

# Campus Management and the Student Life-Cycle

## Academic Section Automation

Defining the Academic Course Structure & Subject Templates; Quota & Seat Masters;

Syllabus Creation; Lesson Plan; Lecture Monitoring; Student Attendance; & Analysis

Type of Fees ; Fees Component Masters; Fees Accounting; Part Payment; Refunds

Student Registration & Division Allotment. Issue of Roll & Batch Nos.; Student Section

Infrastructure - Rooms & Labs, Load of Staff incl Visiting; Time-Table Generation;

Exam Controller; Invigilation Duties; Evaluation, Mark entry & Grading

Types of Feedback; Feedback Questions; Feedback Schedule; Weightage & Analysis

Student Internship Projects; Training & Placement Offers; Student Exchange

## Examination Section Automation

Exam Master - creation of exam types & Marking scheme; Weightages for every Course?

Question Bank creation, Paper templates, Qs. Paper Generation; Qs Paper Sets with printing

Exam Scheduling & Planning- Define exam dates and sessions with timings; specify whether Online or Written or OMR.

Auto create subject-wise schedule for written exams and prepare CODING & Seating Plan

Allot Paper Setters, Examiners, Evaluators, Junior & Senior supervisors, Moderators, Invigilators, etc.

Print conduction Reports like Student Att; Label packets; Issue Receipt bks; Jr Supervisor; Blank Mark Reports;

For Computer based exams- define Labs and terminals for each session & 'reserve' terminals and/or labs

Marks Entry; Sub Grading Bell Curve, Mean Std. Dev.; SGPA/CGPA Calculation; Result Declaration & Commn

## Administration Section Automation

Dynamic Query Analyzer; User Defined Reports; Security & User Mgmt.; Dbase Encryption & Backup

Instant Messaging; Linked with SMS & eMail; Bulk Messaging & Alerts; Notices & Circulars

Yearly Activity Calendar & Scheduler for Events ; Discipline Records; Visitor Mgmt.;

Workflow & Document Mgmt; eFiles DAK Mgmt; Transport-Veh Management; Library Management;

Hostel Management; Room Allocation; Guest Bookings; Mess Management; Issues of Room items and Furniture.

Time & Attendance; Leave Appln & Approvals; Payroll; Tflex; HR Management; Peer Appraisals

Store, Inventory & Asset Management; Budget & Funds; Complaints Tracking;

Formation of Committees; Agendas; Attendance; Resolutions; Action Taken Rep.

Student

Life

**Ekklavya**  
Infosys

Admission

Auto Mails & sms are sent to Management with daily totals of fees collected and admission counts, in addition to the lecture conduction and feedback reports.

Parents portal and Alumni Logins provide access for performance & transcripts.

Student Portal for all student-related information

Cycle