



# ERP Manual

*Cherch*  
Registrar  
Poornima University  
IS-2027 To 2031  
Ramchandrapura, Sitapura Extensior  
JAIPUR-303905 (Rajasthan)

# About ERP

The ERP of the University is Web based platform dedicated for e-governance of the University, that facilitates transparency in all dimensions of University i.e are Admission, Academics, Administration, Examination, Learning Resources, etc.

Integral part of ERP is University LMS, those provisions, e-learning activities in the field of Engineering, Management, Science, Humanities, Architecture, Design, Arts, commerce, Hotel Management and Public Health. This LMS provides a wide variety of opportunities, resources, and new strategies for online education and training.

The University ERP is secured with login access to respective stakeholders, that have 6 modules,

- A. For Administration & Finance 3<sup>rd</sup> Tab of the given screenshot is used, which has all the HR data, finance data and support data for complete administration of University and examinations.

The screenshot displays the 'ABOUT UNIVERSITY ERP' page. The browser address bar shows 'https://poornima.edu.in/university-erp/'. The page content includes the following modules:

- University LMS (Academics & TLP)**: Includes a 'Login' button.
- University LMS (Assignment & Notes)**: Includes a 'Login' button.
- Administration & Finance**: Includes a 'Login' button.
- NoPaperForms**: A module for digital forms.
- Admission (Faculty & Students)**: Includes a 'Login' button.
- Examination (Results & Date Sheets)**: Includes a 'Login' button.
- Digital Library & E-Resources (Web OPAC)**: Includes a 'Login' button.

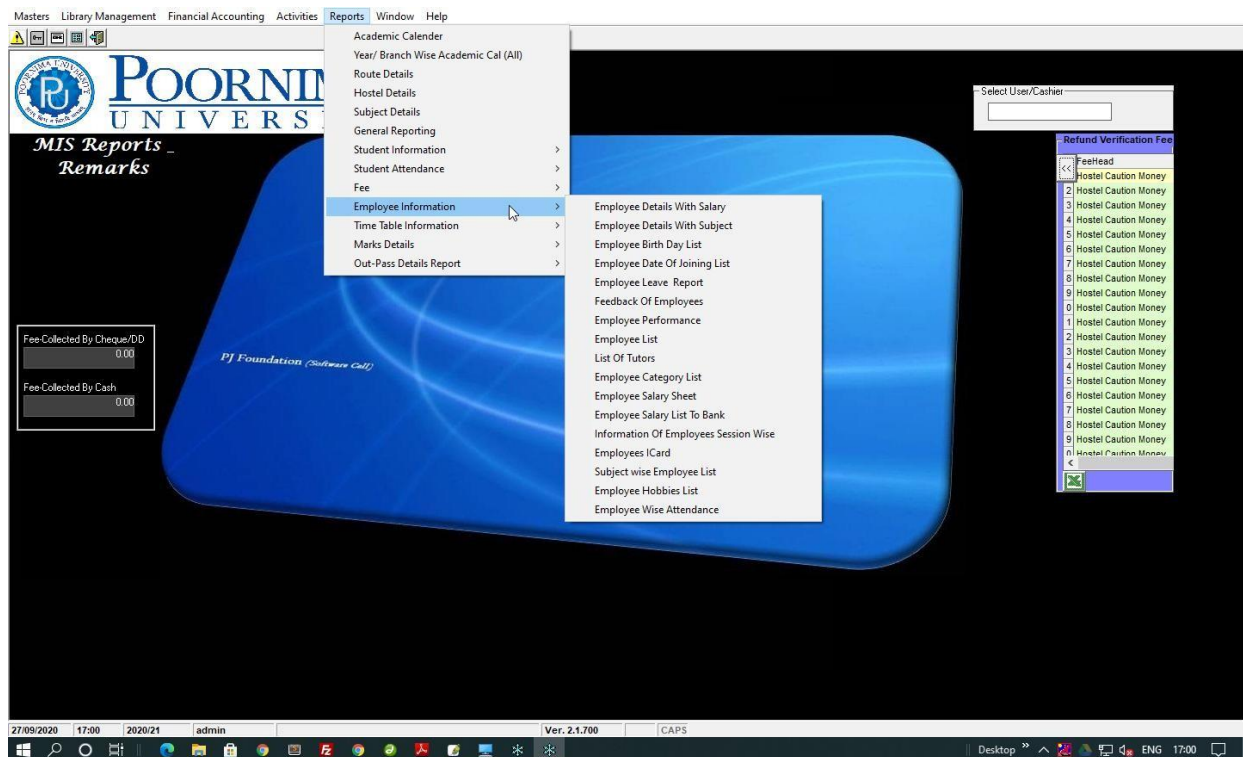
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# UNIVERSITY ADMINISTRATION & FINANCE

University administration is done through a backend platform of the ERP that is provisioning the system to manage all the information, extracting & sharing reports of the system. The Major Modules of the same are as follows:

## 1. Employee Information Module

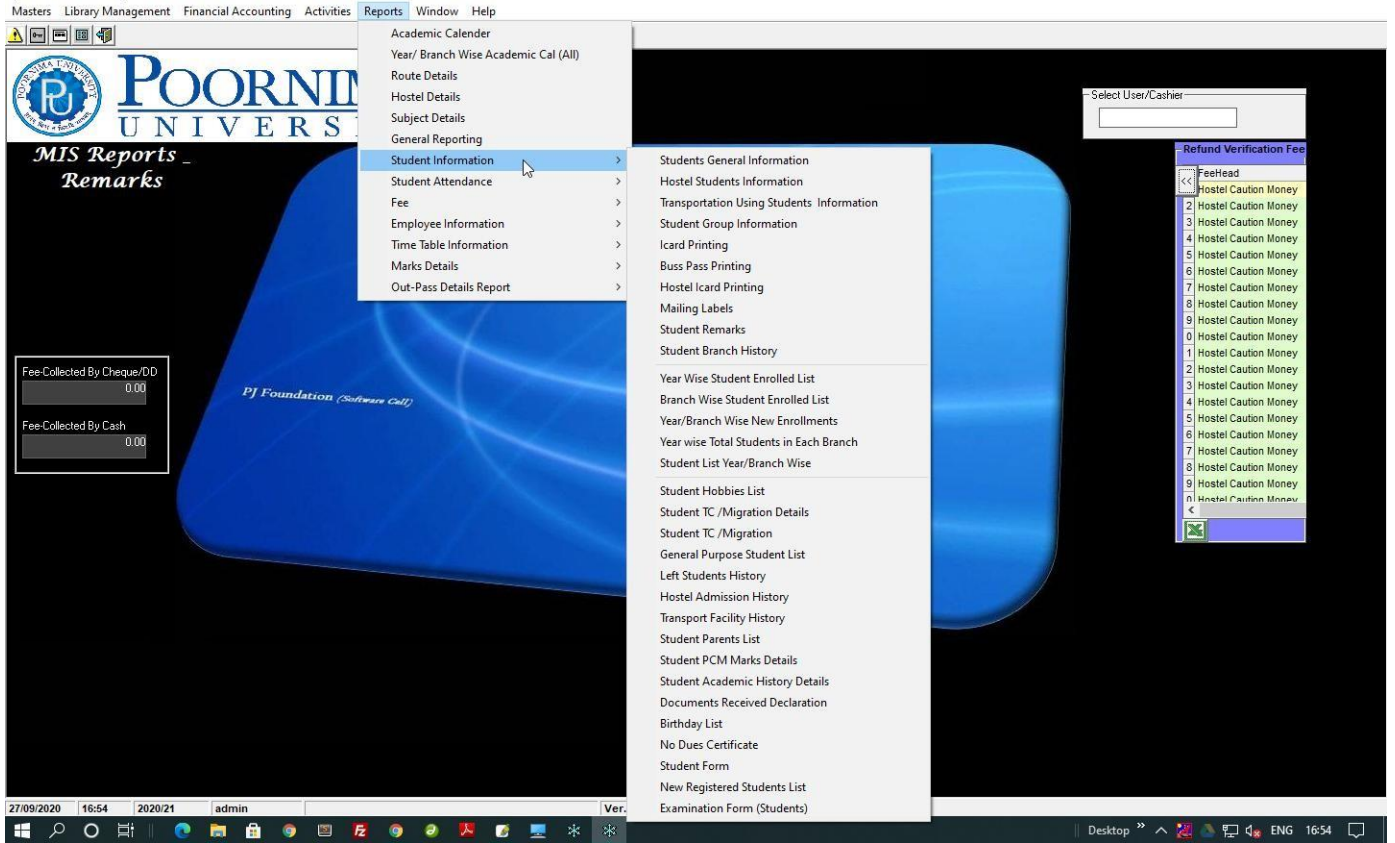
This module has all HR related information of the University employees like Master Data, Leaves, Salaries, Incentives, Experience, and Attendance etc.



## 2. Student Information Management Module

This module provisions, the information of all the students of University, which includes, their detailed profile, Tutor information, Academic Progress, Attendance, Examination, Hostel report (If applicable), University Transport Report (If applicable), Placement Record, Progression data, Fee Details etc.

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### 3. Hostel Administration Report

The University Administration portal, provides the modules for student hostel allotment, room allotment, hostel fee management and other administrative task of Hostel

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Masters Library Management Financial Accounting Activities Reports Window Help

**POORNIMA UNIVERSITY**

MIS Reports - Remarks

Select User/Casher

Refund Verification Fee

FeeHead  
 << Hostel Cauton Money  
 2 Hostel Cauton Money  
 3 Hostel Cauton Money  
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 7 Hostel Cauton Money  
 8 Hostel Cauton Money  
 9 Hostel Cauton Money  
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Hostel Allocation/Removal

Short Regd. No. Regd. No. 2018PUS00BDF06521 First Name KM.AYUSHI Last Name KULSHRESTHA

Year IV Year Branch BDFI Fashion & Textile Design Father Name Mr. AVNEESH KULSHRESTHA

Hostel Details

Status Join/Continue Date 01/04/2019 Remarks

Hostel GG-1 Room No. 12 Room Cat. 2AC-AT DOUBLE SEATED WITH AC ANI Fee Due (Yes/No)

Annual Charges 130000

Actual Fee-Due  
 Fee-Deposited  
 Still Fee Due

ROOM PARTNER

Update Cancel Exit

History

Date	Hostel	Room Cat	RoomNo	Status	Remarks
01/04/2019	GG-1	DOUBLE SEATED WITH AC	12	Joined	

Fee Collected By Cheque/DD 0.00  
 Fee Collected By Cash 0.00

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#### 4. Transport Management System

This module provides maintaining the records of Buses available for student and faculty and transport facility. The bus route management and student allotment etc are also managed through this module.

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Poornima University - - [PGC (Software Cell)]  
 Masters Library Management Financial Accounting Activities Reports Window Help

**POORNIMA UNIVERSITY**

MIS Reports  
Remarks

Fee-Collected By Cheque/DD  
0.00

Fee-Collected By Cash  
0.00

**Students Details**

Short Regd. No. Regd. No. First Name Last Name  
 Year Branch Father Name Mr. [ ]

Fee Category [ ] F/M Resource [ ] Sex [ ] Medium [ ]  
 Adm Category [ ] L/G Resource [ ] Student's City [ ]  
 Actual Category [ ] Caste [ ] F/M City [ ]  
 New Adm. Session [ ] Stu State [ ] F/M State [ ]  
 Adm. Basis [ ] Blood Group [ ]  Show Ms For Girls Status [ ]

Hide Year, Fee, Branch, Adm Category  Hide F/M Details  Hide LG Details  
 Hide Address Details

Route Code [ ] Pick Up Point [ ]

Custom Format

Select User/Casher [ ]

Refund Verification Fee

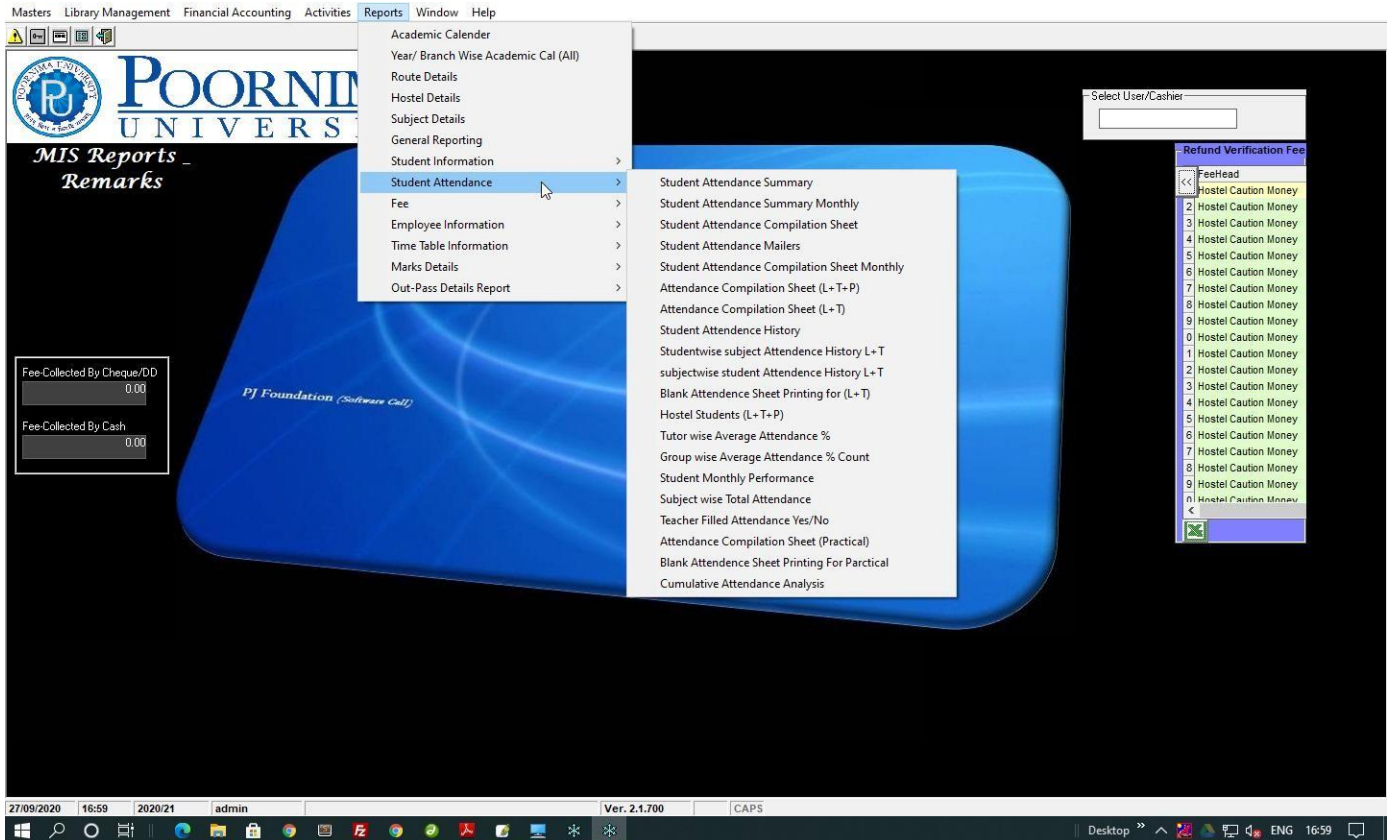
FeeHead
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## 5. Student Attendance Report

Under the student attendance module, the complete record of the students academics, class conduction, attendance, remedial classes, Subject wise, previous semester and curricular and extra curricular activities.

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## 6. Fees Management Module

In this module all types of fees for academics, hostel transport etc. This is shared to students through MS Team circle app.

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Masters Library Management Financial Accounting Activities **Reports** Window Help


**POORNIMA UNIVERSITY**  
 MIS Reports -  
 Remarks

Fee Deposited Through Bank  
 Cash/Bank Fee Register  
 Cancelled Fee Deposits  
 PDC Report  
 Fee Due  
 Individual Fee Head Amount  
 Fee Deposit History  
 Total Fee Deposited  
 Cheque Dispatched  
 Cheque Not Dispatched  
 Fee Deposit Register  
 Fee Deposit Cash/Bank Breakup  
 Year wise Fee Deposit  
 Refundable Fee History  
 Fee Due/Deposit Details  
 Fee Due/Deposit Details (Year/Branch wise)  
 Loan Cheque Details  
 Initial Fee Due Details  
 Fee Voucher Details

Select User/Cashier:

Refund Verification Fee  
 FeeHead  
 1 Hostel Caution Money  
 2 Hostel Caution Money  
 3 Hostel Caution Money  
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 9 Hostel Caution Money  
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Fee Collected By Cheque/DD  
 0.00  
 Fee Collected By Cash  
 0.00

PJ Foundation (Software Call)

27/09/2020 16:59 2020/21 admin Ver. 2.1.700 CAPS Desktop ENG 16:59

  
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