ Set user privileges <p>Faculty / Staff</p> <ul style="list-style-type: none"> ➤ Attendance Entry, Faculty Dashboard

	<ul style="list-style-type: none"> ➤ Internal Exam Mark Entry ➤ Attendance and other Reports ➤ Work Adjustment request and acceptance ➤ Syllabus, Question paper & Assignments upload ➤ Staff Profile entry with details
8	ANDROID MOBILE APPS FOR TEACHERS AND PARENTS
	<p>Teachers App</p> <ul style="list-style-type: none"> ➤ Mark attendance and assessment details of students ➤ Work Adjustment requests and acceptance ➤ Social media like message posting ➤ Individual and group messaging, facility to group discussions ➤ View student details (Student Record) of concerned students ➤ Principal dash board with various facilities <p>Parents & Students App</p> <ul style="list-style-type: none"> ➤ View student profile with performance ➤ Attendance view with details : daily, monthly and previous semesters ➤ Overall performance in examinations with option for details ➤ Notices, circulars and assignments download

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

