

ERP DOCUMENT



MARIAN COLLEGE
KUTTIKANAM
(AUTONOMOUS)



AES **SaaS** Academic
Enterprise
Solutions

mcka.in
Marian ERP Software

Introduction

MCKA.IN is a web-based campus automation solution, deployed in a hybrid cloud model under ‘Software as Service’ agreement with Amal Jyothi Enterprise Solutions (AES), a software wing of Amal Jyothi College of Engineering, Kanjirapally, Kerala. In its fullness, MCKA.IN will support the various operations of the campus, such as Class Management, Leave Management, Examination Management, Academic Audit, Faculty Appraisal, Personality and Conduct Assessment, Peers Review, Permission Management, College Fest Management, Hostel Management, Career Enhancement Cell, Students Portal, Parents Portal, Admission, Staff Management, Alumni, College Asset Management, Publications Repository, Online Payment Gateway etc. MCKA.IN will be accessible via <https://www.mcka.in>

1.1. Class Management

1.1.1. *Class Staff Association*

Creation and transferring of classes in each semester by HOD

1.1.2. *Class Teacher Association*

For new Classes, directly associate class teacher and co-class teachers. Existing classes can maintain the same class teacher by transferring semester.

1.1.3. *Syllabus Preparation*

HOD Can add the course with course code and assign a faculty to it. Staff can add Detailed syllabus with modules and units. Also create COs and Survey question

1.1.4. *Course Staff Association*

Allocate staff to courses in each class

1.1.5. *Assessment Settings*

Setting Exam and assignment patterns course wise.

1.1.6. Exam/ Assignment

Upload mark and edit mark for internal exams and assignments.

1.1.7. Internal Mark Generation

Generate internal mark from the assessment. HOD can publish it

1.1.8. Question Bank

Staff can create Question bank for each unit and map CO with it

1.1.9. Course Coordinator Association

Set course coordinator for each course. Then they can set CO-PO and CO-PSO Mapping and set Survey questions. Course coordinator have the privilege to create question paper format and map with CO's.

1.1.10. Work Schedule for Class

Set time table for each class. Attendance entry enabled only after the verification and locking of each class schedule. Class Time table should be set and locked by HOD.

1.1.11. Course settings

You can update L-T-P Credits, internal and external marks, year of introduction and also upload the syllabus of the same here.

1.1.12. Associate Mentor

Associate mentor for students

1.1.13. Course Progress

A diagrammatic representation of academic progress based on the university pattern for each course.

1.1.14. Course Diary Archive

An archive of course diary of previous semester

1.1.15. Attendance

Class teacher can enter attendance for a day. HOD and class teacher can view the attendance report, condonation report, subject wise report, attendance defaulters.

1.1.16. Student leave management

Student can apply leave through their portal. Class teacher can approve or reject applications. Added regularization feature for unauthorized absence.

1.1.17. Update University Mark Student wise.

1.1.18. Reports

Series Exam Score Sheet

Consolidated Mark sheet for each Class

University Mark Sheet

Backlog Report

1.1.19. Academic Recommendations

Diagrammatic representation of course result. An added feature of Scaling of student performance also included.

1.1.20. Lab/ Elective

Associate students to lab evaluators. Add experiments on CO basis. Evaluate student performance for each CO on a scale of 6.

1.1.21. Project/ Seminar Management

Associate student to staff and evaluate project/ seminar.

1.1.22. Internal Mark generation and publish by HOD

1.1.23. Academic Activities

Set course plan by the course coordinator and update topics as per coverage.

1.1.24. Course materials upload

Subject teacher can upload course materials and students can access it.

1.1.25. Disciplinary Action against students and issuing of memo.

1.1.26. Parent visit Summary

Enter details of PTA.

1.1.27. Honors/Add-on/ Bridge/ Remedial Classes Management

1.2. Semester End Examination (SEE) Management

1.2.1. Set Semester End Examination

Exam Controller can set Semester End Exam Regular/Save a Semester and Supplementary with application fee and schedule the exam with course code and slot

1.2.2. Apply for Exam

Students can view the schedule and apply for the exam. And pay application fee online. Hall ticket also download after approval

1.2.3. Approve the application

Exam Controller can approve the applicant and generate Hall ticket

1.2.4. Hall Arrangement

Hall arrangement can be done with approved applicants on each date

1.2.5. Exam Attendance

Attendance sheet can be downloaded base on the seat arrangement. Exam cell can mark attendance using barcode.

1.2.6. Question Paper Preparation

Exam Controller can generate question paper based on the pattern

1.2.7. Assign Evaluator

Hod can set evaluator for each paper. Can add external faculty too. Exam cell can assign paper to evaluators and set a chief evaluator. Multiple evaluation also possible

1.2.8. Paper Valuation

Staff can enter marks online. Chief evaluator can re-verify the marks if needed and submit the marks to controller

1.2.9. Verify the mark entry

Exam Controller can check the mark entry at any point and set the final mark.

1.2.10. Publish Result

Exam Controller can publish marks for each batch. Result analysis is also there. Students can view marks in their login and download it

1.2.11. Revaluation

Exam Controller can set revaluation/scrutiny dates. Students can apply and pay fee online within the time frame. Assign Evaluator for each application and can publish result after valuation.

1.2.12. Grace mark

Grace mark can be Add to each Students for each academic year. Student can choose mark for each course. After approval from EC it will added to student Result

1.2.13. Degree Awarding

Generate consolidated mark list for each student.

1.2.14. Certificate

Students can apply for certificates and pay online. EC can process it.

1.3. Leave Management

The system facilitates the total leave process from completing leave applications by staff, leave application approval by Head & management to setting up the institution parameters

such as leave types (casual leave, vacation leave, maternity leave, etc.). The proposed system provides Late coming and early going application process also.

1.3.1 Administrative Settings

- Create the **types of leave** allowed – Casual, Vacation, Maternity, Study, duty, etc.
- Create the **amount of days** allowed for each of the types. A **default** is set for all the staff, but you can also **modify** it per staff.
- Leave can be **allocated** annually or monthly depending on institution policies.
- Choose the persons to be **notified** when leave requests are received.
- Choose the **approval settings** for leave applications.
- Can view & edit & export all staffs leave.

1.3.2 Staff

- A leave **summary** shows the staff, available leave days, availed leaves and the status of their leave applications.
- Easily **apply** for leave, choosing the required leave type and amount of hours or days.
- Easily apply for LC/EG.
- Staff can upload **supporting documentation**, such as university documents or medical certificate or duty certificate for the availed leave.

1.4. Academic Audit.

The purpose of an academic audit is to encourage departments or programs to evaluate their “education quality processes”.

1.5. Faculty Appraisal Personality and Conduct Assessment

Administrator will set evaluation criteria for appraisal. Student will evaluate faculty on the basis of criteria set. Faculty and higher authority can view the feedback report.

1.6. Permission Management

Application form format set by the administrator. Faculty can apply online and get approved.

1.7. College Fest Management

A complete fest management module

1.8. Hostel Management.

Set rent and mess fees for each month. Get report of paid and defaulters list. Room Allocation etc.

1.9. Students Portal.

Students can view their profile, attendance, series exam results, office alerts, university results. They can apply for leave, view status, pay fees, send application for various certificates from college office.

1.10. Parents Portal.

Parents can view students profile, attendance, series exam results, office alerts, and university results. They can view leave status, pay fees.

1.11. Office

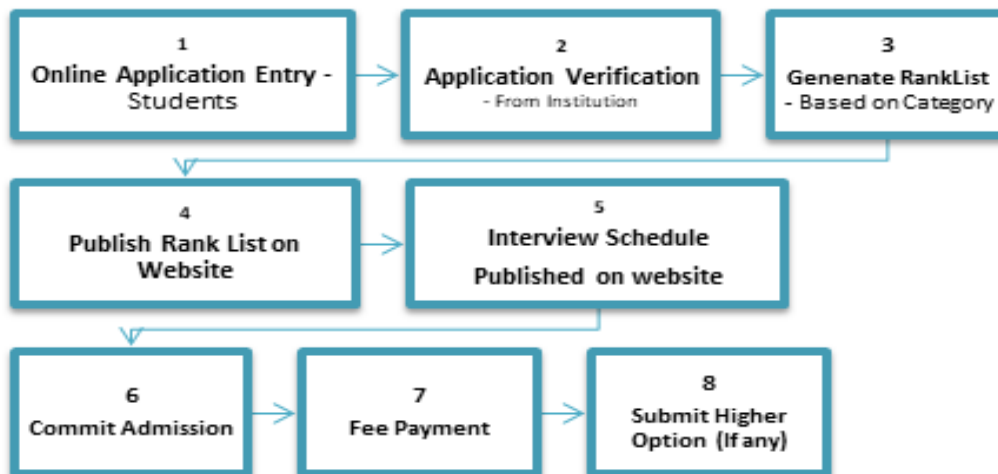
Office login can do all administrative tasks related to all functional modules. TC Issue, due management, Certificate issue, staff Management, leave management, Fee Management, Payroll Management and all related reports are available here.

1.12. Admission.

The main goal of this module is to automate entire admission process in an institution and also to address the limitations of the current system. The requirements for the system have been gathered from the defects recorded in the past. Following are the objectives of the proposed system,

- Reducing time in activities - Reduce the time-taken process the applications of students, admitting a student, conducting the online examination, verify student marks, and send call letters to selected students.
- Centralized data handling - Transfer the data smoothly to all the departments involved and handle the data centralized way.
- Paperless admission with reduced manpower - Reduce the manpower needed to perform the entire admission and administration task by reducing the paper works needed.
- Cost cutting - Reduce the cost involved in the admission process.
- Operational efficiency - Improve the operational efficiency by improving the quality of the process

Process Chart



1.12.1. Application Management

Following are the sub process included in this module,

- Students can apply for courses through online as per the instructions.
- Verifying the softcopies of application and other relevant documents with system data by the institution for any mistakes.
- Each application provides an auto-generated application number with file name for avoiding difficulties to keep applications.

1.12.2. Rank List

Following are the sub process included in this module,

- Generate Rank List based on index mark and published on the website.
- Rank List will be in different categories like Open, cast, etc.
- Arrange counselling schedule for face to face meeting with students.

1.12.3. Admission

Following are the sub process included in this module,

- Admit the students to branches, which opted at the time of online application entry by the students. - Document Verification.
- Fee Payment.
- Direct Admission for NRI Students.

1.12.4. Higher Option

Following are the sub process included in this module,

- Submit higher option by the admitted students.
- Admission Cancellation.
- Transfer the students to opted branch.

1.12.5. Administration

Following are the sub process included in this module,

- Entire settings in Admission Process are managed.
- Generate various reports.

1.13. OBE Framework Implementation

Outcome-based education (OBE) is an educational theory that bases each part of an educational system around goals (outcomes). In this module facilitate implementation of Course

Outcomes, Program Outcomes, Program Specific Outcomes, Program Educational Objectives.
This module also provides **NBA/NAAC/University** related reports.

1.14. Staff Management.

Appoint new staff, promotion and resignation of staff, allotting leave for staff.

1.15. Alumni.

Alumni can login and update their employment history and get in touch with college. They also can apply for Supplementary exam and Certificates

1.16. College Asset Management.

Managing all assets of a college like buildings, rooms, furniture, appliances etc.

1.17. Online Payment Gateway

In this module, students and staff can pay the fees such as semester fees, mess fees, hostel rent etc. via online, bills (pdf) are generated instantly. Updates on pending fees via SMS to parents and students. Pre-filled offline challan, mutually agreed by bank extension counter inside/outside campus also can be used by students, where college copy from bank need to be verified online by accounts section. Office staff can download the auditable report.

Advantages

- It is user-friendly, technically robust platform, highly secure environment.
- Facilitates 24×7 collection process. Net Banking (around 50 Indian banks) / Credit /Debit/ UPI / Google Pay etc are supported by PayuBiz via HDFC.
- Chat support will be available from 10am to 4pm IST (except on holidays).

IMPLEMENTATION, MAINTENANCE AND COST

- MCKA will be deployed in a hybrid cloud model under ‘Software as Service’ agreement.
(Program Code will be the sole property of AES (Amal Jyothi Software wing))
- MCKA will be included with all current modules and if needed new modules as per your requirement, if technology permits, with additional deployment cost.
- Data Backup – in incremental mode (only one copy of the last day backup)
- Data Transfer – Once Marian College OR AES (Amal Jyothi Software wing) plan to terminate this service (minimum 3 months’ prior notice), AES will support for the data migration. MCKA’s data will be owned by Marian College. Director AES at Amal Jyothi College of Engineering will be the contact point.
- <https://www.mcka.in/> will be the login entry point.

Total cost – in subscription mode per year

- Total number of students X 350 INR (excluding tax) per year.
- Faculty and Alumni count is not included in number of member logins for the cost calculation.



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Nb: The terms and conditions of this Agreement shall not be disclosed to any third parties without the prior written consent of both Parties.