# SAGE University, Bhopal

## Standard Operating Procedure

## ERP and its Uses

| | | | |
|---|---|---|---|
| **Name of Approval Authority:** | **Vice Chancellor** | **SOP No.:** | 25 |
| **Signature:** | | **Page No.:** | 1 of 18 |
| **Date:** | 15/7/2021 | **Revision No.:** | |
| | | **Date:** | |

### 1. Introduction

An **Enterprise Resource Planning (ERP) software** helps to manage and keep track of day-to-day activities, including administrative tasks, teaching, curriculum management, student attendance, student information, fee record management, account management ,HR/Inventory module, Transport module & we can promote paperless work.

Benefits of using ERP.

- Internal Control
- Better Connectivity
- Smart Management
- Aligned Reporting Management
- Enhance Student and Workforce Outcome
- Data Security
- Better connect with Parents
- Automate Fee Payment
- Simplify Admission Process

2. **Accsoft :** It is the Academic ERP system developed by Emperor Solutions Private Limited which was established in 2002 in Indore (M.P.) It gradually took shape and dedicated itself to providing all kinds of application software and web based solutions to the clients in various vertical market segments. Emperor solutions offers a range of software, an extremely powerful, yet elegant and object oriented application and web based packages

3. **Accsoft has the following modules.**
   - Admission/Scholar Module
   - Academic Module
   - Exam Module
   - HR/Payroll Module
   - Inventory Module
   - Account/Fees Module
   - Transport Module

- Hostel Module
- Library Module
- Training & Placement Module

### 4. Types of Users & their Reports:

| S. No | Type of User | Reports |
|---|---|---|
| 1 | Super Admin | (View ,Edit ,Modify ,Delete, Print) |
| 2 | Management Login | (View ,Edit ,Modify ,Delete, Print) |
| 3 | Dean/HoS/HoD | (View, Print, Edit) |
| 4 | Faculty Login | (View, Print) |
| 5 | Administrative Staff Login | (View, Print) |
| 6 | Student Login | (View, Print) |

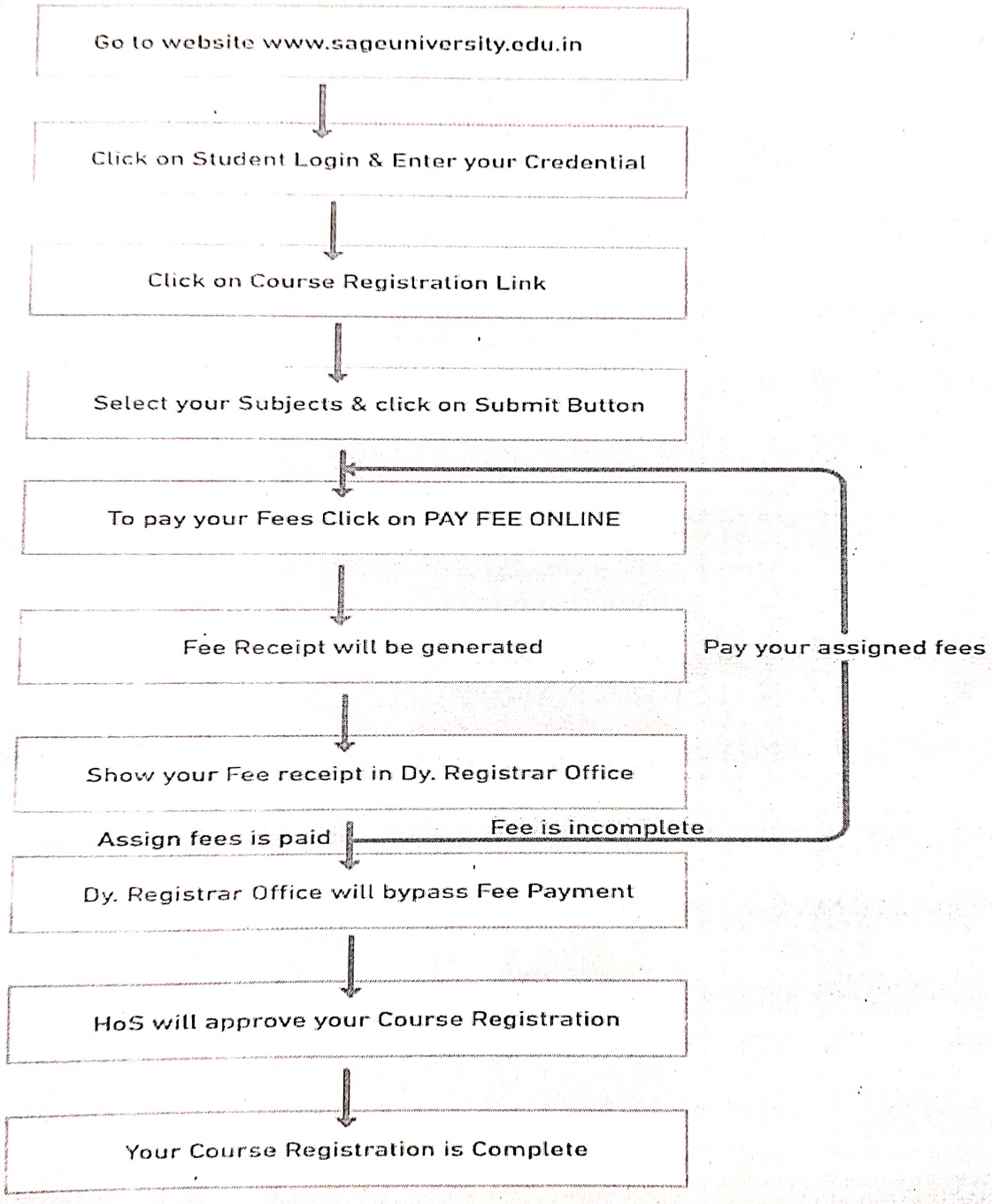
### 5. General Guidelines for Users.

1. Student can do his/her course registration through user friendly GUI.(Refer Annexure-I)
2. Enrollment can be generated through ERP.
3. Student can view his/her attendance.
4. Assignments can be submitted on a single click which can promote paperless work.
5. Student can pay his/her Tuition fees, exam fees & hostel fees through ERP.
6. Student can opt Hostel & select hostel rooms as per his/her choice.
7. Regular feedback of faculties can be done through ERP.
8. Student can view different notifications, notices, SAGE Buzz, Students Fest, and different Clubs Information through ERP portal.

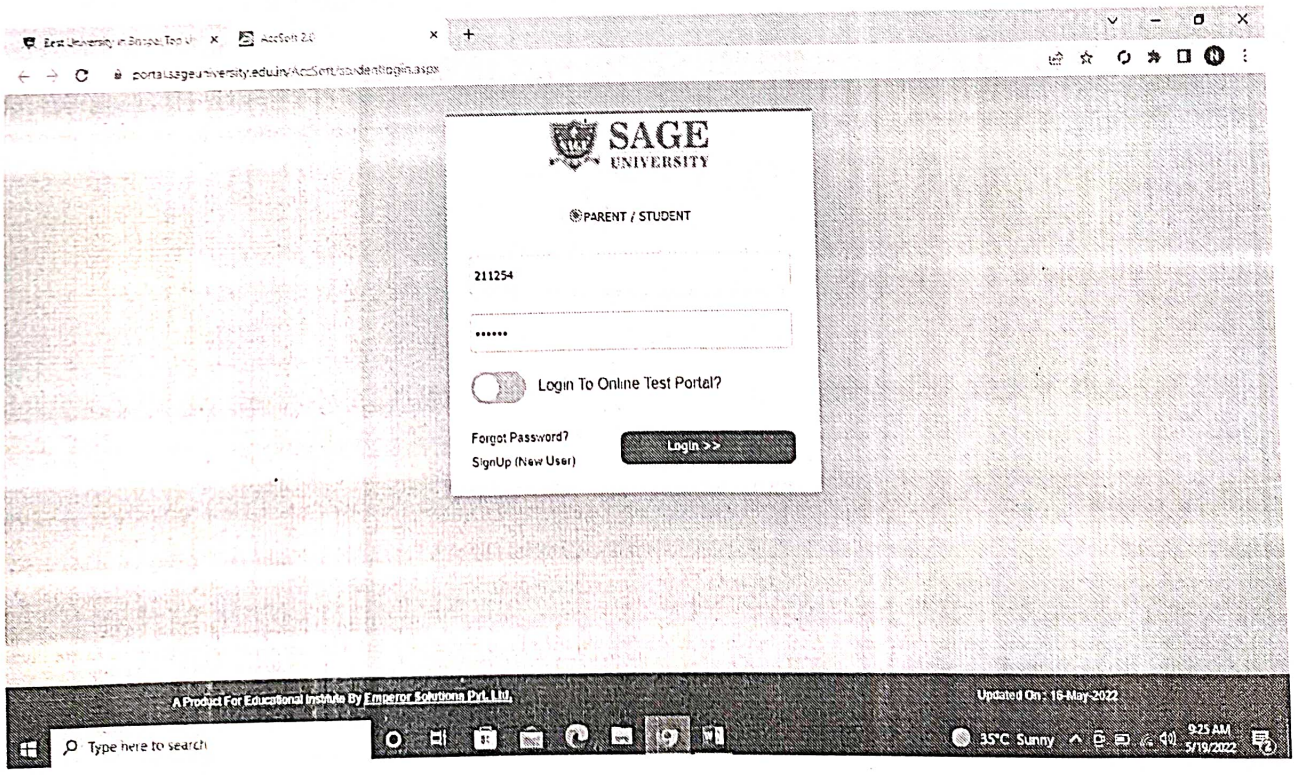
9. Student can submit his grievance.
10. Library information & different tabs are available.
11. Mentor-Mentee information through Students Progression Diary is available.
12. Different fee receipts are available in portals and can be seen, printed any time.
13. If student have any query with his faculty members, he can directly coordinate through portal.
14. Placement notices, Placement drives, Internship information & permissions can be availed through this platform.
15. Scheme, Syllabus & Time table is available in ERP.
16. Sports Tournaments & Competitions information can be accessed.
17. Transportation information of Bus Stops & Bus Routes is available.
18. Student can fill their Exam form through ERP. (Refer Annexure-II)
19. Student can view his results through ERP.
20. Holiday Calendar is available so that student can plan his activities.
21. Online Test Portal is available.
22. Academic Calendar, University policies rules regulations are available in portal.
23. Faculty members can mark their daily attendance through ERP portal.
24. Faculty members can post assignment/notes to the students.
25. Faculty members can apply their leaves in ERP.
26. HoS/HoD can send their material requisition through ERP.
27. HoS can approve Exam form & attendance criteria through ERP.
28. Faculty feedback reports can be generated through ERP.
29. Internal/External marks can be submitted through ERP.
30. Different attendance reports can be viewed from ERP.
31. HR/ Payroll policies can be implement through ERP.

Annexure - I

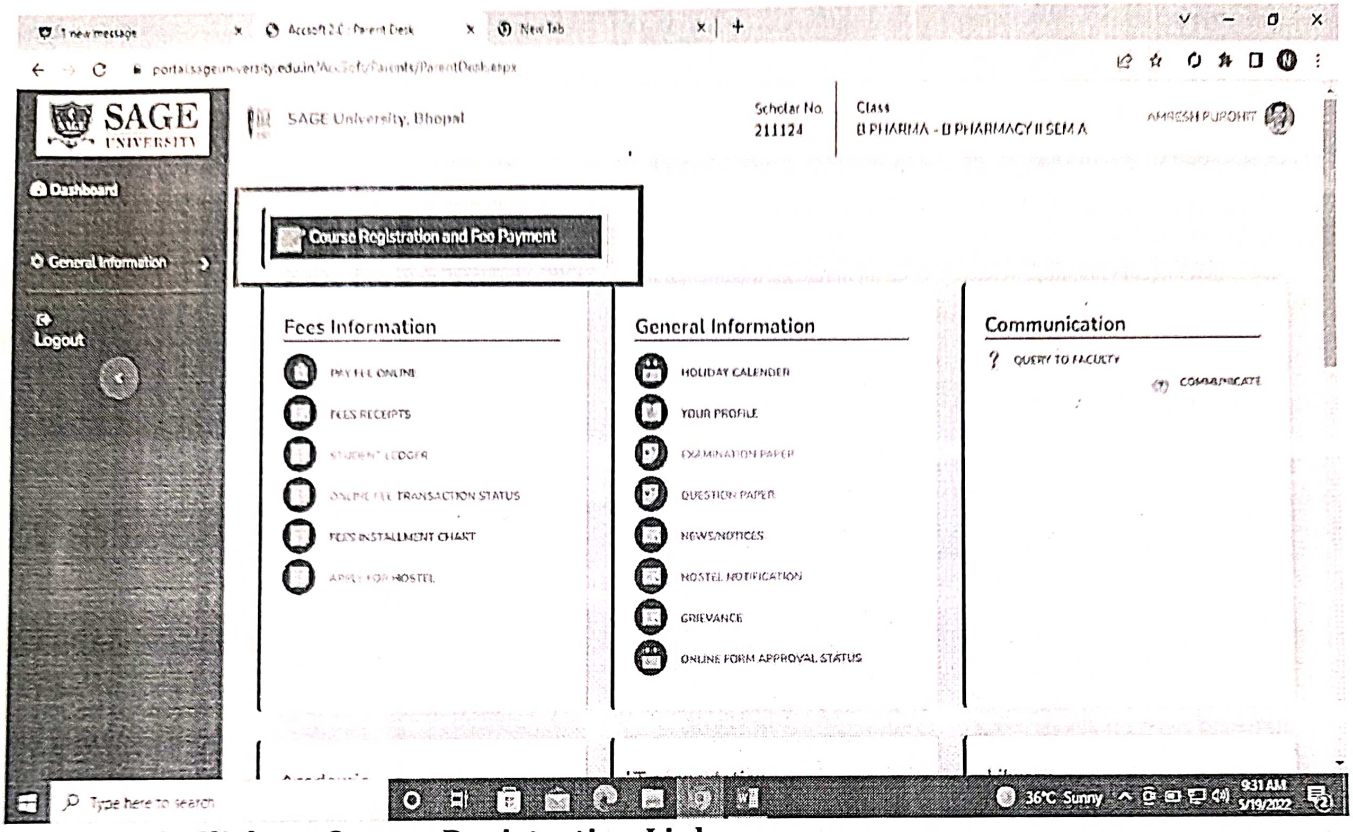
## Students Course Registration Process Flow Chart



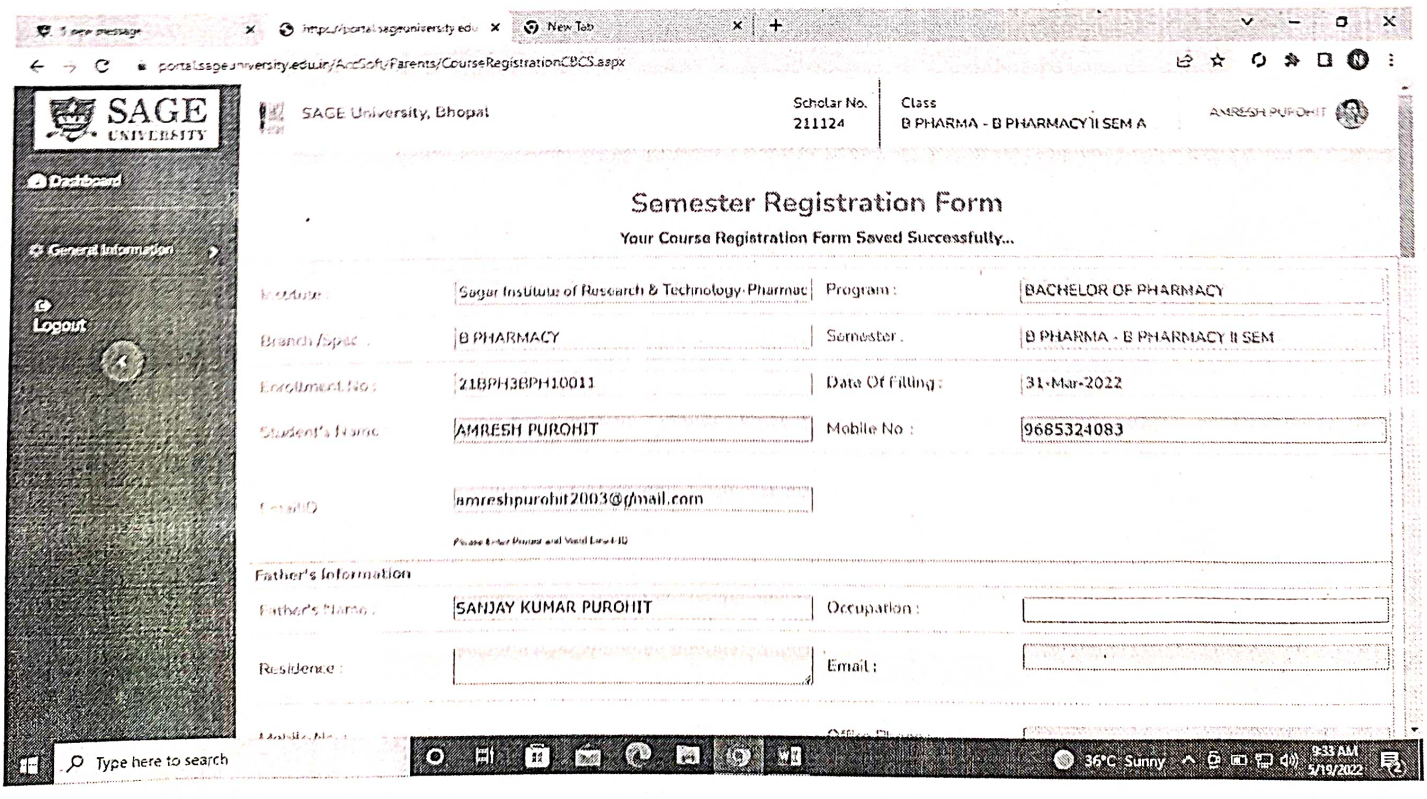
**STEP 1: Go to our website www.sageuniversity.edu.in & Click on Student Login.**

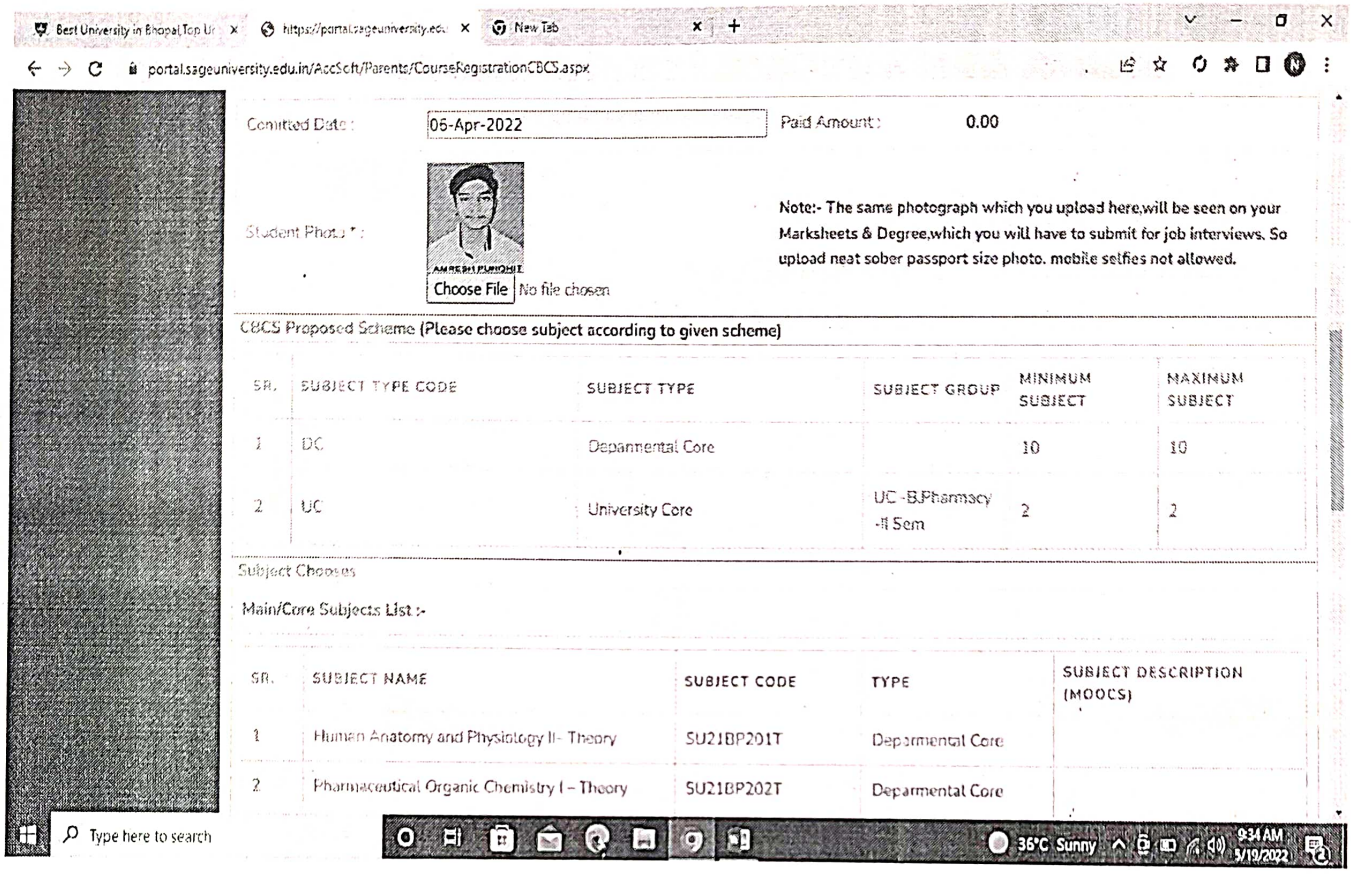


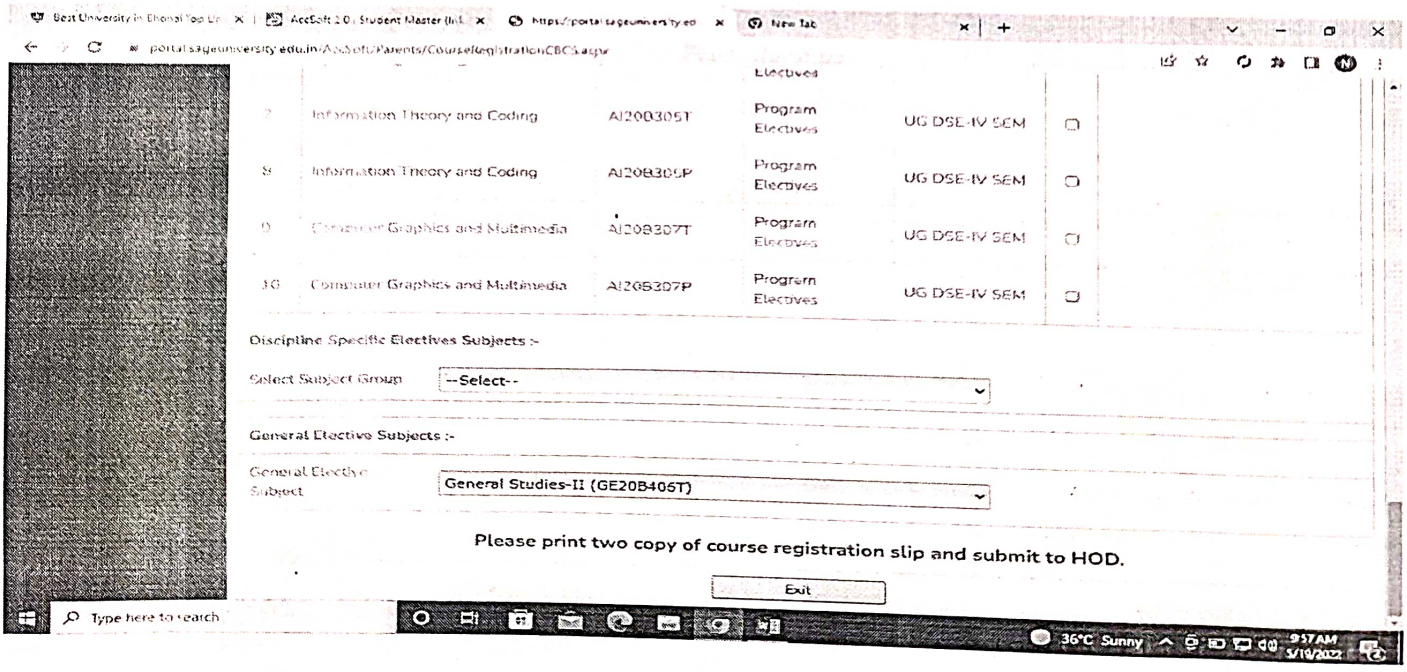

**STEP 2: Enter your login id & password, your login id is your Scholar Number/ Enrollment Number.**



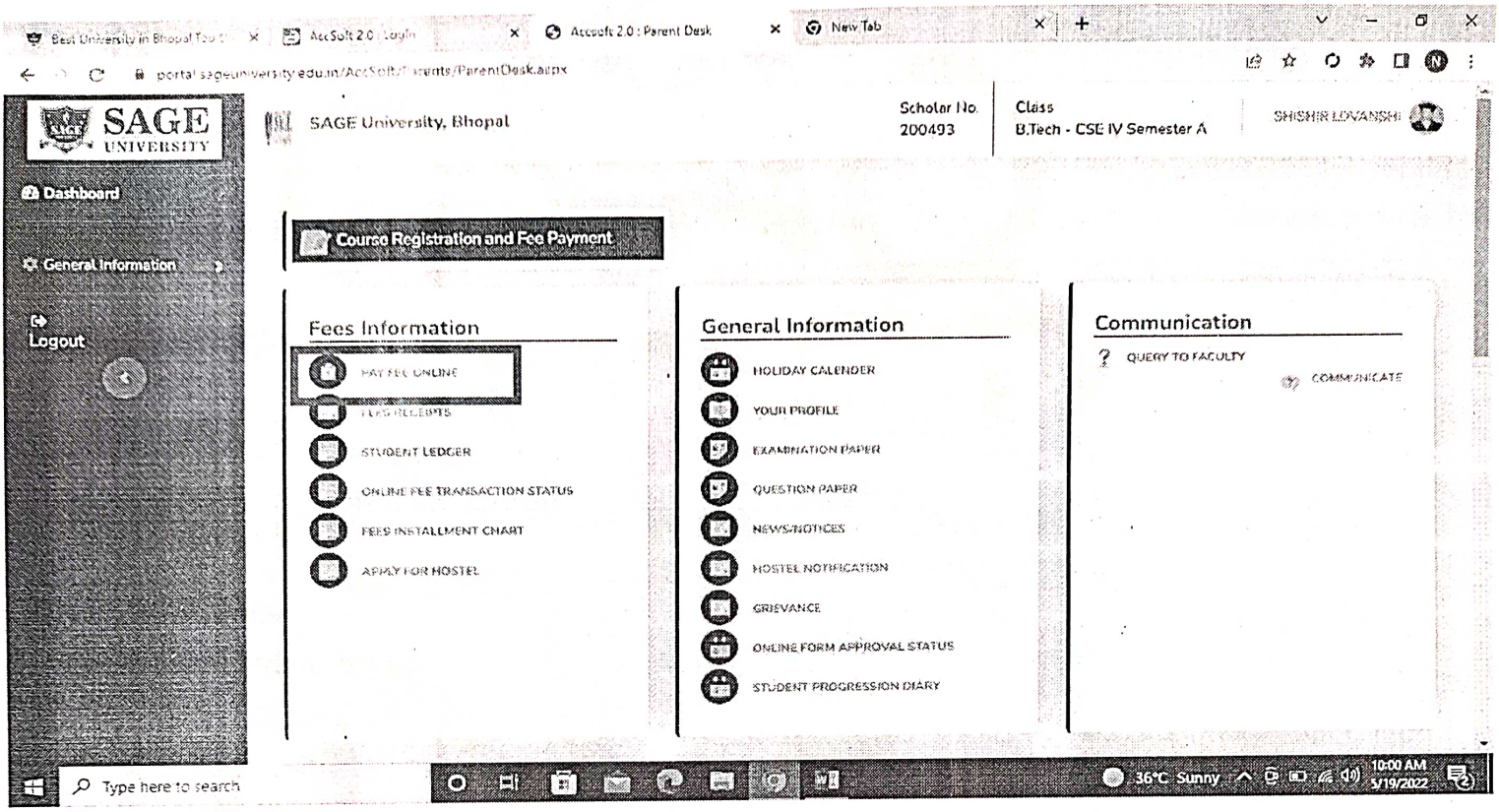

**STEP 3: Click on Course Registration Link.**






**STEP4: Select your Subjects as per your scheme & click on submit Button.**




**STEP 5: Click on PAY FEE ONLINE option & pay your assign fees.**

**SAGE University, Bhopal**

Sahara Bypass Road, Katara Hills, Extension

**Fees Receipt**

Scholar No. : 200445 | Enrollment No. : 20BTE3CSE10043 | Session:2021-2022

Name of Student : PRIYANSHU MALVIYA | Father's Name : RADHESHYAM MALVIYA

Class :B.Tech - CSE III Semester-A | Receipt No. : 3580 | Date :24-Dec-2021

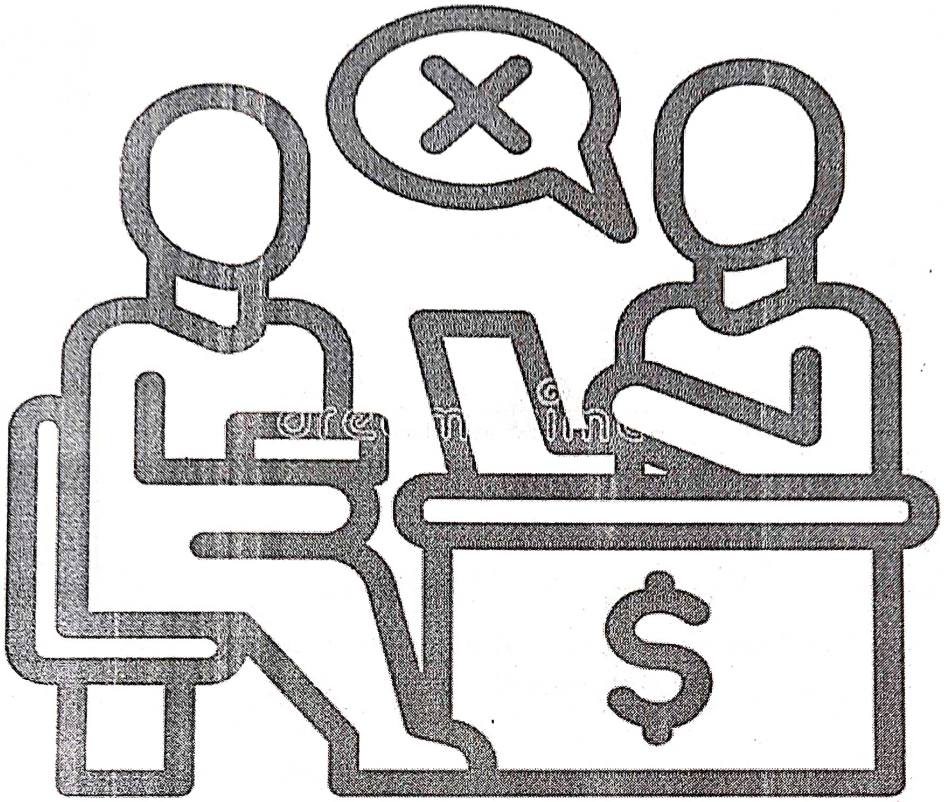
| Particulars | Amount |
|---|---|
| TUITION FEE | 5000.00 |
| Received by Cash | 5000.00 |

₹ In Words : Rupees Five Thousand Only

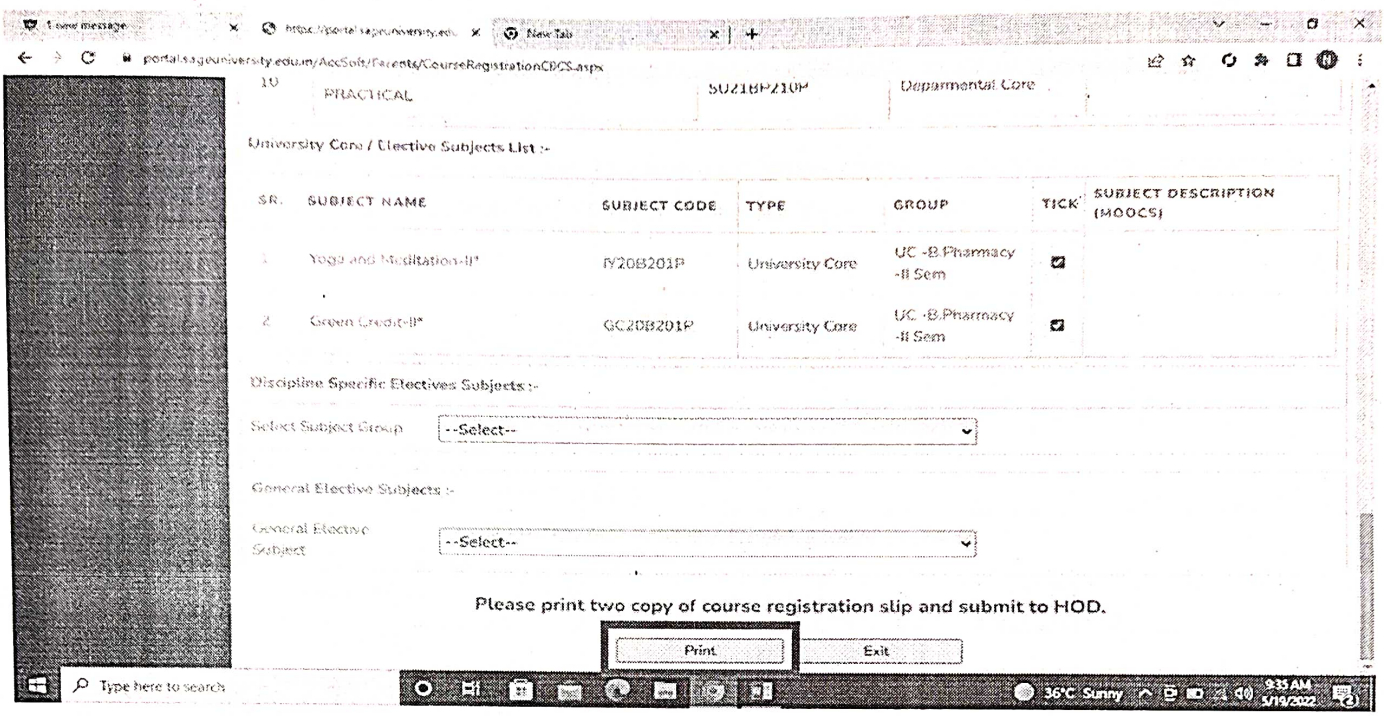
APPROVED BY | CHECKED BY | PREPARED BY | RECEIVER'S SIGN.

Note : Payments are subject to realization in our Account

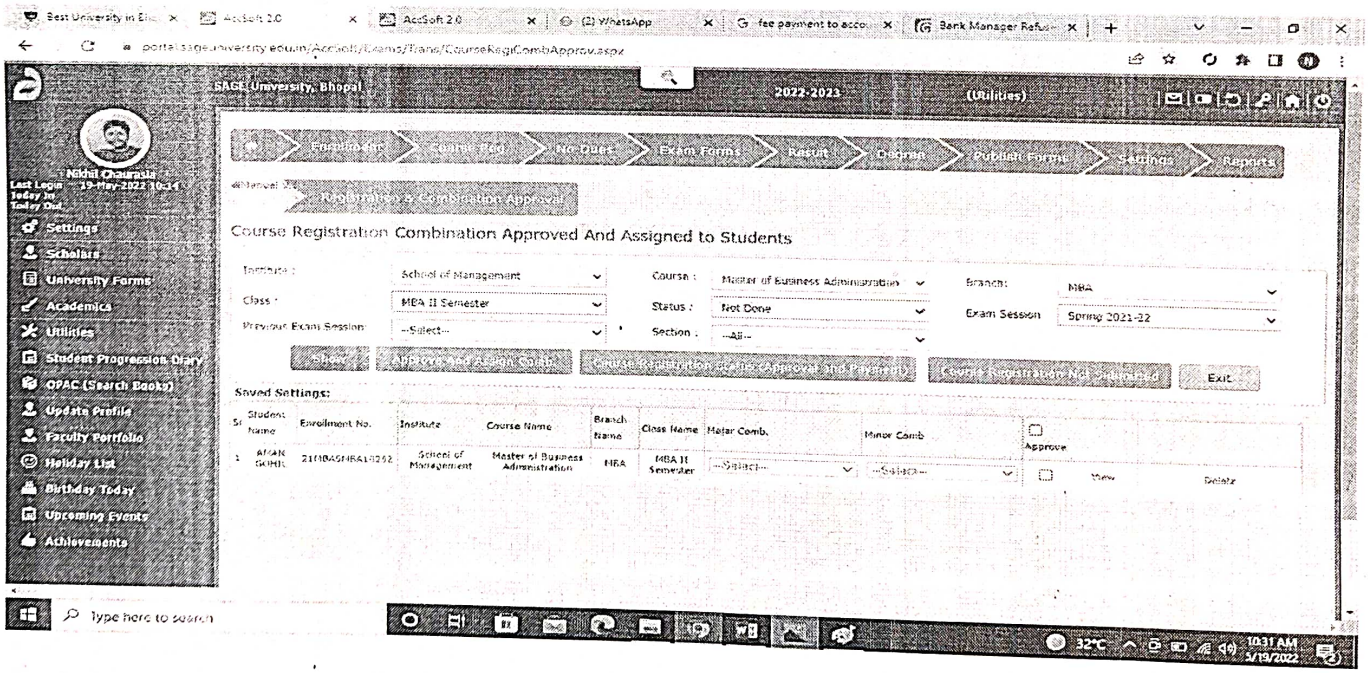
**STEP 6: After fee Payment you will fee receipt in your account.**



**STEP 7: Show your fee Receipt in Dy. Registrar office (Admin Block, SAGE UniversityBhopal) than they will Bypass Fee Payment.**




**Final Step: Click on Print option & submit this form to your Mentor. Your CourseRegistration is complete.**

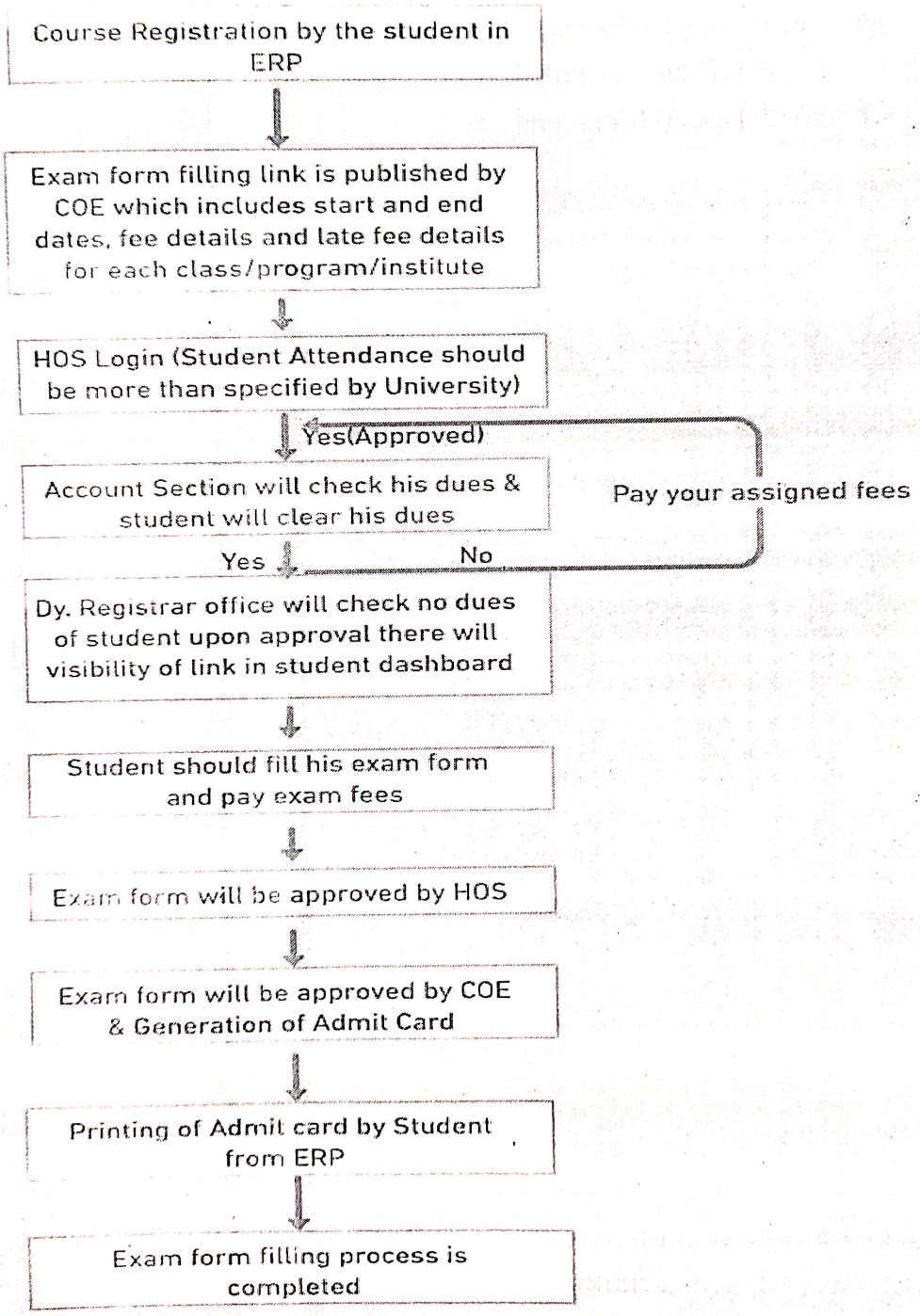


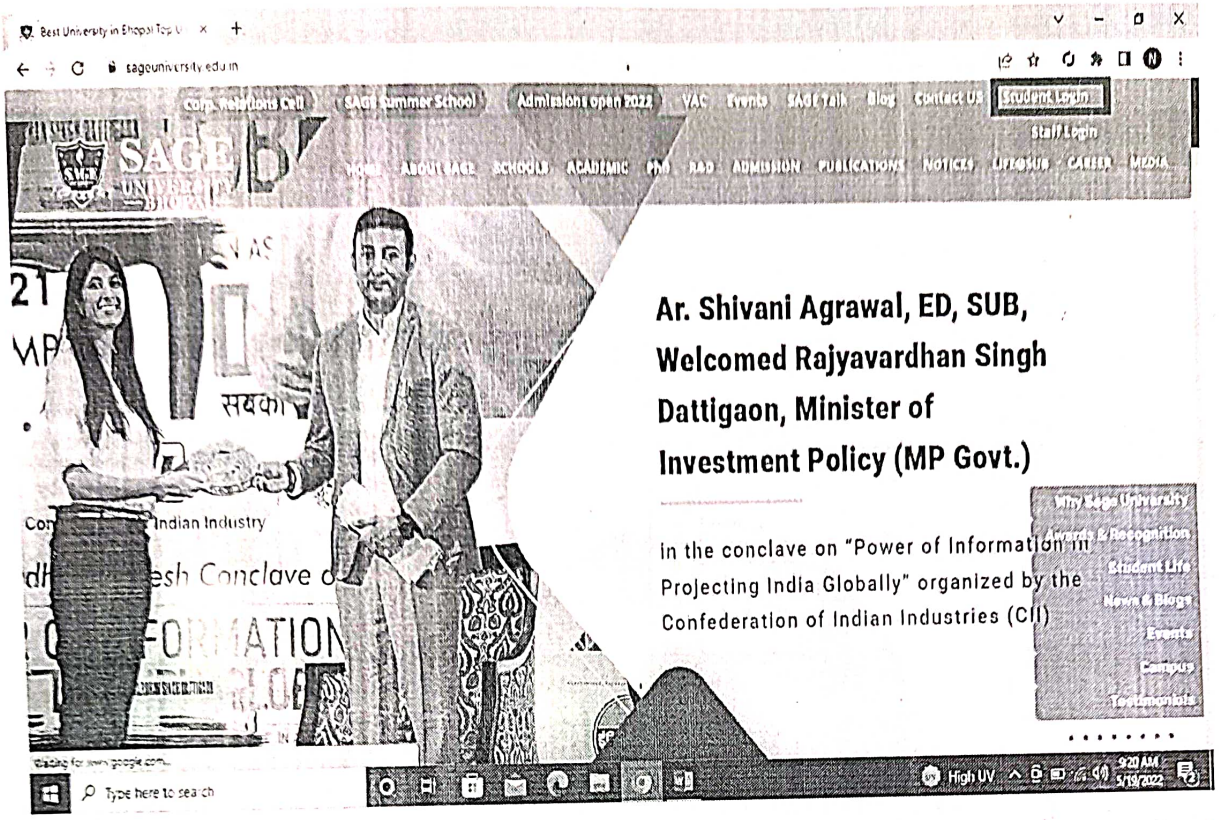

**HOS should verify the Courses opted by students & can approve it. Students is now available in Academic module. The whole process is completed.**

**Your Course Registration Process is completed, now you can attend your regular classes. Attendance can be marked by your assign faculty in ERP.**

Annexure -II

## Student Exam Form Filling Process Flow Chart



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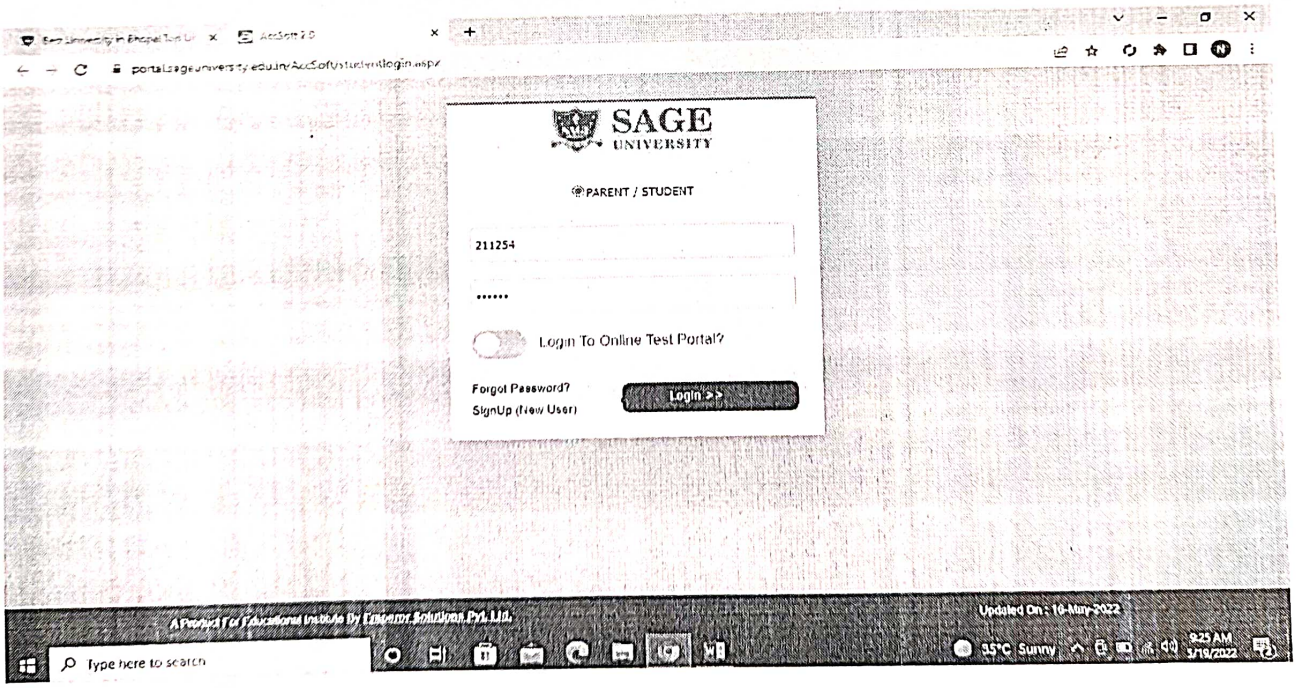
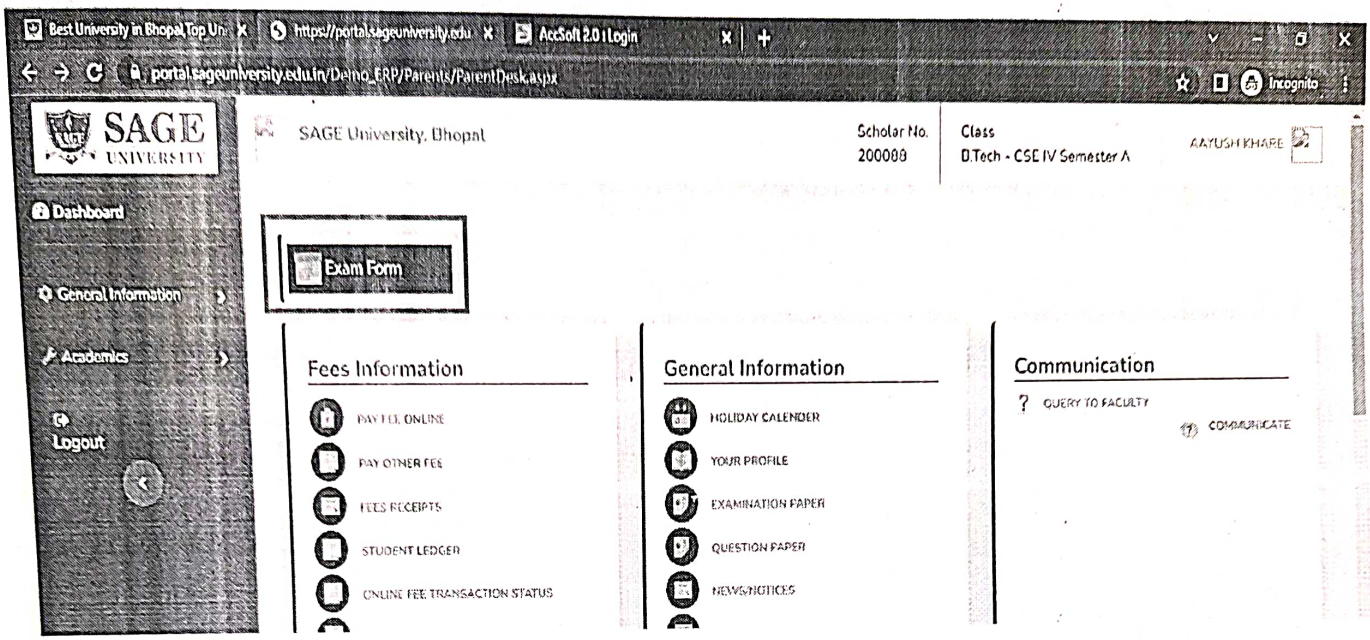
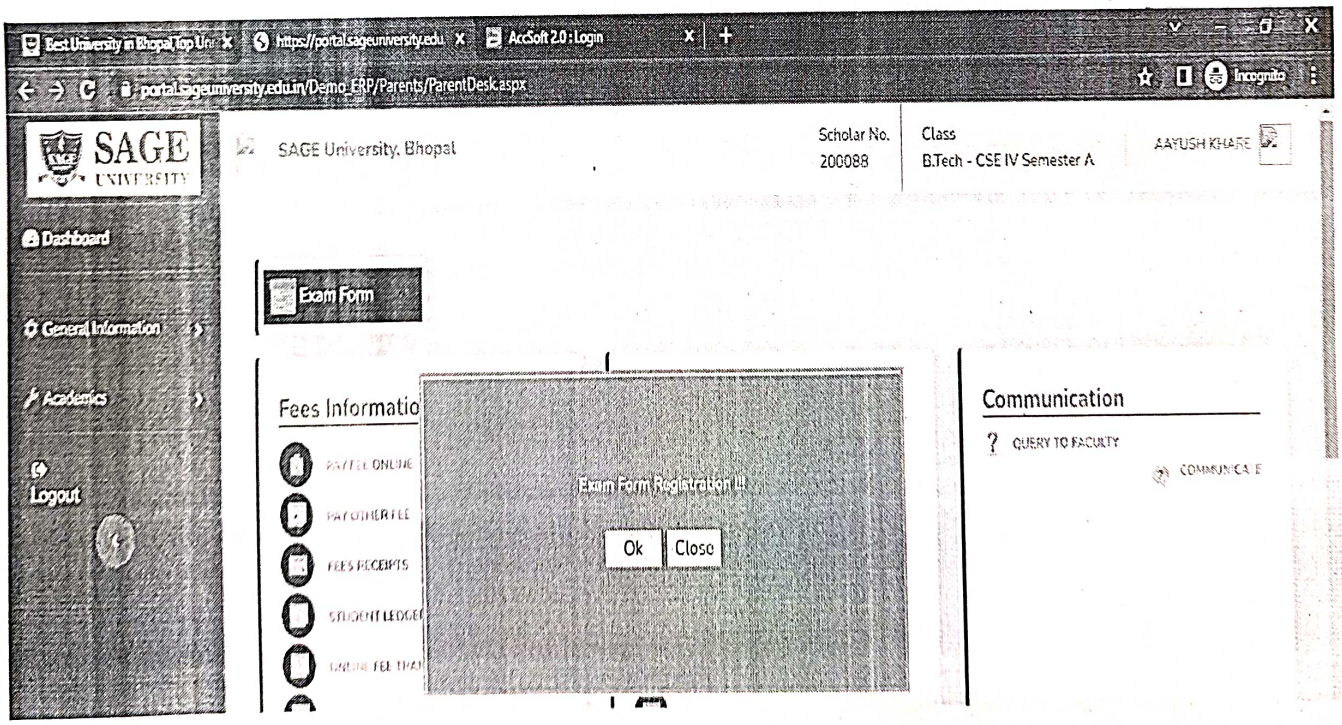


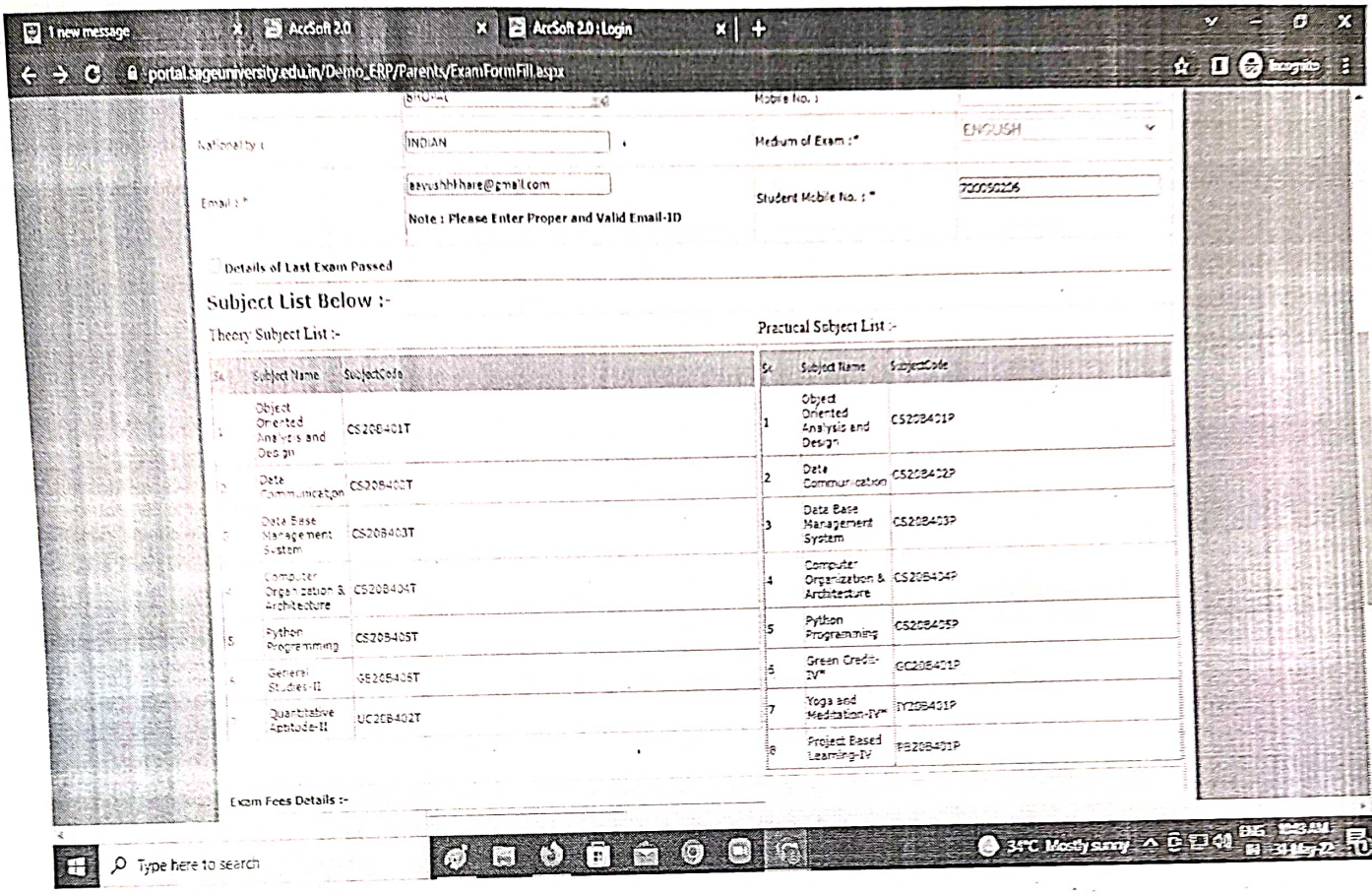

STEP 2: Enter your login id & password, your login id is your Scholar Number/Enrollment Number.

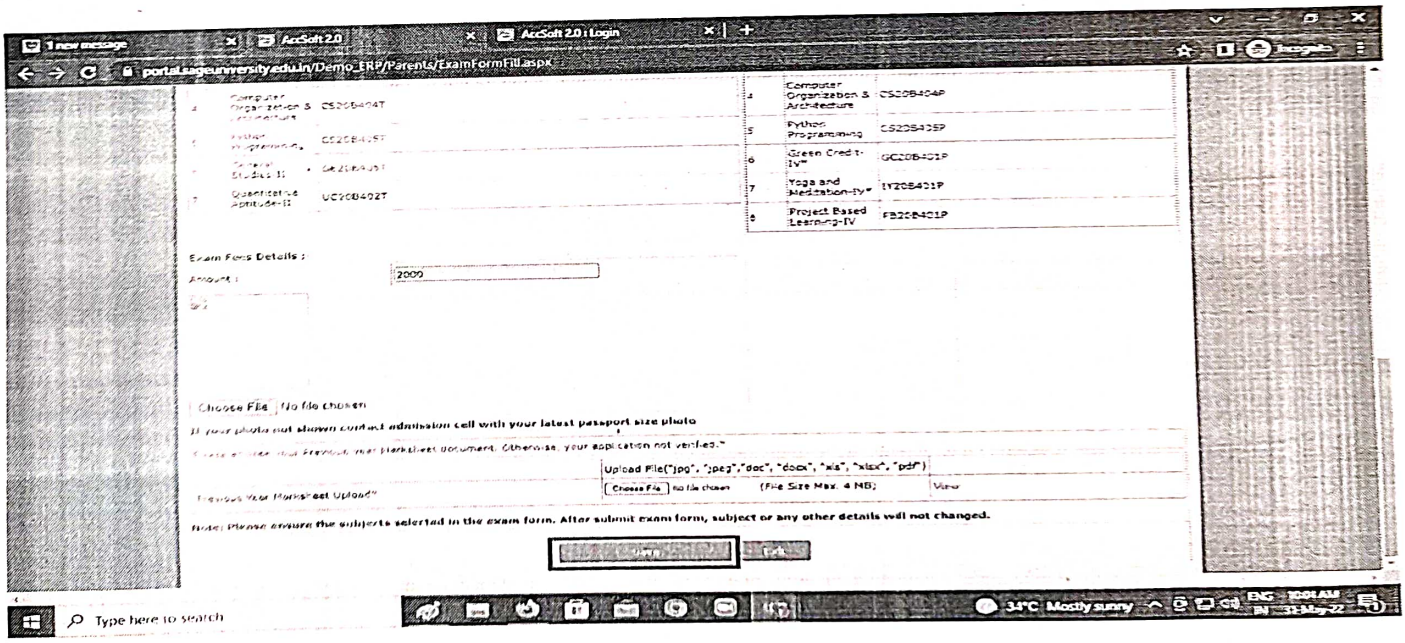



**STEP 3: Click on Exam Form link.**

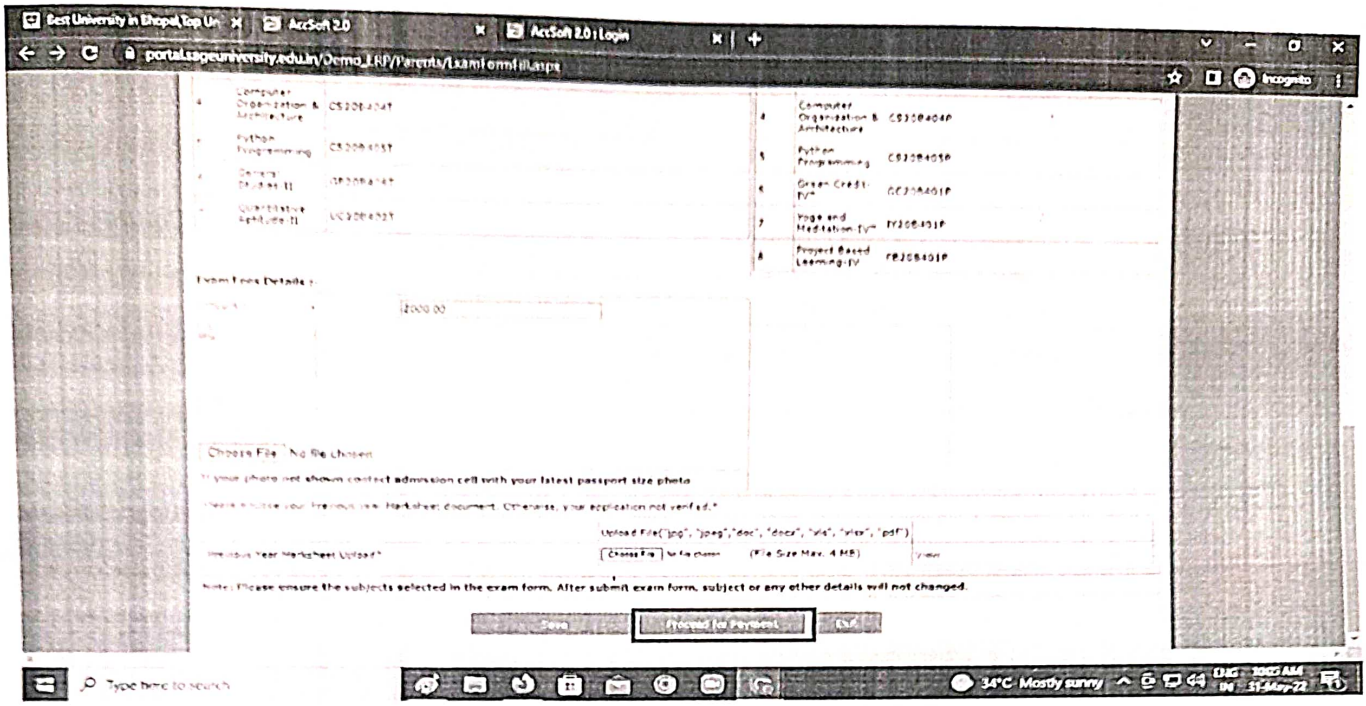



**STEP 4: Click on OK Button**

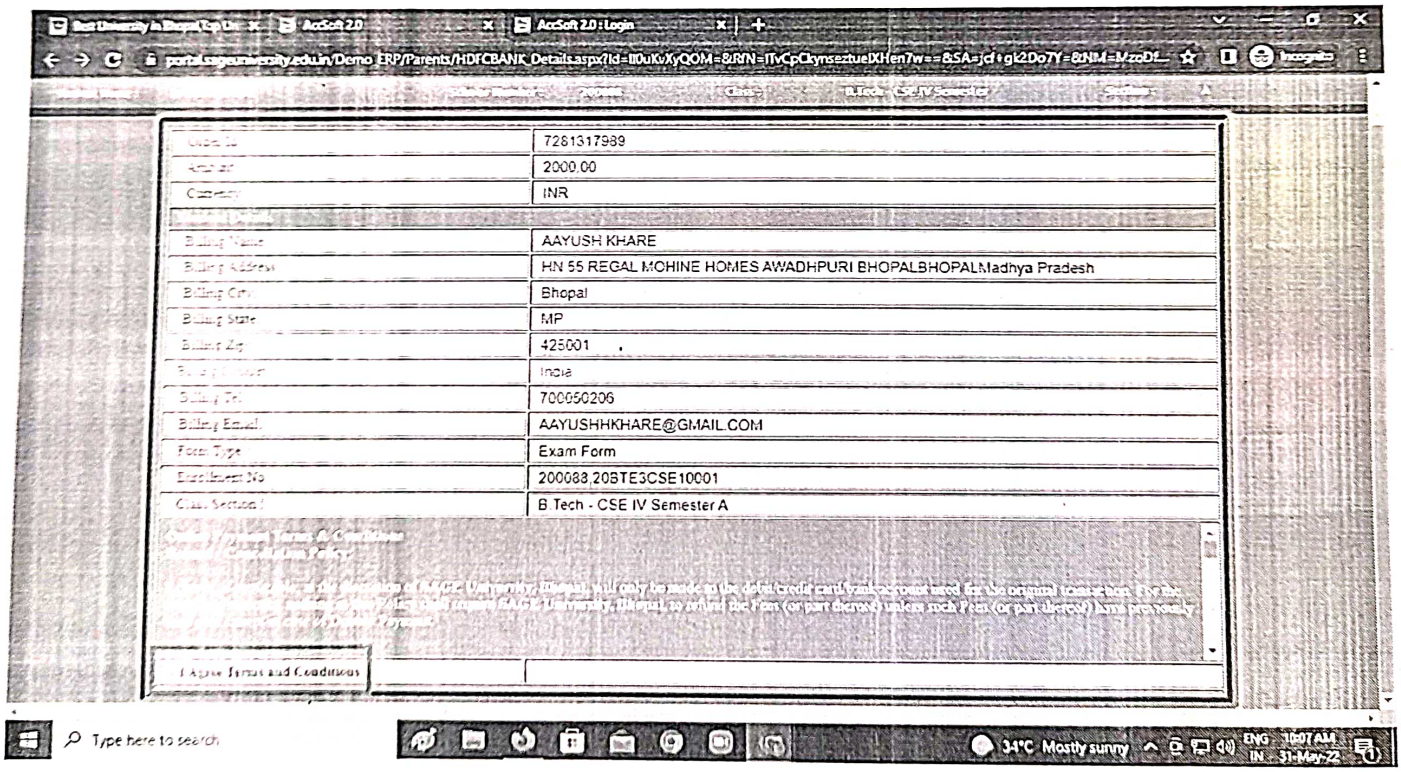


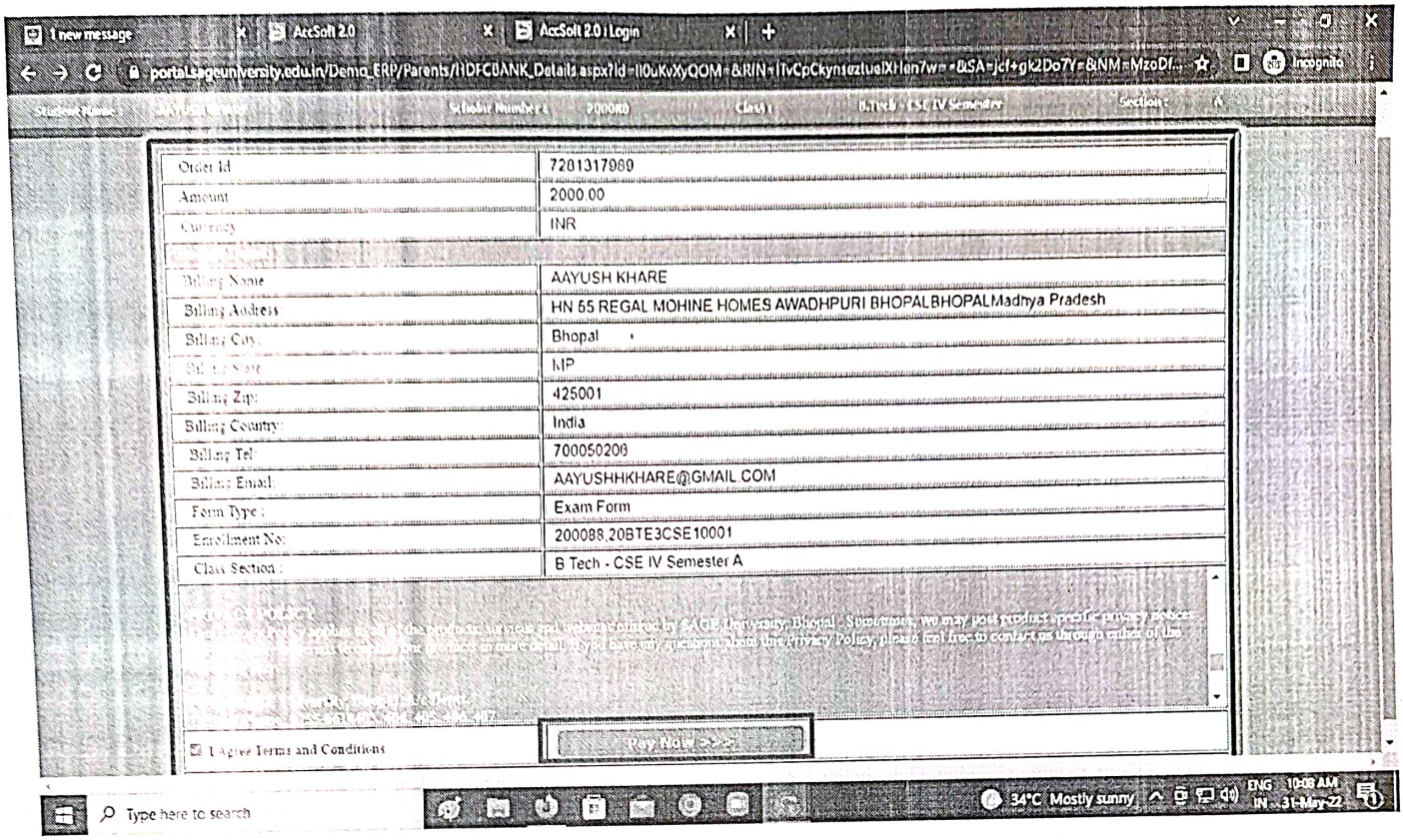

STEP 5: Student will Check his Courses & after verification, click on SAVE Button.

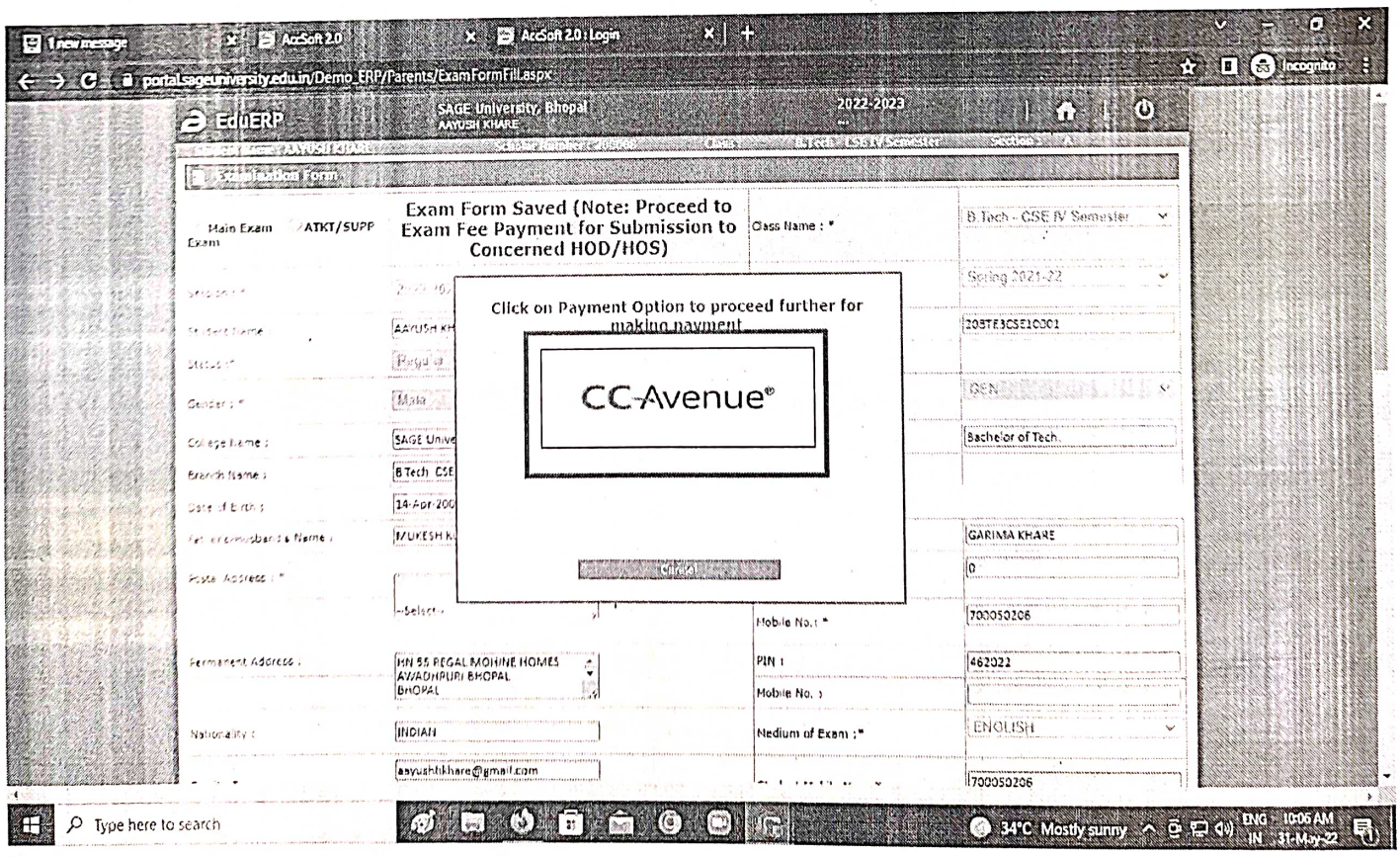


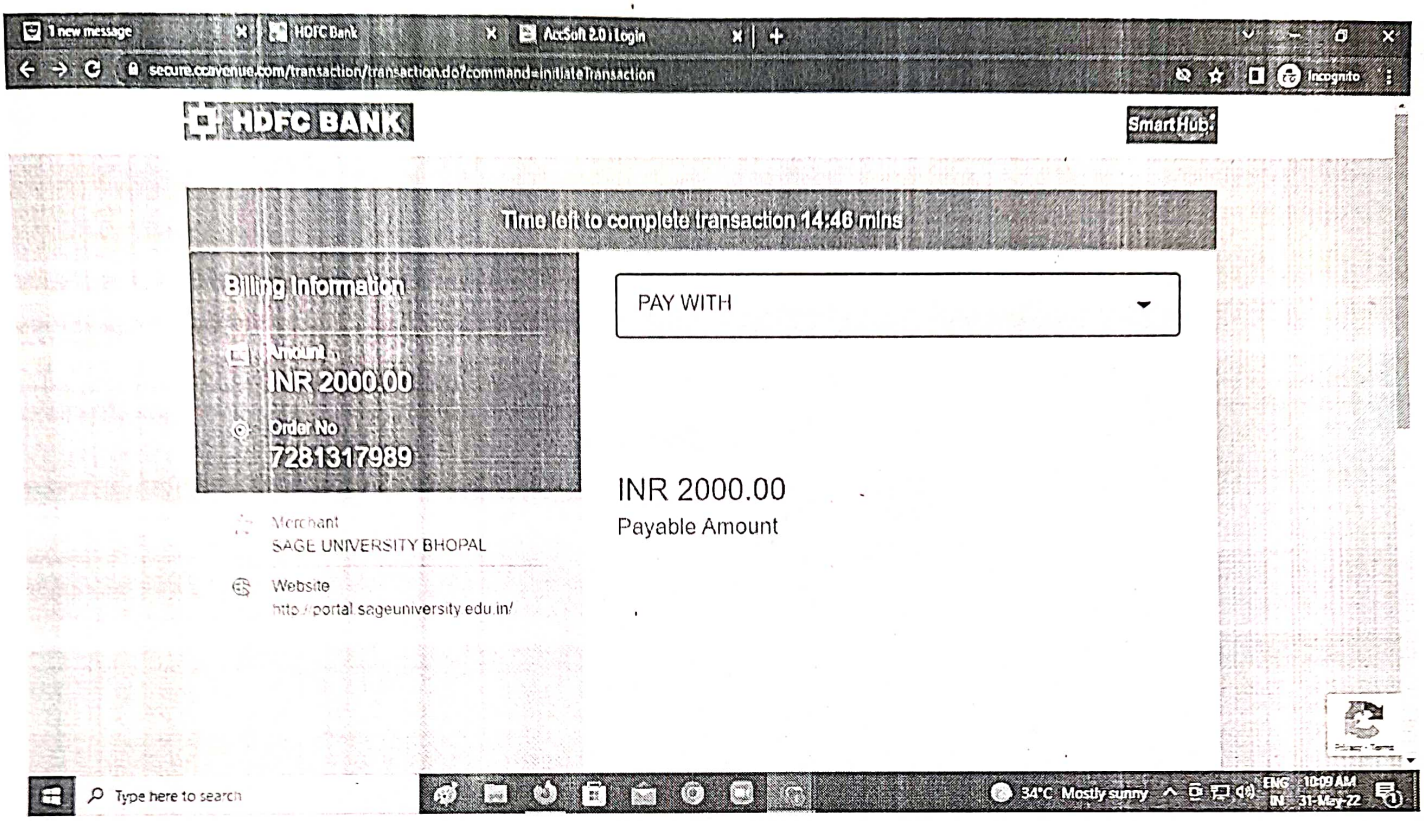

**STEP 6: Click on Proceed for payment option.**



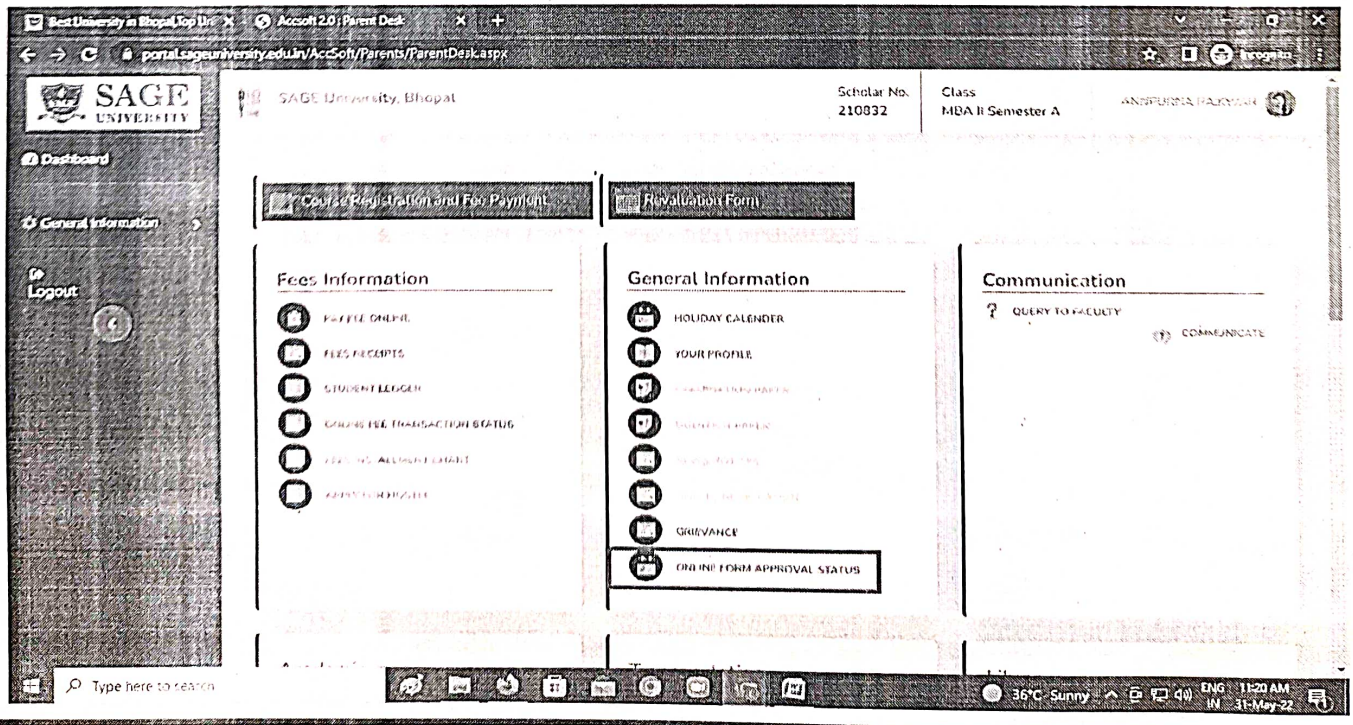

**STEP 7: Click on Check Box (I Agree for Terms & Conditions).**

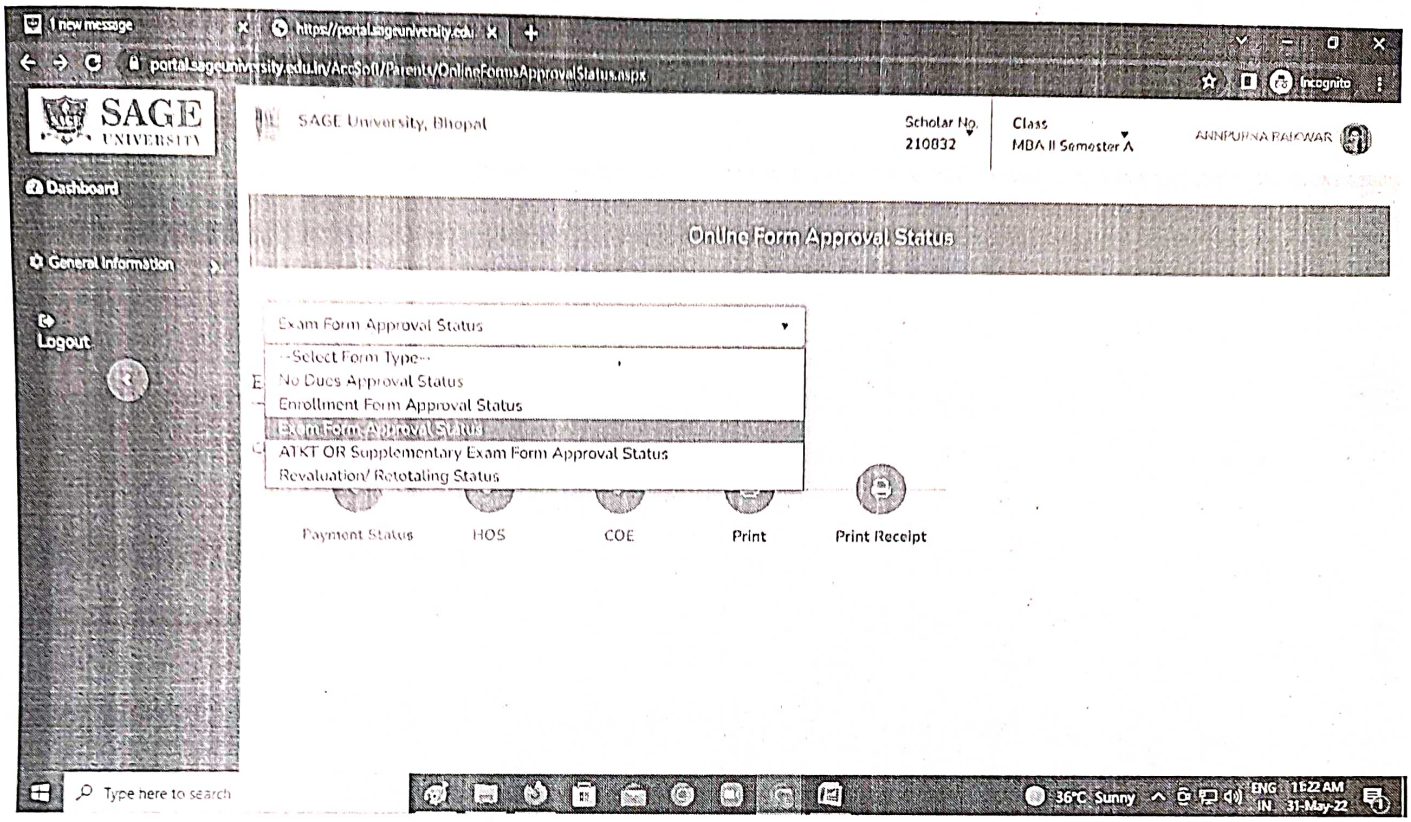

Order Id
7201317989
Amount
2000.00
Currency
INR
Billing Name
AAYUSH KHARE
Billing Address
HN 55 REGAL MOHINE HOMES AWADHPURI BHOPALBHOPALMadhya Pradesh
Billing City
Bhopal
Billing State
MP
Billing Zip
425001
Billing Country
India
Billing Tel
700050206
Billing Email
AAYUSHHKHARE@GMAIL.COM
Form Type
Exam Form
Enrollment No
200088,20BTE3CSE10001
Class Section
B Tech - CSE IV Semester A
I Agree Terms and Conditions
Pay Now >>>

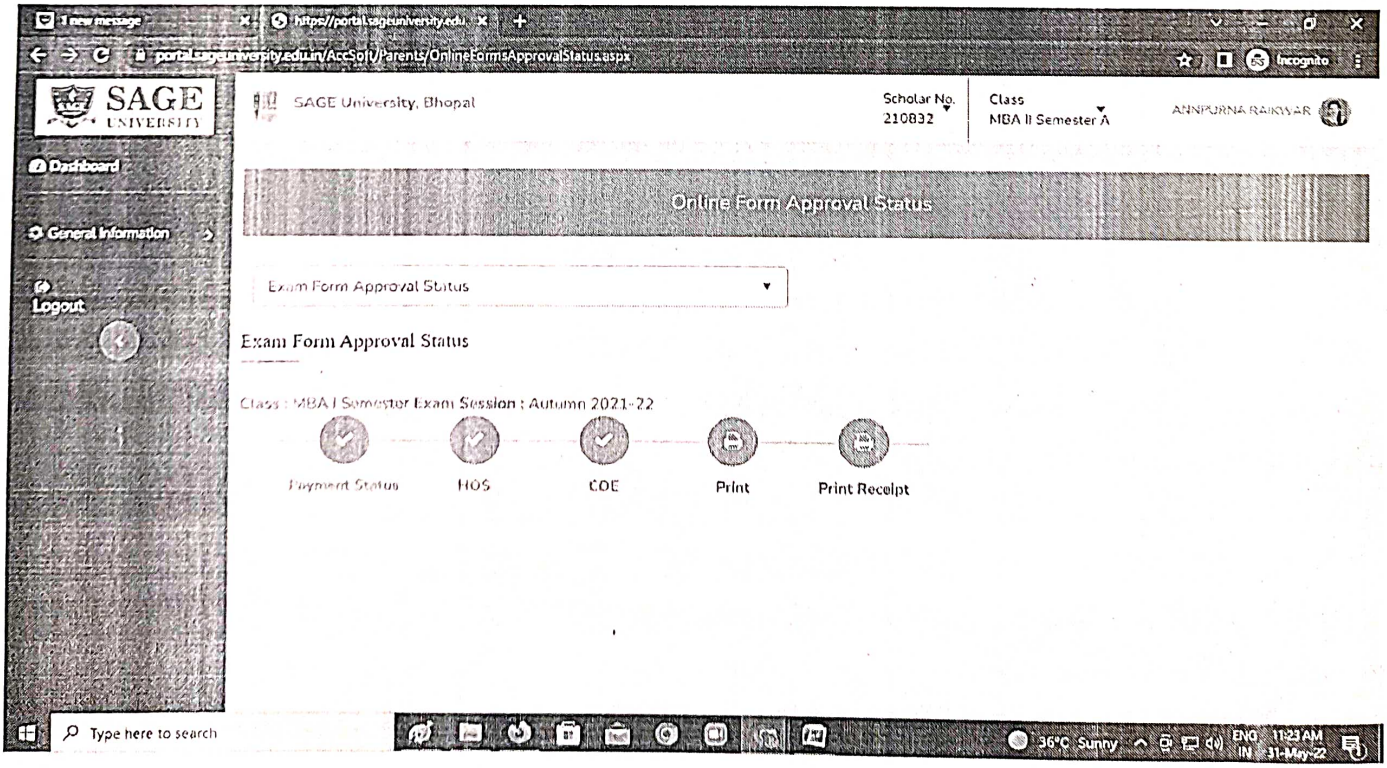

Exam Form Saved (Note: Proceed to Exam Fee Payment for Submission to Concerned HOD/HOS)
Click on Payment Option to proceed further for making payment
CC-Avenue
Class Name
B Tech - CSE IV Semester
Spring 2021-22
20BTE3CSE10001
Bachelor of Tech.
GARIMA KHARE
700050206
Mobile No.
PIN
462022
Medium of Exam
ENGLISH
Permanent Address
HN 55 REGAL MOHINE HOMES AWADHPURI BHOPAL BHOPAL
Nationality
INDIAN
aayushhkhare@gmail.com




**STEP 8:** By Selecting the above options student can pay his exam fees & the process is complete.




SAGE UNIVERSITY
SAGE University, Bhopal
Scholar No. 210832
Class MBA II Semester A
ANNPURNA RAIKWAR
Dashboard
General Information
Logout
Online Form Approval Status
Exam Form Approval Status
--Select Form Type--
No Dues Approval Status
Enrollment Form Approval Status
Exam Form Approval Status
ATKT OR Supplementary Exam Form Approval Status
Revaluation/ Retotaling Status
Payment Status
HOS
COE
Print
Print Receipt


SAGE UNIVERSITY
SAGE University, Bhopal
Scholar No. 210832
Class MBA II Semester A
ANNPURNA RAIKWAR
Dashboard
General Information
Logout
Online Form Approval Status
Exam Form Approval Status
Exam Form Approval Status
Class : MBA I Semester Exam Session : Autumn 2021-22
Payment Status
HOS
COE
Print
Print Receipt