

**AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY**  
(NAAC Accredited, Permanently Affiliated to JNTUK, Kakinada)  
Makavarapalem, Narsipatnam, Visakhapatnam Dist, Andhra Pradesh

**Implementation of e-governance in areas of operations**  
**Enterprise Resource Planning (ERP) Document**

Enterprise Resource Planning (ERP) is software for managing business processes; Avanthi Institute of Engineering and Technology, Makkabarapalem, uses ERP Software (ECAP) for this purpose. With ECAP, an integrated application system can be used to manage and automate all activities related to the academic, administrative and other affairs of the institute. The college is using the ERP (ECAP) software is designed and developed by Webpros Solutions Pvt Ltd, Visakhapatnam,

The software, called ECAP, caters to all the needs of an engineering college offering undergraduate and postgraduate courses. ECAP facilitates the work of staff and administrators by making the necessary data easily accessible in the required format, ensuring transparency and accountability.

**Implementation of ERP (ECAP) in Academics**


The institute stores data in the ERP system (ECAP) for efficient resource planning. A service provider has been selected for effective implementation and support activities.

**Salient features of the ECAP package**

- Internet or Intranet enabled Application.
- User Levels with Access Rights for Data Security.
- Course/Batch/Category/Student Fee Dues Reports.
- Tracks Performance of Scholarship Students.
- Fee/Attendance Reminders and Progress Reports.
- ~~Also~~ Attendance and Marks.
- Integration with Attendance Capturing Devices.
- Accounts Module compatible with Focus (Accounting software).
- Payroll Integrated Staff Module.
- Barcode Integrated Library Module.
- Login for Students/Parents to access data online.

**The are 15 Modules available in ECAP Software for performing the college activities.**

Administration  
Academics

  
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Accounts  
Admissions  
Fee Payments  
Examinations  
Placements  
Correspondence  
Library  
Staff  
Central Stores  
Departmental Stores  
Hostel  
Transport  
Students

The details of each module is described with its features and functions.

### **Academics Module:**

Attendance & Marks Entry by Faculty.

Students' Attendance Analysis.

Student's Complete Profile in one single screen.

Analysis of Teaching Plan and Topics Covered.

Upload of Resources like notes etc for students.

Integration with Attendance Capturing devices.

Messages/Assignments by Faculty to Students

Students Feedback Against Faculty.

Attendance Shortage Notices to Parents.

Time Table & Faculty Teaching Assignments.

Academic Projects.

Faculty Academic Register

Faculty Workload

Faculty Adjustments

Circulars


Disciplinary Actions.

Faculty Performance.

Certificates

Extra Classes

Students Promotion & Detention.



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### **Accounts Module:**


Creation of Revenue & Expenditure Heads.  
Department wise Budgets.  
Head wise Revenue & Expenditure Reports.  
Bank Accounts & Transactions.  
Day Book & Cash Book Maintenance.  
Profit & Loss Statement.  
Attendance Fine & Exam Fee Collection.  
Supplier Payments & Dues.  
Fee Refunds to Students.  
Loan Estimates for Students.

### **Administration Module:**

Creation of Departments, Courses and Branches.  
Fees for courses along with Due Dates & Fines.  
User Levels with Access Rights on modules.  
Mapping Users to User Levels.  
Backup and Restore Data.  
Track staff Logins and Resetting Passwords.  
Complaints/Suggestions Received from Students/Staff  
Setting Academic Calendar.  
Posting News/Events for notice by Users.  
Uploading Students Data to College Website.  
Maintaining College Diary.  
Device IDs to students for capturing attendance.  
Data Backup & Restore.

### **Admissions Module:**

Import of Students data from Excel Sheet.  
Admission Register  
Castes & Sub Castes.  
Tracks Certificates to be Submitted by Students.  
Re Admission of Detained students.  
Bar-coded ID Cards for Students.



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Scholarship Students.

Generates 10 digit Roll Numbers for Students.

Division of Students into Sections.

Reports.

### **Fee Payments Module:**

Fee Collection & Receipt Printing.

Course/Batch/Student wise Fee Dues.

Fee Concessions.

Fee Reminders to Parents.

Tracking Fee Reimbursement from Government.

Issuing Study etc. Certificates to Students.

Reports.

### **Examinations Module:**

Exam Fee Collection & Exam Schedules.

Student Registrations for Regular/Supply Exams.

Seating Arrangement for External Exams & D-Forms.

Entry/Upload of External/Internal Exams Marks.

External/Internal Marks Analysis & Reports.

Progress Reports & Attendance Reminders.

Supplementary & Detained Students.

Invigilation Charges for Staff.

Reports.

### **Placements Module:**

Companies & Correspondence.

Screening Students as per Company Requirements.

Company Offers.

Students Performance

Alumni.

Reports

  
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## **Correspondence Module:**

Labs Experiments  
Equipment & Consumables  
Indents to Central Stores  
Issues within Department  
Purchases & Receipts  
Stocks  
Reports

## **Staff Module:**

Messages among Staff Members.  
Groups & Members.  
SMS to Parents, Staff & Students.  
Marks/Attendance & Fee Dues through SMS to Parents.  
Printing Parents Addresses.  
Correspondence Via Email/Letters with Parents.  
Bulk SMS to Parents/Students during Admissions.  
Birthday Greetings

## **Library Module:**

Library Rules for Students & Staff.  
Entry/Upload of Books/Journals/Magazines.  
Book Bank Students & Book Reservations.  
Book Issues>Returns/Renewals.  
Printing Barcodes.  
OPAC & Search.  
Journal/Magazine Subscriptions & Renewals.  
Titles/Authors/Publishers Database.  
Backup & Restore of Library Data.  
Budget & Expenditure, Purchases & Receipts.  
Stock Verification  
Reports.

  
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## **Central Stores Module:**

Categories, Sub categories & Items.  
Indents & Issues.  
Suppliers, Purchases & Receipts.  
Stock Adjustments & Stock Register.  
Pending Indents.  
Initial Stock Entry.  
Reports.

## **Departmental Stores Module:**

Labs  
Experiments  
Equipment & Consumables  
Indents to Central Stores  
Issues within Department  
Purchases & Receipts  
Stocks  
Reports

## **Hostel Module:**

Application for Admission into Hostel.  
Student Registration.  
Rooms & Room Allotment.  
Attendance & Marks Analysis for Hostlers  
Hostel Dues & De-Registration.  
Reports

  
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## Transport Module:

Vehicles.

Routes & Halts.

Assignment of Halts to Students.

Expenditure Types & Expenditure Tracking.

Log Book & Mileage Checking.

Transport Fee Collection & Dues.

Vehicle Insurance & Premium Tracking.

Reports

## Students Module:

Access to Attendance, Marks & Fee Data of Self.

Posting Feedback Against Faculty.

Search for Books in Library & Book Reservations.

Access to Resources like Notes, E-Books etc.

Access to Personal Messages from HOD/Faculty.

Access to Circulars.

Access to Alumni Data.

The following activities could be performed and related reports can be generated using the modules.

## Academics Module

Sl.No	Link Name	Description
1.	Absentees Report	To view absentee day wise or continuously for selected number of days for all courses.
2.	Academic Register	To generate register containing day wise attendance and exam wisemarks of all students for a selected subject.
3.	Attendance	To enter period wise or cumulative attendance or upload cumulative attendance for certain number of days from excel sheet.
4.	Attendance Reports	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance reports can also be viewed. Attendance shortage report also can be seen.
5.	Batches	To divide students of selected semester into batches for attending lab simultaneously.
6.	Certificates	To issue Study, Conduct and TC certificates in standard formats to students and to track certificates issued to students.

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|-----|----------------------|---|
| 7.  | Circular             | To issue circulars meant for students or staff or for both by principal or secretary of the institution.  |
| 8.  | Current Time Table   | To view which faculty shall be in which class room as per time table at any point of time.  |
| 9.  | Disciplinary Action  | To initiate disciplinary action against students and staff and track disciplinary actions taken.  |
| 10. | Extra Classes        | To assign extra classes to faculty in addition to regular classes.  |
| 11. | Faculty              | To view faculty performance i.e class taken, marks obtained etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty,   |
| 12. | Faculty Adjustments  | To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s).   |
| 13. | Feedback Questions   | To add feedback questions which need to be answered by students while giving feedback against faculty.  |
| 14. | Internal Marks       | To enter internal marks by faculty.   |
| 15. | Lab Batches          | To enter number of batches into which students need to be divided to attend labs.   |
| 16. | MBA                  | To enter specializations for MBA course and select electives chosen by students.  |
| 17. | Projects             | To assign projects and project guides to students of B.Tech, MBA, and M.Tech courses and track the progress of individual projects. Guides need to upload student wise project status in excel sheet at regular intervals.                                      |
| 18. | Promotions           | To view students who are qualified with credits and attendance for promotion from current semester to next semester. Reasons will be indicated against students who are not qualified for promotion. However they can also be qualified for promotion manually. |
| 19. | Resources            | To view what resources are available for students to download under various categories.   |
| 20. | Student Profile      | To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance up to the current semester, fee payment details and Backlogs details of selected student.                           |
| 21. | Teaching Assignments | To assign subjects to faculty.  |
| 22. | Teaching Plans       | To upload teaching plan and every day topics covered by faculty.  |

  
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## Students Module

Sl.No	Link Name	Description
1.	Academic Calendar	To view the academic calendar of the course and semester, the student currently studying.
2.	Attendance	Displays daily, monthly and up to date attendance of student who logged in.
3.	Backlogs	Show the subject backlogs if any of the logged in student.
4.	Book Search	To search for books in the library by the student.
5.	Circulars	To view the circulars issued by the principal and management addressed to the students.
6.	Complaints/Suggestions	To post complaints/suggestions for attention by the administrator.
7.	Exam Schedule	To view internal and external exam schedules by students.
8.	Faculty Feedback	To post feedback against the faculty by student who logged in.
9.	Fee Details	Displays the details of fees paid by the logged in student.
10.	Fee Dues	Displays the details of fee dues payable by the logged in student.
11.	Resources	Student can view and download the resources uploaded by the faculty or librarian.
12.	Library Books	Displays history of book issues and returns from library of logged in student.
13.	Marks	Shows student's semester wise marks with aggregate.
14.	Project Search	Student can search for academic projects titles and abstracts from library.
15.	Profile	Student can view Bio Data, Performance in current semester and previous semesters, fee payment details, backlogs details.
16.	Time Table	Student can view class time table.
23.	Time Table	To set theory and lab time tables for courses and print them.
24.	Student Messages	To post messages/assignments to selected student(s) by faculty.
25.	Upload Resource	To upload resources meant for students by faculty.

  
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