

A photograph showing the silhouettes of a group of graduates on a hill at sunset. They are throwing their caps into the air, which are captured in mid-air against the bright, low sun. The sky is a mix of purple, orange, and blue.

| Centralized Campus Management System for Colleges |



Today automation and digitization have made things easier for colleges to manage student enrollment, admissions, fees collection, conducting examination etc.

**CollabX College Management ERP** is a cloud based solution that manages all activities of the institute efficiently and securely.

**Suitable for:**

- UGC Affiliated Arts, Science, Commerce, Law Colleges
- Engineering, Medical, Management, Pharmacy Colleges
- Autonomous Colleges

**Trusted by more than 1500 institutes all over India.**

| Centralized Campus Management System for Colleges |



## Benefits:

- Faster, smarter and informed decision making for management
- Zero redundancy in managing the institution's records
- Reduce monotonous administrative tasks
- Instantly accessible microscopic as well as macroscopic view of the institution
- Operations of Academic and Non-Academic departments get in-synched
- Generates reports/ receipts/ drafts for all modules
- Data security
- Affordable customization
- Easy and qualitative performance monitoring



## Modules

- Admission & Fees
- Student Administration
- Attendance
- Examination
- Database Integration
- E-Learning
- Purchase & Stores
- Human Resource Management
- Website
- Finance
- Library
- Hostel Management
- Transport
- Training & Placement



## Module : Admission & Fees

This module helps the management in managing the complete admission process with ease. It integrates operations and processes of admission and fees at colleges. It administers set-up of faculty members of all departments. This includes medium of instruction, fee cashbooks, fee heads and fee types etc. It also enables feeding and restoring data of course details and caste category.

Below are the basic features of this module:

- Fees can be collected subject-wise for each student
- Students receive SMS and email alerts of fees transactions
- Fees collection is centralized for a society of schools
- All details of admissions can be fed on the software



## Admission & Fees

Operations that are processed in this Module:

- Prospectus sale
- Student registration
- Merit list and admissions
- Fees collected for admissions, development and examination
- Fee receipt generation
- Admission cancellation and fee refund



## List of Reports generated in this Module:

- Daily Fees collection registers
- Fees abstract report
- Fees Write-Off report
- Bank-wise collection report
- Outstanding fee register
- Cancelled receipt report
- Admission cancellation report
- Admission position report



## Student Administration

This is the most integral and essential module of the College ERP. Details of students, faculty and staff with other details of certificates, documents, sections, and enrollment numbers are maintained on the software. Below is a list of few operations, the ERP automates:

- Creation of admitted student record
- Allotment of roll number, registration number, section and subjects
- Updation of student dues and fines
- Issuance of certificates
- Scholarship and fee concession activity





### Reports generated in this module:

- Admission register
- General register
- Identity cards
- Certificates like TC, leaving, bonafide, character, DOB, passing, NOC, attempt and expenditure
- Scholarship Reports
- User defined reports
- Correspondence with parents
- University Board Reports
- Students list reports like: courses, optional subjects, caste category fee type etc.
- MIS reports on the basis of faculty, cashbook, medium, sex, caste category and fees category



## Attendance

### **This module automates the following operations:**

- Academic calendar
- Course (subject) allotment
- Time table entry
- Creation of practical batches
- Day to Day attendance entry by the faculty

### **Reports generated in this Module:**

- Attendance reports for faculty, students and parents
- Analysis of faculty teaching
- Poor attendance report
- Communication through SMS, letters and email to parents or guardians



## Examination

Colleges can conduct in-house examination via examination management module. It supports the layout and pattern of all types of examinations. It has customization options for marks and grade based examinations.

**This module divides the total examination process into the following:**

- Course creation
- Subjects
- Examination scheme
- Exam ordinances like grace and condonation rules
- Examination evaluation patterns
- Grading criteria



## **Creates Student Details for Examination Registration as below:**

- Student's data entry
- Exam Seat Allotment
- Subject-wise registration of students

## **Manages Preparatory Examination Work and Examination Schedule Generation as below:**

- Examination timetable and hall ticket
- Attendance sheet generation
- Counterfoil reports
- Student count reports
- Seat arrangement
- Entry of absenteeism and unfair means entry

**Examination**



## Examination

**Records Marks Entry and Result Calculation. Below are a few functionalities:**

- Marks and grade entry
- Grade allotment and calculation
- Scrutiny and finalization of results
- Printing of TR, grade cards, gazettes, merit lists and transcripts
- Result analysis reports



## Database Integration

This module ensures that the data from various modules of the ERP means are effectively interlinked; the data of students, faculty and important departmental information can be used for all modules of college. This avoids complete duplication of work.

### Special Features:

- User security through smart cards and biometric technology
- Encrypted login id and password of user
- For critical applications optional IP address authentication is given for user login
- Database is password protected
- Separate web application and data server
- User access depends on the department and role of user at college
- Automatic monitoring
- Log files can be created for user transactions
- Timely backup of data can be done via multiple methods



## E-Learning

The E-Learning software for higher education exposes students to communicate with courses and study materials. Students can use this portal to complete their assignments, submit assessments and view entire course details and topics at a glance.

This module of higher education ERP system makes the teacher's task easy too. Teachers can use this portal of e-learning to feed data of lesson plans. Additionally, they can use it to create questionnaires, quizzes, assessments and examination preparatory compilation.

Students can access E-library too. The platform displays a virtual dashboard for enhanced interactions between what data has been fed, how it can be retrieved for study and for ease in existing system of conventional study patterns.

Discussion forum on this portal enhances communication between the teacher and student.



This module gives institutes a website which is responsive, interactive and elegant. The web portal gives higher education institutions, global recognition. Every user has a unique secure login. The content layout and user-interface will showcase events, examinations schedule, time-table and latest updates of the university.

### **The website services includes the following:**

- Responsive and mobile friendly website
- Content Management System
- Web Hosting
- Email solution
- Search Engine Optimization
- Site maintenance and monitoring
- Integration with social networking sites such as LinkedIn, Facebook, Twitter etc.
- E-Learning freeware module support





## Purchase & Stores

Store management system automates goods procurement process, receipt of goods, stock book entry, bill passing, issue of material for departments, stock book maintenance, and write offs for the institute.

**This module keeps the following on track:**

### **Stock Warehouse**

The minimum and maximum quantity of goods that needs to be maintained in the warehouse

### **Stock Ledger**

It is centralized and in accordance with all departments of the university.



### **Authority**

Staff from any department can request for any goods or service for educational or maintenance purpose. If for instance, the chemistry teacher is out of a few acids in the Laboratory, he/she can inform the stores department about the same and can later seek authority for it from the Head of department.

### **Quotations**

When the store warehouse receives an approved requisition for goods/ resources to be purchased; the department is on the lookout for a vendor. Vendors send their quotation slips to the Institution.



### **Comparative Statement**

This creates a comparative statement and approves the best deal of a particular vendor from the lot of other vendors.

### **Goods Purchased**

Goods/ resources that are purchased by the institution, the date of dispatch, shipment arrival and bills and the like is taken care of by this module.

### **Invoicing**

Keeps track of invoices sent by different vendors for goods and resources after successful delivery of the same.



## Hostel Management

The hostel management module oversees all hostel activities such as: defining hostels, hostel admission and fees, room and mess allotment, monthly mess bill calculation, student certificates, reports, hostel stores, accounts and hostel staff payroll etc.

**Below are some of the details to be fed to ensure effective management:**

- Hostel infrastructure
- Mess creation and management
- Registered students
- Merit lists
- Room and mess allotment
- Mess bill calculation
- Fines and Payroll



Cash, banks, JV entries, ledgers, trial balance, final accounts and reports can be registered too. Hostel store manages stock and purchases of goods needed and required to effectively run hostels.

## Hostel Management

### **Reports that can be generated:**

- Room wise list of students
- Vacant room report
- Hostel ID cards
- Attendance report
- Student address labels
- Hostel certificates
- Mess Bills & balance payment
- Payroll register
- Financial accounting reports
- Stock register
- Fine report
- Students complete information
- Dues & Refund report at the end of semester and year



The HR management software for higher education institutions deals with staff recruitment, hiring, administration, and training of faculty.

### **Payroll Management**

The payroll software is duly accountable for salary operations which include salary register, salary certificate, salary reports, leave management and income tax.

### **Online Recruitment Portal**

This facilitates online recruitment of faculty in an easy, secure and transparent system. The user creates a vacancy on campus for candidates on the basis of eligibility. Online Recruitment Portal supervises the entire process of scrutiny, recruitment and data administration.

### **Service Book**

Service book is a present record of a person's certified career maintained in detail. This module of human resource management system gives the user, provision to scan, store and retrieve original documents of the employee's personal file.



## Finance

Financial account management module automates the accounting of multiple schemes and cashbooks for end number of financial years. Finance module links fees with other modules like Stores, Hostel, Payroll and entries.

### Features:

- Entries of all kinds of fees collected online and offline
- Entries of payment vouchers and JVs
- Entries can be transferred to the Accounts module while collecting fees
- Transfer of entries from Student Fees to Accounts module at the day's end
- Transfer of Payroll entries to Accounts



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### **Reports that can be generated:**

- Cash, bank and day books
- Ledgers and trial balance
- Balance sheets, Receipts and Payments
- Income and Expenditure Statement





## Accounts Configuration:

- Single Mode receipt / payment / Contra entry
- Per entry narration or single narration
- Auto generated voucher number
- Enables SMS for every payment transaction
- Facility to upload voucher scanned copy with every transaction
- Auto-generates schedule number or manual numbering
- Allows cash in hand and Bank ledger for JV Entry
- Auto generated ledger code
- Auto generated cheque range

## Student Fees

Fees collected for academic curriculum, exams, hostels, certificate gets archived within this module of university financial management system. Students' Fees sub-module can generate receipts, challans and reports; likewise.



### **Scholarships And Stipends**

Based on student type/ admission type; the finance management module provides an additional functionality to store/edit/manage data related to scholarships and stipends. Reports are mostly needed by the management or government. The software defines stipend types and monthly bill preparations.

### **Budget And Bills**

This sub-module defines flexible budget heads, purchases and sanction notes. It is integrated with the core accounting module for payments and cheque printing.



The library management module is integrated with all modules of the ERP and has a multi-user accessibility. **It manages the following of the library tasks:**

- Purchases, Accessioning and payment of books
- Unique serial number identification through RFID library
- Unique serial number serial identification of books. The details of purchase, indexing, search and circulation is saved in the serial number

### **OPAC – Online Public Access Catalogue**

The library module lets users search for books, documents, study material or collaterals. Search can be filtered on the basis of:

- Title
- Author
- Subject
- Publisher
- Word title of book
- Search in combination



## Library Management

### The Library Module Records and Tracks the following:

- Binding
- Barcode
- Stock verification
- B. T. records
- Circulation
- Reservation and claims
- AACR2 Catalogue
- Overdue and recall notices
- Clearance and fine
- Notices and reminders
- Book bank
- Budget analysis
- MIS reports



## Training & Placement

The training and placement module creates student and company databases. It allows students to update parts of bio data and invite companies for placements. Student list can be retrieved from the database of the management software on the basis of the selection criteria of the company.

Training and placement management module additionally manages interview schedules, student list announcements, records of various training and placement activities and the like.

### **Role of Companies**

Companies can register with the Training and Placement department; and can request the institute staff for interview schedules and selection criteria.



### Role of Students

- Can register themselves online, through the Training and Placement portal
- Update their resume details
- Apply for interviews
- Get updates about Training & Placement schedules, interviews and selection procedures



Hope this was helpful.

We are committed to make learning and teaching a smooth and meaningful experience for all.

Send your queries to [sales@collabx.com](mailto:sales@collabx.com)

**Thank You!**