

GOA UNIVERSITY MANAGEMENT SYSTEM

Functional Requirements in brief :

1	<p>Affiliation of Institutions Module should maintain all the details of various colleges affiliated to the University.</p> <ul style="list-style-type: none">• Professional / Non-Professional• Courses offered<ul style="list-style-type: none">○ UG/PG/Diploma○ Sanctioned intake / Actual intake○ Fee structure○ Affiliation status<ul style="list-style-type: none">▪ Permanent / Temporary▪ Date of AIC visit▪ Payment details▪ Compliance with AIC report
2	<p>Admission Management</p> <ol style="list-style-type: none">1. Online Registration -<ol style="list-style-type: none">a. Prospective Students register for programs and uploading students credentials based on which admission management process is triggered.2. Merit List -<ol style="list-style-type: none">a. Admission Category wise seats handling, custom rule-based short listing, counseling, documents verifications and admission conformation at university level.3. Entrance Exam-<ol style="list-style-type: none">a. Handling online or offline entrance exams and generating merit list based on them.4. Admission Process-<ol style="list-style-type: none">a. Collection of Fees, Assignment of roll numbers, ID Card generation at university level.5. Admission Cancellation/Transfer-<ol style="list-style-type: none">a. Handling admission cancellations and transfers of students.
3	<p>Student Enrollment Module with Eligibility, Migration and Transcripts</p> <p>Eligibility Module Set eligibility process in the system. Check login credentials of Academic section if OK allows access to system. Steps to set the process are</p> <ol style="list-style-type: none">1. Enter details from the provisional eligibility form filled by a particular student in the system.2. Accept and validate the data.3. Devise the numbering system for eligibility case number.4. Design the eligibility certificate5. On validation print and issue eligibility certificate6. Confirmation of Eligibility7. Issue final confirmation of admission (Link to declaration of results ie. Withhold the result if not confirmed)8. Save data into database. <p>Enrolment Module Set enrollment process in the system. Check login credentials of Academic section if OK allow access to system. Steps to set the process are</p> <ol style="list-style-type: none">1. Get the application form filled by the student at the respective college.2. Enter details from the application form into the system.3. Accept the data. System should implicitly check for the re-registration cases.4. Devise the numbering system for issuing registration number.5. Design the registration card.6. On validation print and issue registration card.7. Save the data into database.8. In addition design and maintain student register.

Migration

Set Migration process in the system. Check login credentials of Academic section if OK allows access to the system. Steps to set the process are

1. Get the migration form duly filled by the student.
2. Enter details from the application form into the system.
3. Accept and validate the data. System should implicitly check the passing records of the respective student & confirmation of Admission / Eligibility.
4. Design the migration certificate.
5. On validation print and issue migration certificate.
6. Save the data into database.
7. In addition provision should be made to issue duplicate migration certificate

Transcripts

Set Transcript process in the system. Check login credentials of Academic section if OK allows access to system. Steps to set the process are

1. Get the transcript form duly filled by the student.
2. Enter details from the application form into the system.
3. Accept and validate the data.
4. Design the transcript certificate.
5. On validation print transcript certificate.

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Course / Programme Management

All the prerequisite transactions shall be done by system administrator before academic and examination section utilizes the system. Check login credential of system administrator if OK allow access to system. The list of events to be executed by Administrator are

1. Define courses conducted by the university under different categories. Those are Under- Graduate, Post-Graduate, Professional and diploma courses.
2. Define course structure or scheme of examination for each of the courses under all the categories.
3. Define papers included under each of the courses.
4. Enter details of the papers such as its nomenclature, paper type like Theory or Practical etc.
5. Enter the marks details for each paper type which includes max, min marks for passing etc.
6. Define passing, gracing, exemption logic for each course separately. This shall also include various checks such as even and odd semester passing criteria for some of the courses, sports and grace marks etc.
7. Validation of student's eligibility for taking a particular course.
8. Enter the details of all the colleges/Institutions affiliated to Goa University.
9. Link the courses conducted by individual college.

Any changes in the above listed events should be updated in the system by administrator or primary user of a particular section in the following cases.

1. Modification of existing course by introducing new subject / syllabus / paper. The administrator should be able to attach the new course structure to an existing course conducted by Goa University keeping the old structure as valid and its applicability.
2. Multiple course structure attached to the same programme.
3. Changes in the pattern or duration of programme.

Changes in the Course structure shall result into defining new course structure for existing students. The list of events in this case can be listed as below

1. Provision should be kept in the system wherein a student having backlogs of an old course structure can appear for the exams combining papers from both new and old course structure. In short, the system should be flexible enough to define a course structure for any student based on multiple valid course structures.
2. Flexibility should be provided to allow students to have inter-disciplinary subjects of any valid courses.

Defining Academic Calender.

5	<p>Examination Management</p> <p>Set Pre-Conduct Procedure of examination. Check login credentials of Examination Section if OK allow access to system. Steps to set the process are</p> <ol style="list-style-type: none"> 1. Define Examination Calender. 2. Selecting the panel of examiners as per ordinance from master panel. 3. Appointment of chief conductor for the examination centre 4. Appointment of examiners including reserve examiner 5. Design exam form 6. Select examiners for paper setting, assessment, evaluation, revaluation, dissertation, practical etc separately. 7. Online submission of examination form / capture of examination details of the student along with fees collection. 8. Generate seat numbers & print hall tickets, student register & other related reports. 9. Preparation of remuneration bill of the paper-setter's & examiners. <p>Set Conduct procedure of examination. Check login credential of examination section if OK allow access to system. Steps to set the processes are.</p> <ol style="list-style-type: none"> 1. Exams conducted at various centers. 2. Generate code numbers & Mark Input forms 3. Answerbooks along with attendance sheet & other details received by university. 4. Transfer code numbers on answer books. 5. Student's exam attendance along with answer sheet numbers is updated in the system. 6. Answer sheets alongwith marks input forms are assigned for checking to various evaluators / faculty members in centralized mode or across colleges. 7. Receipt of Mark Input forms from respective examiner. 8. Examiner would enter the marks on the system and automatically consolidation can happen in the system. 9. Provision to enter the marks in a consolidated way or questionwise in the system. 10. Provision of double entry of marks / scanning in the system. 11. Keep provisions for multiple evaluations (also sectionwise). 12. Record the cases reported on unfair means.
	<p>Set Post-Conduct procedure of examination. Check login credentials of examination section if OK allow access to system. Steps to set the process are</p> <ol style="list-style-type: none"> 1. Enter the marks from mark input form into the system. 2. Allocation of entitlement marks. 3. Process the results. System should run the gracing and logic engine implicitly to process the results. 4. The result format changes from course to course. System Administrator should be able to design/modify the format as and when required. 5. Prepare and print result register, marks card, passing certificates etc. 6. Provision for revaluation and verification. 7. Payment of remuneration to the examiners. 8. Print Provisional degree certificates as per the request. 9. Statistical record to be maintained. 10. List of ranker / topper and awarding for scholarships / medal asper the endowments. 11. Mailing of result to the students.
6	<p>Convocation</p> <p>Set Convocation procedure. Check login credentials of examination section if OK allows access to system. Steps to set the process are</p> <ol style="list-style-type: none"> 1. University announces the date of convocation once in a year. 2. Convocation programme and other requirements to be taken into consideration. 3. Print convocation certificates for eligible candidates. 4. Print Mailing list etc. 5. Letter to the awards / topper / Deans / Principal to such other invitees.

7	<p>Teacher's Information</p> <ol style="list-style-type: none"> 1. Appointment's of new teacher's in colleges / university. 2. Personal details of the teacher (ie. Academic qualifications etc.) 3. Career advancement details of the teacher. 4. Subject expertise details. 5. Eligibility for paper setter / evaluation etc. 6. Any other details as per the requirements. 7. Generating profile report of teachers for achievements, projects and research done by the teacher and internships and work experience of the teacher.
8	<p>Student Portal</p> <ol style="list-style-type: none"> 1. Access through student ID & password 2. Updation of personal information (Residential address, contact details) 3. Inbox facility 4. Examination notification and time table 5. Hall ticket information and hall ticket printing facility available on the portal 6. View examination result and related analysis 7. Convocation notification 8. Request for duplicate documents 9. Auto reply facility 10. News on University Sports/ Other activities
9	<p>University Fee Management and Fee Accounting</p> <ol style="list-style-type: none"> 1. Complete automation to fees Management process 2. Create university fees structures manage reminders to colleges and reports 3. Fee collection and submission process and automatic accounting entry in the accounting system 4. Exam fee collection management and reporting 5. Late fees and fine calculations and management 6. Provision of collection of fee in bulk 7. Provision for management of fee concessions 8. Due fee reports, collected v/s due month on month fee report 9. Auto Generation of Fee Receipts and duplicate receipts
10	<p>University Financial Accounting automation</p> <ol style="list-style-type: none"> 1. Presently University is using Tally Financial Accounting Package. Vendors are required to integrate all the financial transactions to the Tally Financial Accounting Package.
11	<p>University Level communication and notification management</p> <ol style="list-style-type: none"> 1. Notifications – University can Create, Manage, Display all kind of notifications within the campus or outside the campus to affiliate colleges, teachers, students etc 2. Automated Notifications -"Email, Mobile based and on-portal Notifications 3. System should support sending various system email notifications to learners / students and colleges / teachers via any standard internet email address." 4. Collaboration- provision for discussion forums, wikis, community building, social media integration etc.
12	<p>University Materials Management (Inventory Management including Consumables, Laboratory etc)</p> <ol style="list-style-type: none"> 1. Complete management of inventory including purchases & sales with work flow management. Various purchases are made by the university with regards to the consumable items, fix asset items. The module should be able to generate dead stock register & number for fixed asset items. Its maintenance history is required to be maintained. Auto alerts to be generated once the stock of the consumable items reaches below reorder level. The system should generate the purchase order, upto date stock of items etc.

13	<p>University Payroll management</p> <ol style="list-style-type: none"> 1. Management of automated payroll processing including Salary Slips. 2. University defined income and deductions heads (graded pay and fix pay structures to be handled). 3. Rule based income tax and PF calculations and option for creating reports and formats. 4. Income tax rule based rebates handling for employees.
14	<p>University Human Recourses Management Modules</p> <ol style="list-style-type: none"> 1. Recruitments - Handling employee recruitment process and personnel file management 2. Leave and Attendance - Leave management process with leave rules configuration, leave encashment, online leave approval workflow. 3. Attendance tracking and management, integration options with Bar code, card based, and biometric based attendance systems 4. Employee Performance Management - "Appraisals - Self / Superiors. 5. Increments and Incentives handling. 6. Resignations / Retirement. 7. Employee Training and Development.
15	<p>Funded Project Monitoring.</p> <ol style="list-style-type: none"> 1. The university faculty is allotted research project by various government of India agencies, this module should keep track of all the activities and its progress pertaining to a project. Time to time MIS reports requires to be generated.
16	<p>File & Notes Tracking System</p> <ol style="list-style-type: none"> 1. The system should keep track of the movement of files. Automatic alert may be generated for the end users.
17	<p>Asset & Estate Management</p> <ol style="list-style-type: none"> 1. University is having wide variety of assets which require periodic maintenance. The system should prepare the maintenance schedule, expenditure incurred for the maintenance. University also develops its infrastructure by way of constructing new buildings, labs etc through the various funding agencies. The module should keep track of all the activities from the point of tendering to the time completion of the project. Facility like e-tendering, work flow definition should form part of this module.
18	<p>Hostel Management</p> <ol style="list-style-type: none"> 1. University is having number of hostels for boys as well as girls. This module should cover the automation of various hostel related activities viz. allotment of rooms, vacation, mess facility, payment of hostel fees, penalties, refund of caution money etc.
19	<p>Guest House Management</p> <ol style="list-style-type: none"> 1. This module should provide facility of on-line booking request, availability status, billing etc. MIS reports like booking chart, duty allocation schedule etc. requires to be generated.
20	<p>Transport & Fleet Management</p> <ol style="list-style-type: none"> 1. System should help to keep track of scheduling of vehicles, routes, driver allotment, reservations, bookings and scheduling of all the official vehicles. System should keep track of vehicle log book, maintenance, insurance etc.
21	<p>Student Alumni</p> <ol style="list-style-type: none"> 1. Module should help build online student alumni community and quality communication between university and its alumni. Portal feature should have discussion forum, exchange, donation opportunity etc.

22	<p>Student Activities</p> <p>1. This module should keep track of all the students who have participated under various activities like NCC/NSS/Sports. System should be able to generate participation certificate and other related documents. This should also cater in various student welfare schemes like part time job allocation etc. It should also facilitate in getting placement in the industries for their projects, jobs etc.</p>
23	<p>Health Centre Module</p> <p>1. A detailed medical history is to be maintained for each university employees. The facility of health centre is also availed by the neighboring community all those activities are required to be maintained.</p>
24	<p>Document Management Module</p> <p>1. All the University documents viz, exam results, minutes of the various meetings, circulars, orders etc. are to maintained / managed for retrievals.</p>
25	<p>UGC-Academic Staff College</p> <p>1. System should assist in creating & notifying the Refresher & Orientation course / Workshops etc. Facility should be provided to submit the application forms online, generation of waitlist, maintaining the details of subject experts, issue of appointment letters, issue of call letters to the selected participants etc. Internal accounting module is required to maintain the account of the various funds received from the UGC.</p>
26	<p>RTI Cell</p> <p>1. Ability to create and update the RTI request and transfer to department / section online. Facility to check the status & ability to send the reminders automatically.</p>