



vMIS

User Manual

Vidyalankar School of Information Technology

USER'S MANUAL

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1.0 Introduction

Due to its ever growing and competitive nature, the education sector has always been in need of a quality solution to manage and serve the Institute resources efficiently. IT sector is giving number of solutions to Institute like smart classroom, digital learning solutions to make learning easier and manage Institute administration effectively. Today educational institution is not limited to imparting education alone, but it is adapting latest trends in IT for improving the quality of education and handling various activities of Institute including admissions, class management, library management, logistics, inventory, fee management, alumni, accounts etc. Our ERP simplifies and automates Institute administration process. The ERP is accurate and reliable and can be conveniently accessed from Institute intranet as well as from the public internet. It is fully browser-based which also includes virtual campus which can be linked with Institute portal and contains powerful online access to bring parents, teachers and students on a common interactive platform. Yet another advantage of the ERP system is that it runs on minimal hardware and easily fits in the budget of Institutes. In ERP users have role based access rights which tightly models existing Institute hierarchy. Institute ERP is totally customizable according to the needs of Institute.

1.1 Major Benefits:

- Transparency in Institute operations.
- Availability of real time up to date information.
- Better management of Institute academic process & administration.
- Instant access to required information and activities of the Institute □ A centralized system which makes reporting possible at one place.
- Easy access through a web browser having an Internet connection.
- Online Registration, easy follow up and Admission.
- Efficient computing centralized storage, high memory and fast process.
- Integration of Academic Calendar, Notices and other activities.
- High level security at application level user level and program level.



My Dashboard

Upcoming Events								Balance Leaves	
Inst	Activity Name	Activity Owner	For	Date	Time	Venue	Conducted	Leave	Balance
VSIT	CORPORATE AND NON CORPORATE LENDING WOR	KHUSHBOO JULKA	STUDENT	01-02-2022	10:30		No	EL	66
VSIT	CORPORATE AND NON CORPORATE LENDING WOR	KHUSHBOO JULKA	STUDENT	02-02-2022	10:30		No	SL	49.5
VSIT	CORPORATE AND NON CORPORATE LENDING WOR	KHUSHBOO JULKA	STUDENT	03-02-2022	10:30		No	CL	4
VSIT	WOMEN IN MEDIA - A WEBINAR	ANINDITA BANERJI	STUDENT	03-02-2022	11:30		No	CO	0
VSIT	VIRTUAL INDUSTRIAL VISIT - YAKULT DANONE	SWAPNA KADAM	STUDENT	03-02-2022	12:00		Yes		
VSIT	NUTRITIOUS AND INNOVATIVE SALADS	CHITRA MORE	ALL	04-02-2022	05:00		No		
VSIT	INTERNATIONAL PANEL DISCUSSION	J.GUNASUNDARI NADAR	STUDENT	04-02-2022	10:00	Y BLOCK	No		
VSIT	CORPORATE AND NON CORPORATE LENDING WOR	KHUSHBOO JULKA	STUDENT	04-02-2022	10:30		No		

Library Book Issue Details		Holidays		Today's Attendance Messages	
Acc. No.	Title	Date	Name	Message	
		19-02-2022	CHHATRAPATI SHIVAJI MAHARAJA JAYANTI	YOUR IN TIME IS REGISTERED	
		01-03-2022	MAHASHIVRATRI		
		18-03-2022	HOU (SECOND DAY)		

Attendance History		
Date	IN	OUT
02-02-2022	08:18	NA
31-01-2022	09:39	17:44
28-01-2022	08:54	16:55
25-01-2022	09:20	17:02
21-01-2022	09:45	17:01
20-01-2022	09:21	12:46

Quantitative Benefits:

- Savings from phased out legacy systems
- Streamlines Education Processes
- Automates Important Functions
- Increases Productivity and Efficiency
- Big Savings in Person hours

Qualitative Benefits

- Improves data and process integrity
- Enhances operational security
- Reinforces accountability and transparency

General Benefits

- Single system to manage all Institute related information from anywhere in the Institute
- Easy to use
- Reliable and secure system



- Complete Automation of operations
- More Time to focus on Strategic Tasks
- Better informed decision making for management

Benefits to Management

- Using Institute ERP, Institute management has a systematic and easy approach towards maintaining and updating the different aspects of their institute.
- Administrative staff can reap several benefits from ERP, some of which are as follows:
 - Single Point ERP
 - Zero redundancy in managing the institutions records
 - Complete automation of all operations
 - Centrally stored information with zero redundancy
 - Best possible resource optimization
 - Generate timetables with dynamic substitute management
 - Cost effective one-point solution for total management
- Easy performance monitoring of individual modules leading to uncomplicated error detection
- Automated and quick report generation along with process turnaround time
- Centralized data repository for trouble free data access
- Authenticated profile dependent access to data
- User friendly interface requiring minimal learning and IT skills
- High level data security
- Design for unproblematic scalability
- Elimination of people dependent processes
- Minimal data redundancy



Benefits to Staff:

- Staff can check their Attendance
- Staff can check leave status and holidays
- They can check Activity Calendar
- Check library books status
- Request for leave and leave reversal as well.
- They can request for consumables
- Check their salary sheets
- Add contribution and achievement
- Check their Service Book

Benefits to Students:

- Students get a new platform not only to gain but also to express the knowledge inside them.
- Freedom to browse through library books catalogue and identify the book(s) to be issued
- Prior information about all events and holidays
- Railway Concession

1.2 Features:**1. End-to-End solution**

Whether it's the enrolment of a new student or calculation of salary for the staff, It provides you a fully integrated end-to-end solution to manage all the functions and activities required for your education institution. It ensures that offices, faculty and students have access to timely and up-to-date information. It manages high volumes of critical information with hundred percent of accuracy helping you to run your institution more smoothly and efficiently. It creates a foundation for new processes that can yield significant returns on investment.



2. N-Tier Architecture

ERP is designed on an N-Tier architecture allowing multiple users to work simultaneously from multiple locations on a single database. This helps in sharing information between different departments and users on a real-time basis.

3. Streamlines Educational process

ERP often prompts significant process reengineering and could breathe life into ineffective and inefficient departments or processes. It helps in proper documentation and standardization of education process by setting up protocols for each and every process. ERP also provides you an opportunity to correct broken processes and replace them with modern, system-enabled, state-of-the-art business practices.

4. Increases productivity and efficiency of the staff

Automation helps staff to work out things well in time helping them to give more time to take care of the other issues and problems. ERP helps organizations to handle the same amount of work by less staff thereby allowing the rest of the man power to be deputed in other productive works.

5. Reduces paper work:

ERP has an in-built Document Management System that helps organizations to reduce their paper consumption to a great extent which is not just cost effective but is eco-friendly as well.

6. User Friendly Interfaces of ERP

play an important role to make it successful and a popular solution. ERP is designed with easy to use, interactive and user friendly interfaces that help non-expert users to perform complex functions without any difficulty.



7. Comprehensive Reporting System: Organizations around the world consider effective reporting system as a vehicle for evaluating and enhancing the performance of the entire system. Thus reports have become the most vital part of any application System. What so ever new features there may be in an application, the end user evaluates the quality of System by its quality of reports. ERP offers a powerful mechanism to generate accurate and robust reports with a great deal of flexibility. Whether you want a report for a single student or for the entire institute, it gives you plenty of options and flexibility to generate reports at multiple levels helping you to enhance the performance and productivity of your institution

8. Ensures Data Security

Data Security is also an important factor while designing an ERP solution. ERP ensures complete security of data. We make sure that the data isn't in the direct access of the users. Various security measures have been implemented to tighten the security at the database level as well as at the application level.

- Login security and single sign-on: Users sign on once within a secure environment and are automatically authenticated for all applications they are allowed to access.
- Security roles and permissions: Users see and access only what their individual roles and permission levels grant them.
- Workflows and approval processes: Workflows and approval processes ensure proper task routing among departments.

9. Easy Centralized Backup Options

Database Backup is the most critical part of any ERP solution. ERP comes with easy to manage database-backup system. The database backup and restoration processes both are simple and easy and don't require any database expert to perform these activities.



2.1.3 Apply for No-dues

- Student can Apply for no dues by clicking on this tab under Admission module. Through this way we can update Alumni Information as well.

The image shows two side-by-side screenshots of the vMIS application interface. The left window is titled 'Apply for No Dues' and displays a student's profile for Roll No. 19311A3002. The profile includes fields for Status (Alum), Name (KAUSHAL GUPTA), Mobile (8850117163), Email (kaushalgupta.ka@gmail.com), Quota (TRANSFER QUOTA), Level (DSY), Course (BMM), Course Year (TY), Semester (5), and Category (OPEN). Below the profile is a 'Dues' section with various tabs like System, Library, Exam, Placement, Registrar, and Accounts, each with a 'Yes/No' status and a 'Remarks' field. The right window is titled 'Alumni Information (Adding New)' and shows the same student's profile with additional fields for Facebook Link, LinkedIn Link, Aggregate, Job type (Higher, Self, Other), Institute (NMIT), University (NMIT), Degree (MBA (Abroad)), Location (MUMBAI), Admission date (24-06-2021), Entrance (GAT), and Score (out of). Both windows have 'Request' and 'Cancel' buttons at the bottom.

2.1.4 Update Admission Category

- Admin can update caste category by clicking on the respective tab present under admission module

The image shows a screenshot of the VSIT ERP System dashboard. The dashboard includes a navigation menu with various tabs such as MyDashboard, Documents, Admissions, HR, Academics, Systems, Library, Exams, Committees, Placement & Alumni, Accounts, Stores, FM, Corporate Affairs, Security, and Registry. The 'Update Admission Category' form is open, showing a search for Roll No. 20301A0001. The search results table is as follows:

Roll No.	Student Name	Course Year	Semester	Category
20301A0001	ANKIT MANDAL	SY	Sem-4	OPEN CATEGORY

Below the table, there is a dropdown menu to 'Select category for ANKIT MANDAL' and 'Save (F2)' and 'Cancel (ESC)' buttons. The status bar at the bottom indicates 'Ready | Passed Dist Students'.



2.1.5. Leaving Certificate

- This is under admission module. Students' have to fill this form and submit it to the Admin which later after verification will get printed on the letter head.

Leaving Certificate (Editing Record)

Roll Number: 20302B0032 | Ready | Issued 25-04-20 | Sr. No. VSITS182

01. Name of the Institute : Vidyankar School of Information Technology

02. Name of the affiliating Body : [Dropdown]

03. Name of the Student : SACHIN PANCHMOJI MANDAL SUNITADEV

04. Religion / Caste and sub-caste : HINDU

05. Place of Birth : JHARKHAND

06. Nationality : INDIAN

07. Date of Birth : 02-05-2003

08. Last school/college attended : [Dropdown]

09. Date of Admission to this institute : 16-09-2020

10. Progress : [Dropdown]

11. Conduct : [Dropdown]

12. Date of leaving this Institute : 16-12-2021 | Clear

13. Course in which studying : BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

14. Reason for leaving this Institute : [Dropdown]

15. Remark : [Text Area]

Nationality	Date of Admission	Course Name
INDIAN	20-08-2021	BACHELOR OF SCI
INDIAN	16-09-2020	BACHELOR OF SCI
INDIAN	22-07-2019	B.COM : BANKING
INDIAN	11-06-2017	BACHELOR OF MA
INDIAN	25-06-2019	B.COM : ACCOUNT
INDIAN	17-09-2014	BACHELOR OF MA
INDIAN	14-09-2020	B.COM : ACCOUNT
INDIAN	13-09-2020	B.COM : ACCOUNT
INDIAN	13-07-2019	MASTER OF COMM
INDIAN	19-09-2020	BACHELOR OF SCI
INDIAN	10-06-2019	B.COM : ACCOUNT
INDIAN	17-08-2020	BACHELOR OF MA
INDIAN	20-06-2017	BACHELOR OF SCI

2.1.6. Modify Division

- This tab is available under Admission Module. Admin can modify the division details using this tab

Modify Division (Adding New)

Level : UNDER GRADUATE

Course : BACHELOR OF SCIENCE IN INFORMATION TEC

Semester : SEMESTER 4

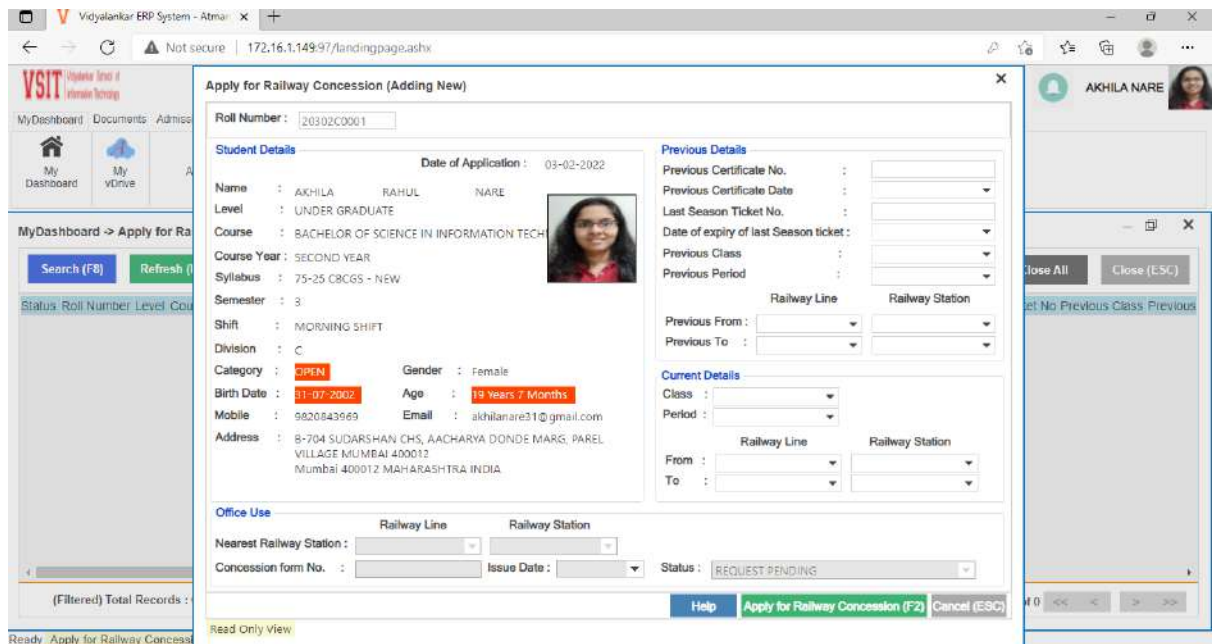
Division : C | Load Students

Roll No	Student Name	Change Div to
13302C0176	DIVYESH GOSAI	[Dropdown]
20302C0001	AKHILA NARE	[Dropdown]
20302C0002	JANMESH MANETI	[Dropdown]
20302C0003	VIJAY JAGDALE	[Dropdown]
20302C0004	TANMAY PARAB	[Dropdown]
20302C0005	PRITI YADAV	[Dropdown]
20302C0007	BOSCO PHILIP	[Dropdown]
20302C0008	SHREYASH PHADATARE	[Dropdown]
20302C0009	MARIA JENISHA	[Dropdown]
20302C0011	JALIND JAIKWAR	[Dropdown]



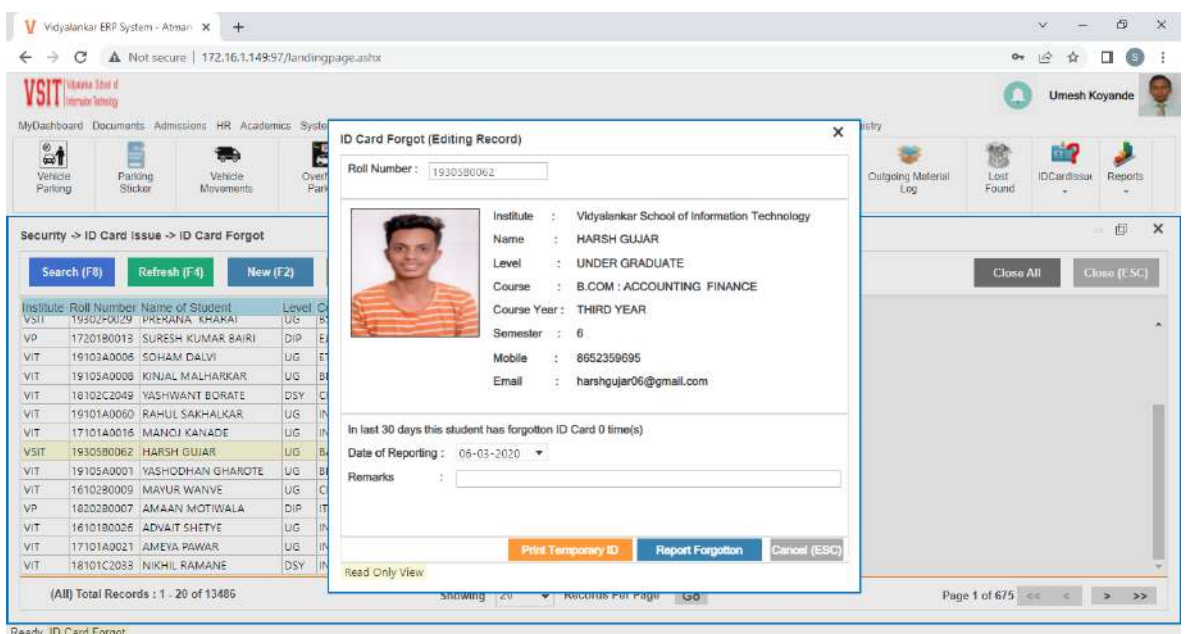
2.1.7 Issue Railway Concession

- Students will first apply for Railway Concession using their credential and the department executive can process the request using this tab which is present in Admission module



2.1.8 ID Card Forgot

- Under Security Module, security admin collects the data and issue a Temporary I card.




2.1.9 I card Lost

- This tab is under security module. Security admin collects the details related to this and create a duplicate I-card

ID Card Lost (Editing Record)

Roll Number : 19302A0058



Institute : Vidyalankar School of Information Technology
 Name : SAHIL RAI
 Level : UNDER GRADUATE
 Course : BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
 Course Year : THIRD YEAR
 Semester : 6
 Mobile : 9004621927
 Email : iamraisahil@gmail.com

In last 30 days this student has forgotten ID Card 0 time(s)

Date of Reporting : 04-04-2022

Remarks :

Cancel (ESC)

S/N	Remarks	Lost	Status
20	1 times	Prepared	
58	1 times	Prepared	
02	1 times	Prepared	
75	1 times	Prepared	
19	1 times	Prepared	
11	1 times	Prepared	
24	1 times	Prepared	
28	1 times	Prepared	
43	1 times	Prepared	
02	2 times	Prepared	
18	1 times	Prepared	
60	1 times	Prepared	
09	1 times	Prepared	
92	1 times	Prepared	

(All) Total Records : 1 - 20 of 1493

2.1.10 Duplicate I-card Printing

- This is under Security Module. Here he can get complete list of students to whom Duplicate I-cards were issued.

Duplicate I Card Printing

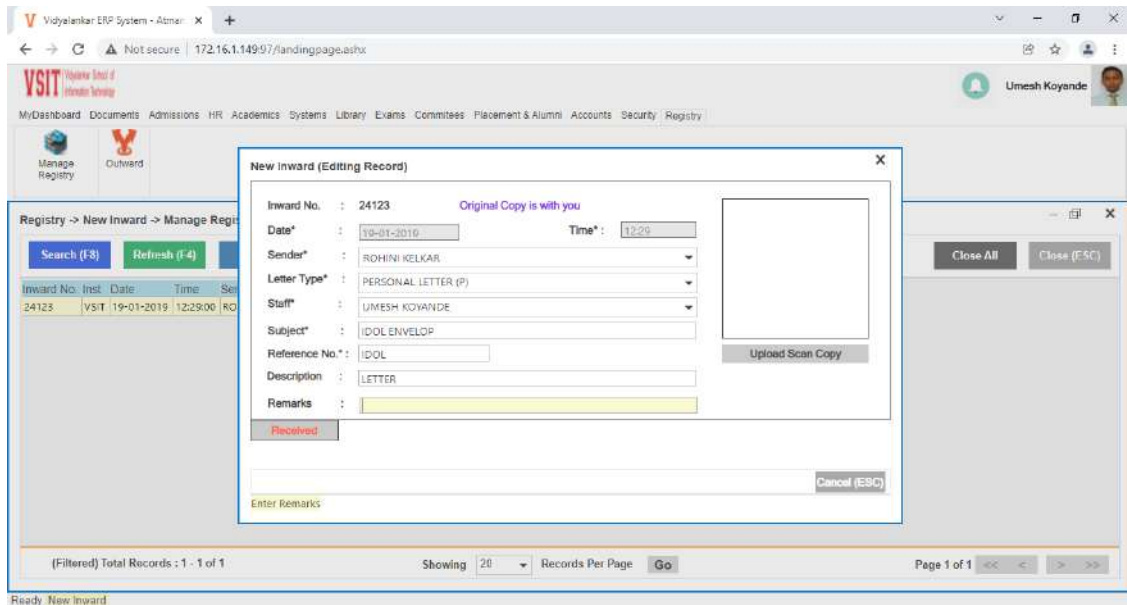
S.No.	Institute	Roll Number	Name of Student	Level	Course	Sem	Date of Reporting	Reported By	Fees Paid	Remark No.
1	VIT	1718A0001	RICHA SHUBAL	B.A.	WONECE	A	23-04-2018	NITIN ADSILKAR	Rs.300	338871
2	VP	N252A0007	ABHISHEK CHENDE	DIP	IT	4	23-04-2018	NITIN ADSILKAR	Rs.300	338871
3	VIT	1910A0007	KAVITA SAROSE	2ND YR	IT	8	21-04-2018	SATISH GODE	Rs.300	344011
4	VIT	1910A0008	AKHIL JOGDEKAR	UG	COM	4	21-04-2018	SATISH GODE	Rs.300	334832
5	VIT	1910A0005	RAJAD DANLE	2ND YR	IT	8	20-04-2018	SATISH GODE	Rs.300	354806
6	VP	1220C0155	SHUBHAM MALHOTRA	DIP	IT	3	11-04-2018	PRASHANKAR JAYE	Rs.300	335867
7	VP	1720C0010	SARUJAI TANGRE	DIP	IT	3	11-04-2018	PRASHANKAR JAYE	Rs.300	335869
8	VP	1430A0008	PUSHPA NATH	DIP	AI	4	16-04-2018	PRASHANKAR JAYE	Rs.300	335884
9	VIT	1430A0008	SUMAYYAT	B.A.	PHI	4	16-04-2018	SATISH GODE	Rs.300	348243

Process to Print



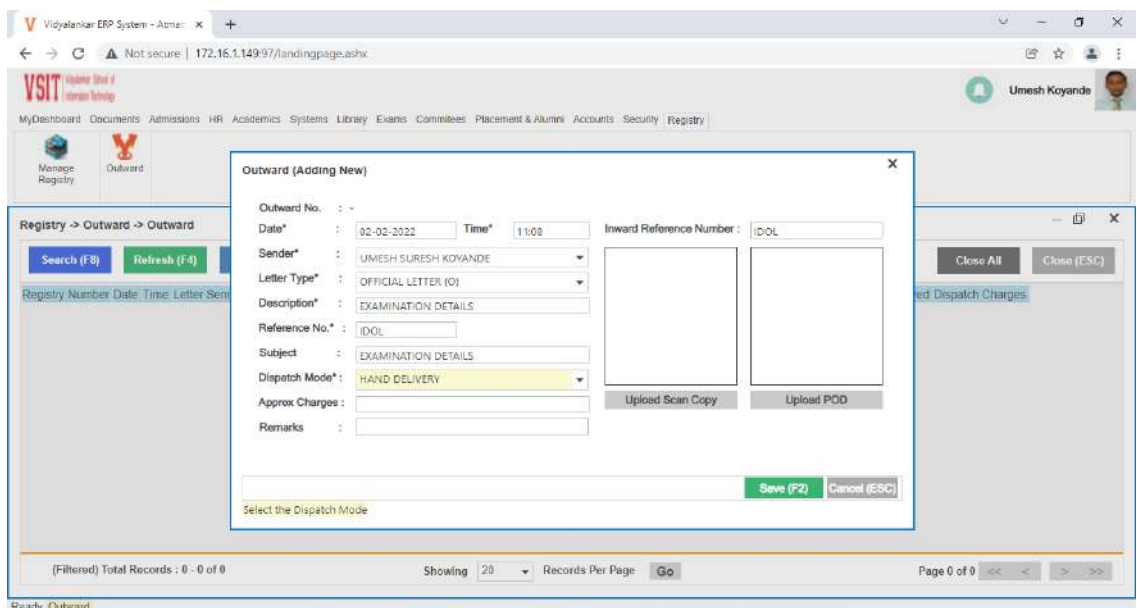
2.1.11 Inward Details

- This tab is under Registry module. The Department executive can update the inward details in this which will be notified to the concerned person in his dashboard.



2.1.12. Outward Details

- This tab is under Registry module. The Department executive can update the outward details in this which will be notified to the concerned person in his dashboard.



2.1.13. Modify Social Welfare Status

- This tab appears under Admission Module. This is to update the caste validity details.

The screenshot shows the 'Modify Social Welfare Status (Adding New)' window in the VSIT vMIS system. The window is divided into two main sections: a list of students and a detailed view of the selected student.

Student List:

Roll Number	Name of Student	Academic Year	Pay
20312A1009	ANMOL RANI MITTAL	2020-2021	2021
20312A1009	ANMOL RANI MITTAL	2020-2021	2021
20310A1011	PRAFULL JADHAV	2020-2021	2021
20310A1011	PRAFULL JADHAV	2020-2021	2021
20310A1010	YASH WALAVALKAR	2020-2021	2021
20310A1010	YASH WALAVALKAR	2020-2021	2021
20312A1010	ADITI PATIL	2020-2021	2021
20312A1010	ADITI PATIL	2020-2021	2021
20312A1011	MANISH SALAV	2020-2021	2021
20312A1011	MANISH SALAV	2020-2021	2021
20312A1012	MANISH VADAV	2020-2021	2021
20312A1012	MANISH VADAV	2020-2021	2021
20312A1013	BOGAYA KOMENDU	2020-2021	2021

Selected Student Details:

Roll Number : 20310A1010

Institute : Vidyalankar School of Information Technology Level : POST GRADUATE

Name : YASH WALAVALKAR Course : MASTER OF COMMERCE - BANKING

Mobile : 7021426620 Course Year : SECOND YEAR

Email : yashwalavalkar99@gmail.com Semester : 4

Quota : INST Category : OPEN

Activity Table:

Sr. No.	Course Year	Sem	Eligibility	SW Activity	Not Eligible for SW Scholarship	Remarks	SW formalities completed
1	SECOND YEAR	3	Eligible	incomplete	<input type="checkbox"/>		<input type="checkbox"/>
2	FIRST YEAR	1	Eligible	incomplete	<input type="checkbox"/>		<input type="checkbox"/>

2.1.14. Entry Pass

- This tab appears under security module. Using this security admin can create pass for visitors.

The screenshot shows the 'Entry Pass' window in the VSIT vMIS system. The window is divided into two main sections: a list of entry passes and a detailed view of the selected pass.

Entry Pass List:

Name of Person	Valid From	Valid To	Res
NAMAN SHAH	15-01-2016	31-12-2016	ERP
PRAL SHAH	15-01-2016	31-12-2016	ERP
DHEERAJ BABULAL SHAH	01-10-2013	31-12-2015	ERP
JIGNESH DEEPAK DONGARE	01-10-2013	31-12-2015	ERP
SAURABH PANDURANG GHADI	01-10-2013	31-12-2015	ERP

Selected Entry Pass Details:

Name* : DHEERAJ BABULAL SHAH

Organisation* : ATMAN INFOTEC

Valid From* : 01-10-2013

Valid To* : 31-12-2015

Reason* : ERP

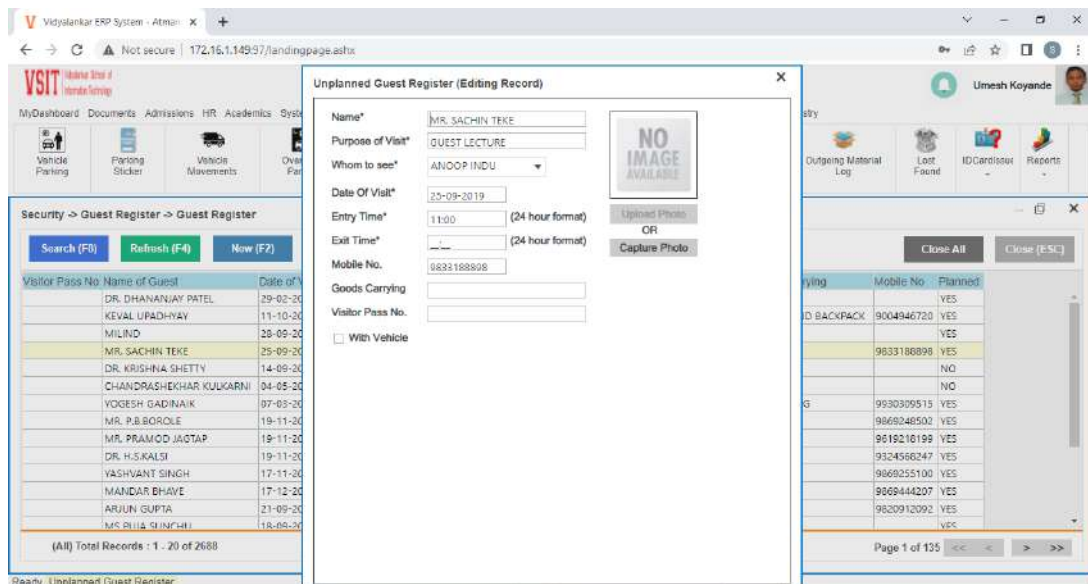
Approved By* : PRABHAKAR JANJE

With Vehicle



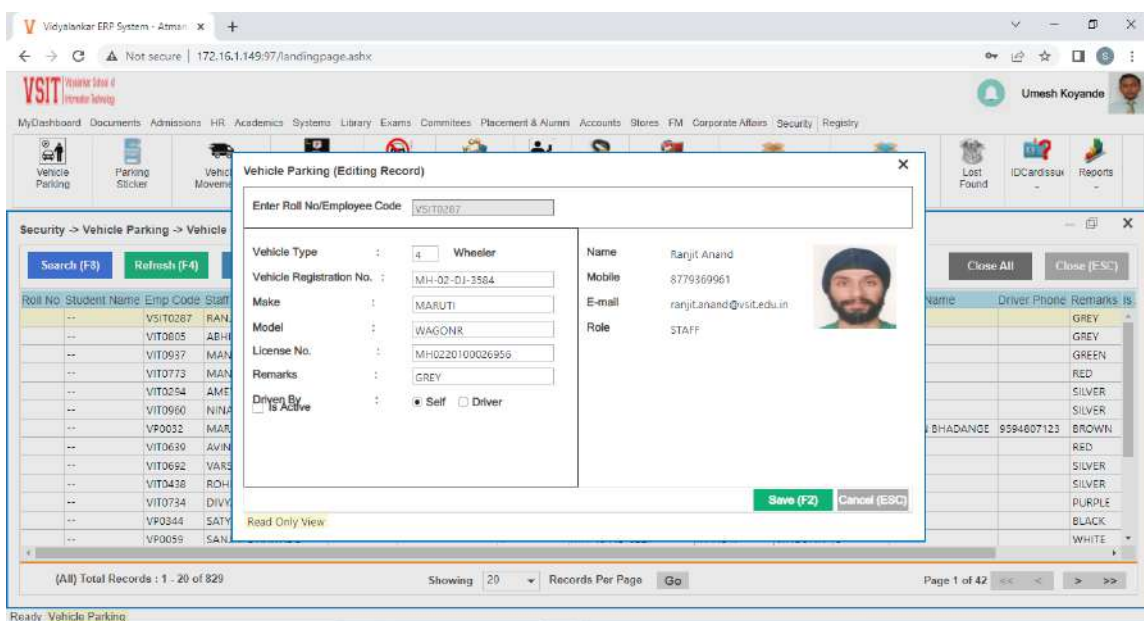
2.1.15. Guest Register

- This tab appears under Security Module. This is used to record guest/visitors of the Institute.



2.1.16. Vehicle Parking

- This tab appears under Security Module. This is used to record Vehicle Parking details of Employees.



2.1.17 Parking Sticker

- This tab appears under Security Module. Using this admin can print Parking Stickers for staff.

Issued On	Remarks	Ticket No	Valid To
09-01-2018 17:59	NA	00019	24-11-2018
09-01-2018 17:58	NA	00002	24-11-2018
08-01-2018 20:00		00328	28-10-2018
08-01-2018 19:57		00335	30-10-2018
30-10-2017 13:03		00334	30-10-2017
30-10-2017 12:53		00333	30-10-2017
30-10-2017 12:43		00332	30-10-2017
30-10-2017 12:36		00331	30-10-2017
30-10-2017 12:12		00330	30-10-2017
30-10-2017 12:10		00329	30-10-2017
30-10-2017 11:59		00328	30-10-2017
30-10-2017 11:56		00327	30-10-2017
27-04-2017 13:23		00325	27-04-2017
21-04-2017 11:47		00324	21-04-2017

2.1.18 Security Remarks

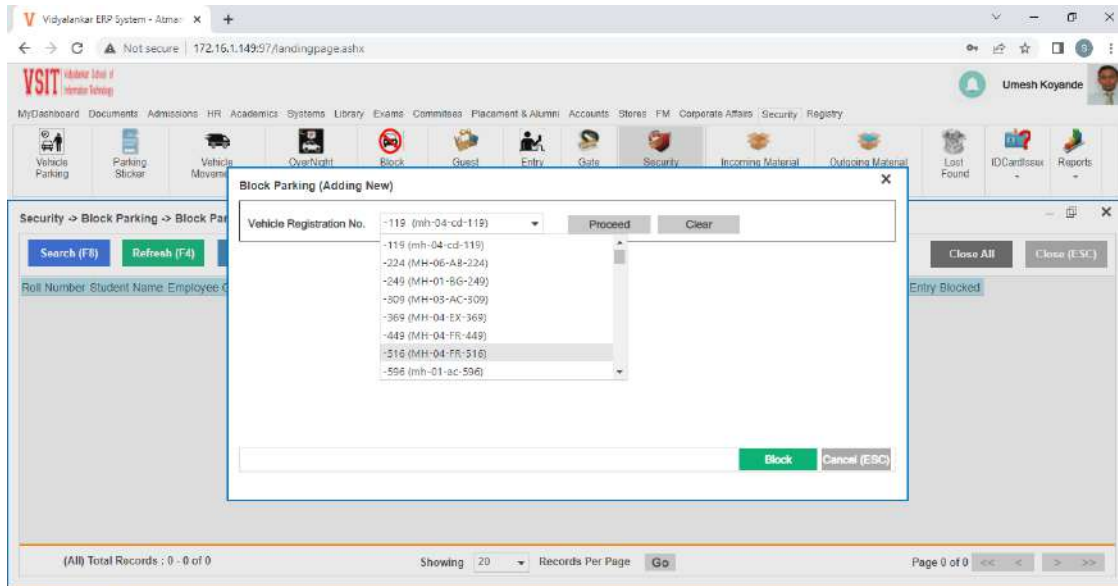
- This tab appears under Security Module. It is used to report any security issues which happens in Institute

Roll Number	Student Name	Employee Code
19302D0025	NACHIKET AWHADE	
19301B0056	ISHA KHANDAGALE	
19101A0079	RAHUL PAWAR	
16101B0049	AMANDEEPSINGH BANGA	
18103B0058	GALURAV MISHRA	
16105A0022	RUTUJA KUTE	
19102B0062	PARAS SANAP	
18202C0002	DARSHAN KOTIAN	
19103A0013	ALTAMASH KHAN	
19303A0005	KAJAL JAISWAL	
18301F0012	VIKRAM MENON	
19302A0011	SAIRAM GUNDU	
19304A0054	JONATHAN DCOSTA	



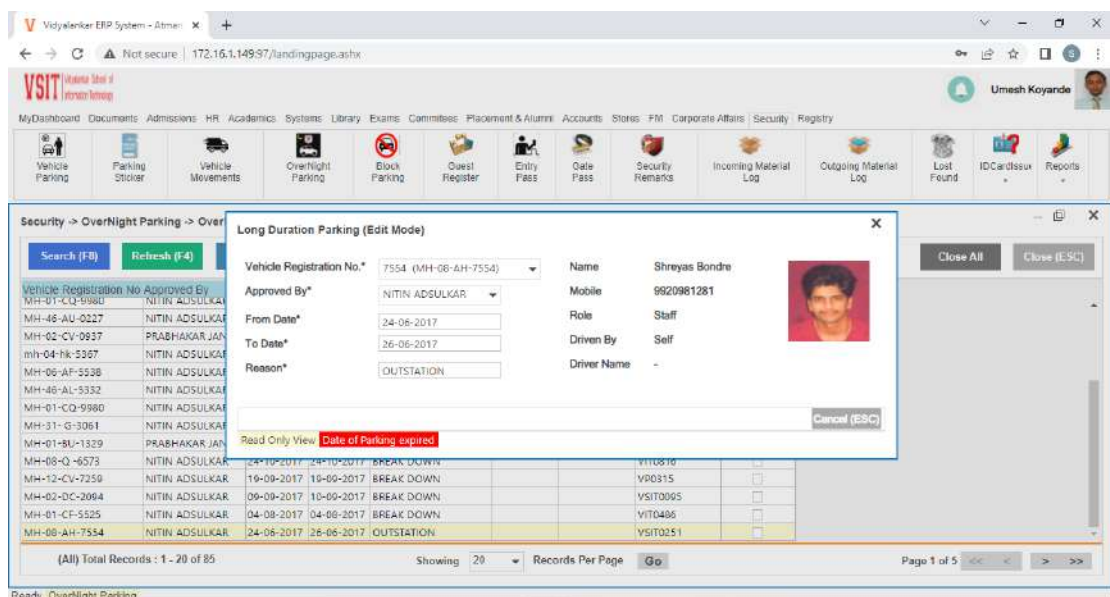
2.1.19 Block Parking

- This tab is under Security Module. It is used to fill parking details.



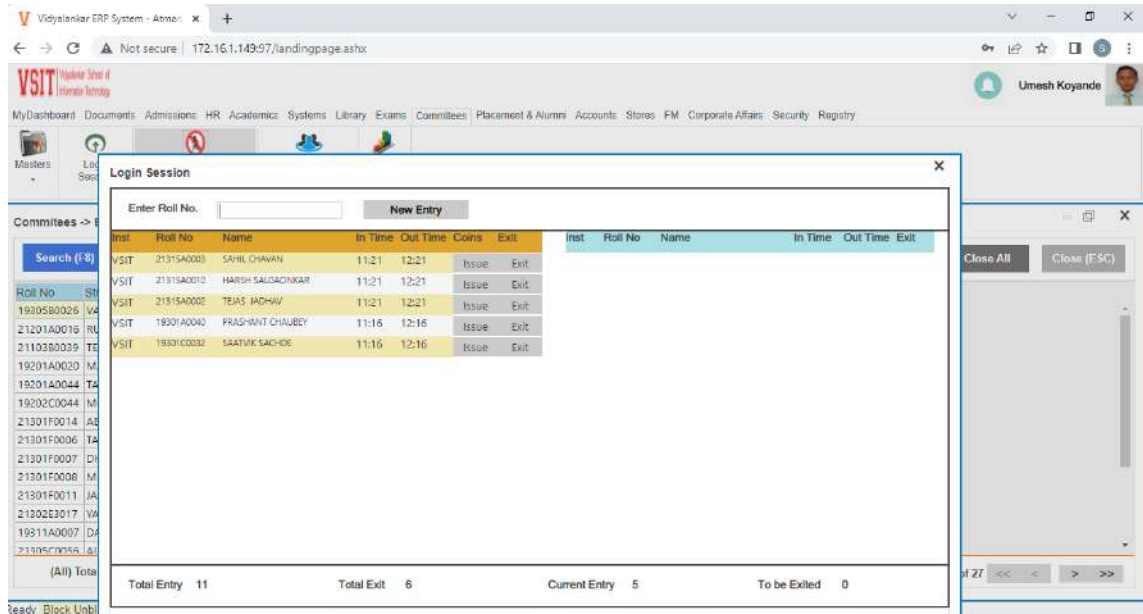
2.1.20 Overnight Parking

- This tab is under Security Module. This is used to fill details about overnight parking.



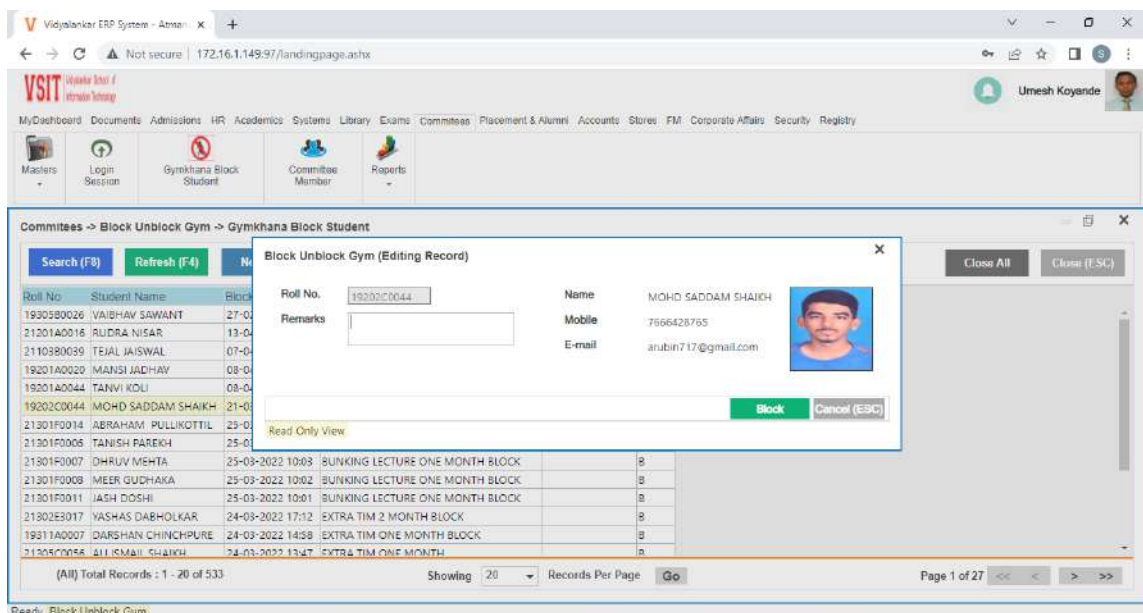
2.1.21 Gymkhana Login

- This tab is under committee module. It is used to keep track of Gymkhana entry.



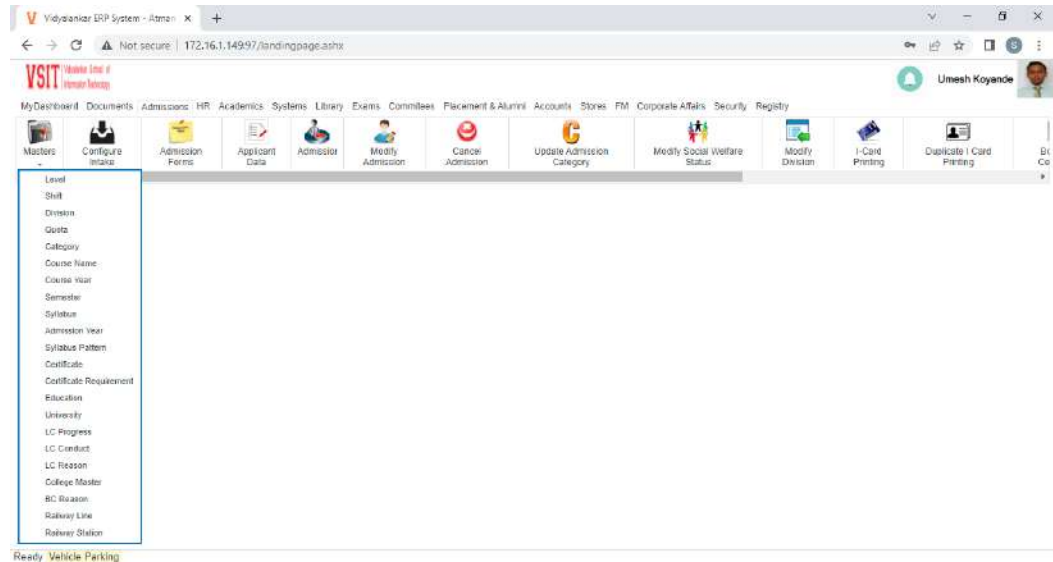
2.1.22 Block/unblock Gym

- This tab appears under Committee module. It is used to block/unblock a student from entering Gymkhana



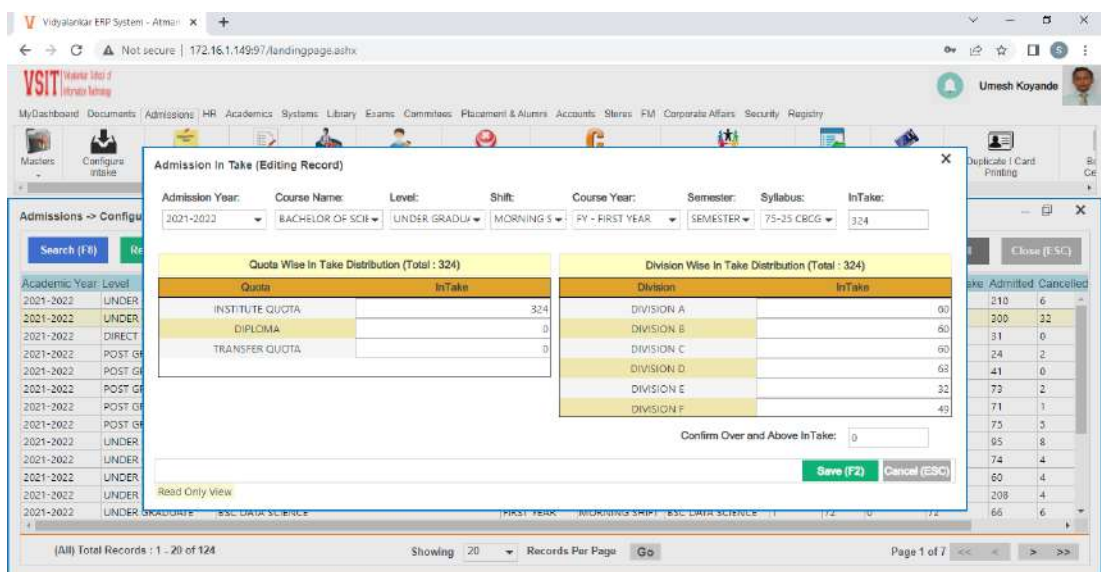
2.2. Admission

Admission details can be updated in this module



2.2.1 Configure Intake

- Admin can configure intake by clicking the tab Configure Intake and then filling the table stating Intake of Government Quota, Tuition Fee Waiver Scheme, JK quota, Institute Quota PM JK and division wise intake distribution and save it.



2.2.2 Admission Form

- Using this tab Admin will fill the necessary details about students after admission.

The screenshot shows the 'Admission Forms (Editing Record)' window in the vMIS system. The window contains a table of admission records and a form for editing a specific record.

Academic Year	Form No	Receipt No	Date of Sale	Name of Applicant
2019-2020	392223	579637	11-10-2019	SUSHIL B...
2019-2020	393160	579636	11-10-2019	MAYUR D...
2019-2020	3923021	579635	11-10-2019	KUNAL G...
2019-2020	392987	579634	11-10-2019	SHREVA...
2019-2020	392986	579633	11-10-2019	PRATHA...
2019-2020	392985	579632	11-10-2019	NILESH P...
2019-2020	392984	579631	11-10-2019	PANKAJ M...
2019-2020	392886	579630	11-10-2019	ESHA GAI...
2019-2020	392036	579629	11-10-2019	MELVIN
2019-2020	391653	579628	11-10-2019	AJAY BHIL...
2019-2020	391504	579627	11-10-2019	PANKAJ NAWLE
2019-2020	393271	579626	11-10-2019	RIDDHESH AWADE
2019-2020	393270	579625	11-10-2019	SURAJ GECHAND
2019-2020	393269	579624	11-10-2019	SAVAJI BATHIWAR

The 'Admission Forms (Editing Record)' form includes the following fields:

- Date of Sale: 11-10-2019
- Academic Year: 2019-2020
- Form No.: 3923021
- Name: KUNAL GOLWALA
- Mobile No.: 9754593201
- Email ID: Format: email@example.com
- Remarks: BMS

Buttons: Save (F2), Cancel (ESC), Read Only View

2.2.3 Applicant Data

- In this tab students will be required to fill an application form.

The screenshot shows the 'Applicant Data (Adding New)' form in the vMIS system. The form is divided into several sections:

- Course Preferences:** Level, Course, Category, Registration No.
- Personal Details:** Name as on the Std. Xth OR Equivalent Certificate, Date of Birth, Birth Place, Gender, Nationality, First Name, Middle Name, Last Name, Mother Name, Religion, Subcaste, Aadhar Card No.
- Contact Details:** Permanent Address, Address (to be Printed on the I-Card), Country, State, City, Pin Code, Mobile, Phone, Email, Native Place, Native Place Address.
- Academic Details:** Education Name, Board/University, School/College, Year Of Passing, % Marks/CGPA, Class, Specialization.
- Merit Details:** (Partially visible)

Buttons: Load, Search, Clear, Save (F2), Cancel (ESC), Read Only View



2.2.4 Admission

- After filling the students details once the student gets admitted to our Institute, ERP will fetch the details once he write his reference number and then he can proceed to create ID card.

Enrollment to VSIT

Reference Number: 20305A0003

Name: SHRAWANI MANE
 Email: shrawanimane20@gmail.com
 Mobile: 9033324120
 Address: C-37/13, GAYATRI CHS, SEC-4B, SEAWOOD

Admission Year: 2020-2021
 Level: UNDER GRADUATE
 Course: B.COM : ACCOUNTING FINANCE
 Course Year: SECOND YEAR
 Semester: 4
 Quota: INSTITUTE QUOTA
 Division: A

Admission To: VSIT Vidyankar School of Information Technology
 Admission Year: 2021-2022
 Shift: [Dropdown]
 Level: [Dropdown]
 Course: [Dropdown]
 Course Year: [Dropdown]
 Semester: [Dropdown]
 Quota: [Dropdown]
 Division: [Dropdown]

Apply Discount (if any)

Proceed (F2) Cancel (ESC)

2.2.5 Modify Admission

- This tab is there to allow modification in admission.

Modify Admission in VSIT

Roll Number: 20301A0003

Name: SWARUPI DHURI
 Email: swarupidhuri20@gmail.com
 Mobile: 9137593099
 Address: BUILDING NO.37, ROOM NO.2651, ABHINAV

Admission Year: 2020-2021
 Level: UNDER GRADUATE
 Course: BACHELOR OF MANAGEMENT STUDIES
 Course Year: SECOND YEAR
 Semester: 4
 Quota: INSTITUTE QUOTA
 Division: A

Admission To: VSIT Vidyankar School of Information Technology
 Admission Year: 2020-2021
 Shift: MORNING SHIFT
 Level: UNDER GRADUATE
 Course: BACHELOR OF MANAGEMENT
 Course Year: [Dropdown]
 Semester: [Dropdown]
 Quota: [Dropdown]
 Division: [Dropdown]
 Category: OPEN CATEGORY

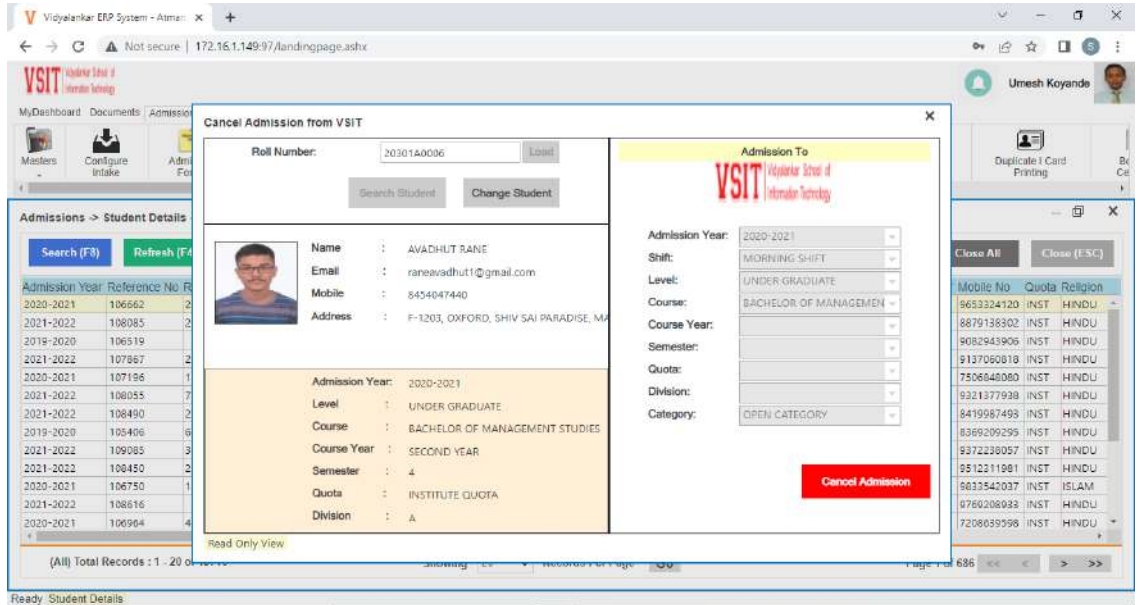
Apply Discount (if any)

Proceed (F2) Cancel (ESC)



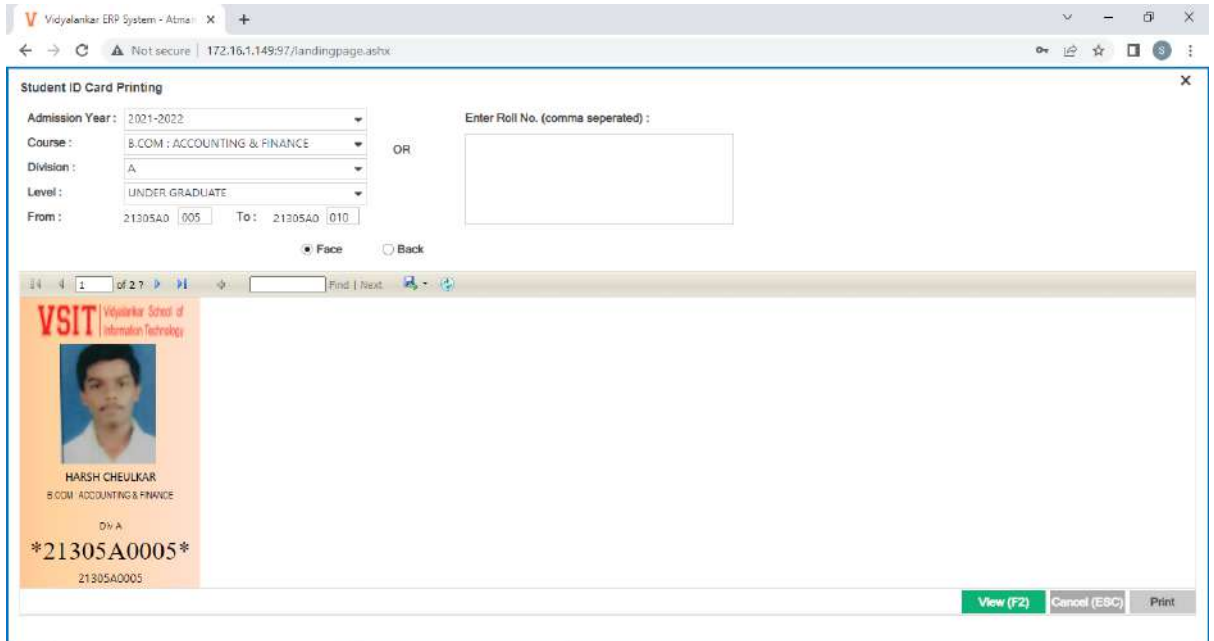
2.2.6 Cancel Admission

- Admin can update the admission status if the student cancel their admission.



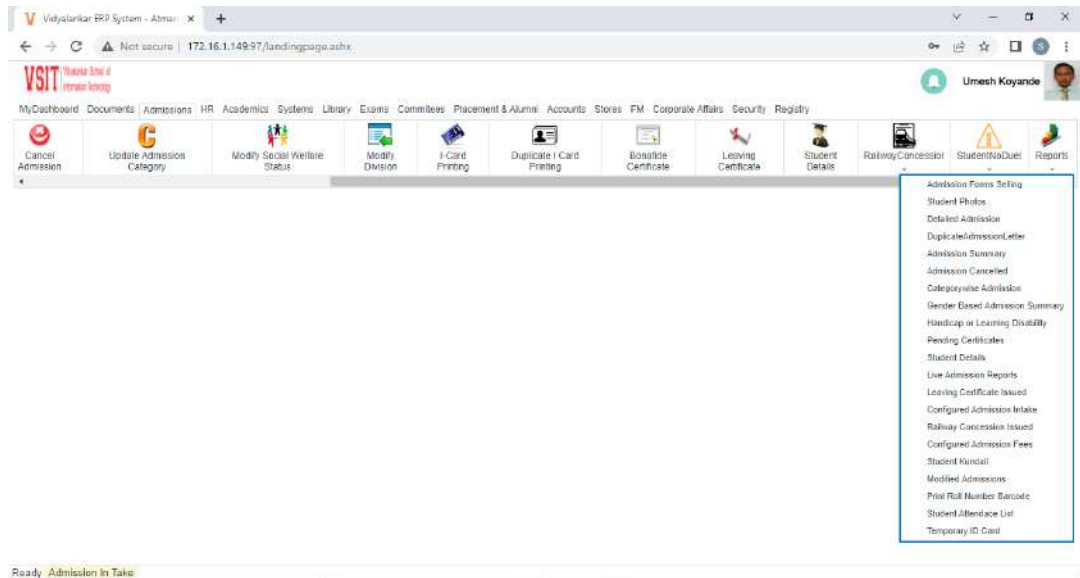
2.2.7 I-card Printing

- Using this tab we can print Temporary I-cards of admitted student by filling a particular form.



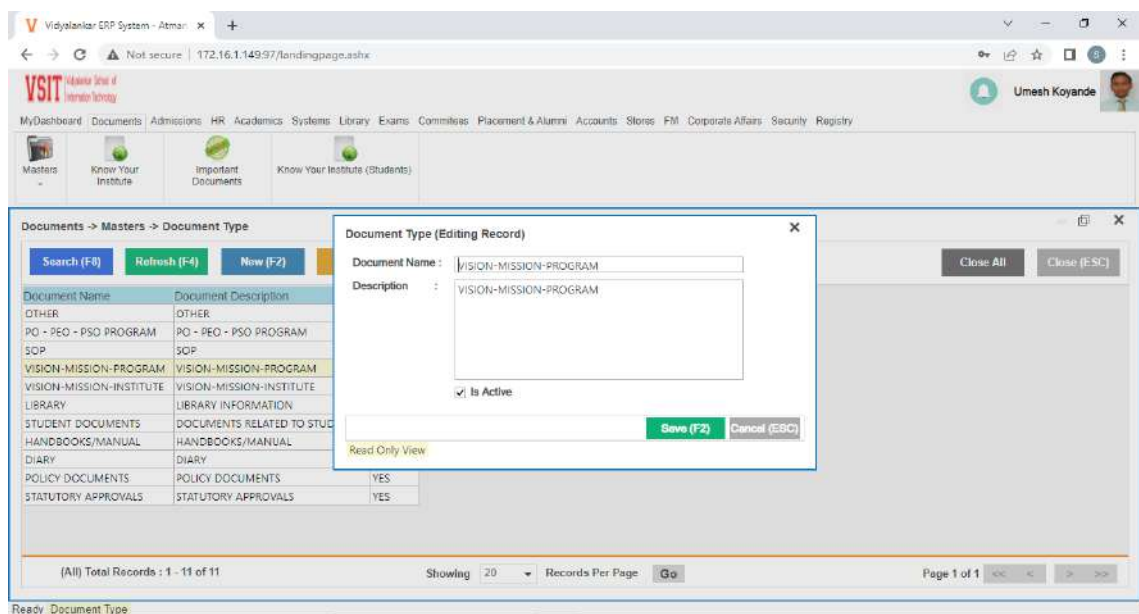
2.2.8 Reports

- Admin can get consolidated report of admission status, cancelled admission, I card printed etc. by clicking on Reports Tab

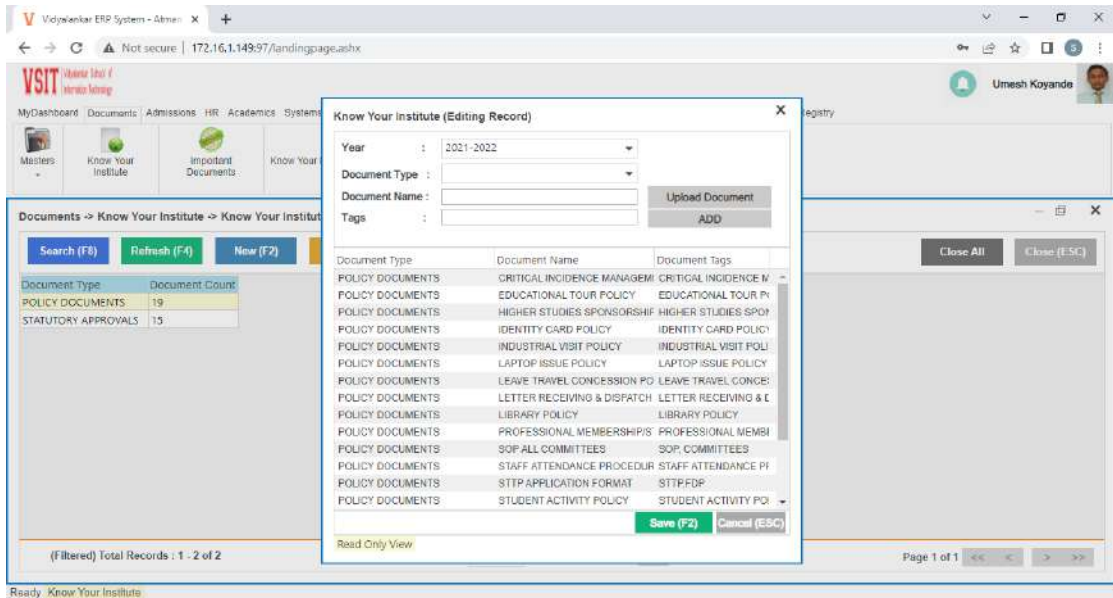


2.3. Documents

This module contains Standard Operating Procedure (SOP) for various activities. It contains Vision and Mission and Statutory Approval.



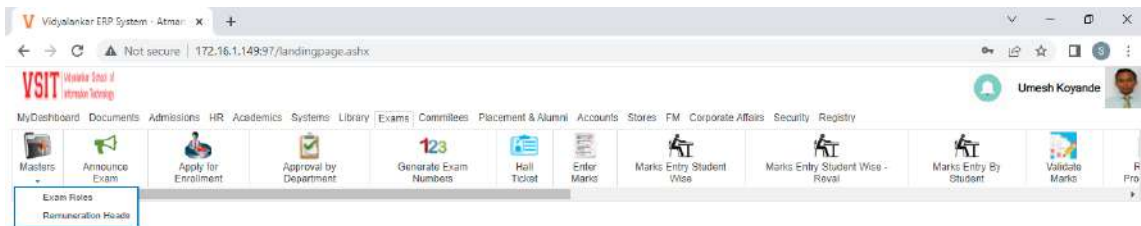
2.3.1 Know Your Institute



2.4. Examination

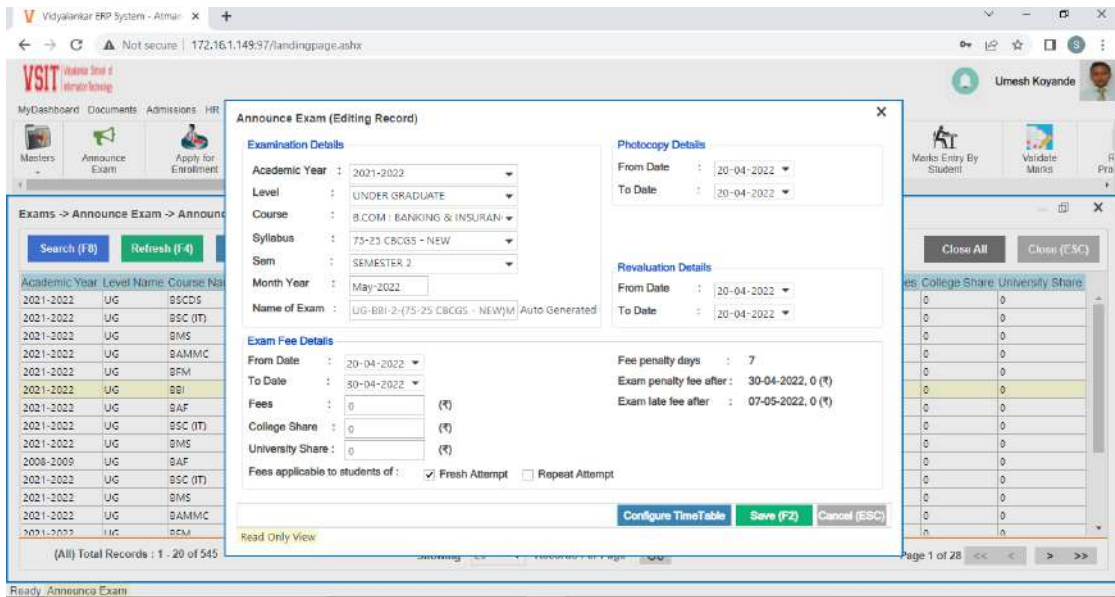
Every education institute organizes assessment / examination to evaluate progress of their Students.

For this in our ERP we have divided the work in following module :

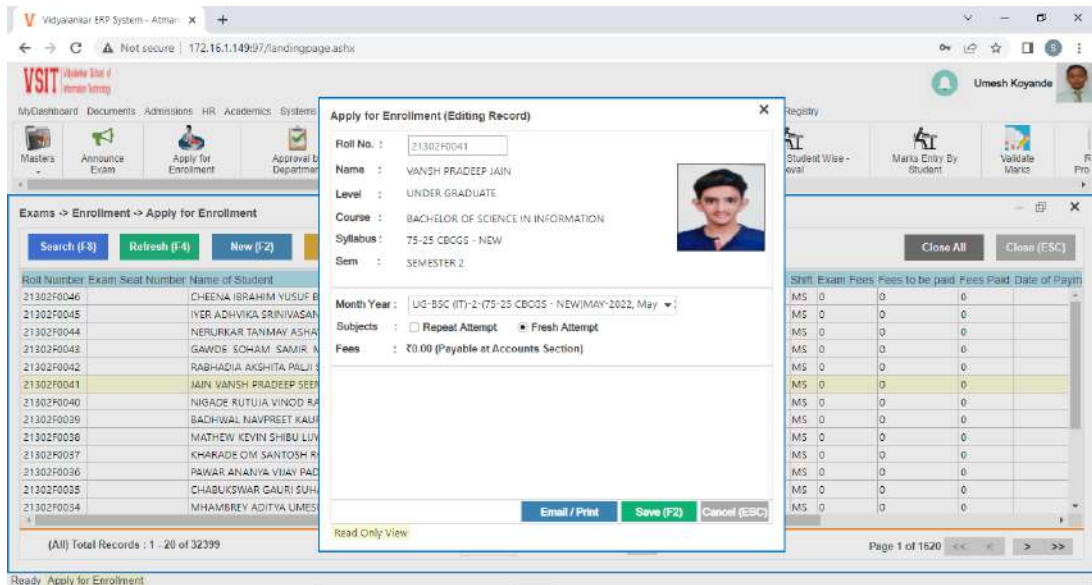


2.4.1 Announce Exam

- Exam Admin has to announce exam first by going to the tab **Announce Exam** where he will fill all the detail related with Examination, Photocopy, Renumeration and Exam Fees and save it.



- ### 2.4.2 Apply for Enrolment: Admin will then enrol students for the exam based on eligibility criteria.



2.4.3 Approval by Department:

- Exam admin will fill the form putting details about Academic Year, level, course, syllabus semester and Month Year.
- Then click on Load students
- Click on Approve if student is eligible for the exam.

Approval By Department

Academic Year : 2021-2022 Level : UNDER GRADUATE
 Course : B.COM : ACCOUNTING & FINA Syllabus : 75-25 CBCGS - NEW
 Sem : SEMESTER 2 Month Year : UG-BAF-2-(75-25 CBCGS - NEW) **Load Students**

Exam Summary :
 Enrolled Students : 204 Pending Students : 204
 Approved Students : 0 Rejected Students : 0

Sr. No.	Roll Number	Name of Student	Attempt	Exam Fees	Status
1	21305A0001	MALVIYA SAROJ KUMARI BASULAL LAHRIDEVI	Fresh	0	Pending
2	21305A0002	JAKKA ISHAN MANOHAR REENA	Fresh	0	Pending
3	21305A0003	HANDE VAIBHAVI PRAVIN PRIVANKA	Fresh	0	Pending
4	21305A0004	THUBE VIGHNESH RAJENDRA SWATI	Fresh	0	Pending
5	21305A0005	CHELUKAR HARSH PRASANNA NEHA	Fresh	0	Pending
6	21305A0006	HARALKAR SHREYASH SURESH SUREKHA	Fresh	0	Pending
7	21305A0007	KADAM DEBRAJ KISAN SONALI	Fresh	0	Pending
8	21305A0008	NAIR MANASI JITEN SWATI	Fresh	0	Pending
9	21305A0009	YADAV ANKITA MAHADEV USHA	Fresh	0	Pending
10	21305A0010	JAMSANDEKAR SONAL BHAGWAN BHAGYASHREE	Fresh	0	Pending

Buttons: **Approve** **Reject** **Cancel (ESC)**

2.4.4 Generate Exam Number:

- In this tab Exam Admin can generate Exam Seat Number by filling all the details.

Exam Seat Number List

Vidyalankar School of Information Technology
 Vidyalankar College Marg, Wadala (E) Mumbai - 400037
 (Affiliated to University of Mumbai)

B.COM : FINANCIAL MARKETS : 4 : UG-BFM-4-(75-25 CBCGS - NEW)APR-2022
 Exam Seat Numbers List

Sr. No.	Roll Number	Name of Student	Exam Seat Number
1	20304A0001	KADAM PRAJAKTA MAHESH PALLAVI	20304A0001
2	20304A0002	USHAGAMA VINAYAK BHARATH KAVITHA	20304A0002
3	20304A0004	PAWAR SHRIVASH SHIRISH UJWALA	20304A0004
4	20304A0006	PARAB CHAITANYA VINAYAK RENU	20304A0006
5	20304A0007	VENGURLEKAR ADITI ANANT MANSI	20304A0007
6	20304A0009	JHA URJITA ANIL NEETA	20304A0009
7	20304A0010	RANE ROHAN SANTOSH ASHA	20304A0010
8	20304A0011	KONDEKAR MRUDULA CHANDRAHAS CHETNA	20304A0011
9	20304A0012	PAWAR ATUL SHASHIKANT SHALINI	20304A0012
10	20304A0013	VARMA ROSHNI JAIPRAKASH USHA	20304A0013
11	20304A0014	PATKESHWAR HIMANSHU MANDAR SHARMILA	20304A0014
12	20304A0015	SONAWANE KUNAL PRAFULL MEENA	20304A0015

Buttons: **Print (F2)** **Cancel (ESC)**



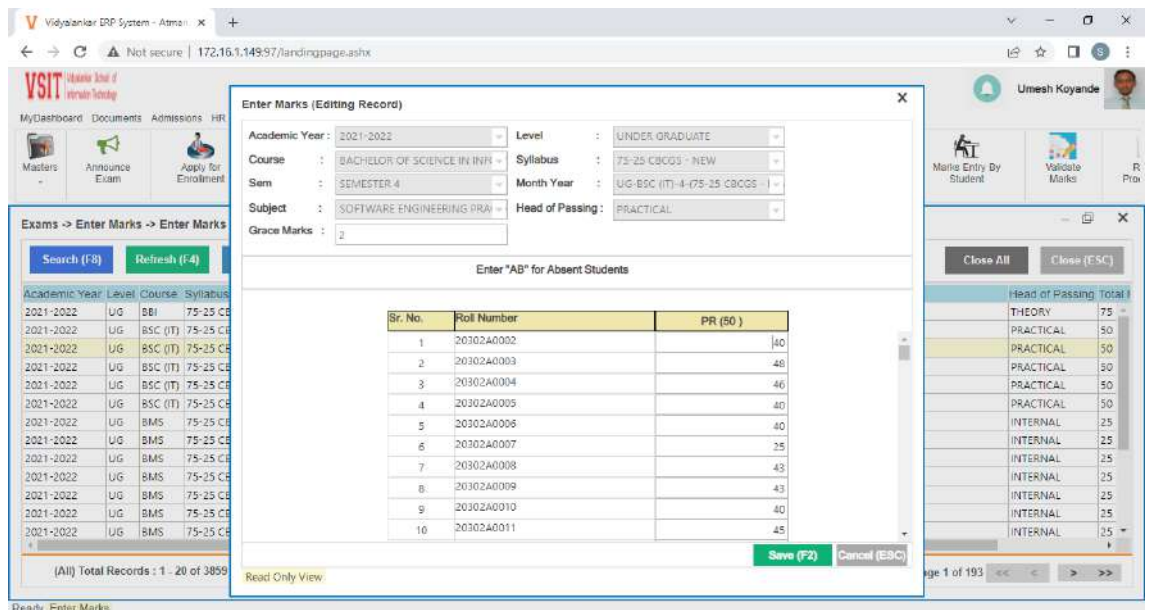
2.4.5 Hall Tickets:

Hall Tickets can be generated using this tab and students can take its print by logging in their dash board using their individual credential.



2.4.6 Enter Marks:

- Exam admin can enter marks by filling all details about the examination .
- Marks can be entered for all heads like Oral, Term Work, End Semester Exams and Internal Assessment (IA) from University Gazette Copy.
- These marks later then needs to be verified, as it will be useful for students while applying for transcript.

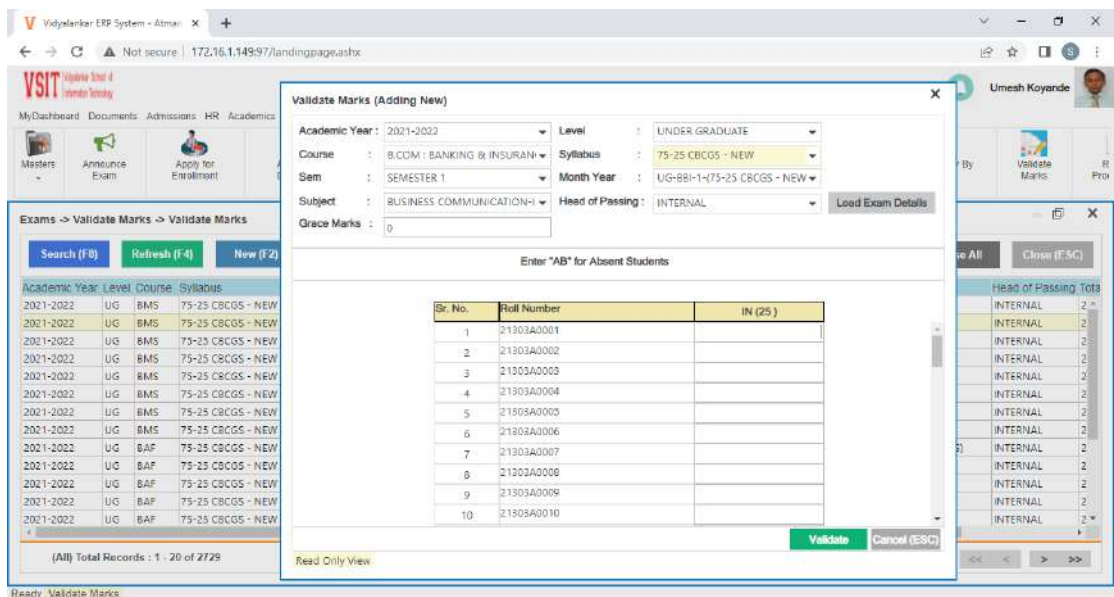


2.4.6 Marks Entry Student Wise

- This tab will be helpful if we have to enter marks of all the eligible students.
- Exam Roll Number we can get from reports from **Reports** tab, inside that Exam seat Number Report.

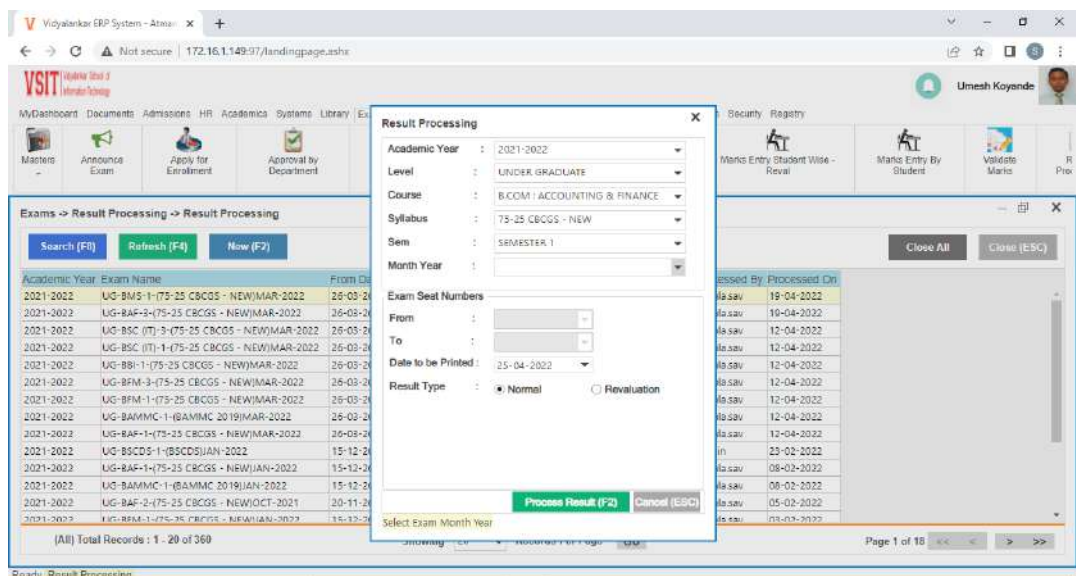
2.4.8 Validate Marks:

- Students' marks are validated, there is also an option for filling grace marks if any.



2.4.9 Result Processing

- Exam Admin can process the result by filling the form and then click on Process Result tab.



2.4.10 Publish/Unpublish Result

- Exam Admin can publish the result by clicking on this tab.

The screenshot shows the VSIT vMIS interface with the 'Publish / Unpublish Result' dialog box open. The dialog box contains a table of exam records and an 'Unpublish Result' button.

Academic Year	Exam Name	From Date	To Date	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2021-2022	UG-BSC (IT)-3-(75-25 CBCGS - NEW)OCT-2021	22-10-2021																	
2021-2022	UG-BMS-3-(75-25 CBCGS - NEW)OCT-2021	22-10-2021																	
2021-2022	UG-BAMMC-3-(BAMMC 2019)OCT-2021	22-10-2021																	
2021-2022	UG-BFM-3-(75-25 CBCGS - NEW)OCT-2021	22-10-2021																	
2021-2022	UG-BBI-3-(75-25 CBCGS - NEW)OCT-2021	22-10-2021																	
2021-2022	UG-BAF-3-(75-25 CBCGS - NEW)OCT-2021	22-10-2021																	
2019-2020	UG-BFM-4-(75-25 CBCGS - NEW)MAR-2020	15-01-2020																	
2019-2020	UG-BMM-4-(75-25 CBCGS - NEW)NOV-2020	11-12-2020																	
2019-2020	UG-BMM-4-(75-25 CBCGS - NEW)JUN-2020	05-10-2020																	
2019-2020	UG-BMM-4-(75-25 CBCGS - NEW)OCT-2019	08-08-2019																	
2019-2020	UG-BMM-2-(75-25 CBCGS - NEW)NOV-2020	06-11-2020	15-12-2020	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2019-2020	UG-BMM-2-(75-25 CBCGS - NEW)OCT-2019	08-08-2019	31-08-2019	995	759	236													
2019-2020	UG-BMM-3-(75-25 CBCGS - NEW)FEB-2020	15-01-2020	17-29-2020	1042	781	351													
2019-2020	UG-BMM-4-(75-25 CBCGS - NEW)MAR-2020	15-01-2020	10-02-2020	1042	781	351													

2.4.11. Map Student-Syllabus

- As there can be many students who might be giving exams based on old syllabus because of DROP/KT so for such details this tab is there, where exam admin can map student with the syllabus.

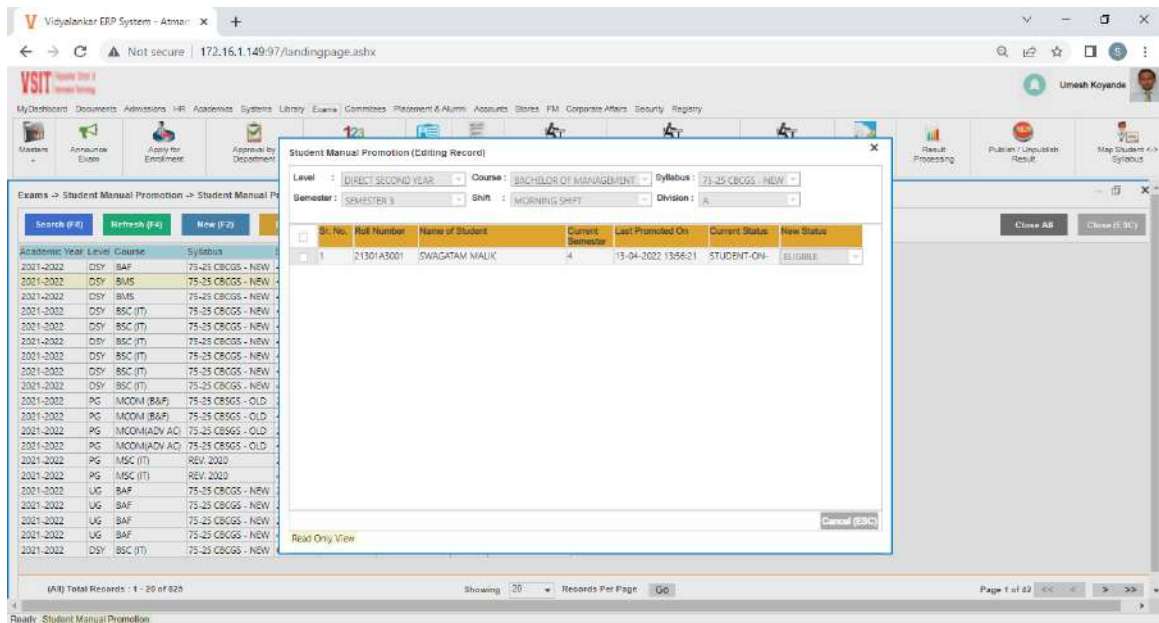
The screenshot shows the VSIT vMIS interface with the 'Map Student <-> Syllabus' dialog box open. The dialog box contains a form to enter a roll number and a table to map the student to a syllabus.

Roll No.	Student Name	Course Year	Semester	Syllabus
20302A0004	SHRAWANEE KORGADNARKAR	5Y	Sem 4	75-25 CBCGS - NEW



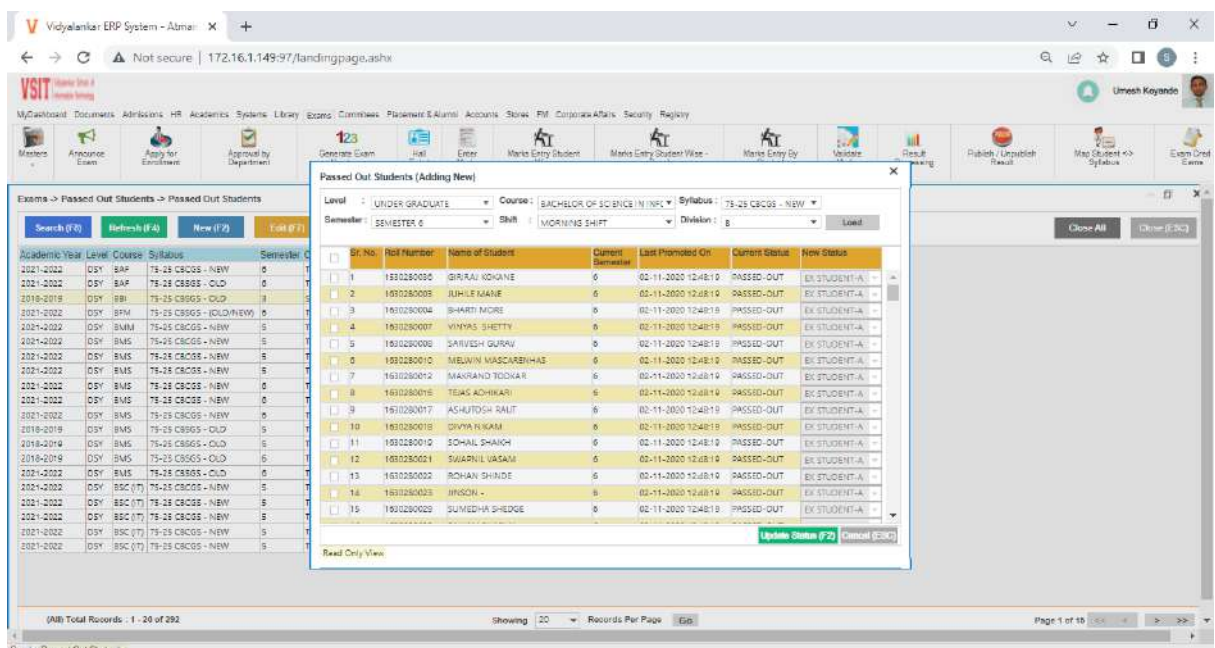
2.4.12 Student Manual Promotion

- This tab will help Exam admin to change the status of students i.e. Eligible or provisional.



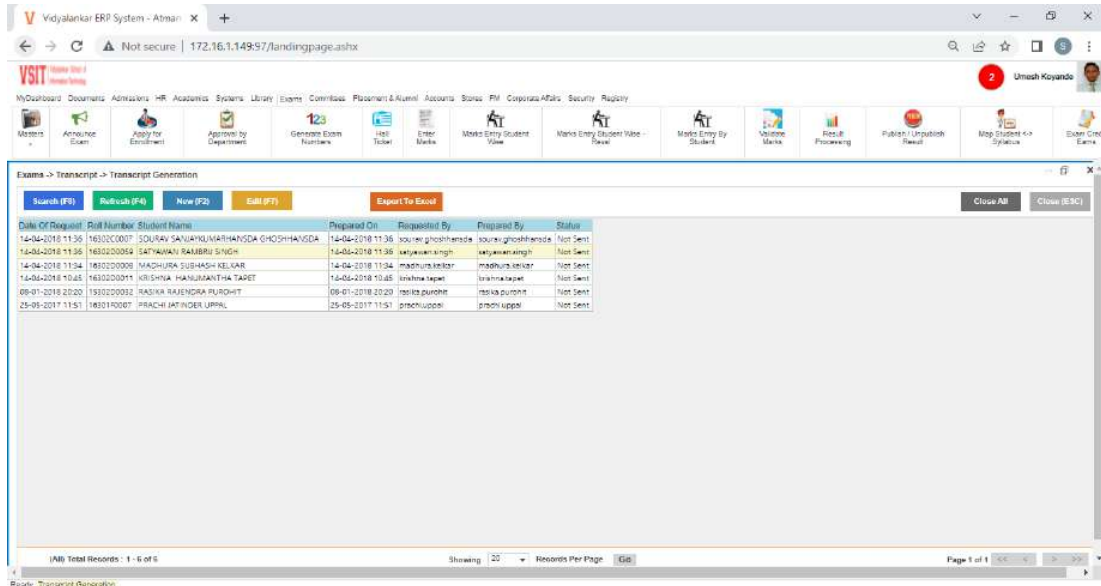
2.4.13 Passed Out Students

- This tab will be useful in modifying the admission status of student whether he is Active or Ex-Student.



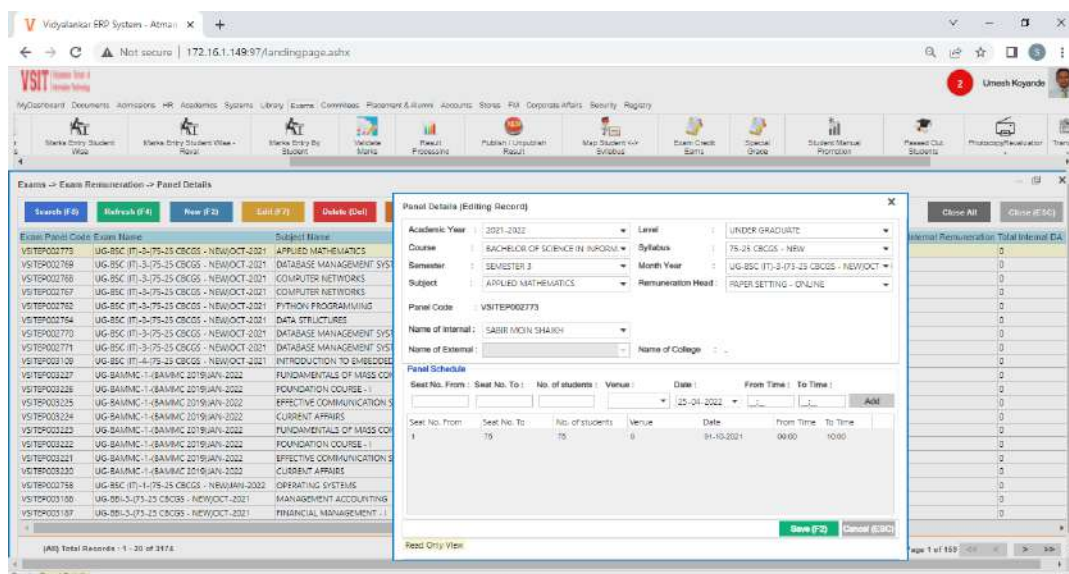
2.4.14. Transcript

- Students who go for MS or any higher education will apply for Transcript. Using ERP, Exam admin can approve/disapprove based on the details which is fetched from the database of ERP.



2.4.15 Exam Remuneration

- For calculating Exam Remuneration in ERP there is a tab called Exam Remuneration. In this we need to fill details about Internal and External, Subject details, Number of Students and save it.



Remuneration Details (Editing Record)

Panel Code: VSITEP02773
 Academic Year: 2021-2022
 Course: BSC (IT)
 Semester: 3
 Subject: APPLIED MATHEMATICS
 Level: UG
 Syllabus: 75-25 CBCGS - NEW
 Month Year: UG-BSC (IT)-3-75-25 CBCGS - NEW/OCT-2021
 Remuneration Head: PAPER SETTING - ONLINE
 Name of Internal: SABIR MOIN SHAIKH
 Name of External:

Sl. No.	Exam Panel Code	Exam Name	Level	Syllabus	Month Year	Remuneration Head	INT-Rate	INT-Fees	INT-DA	INT-TA	INT-Food	INT-Total	EXT-Rate	EXT-Fees	EXT-DA	EXT-TA	EXT-Food	EXT-Total	
1	VSITEP02773	UG-BSC (IT)-3-75-25 CBCGS - NE	UG	75-25 CBCGS - NEW	UG-BSC (IT)-3-75-25 CBCGS - NEW/OCT-2021	PAPER SETTING - ONLINE	75	2	525	0	0	0	7	525	0	0	0	0	525
Total							75	2	525	0	0	0	7	525	0	0	0	0	525

- Then for payment go to Renumeration Payment Tab and enter Bank details and save it. Payments notification will appear in accounts module and they will do the needful.

Remuneration Payment (Editing Record)

Remuneration Payment for: Internal External
 Exam Month - Year: Oct-2019
 Name of Staff: SHAHID M QURESHI
 Name of College: [Dropdown]
 Account No.: 520101063213385
 Name of Bank: CORPORATION BANK
 IFSC Code: CORP0003106

Panel Code	Exam Name	Subject	Exam Date	No. of Students	Rate	Fees	DA	TA	Food	Total
VSITEP01700	UG-BAP-1-75-25 CBCGS - NEW/OCT-2019	FINANCIAL MANAGEMENT - I	25-10-2019	20	15	300	0	200	0	500
Total					20	15	300	0	200	500
VSITEP01715	UG-BAP-3-75-25 CBCGS - NEW/OCT-2019	FINANCIAL MANAGEMENT - I	14-10-2019	20	15	300	0	0	0	300
Total					20	15	300	0	0	300

Paying Amount: 800
 Total amount (₹): 800
 Mode of Payment: UTR
 Bank: HDFC BANK
 Cheque / DD No.: FT912059628978
 Cheque / DD Date: 09-12-2019



2.4.16 Lock/Unlock

This tab has drop down menu with two options

- Lock/Unlock Marks Entry: In this we can lock/unlock marks entered by admin if any discrepancy is there.

The screenshot shows the 'Lock/Unlock Marks Entry' page in the VSIT vMIS system. The page features a navigation menu at the top and a toolbar with various icons. The main content area displays a table of exam records with columns for Academic Year, Exam Name, From Date, To Date, and a status column. A modal window titled 'Lock/Unlock Marks Entry (Editing Record)' is open, showing a dropdown menu for 'Academic Year' (2021-2022) and other fields like 'Level', 'Course', 'Syllabus', 'Sem', and 'Month Year'. The table below the modal shows a list of records with columns for Exam Name, From Date, To Date, and a status column.

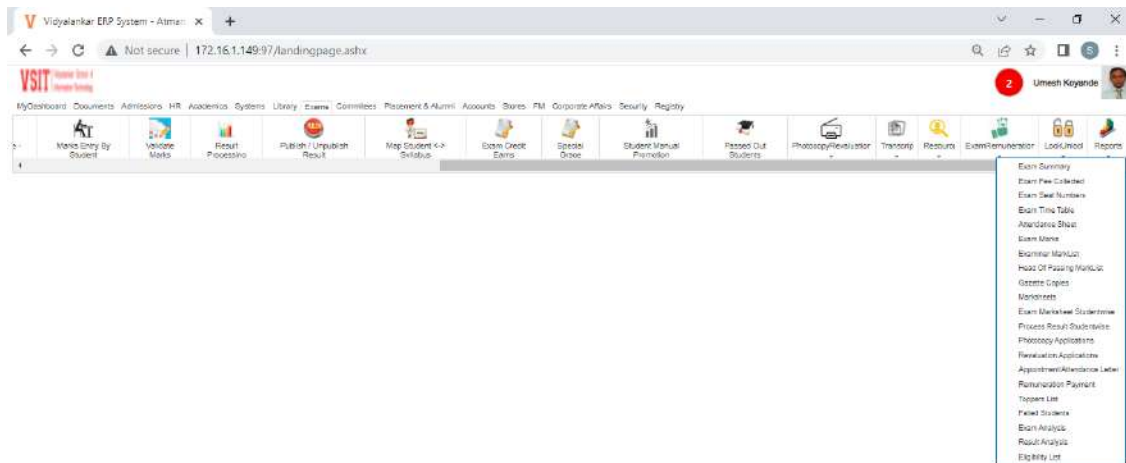
- Lock/Unlock Result Processing: In this we can lock/unlock result processed by admin if any discrepancy is there.

The screenshot shows the 'Lock/Unlock Result Processing' page in the VSIT vMIS system. The page features a navigation menu at the top and a toolbar with various icons. The main content area displays a table of exam records with columns for Academic Year, Exam Name, From Date, To Date, and a status column. A modal window titled 'Lock/Unlock Result Processing (Editing Record)' is open, showing a dropdown menu for 'Academic Year' (2021-2022) and other fields like 'Level', 'Course', 'Syllabus', 'Sem', and 'Month Year'. The table below the modal shows a list of records with columns for Exam Name, From Date, To Date, and a status column.



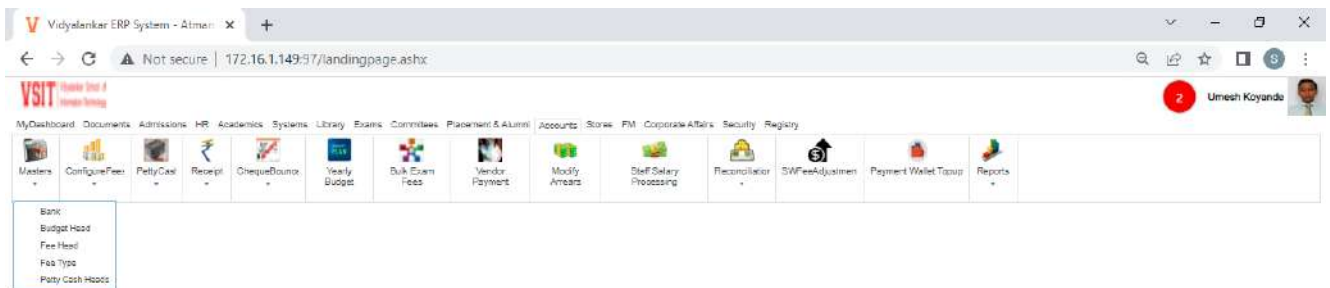
2.4.17 Reports:

- All reports generated by ERP can be seen by clicking in this tab.



2.5 Finance and Accounts

- This Module deals with details of all finance related transaction.



2.5.1 Configure Fees

- This tab appears under Accounts Module. It is used to keep details of the Admission fees paid by students.

The screenshot shows the 'Accounts -> Configure Fee -> Configure Admission Fees' window. It features a search and filter interface on the left and a main configuration area on the right. The 'Fee Details' table is as follows:

Course Year	ACADEMIC SUPPORT 1	ACADEMIC SUPPORT 2	ADDITIONAL FEES	CONVOCAION FEES	DEVELOPMENT AND UTILITY FEES	DOCUMENT VERIFICATION	DOCUMENT VERIFICATION AND SUBSIDIY	ELIGI
FIRST YEAR	22720	0	0	0	3220	1000	0	0
SECOND YEAR	23700	0	0	0	3220	0	0	0
THIRD YEAR	0	0	0	0	0	0	0	0

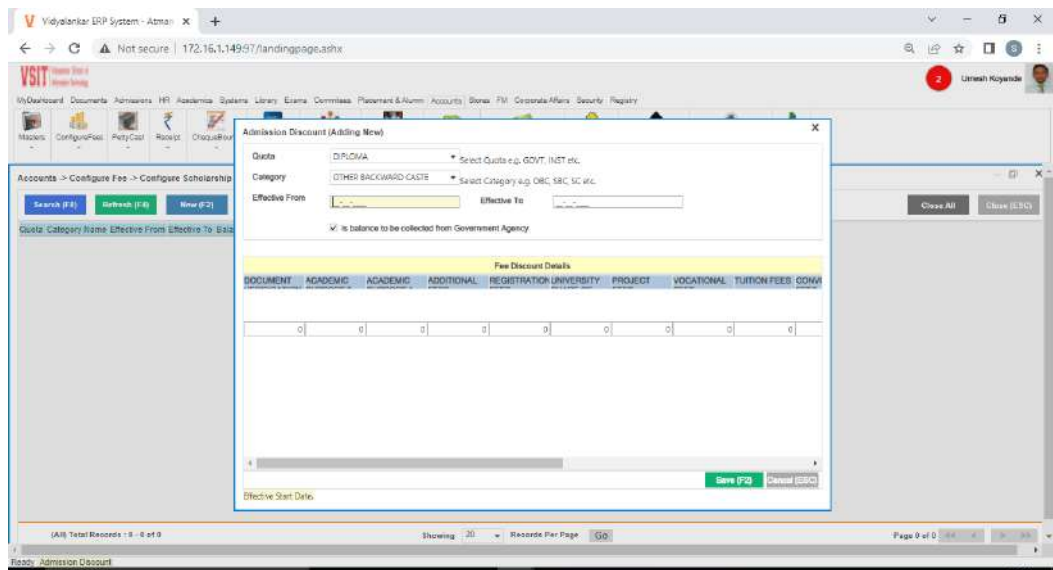
- Configure Miscellaneous Fees

The screenshot shows the 'Accounts -> Configure Fee -> Configure MISC Fees' window. It includes a search and filter interface and a list of fee types. A 'MISC Fee Config (Editing Record)' dialog box is open, showing the following details:

- Fee Type: BMS SEM V - ATKT MAY 2022
- Fees: Amount
- Effective From: 22-02-2022 To: 30-04-2022

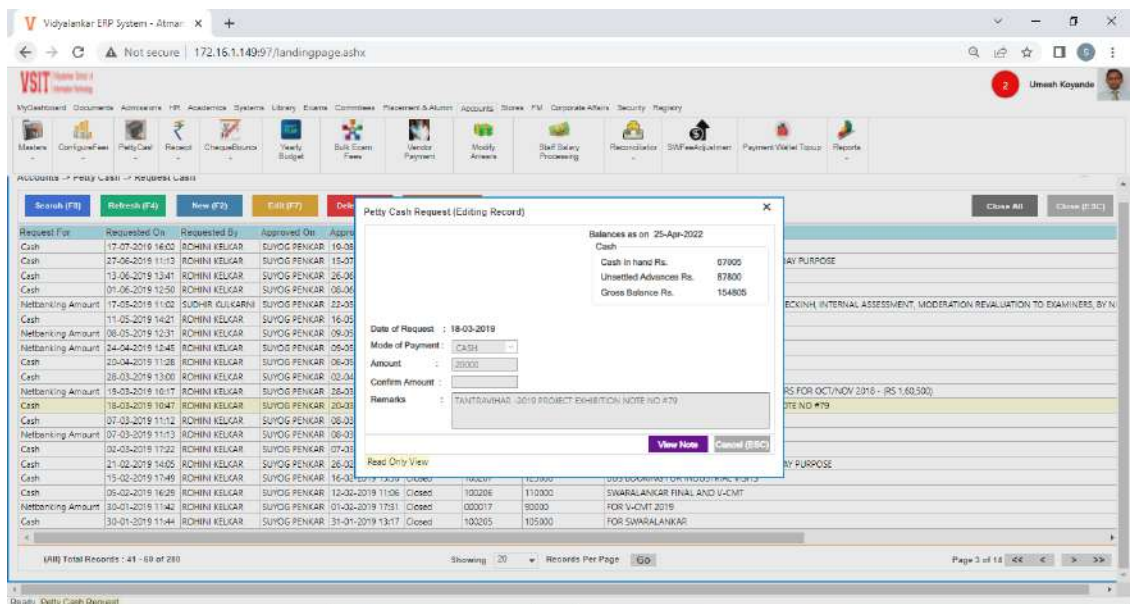


➤ **Configure Scholarship Fees**



2.5.2 Petty Cash Head

➤ This appears under Account Module. It is used to keep track of Petty Cash Payment.



➤ Petty Cash Request

Petty Cash Request (Adding New)

Balances as on: 25-Apr-2022

Cash	Cash in hand Rs.	67006
	Unsettled Advances Rs.	87800
	Gross Balance Rs.	154806

Date of Request: 25-04-2022
 Mode of Payment: CASH
 Amount: 10000
 Confirm Amount: *****
 Remarks: REFRESHMENT

➤ Approve Cash

Petty Cash Approve (Editing Record)

Balances as on: 25-Apr-2022

Cash	Cash in hand Rs.	67006
	Unsettled Advances Rs.	87800
	Gross Balance Rs.	154806

Date of Request: 13-04-2022
 Mode of Payment: NET BANKING
 Amount: 50000
 Remarks:



➤ Petty Cash Receipt

Petty Cash Receipt (Adding New)

Balances as on 25-Apr-2022

Cash in hand Rs.	67005
Unsettled Advances Rs.	87800
Gross Balance Rs.	154805

Date of Receipt : 25-04-2022
 Mode of Payment : CASH
 Reference No. :
 Amount :
 Confirm Amount :
 Received By :
 Remarks :
 Save (F2) Cancel (ESC)

Receipt No.	Roll No.	Name	Amount	Date of Payment
606162	21201A0042	ESHA VIJAY NAIK	18000	April 25, 2022
606161	18301A0022	LOBHAS SHARUKAR DHURI	300	April 25, 2022
606160	19301A0037	VIRAJ SHIMASLINGAR DHAKORIKAR	24675	April 25, 2022
606159	19302A0044	NIHAR BHOOIMESHWAR MORA	75	April 25, 2022
606158	19302A0044	NIHAR BHOOIMESHWAR MORA	31500	April 25, 2022
606157	21304A0002	VISHAL SHANKAR RAJBHAR	16380	April 25, 2022
606156	20503B0062	ABDULAN JAVED SHAHID	10000	April 25, 2022
606155	19302C0025	ABHINAV ADISHK VISHWAKARMA	11675	April 25, 2022
606154	19302A0056	JAHVUJI MALLAPPA NATEKAR	21375	April 22, 2022
606153	19311A0074	ADITHA VILAS YESUNIKAR	765	April 22, 2022
606152	21302C0061	FACALJITTEKHAR SHAIKH	30000	April 22, 2022
606151	19302C0053	ROHAN RAMBHAJI YADAV	5000	April 22, 2022
606150	19301A0027	KALJITURJ DIWAKAR SHETTY	38750	April 22, 2022
606149	20311A0016	ASHLESHA NIKETAN ADVIKAR	230	April 22, 2022
606148	20311A0064	ANUSHKA NIKETAN ADVIKAR	249	April 22, 2022
606147	19305A0013	SHRUTI NARENDRA MOHITE	21000	April 22, 2022
606146	19302A0056	JAHVUJI MALLAPPA NATEKAR	21375	April 22, 2022
606145	21315A0066	DHIRAJ SUJHAKAR JAOGA	24985	April 22, 2022
606144	19301B0055	PRIVASH RAMNATH NAGVEKAR	20000	April 22, 2022
606143	20301B0066	VEDANT SANDESH PALANDE	28000	April 22, 2022

➤ Petty Cash Advance

Petty Cash Advance (Editing Record)

Balances as on 25-Apr-2022

Cash in hand Rs.	67005
Unsettled Advances Rs.	87800
Gross Balance Rs.	154805

Date of Request : 04-03-2022
 Issued To : ANINDITA BANERJI
 Amount : 20000
 Confirm Amount : 20000
 Remarks : V-TALKIES
 No. of Payments :
 Load Details
 Settle Advance Save (F2) Cancel (ESC)

Reference No.	Issued To	Issued By	Advance Amount	Date Of Advance
100513	ANINDITA BANERJI	RUPALI MORE	20000	04-03-2022 19:30
100519	VIJAY GAWDE	RUPALI MORE	60000	25-02-2022 09:40
100520	SAGAR GANWAD	RUPALI MORE	4500	08-04-2022 19:30
100521	SHRUTI CHAVAN	RUPALI MORE	2600	06-04-2022 19:30
100522	BHARAT PAWAR	RUPALI MORE	700	21-04-2022 12:40



2.5.3 Receipt

- This tab appears under Accounts Module. It is used to print receipt as acknowledgment to the fees paid by student.

Fee Payment to VSIT

Receipt Type : Student

Student Roll No. : 20201A0001

Name : ANKIT MANDAL (OPEN) (INST)
Course : BACHELOR OF MANAGEMENT STUDIES
Level : UNDER GRADUATE
Course Year : SECOND YEAR (Student on Roll)
Semester : 4
Mobile : 7045700619
Email : mandank164@gmail.com
Eligible for Scholarship : -
SW activity status : -

Particular	Amount (₹)
Total Amount to be Paid	1,12,585.00
Total Amount Paid	1,12,585.00
Total Arrears	0.00

Receipt No.	Paid on	Amount (₹)	Pay Mode
609666	29-09-2022	26,000.00	RTGS
600349	20-09-2021	25,925.00	RTGS
595145	18-03-2021	1,040.00	Cash
599293	04-12-2020	1,040.00	RTGS
582624	29-07-2020	14,170.00	NEFT
582623	29-07-2020	30,000.00	NEFT
582622	29-07-2020	14,410.00	NEFT

Fee Type

Fee Type	Amount	Paid	Current
SMM SEM I APT - MAY 2022	0.00	0	
SMM SEM II APT - MAY 2022	0.00	0	
SMM SEM III APT - MAY 2022	0.00	0	
SMM SEM IV APT - MAY 2022	0.00	0	
BSC DE SEM I APT - MAY 2022	0.00	0	
Other	-	-	

Calculated Total :

Total Amount Paid :
 Confirm Total Amount :
 Payment Mode :

Remarks (Not Printed) :
 Remarks (Printed) :

- Negative Receipt

VSIT (Negative Receipt)

Receipt Type : Student

Student Roll No. : 20201A0001

Name : ANKIT MANDAL (OPEN) (INST)
Course : BACHELOR OF MANAGEMENT STUDIES
Level : UNDER GRADUATE
Course Year : SECOND YEAR
Semester : 4
Mobile : 7045700619
Email : mandank164@gmail.com

Payment Summary

Particular	Amount (₹)
Total Amount to be Paid	1,12,585.00
Total Amount Paid	1,12,585.00
Total Arrears	0.00

Receipt No.	Paid on	Amount (₹)	Pay Mode
609666	29-09-2022	26,000.00	RTGS
600349	20-09-2021	25,925.00	RTGS
595145	18-03-2021	1,040.00	Cash
599293	04-12-2020	1,040.00	RTGS
582624	29-07-2020	14,170.00	NEFT
582623	29-07-2020	30,000.00	NEFT
582622	29-07-2020	14,410.00	NEFT

Calculated Total :

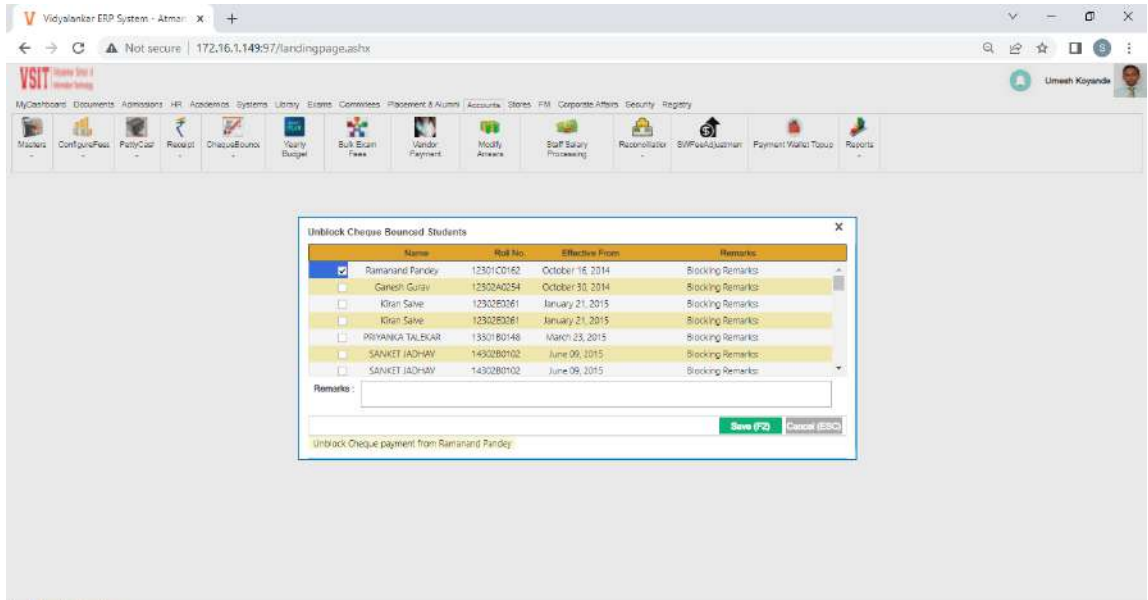
Total Amount Paid :
 Confirm Total Amount :
 Payment Mode :

Remarks (Not Printed) :
 Remarks (Printed) :

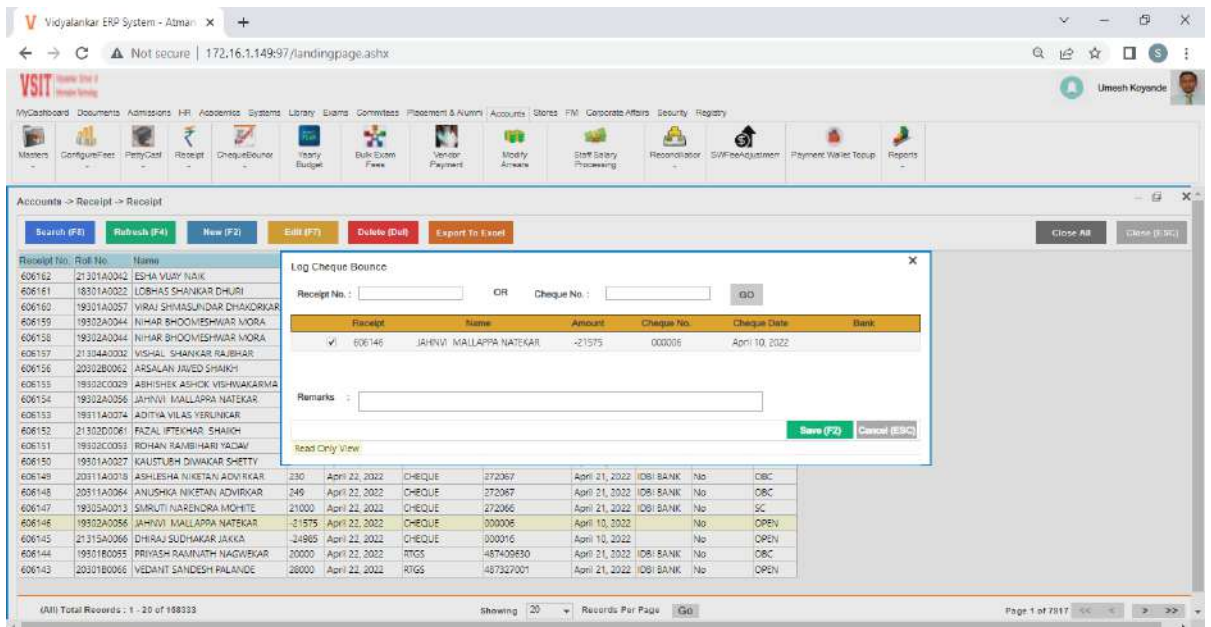


2.5.4 Cheque Bounce

- This tab appears under Accounts head. It is used to not the details of block/unblocked bounced cheques.

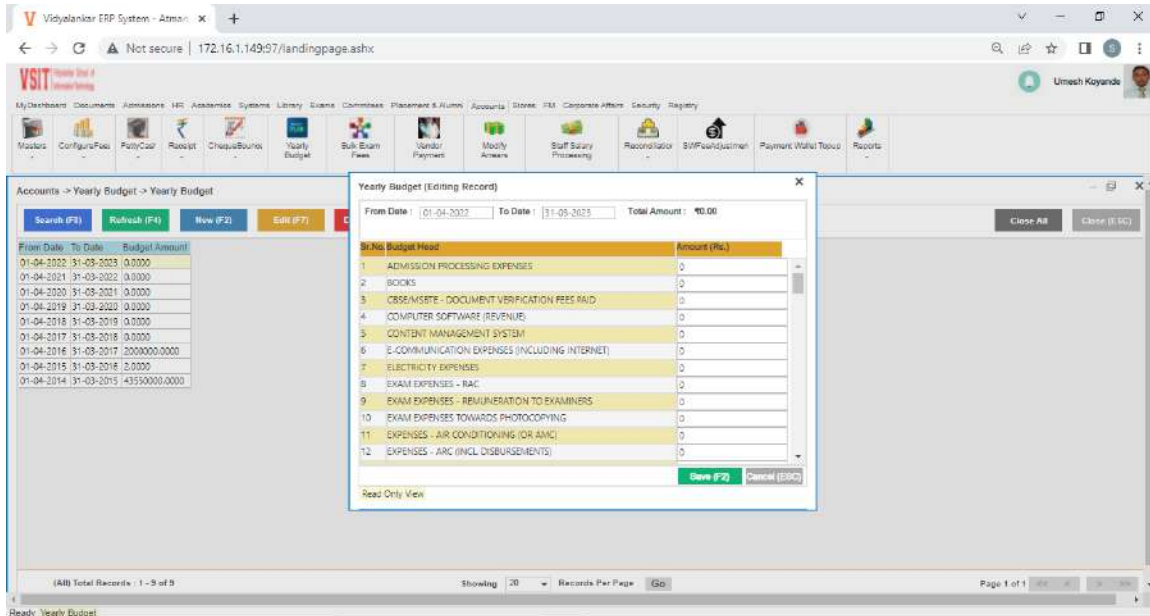


- Log Check Bounce



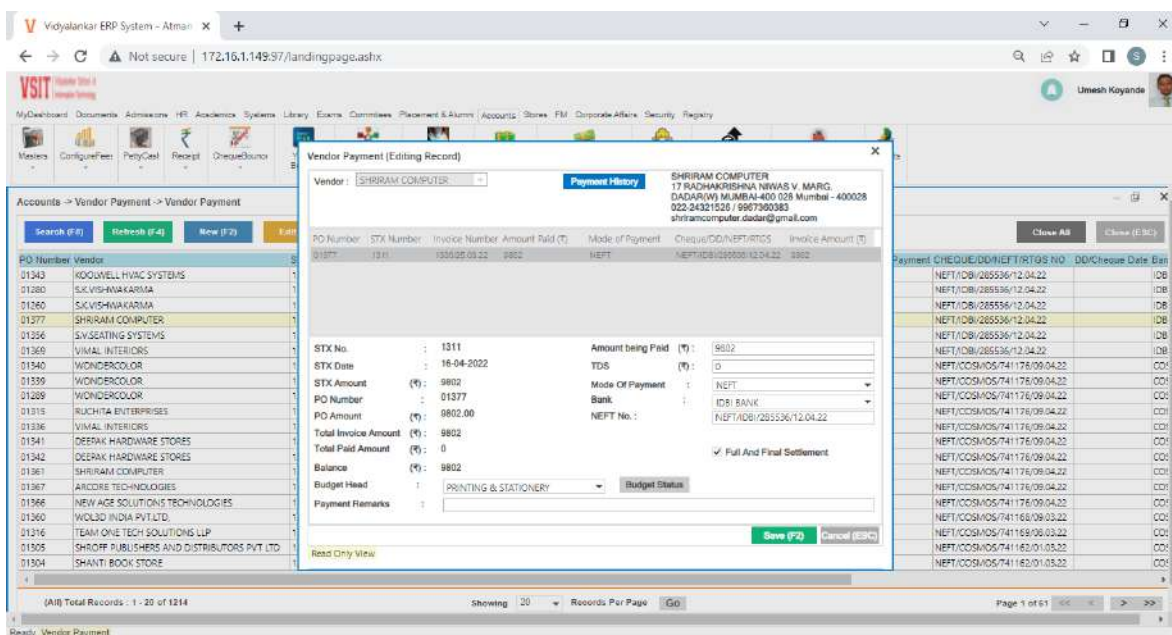
2.5.5 Yearly Budget

- This tab appears under Accounts Module. It is to keep track of Yearly expenditure.



2.5.6 Vendor Payment

- This tab appears under Accounts Module. It is used to keep track about Vendor details, payment, mode of payment etc.



2.5.7 Modify Arrears

- This tab appears under Accounts module. It is used to update arrears details.

Accounts -> Modify Arrears -> Modify Arrears

Modify Arrears (Adding New)

Roll Number : 202200050

Institute : Vidyalankar School of Information Technology Level : UNDER GRADUATE
 Name : BURBHI RAUT Course : BACHELOR OF SCIENCE IN INFOR
 Mobile : 9870036408 Course Year : FIRST YEAR
 Email : vrbu5@gmail.com Semester : 1
 Quota : INST Category : OBC

Sr. No.	Fee Head	Fee Type	Amount	Paid	Actual Amount	New Amount	Remarks
1	ADMISSIONS - FY - TUITION FEES		0	400	0	0	

Read Only View

Sr. No.	Fee Head	Fee Type	Amount	Paid	Actual Amount	New Amount	Remarks
1	Late Fine - Students		0	0	5	0	sanjwanimohite2 25-08-2018 CLEARED FINE
2	Late Fine - Students		0	0	5	0	sanjwanimohite2 24-08-2018 CLEARED FINE
3	Late Fine - Students		0	0	20	0	sanjwanimohite2 24-08-2018 CLEARED FINE

(All) Total Records : 1 - 29 of 277

2.5.8 Staff Salary Processing

- This tab appears under Accounts department. It is used to process staff salary. If there exist no discrepancy then save and process it.

Staff Salary Processing

Month : March Year : 2022

Emp	Name	IT	WP From	WP	Adv/Other	Bank
VS10165	AASHA MAHESH CHAVAN	16969				OICICI BANK
VS10238	AGNUS ANTHONY AMBEDATH					OICICI BANK
VS10290	AJANKUMAR SADASHIV POOLARY					OICICI BANK
VS10149	AKSHATHA CHAITENYAJAN					OICICI BANK
VS10294	AKSHAY SURYAKANT MUMHITE					OICICI BANK
VS10169	AKSHAY VISHWANATH PARAS					OICICI BANK
VS10181	AMIT KISHOR KABRA	16604				OICICI BANK
VS10303	AMITA ASHOK KUMAR JAIN					O STATE BANK OF INDIA
VS10184	AMRAJA KRISHNA SHIVAR	28826				OICICI BANK
VS10286	ANINDITA BHARGESHWAR BANERJI	14789				OICICI BANK
VS10205	ARURVA VILAS MAHADIK					OICICI BANK
VS10061	ASHWINI UMESH KHOWANDE					OICICI BANK
VS10031	ASIF KUTUBUDDIN RAMPURWALA	24651				OICICI BANK
VS10042	ASMITA DEVI VANDANA PATIL					OICICI BANK

Save Process Cancel (ESC) Publish



2.5.9 Reconciliation

➤ This tab appears under Accounts Module.

RR Reconciliation (Adding New)

Reconciliation Date : 02-02-2022

Receipt From : 604532 Receipt To : 604534

Total Cost : ₹2,015.00

Sl No	Quantity	Status	Amount	Total
1.	2000	X	0	
2.	1000	X	0	
3.	500	X	0	
4.	200	X	0	
5.	100	X	0	
6.	50	X	0	
7.	20	X	0	
8.	10	X	0	
9.	5	X	0	
10.	2	X	0	
11.	1	X	0	

Overall Total : ₹0.00
Difference : ₹2,015.00

Total Cheque Amount Received :
Total Cheque Amount Issued :

Save (F2) Cancel (ESC)

➤ Petty Cash Reconciliation

Petty Cash Reconciliation

Reconciliation Date : 02-02-2022

Total Cost : ₹580.00

Sl No	Quantity	Status	Amount	Total
1.	2000	X	0	₹0.00
2.	1000	X	0	₹0.00
3.	500	X	1	₹500.00
4.	200	X	0	₹0.00
5.	100	X	0	₹0.00
6.	50	X	0	₹0.00
7.	20	X	0	₹0.00
8.	10	X	8	₹80.00
9.	5	X	0	₹0.00
10.	2	X	0	₹0.00
11.	1	X	0	₹0.00

Overall Total : ₹580.00
Difference : ₹0.00

Cancel (ESC)



➤ Library receipt Reconciliation

Library Receipt Reconciliation

Reconciliation Date : 24-02-2021
 Receipt From : 12132 Receipt To : 12135 Refresh
 Total Cost : ₹135.00

Sl. No.	Qty	Unit	Cost	Total
1.	2000	X	0	₹0.00
2.	1000	X	0	₹0.00
3.	500	X	0	₹0.00
4.	200	X	0	₹0.00
5.	100	X	1	₹100.00
6.	50	X	0	₹0.00
7.	20	X	0	₹0.00
8.	10	X	3	₹30.00
9.	5	X	1	₹5.00
10.	2	X	0	₹0.00
11.	1	X	0	₹0.00
Overall Total :				₹135.00
Difference :				₹0.00

Read Only View Cancel (ESC)

2.5.10 SWFee Adjustment

SW Fee Adjustment

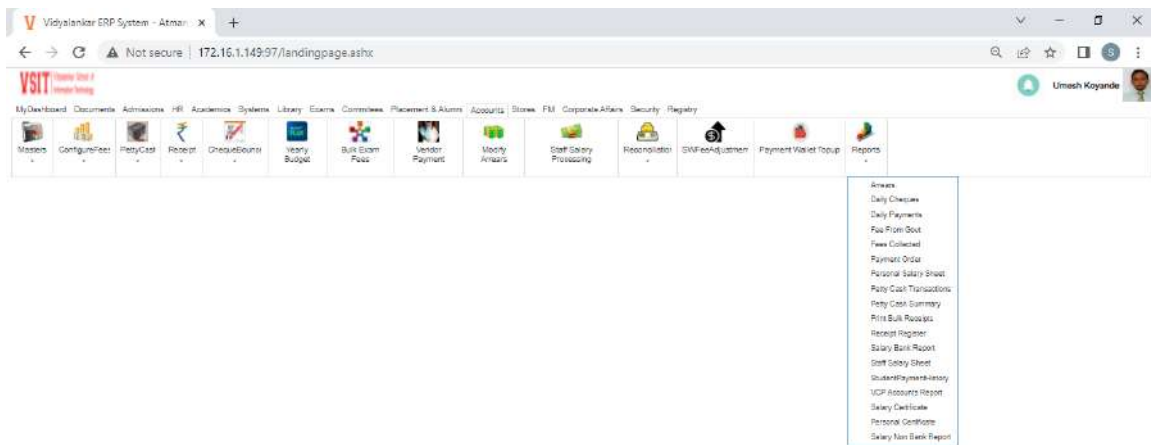
Head : ADMISSIONS Fee : LIBRARY: GYMKHANA, LABORA Quote : All
 Level : UNDER GRADUATE Course : B.COM - ACCOUNTING & FINANCE Semester : SEMESTER 2
 Cat : All Elig : All Load Students Clear

Sl.No.	Roll	Name	Divisor	Quota	Category	SW Eligible	Payable (Copy to 6)
1.	21305A0001	SARAS KUMARI MALWYA	A	INST	OPEN	Not-Eligible	
2.	21305A0002	ISHAN JAKKA	A	INST	SSC	Not-Eligible	
3.	21305A0003	VAIBHAV HANDE	A	INST	OPEN	Not-Eligible	
4.	21305A0004	VIGHNESH THUBE	A	INST	OBC	Not-Eligible	
5.	21305A0005	HARSH CHEULAKAR	A	INST	OPEN	Not-Eligible	
6.	21305A0006	SHREYASH HARALKAR	A	INST	OPEN	Not-Eligible	
7.	21305A0007	DEVRAJ KADAM	A	INST	OPEN	Not-Eligible	
8.	21305A0008	MANAS NAR	A	INST	OPEN	Not-Eligible	
9.	21305A0009	ANVITA VADAV	A	INST	OPEN	Not-Eligible	
10.	21305A0010	SONAL JANSANDEKAR	A	INST	OBC	Not-Eligible	
11.	21305A0011	D.A. UKRANAH	A	INST	OBC	Not-Eligible	

Save (F2) Cancel (ESC)



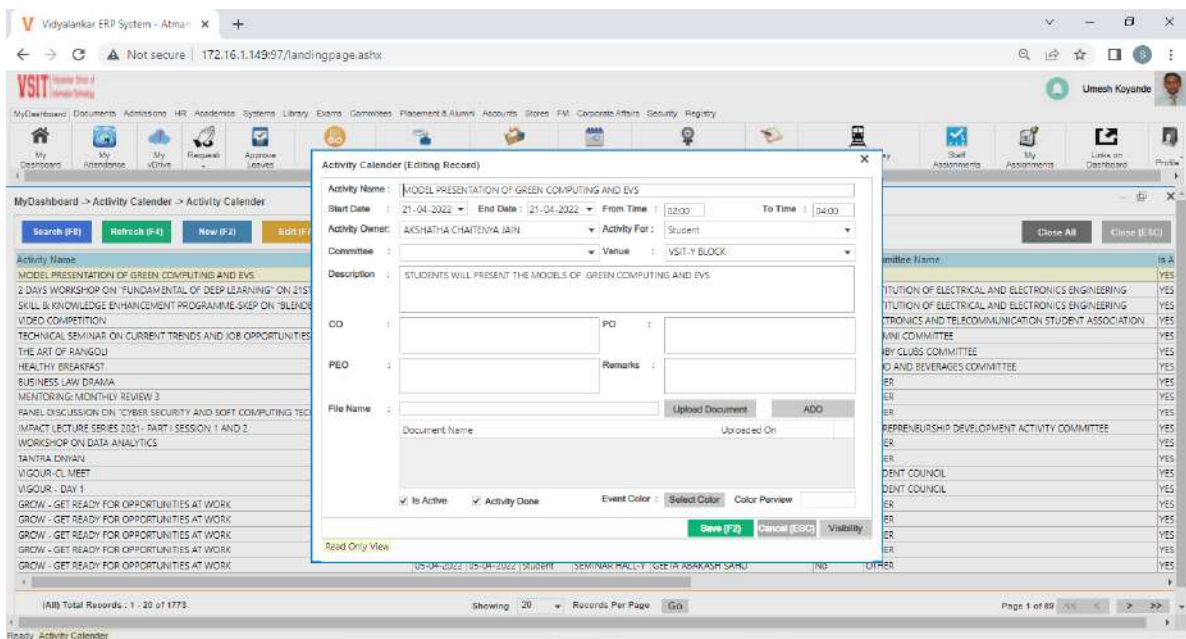
2.5.11 Reports



2.6 Planning and Development

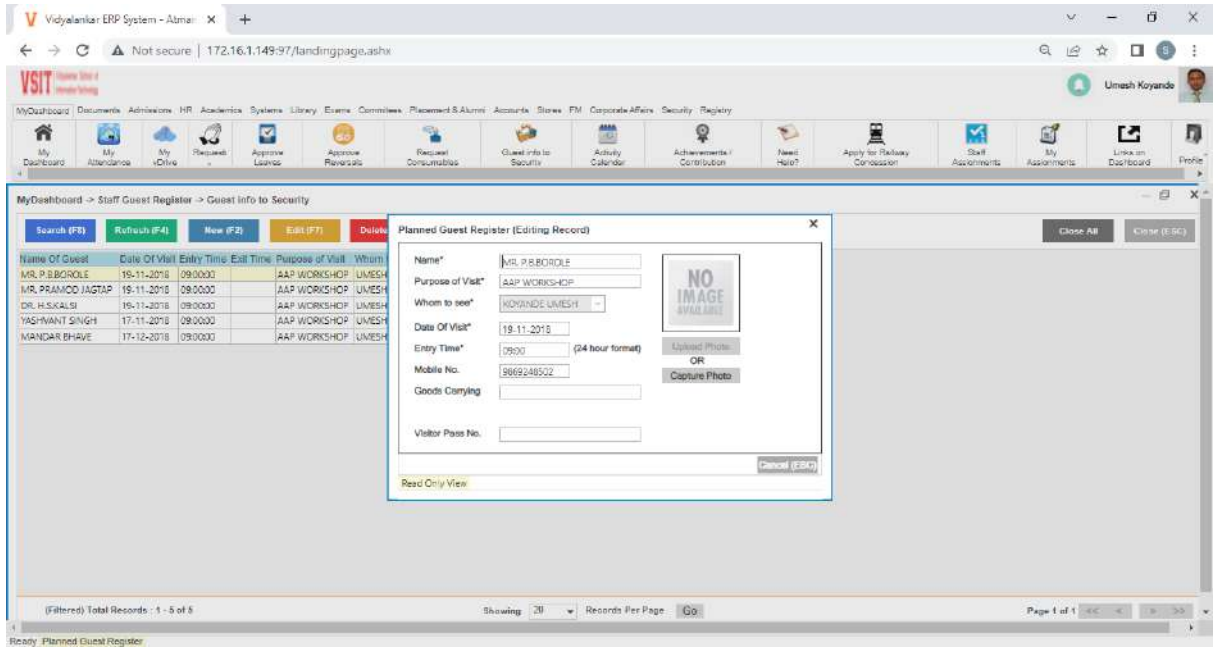
2.6.1 Activity Calendar

- This tab appears on Dashboard. Here you can update details about an activity.



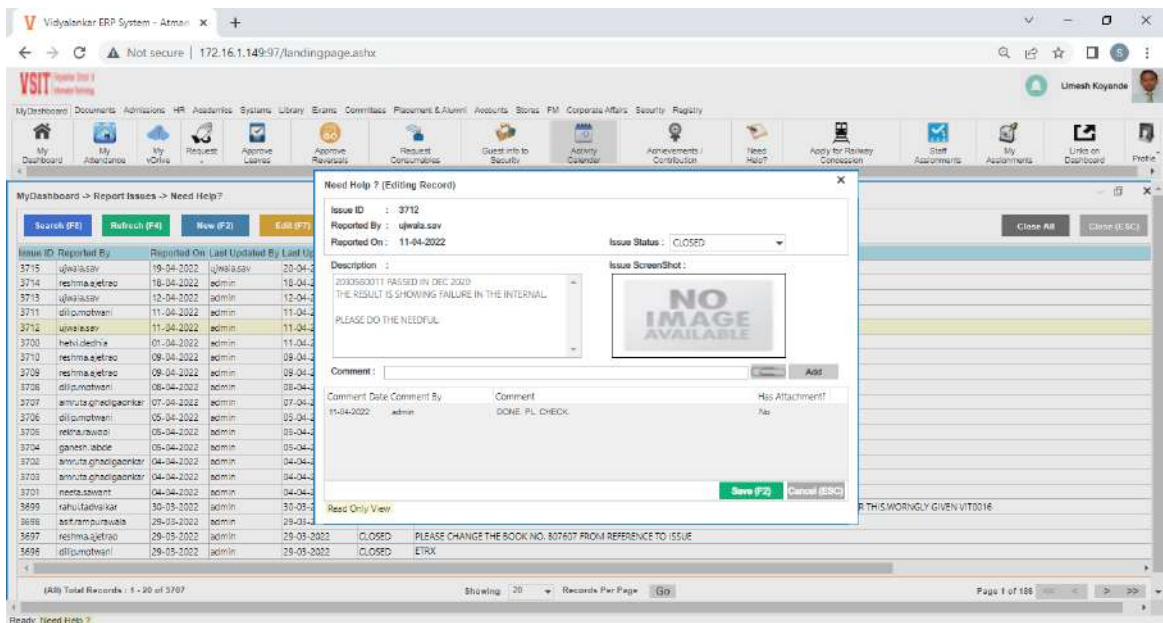
2.6.2 Guest Information

- This tab appears on Dashboard under Staff Guest Register. This will directly give notification to security admin.



2.6.3 Need Help

- This is separate module which appears on the dash board and it is used to report systems admin for any technical issue related to ERP.



2.7 Student and Staff

2.7.1 Achievement and Contribution

- Faculties can update their achievement in ERP by going to the tab Achievements and Contribution in Dashboard.

The screenshot shows the VSIT ERP System interface. The main window displays a table of 'Achievements / Contribution' records. A modal window titled 'Achievements / Contribution (Editing Record)' is open, showing the following details:

- Employee Code:** VST0031
- Name:** AsT Kuldudin Ramdurwala
- Mobile:** 9820765273
- Email:** askrampurwala@vst.edu.in
- Type of Staff:** Teaching
- Appointment Type:** Regular
- Department:** INFORMATION TECHNOLOGY
- Designation:** VICE PRINCIPAL
- Category:** OPEN
- Description:** MUMBAI UNIVERSITY SYLLABUS COMMITTEE MEMBER FOR THE B.S.C. IT PROGRAMME

The table in the background shows a list of records with columns: From Date, To Date, Related To, and Employee Code. The records include dates from 01-05-2018 to 07-05-2018 and various related categories like 'Other', 'Education', and 'Student'.

2.7.2 Know your Institute

- This tab appears under Documents tab.

The screenshot shows the VSIT ERP System interface. The main window displays a table of 'Know Your Institute' records. A modal window titled 'Know Your Institute (Editing Record)' is open, showing the following details:

- Year:** 2021-2022
- Document Type:** (Dropdown menu)
- Document Name:** (Text input field)
- Tags:** (Text input field)

The table in the background shows a list of records with columns: Document Type, Document Name, and Document Tags. The records include various document types like 'STATUTORY APPROVALS' and 'POLICY DOCUMENTS' with corresponding names and tags.



2.7.3 My Receipts

- This tab is under Accounts department. In this Students can see their receipts.

Receipt No.	Roll No.	Name	Amount	Date of Payment	Mode of Payment	Cheque No.	Cheque Date	Bank	Is Library RR	Category
606162	21301A0042	ESHA VIJAY NAIK	18000	April 23, 2022	CASH				No	OPEN
606161	18301A0022	LOBHAS SHANKAR DHURI	300	April 25, 2022	CASH				No	OPEN
606160	19301A0057	VIRAJ SHIMASUNDAR DHAKORIKAR	24675	April 25, 2022	NEFT	KKBK221336298941	April 13, 2022	HDFC BANK	No	OBC
606159	19302A0044	NIHAR BHOOIMESHWAR MORA	75	April 23, 2022	CASH				No	SBC
606158	19302A0044	NIHAR BHOOIMESHWAR MORA	31500	April 23, 2022	CASH				No	SBC
606157	21304A0002	VISHAL SHANKAR RAJBHAR	19380	April 23, 2022	RTGS	487625565	April 22, 2022	IDBI BANK	No	OPEN
606156	20302B0062	ARSALAN JAVED SHAHID	10000	April 23, 2022	RTGS	487553124	April 22, 2022	IDBI BANK	No	OPEN
606155	19302C0029	ASHISHBH AJDOK VISHWAKARMA	11579	April 23, 2022	RTGS	487486028	May 22, 2022	IDBI BANK	No	OPEN
606154	19302A0056	IAHNVI MALLAPPA NATEKAR	21575	April 22, 2022	RTGS	486995737	April 19, 2022	IDBI BANK	No	OPEN
606153	18311A0034	ADITHYAN VILAS YERUNIVKAR	785	April 22, 2022	CASH				No	OPEN
606152	21302D0267	FAZAL IFTIKHAR SHAHID	30000	April 22, 2022	CASH				No	OPEN
606151	19302C0023	ROHANI RAMBHIRAI NADAV	9000	April 22, 2022	CASH				No	OPEN
606150	19301A0027	KALUSTUSH DWAIKAR SHETTY	28750	April 22, 2022	CHEQUE	272067	April 21, 2022	IDBI BANK	No	OPEN
606149	20311A0218	ASHLESHA NIKETAN ADVIRKAR	230	April 22, 2022	CHEQUE	272067	April 21, 2022	IDBI BANK	No	OBC
606148	20311A0264	ANUSHKA NIKETAN ADVIRKAR	549	April 22, 2022	CHEQUE	272067	April 21, 2022	IDBI BANK	No	OBC
606147	19302A0013	KANRUTI NARENDRA MOHITE	21000	April 22, 2022	CHEQUE	272066	April 21, 2022	IDBI BANK	No	SC
606146	19302A0056	IAHNVI MALLAPPA NATEKAR	-21575	April 22, 2022	CHEQUE	300006	April 10, 2022		No	OPEN
606145	21215A0006	DHIRAJ SUDHAKAR JAKKA	-24905	April 22, 2022	CHEQUE	000016	April 10, 2022		No	OPEN
606144	19301B0055	PRINASH RAMINATH NAGWEKAR	20000	April 22, 2022	RTGS	487408630	April 21, 2022	IDBI BANK	No	OBC
606143	20301B0066	VEDANT SANDESH RALANDE	28000	April 22, 2022	RTGS	487327001	April 21, 2022	IDBI BANK	No	OPEN

2.7.4 Apply for enrolment

- This tab appears under Exam Module

Roll Number	Exam Seat Number	Name of Student	Exam Fees
21302P0048		CHEENJA IBRAHIM YUSUF SANJU	Pending
21302P0045		NER ADHYAKA SRINIVASAN CHITRA	Pending
21302P0044		NERURKAR TANMAY ASHAY ADARNA	Pending
21302P0043		GAWDE SOHAM SAMIR MANISHA	Pending
21302P0042		BARHADIA AKSHITA RALI SUNITA	Pending
21302P0041		JAINI VANSH PRADEEP SEEMA	Pending
21302P0040		NIGADE RUTUJA VINOD RASIKA	Pending
21302P0038		BADHWAL NAVPREET KAUR NARINDER SINGH RAJNIT	Pending
21302P0038		MATHEW KEVIN SHIBU LILY	Pending
21302P0037		KHARADE OM SANTOSH ROHINI	Pending
21302P0036		PALWAR ANANYA VIJAY RADHAKA	Pending
21302P0035		CHABUKNSWAR GAURI SUPHAS BHITA	Pending
21302P0024		WIRKURDEY ADITHYAN UMESH HANURA	Pending
21302P0022		CHATTERJEE NOBISHACHA IGUNAL SUCHANDRA	Pending
21302P0021		MAJED SAAB SUFIYAN SAFYA	Pending
21302P0020		THAKREKAR RUCHI RAJESH RADHIKA	Pending
21302P0026		SHAIKH ABDUL KADIR NISHAT	Pending
21302P0027		WADKHE TANISHOMILIND MANJIRI	Pending
21302P0026		MAJID PRANAY SUNIL AMITA	Pending
21302P0025		TAWDE VARAD JAIDEP SONALI	Pending



2.7.5 Apply for Photocopy

- This tab appears under Exam Module.

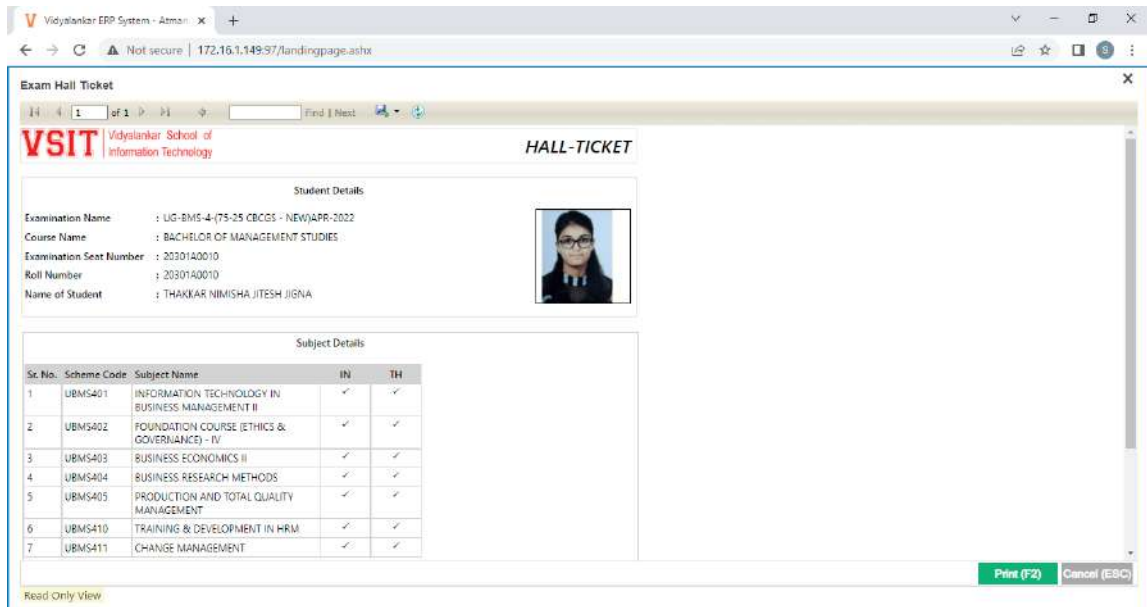
2.7.6 Apply for Railway Concession

- This tab appears on the dashboard for Student login



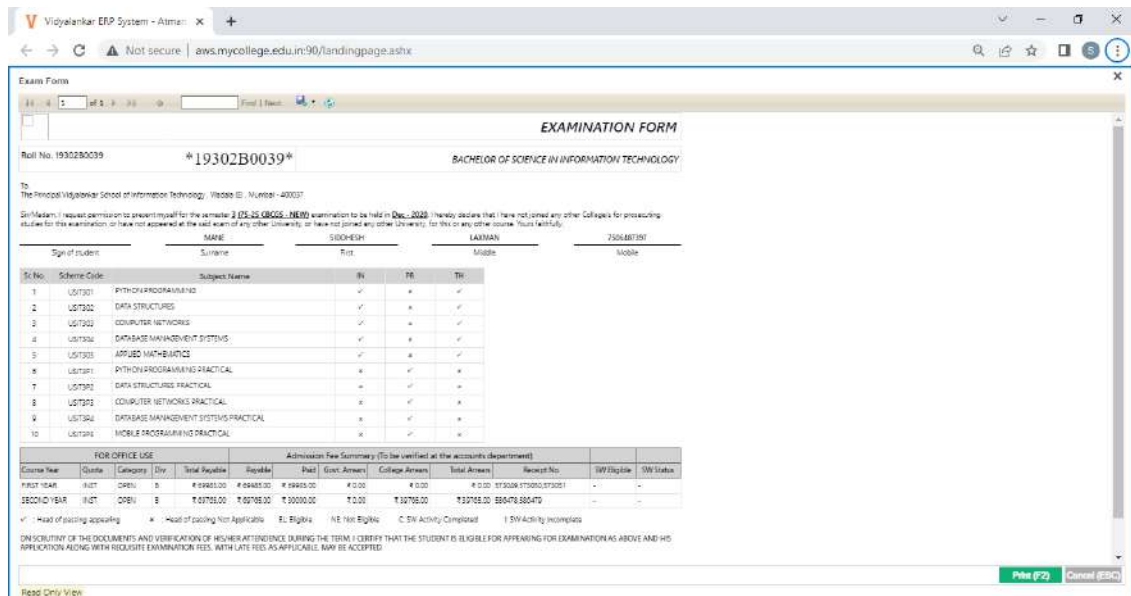
2.7.7 Exam Hall Ticket

- This tab appears under exam module.



2.7.8 Exam Form

- Students can get their exam form under Exam Module.



2.7.9 Apply for Revaluation

- This tab appears under Exam Module.

Apply for Revaluation (Adding New)

Roll Number: 200301A0001 **Lead** Search Student Clear

Name: ANKIT MANDAL (DPEN)
Level: UNDER GRADUATE
Course Year: SECOND YEAR
Course: BACHELOR OF MANAGEMENT STUDIES
Syllabus: 75-25 CBCGS - NEW
Semester: 6
Mobile: 7045780619
Email: mandank104@gmail.com

Exam Name: **Load Exam Details**

Total Amount: ₹0.00 **Cancel (ESC)**

Slpt No.	Date of Payment	Academic Year	Level	Course	Syllabus	Semester	D
81	1-11-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	C
75	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	D
76	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	C
77	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	E
72	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	C
68	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	C
26	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	C
67	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	C
63	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	A
54	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	A
71	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	A
65	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	B
77	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	D
59	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	B
67	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	E
61	6-12-2019	2019-2020	UG	BMM	75-25 CBCGS - NEW	6	A

2.7.10 Transcript Generation

- This tab appears under Exam Module.

Transcript Generation

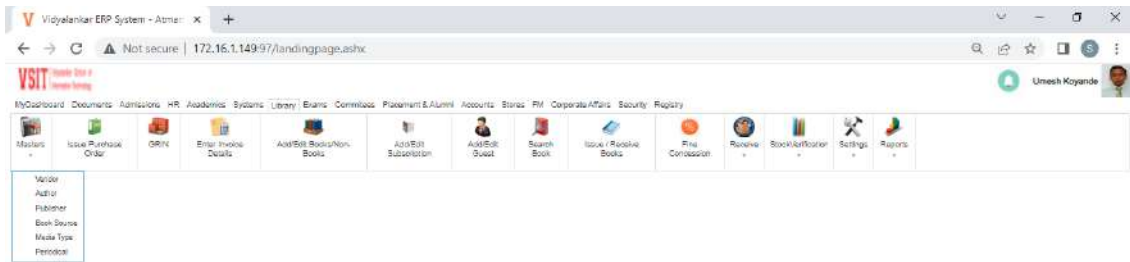
Export To Excel

Date of Request	Roll Number	Student Name	Prepared On	Requested By	Prepared By	Status
14-04-2018 11:36	1603020007	SOURAV SAHAJGUMAR HANSDA GHOSSHANSDA	14-04-2018 11:36	sourav.ghoshthanda	sourav.ghoshthanda	Not Sent
14-04-2018 11:36	1603020059	SATYANWAI RAMBIRI SINGH	14-04-2018 11:36	satyanwaisingh	satyanwaisingh	Not Sent
14-04-2018 11:34	1603020092	MADHURJA SUSHASHI KULKAR	14-04-2018 11:34	madhura.kulkar	madhura.kulkar	Not Sent
14-04-2018 10:45	1603020011	KRISHNA HANUMANTHA TADET	14-04-2018 10:45	krishna.tadet	krishna.tadet	Not Sent
09-01-2018 20:20	1503020032	RASHIKA RAJENDRA PURCHIT	09-01-2018 20:20	rashika.purchit	rashika.purchit	Not Sent
25-05-2017 11:51	1603100007	PRACHI RATINDER UPPAL	25-05-2017 11:51	prachi.uppal	prachi.uppal	Not Sent



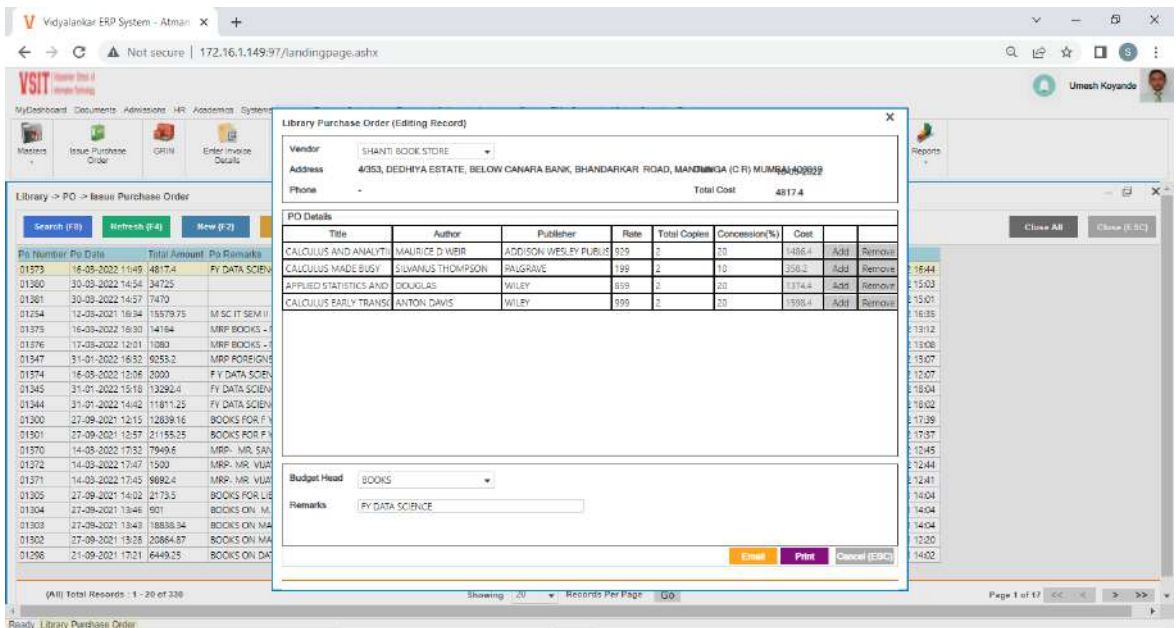
2.8 Library

- This Module deals with all library management activities.



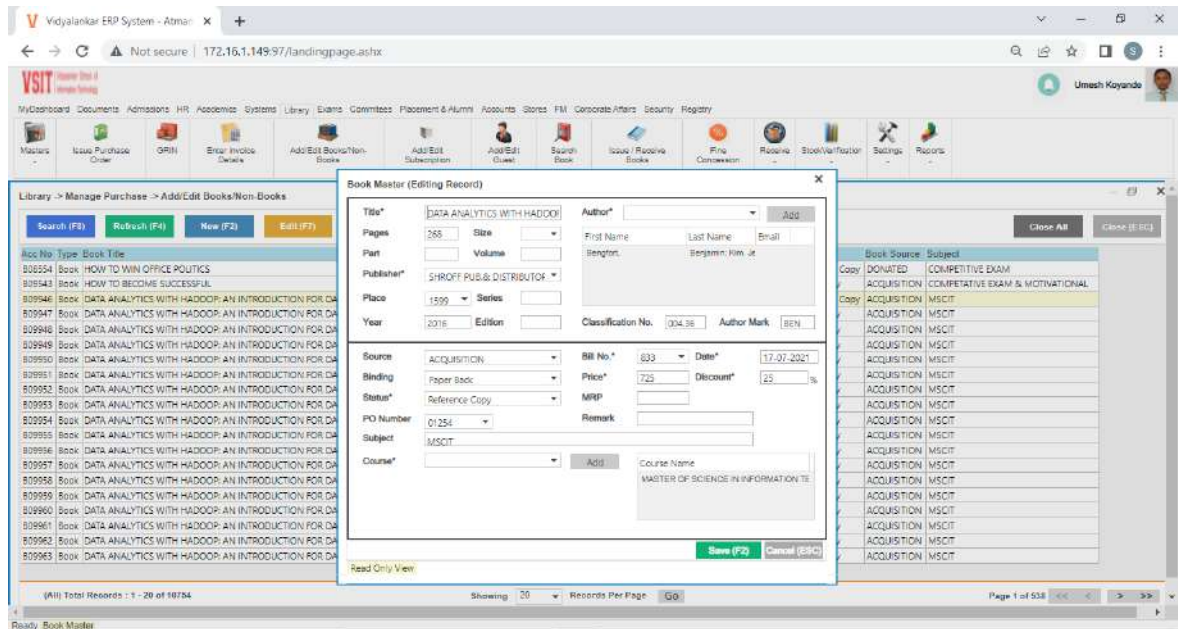
2.8.1 Issue Purchase Order

- This tab appears under Library Menu and allows librarian to issue new book purchase order.



2.8.2 add/Edit Books

- This tab appears under Library Menu and allows librarian to add or edit any books details.



2.8.3 Issue/receive Book

- This tab appears under Library Menu and allows to issue or return a book.

