

## KANPUR INSTITUTE OF TECHNOLOGY AND PHARMACY

PCI APPROVED • AKTU & BTE AFFILIATED • ISO 9001:2015 CERTIFIED

#### 6.2.2

Institution implements e-governance in its operations

- 1.Administration
- 2.Finance and Accounts
- 3. Student Admission and Support
- 4.Examination

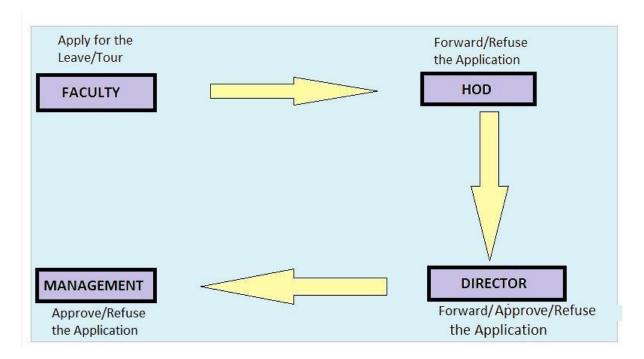
# 1. Administration

## 1. Administration

#### **Leave Management System**

In Kanpur Institute of Technology And Pharmacy, Leave Management System is a part, which allow the authorities to automate the leave process of the organization.

The basic process of the leave request and approval in KITP is presented in the following picture:-



As per the leave process, presented in above picture, it will process in the following way:

- 1. Faculty can login to ERP.
- 2. Than Faculty can use the form in "Leave Management" to apply for the leave.
  - Faculty/Employee must substitute all his/her lectures for the leave duration before applying for it.

- As the higher authorities can only approve the leave application, when the requestor has substituted his/her lecture of leave duration otherwise the application could not be processed.
- Requestor can Edit/Remove the leave application till it is not forwarded to the higher authorities for approval. Once it is forwarded to the second level authorities, requestor will not be able to edit/remove his/her leave/tour application.
- **3.** Once the requestor applied for the leave, his/her application will be available to line H.O.D. i.e. their departmental head.
  - Head of the department will be responsible to validate the person application and dependencies for the leave duration, and can forward his/ her application to the second level authorities for approval.
  - In case head of department doesn't found the leave application relevantby any reason. He/ She can refuse the requestor application by mentioning the reason on the application.
- **4.** Once the application is forwarded by the head of the department, it will be received to "Director" desk and he/she can take further action on the leave application.
- **5.** Management authorities can make the final decision on the leave application, if they received it on their desk.
  - Level 2 authorities can either approve the application or refuse it.

**Note:** In case of leave application rejection, all the classes which were substituted by the requestor will be roll backed. And it will again visible to the requestor time table, if applicable.

Leave Management System, contains the following form to fully automate the leave of the employees.

#### **1.** Employees

- Leave/Tour
- Leave/Tour Definition
- Leave/Tour Application
- My Tour Report/Feedback
- Forward Leave/Tour Application (Level-1)
- Forward Leave/Tour Application (Level-2)
- Approve Leave/Tour Application (Level-1)
- Approve Leave/Tour Application (Level-2)
- Daily Leave/Tour Report
- Monthly Leave/Tour Report

#### **2.** Administration

- Configurations
- **■** Leave Configuration
- Academic Settings

#### **Description about the Forms:**

#### 1. Employees

Leave/Tour Management

- Leave/Tour Type (Should be maintained at Admin level)
- Leave/Tour Type will allow you to create the no. of leave type as per your requirement like CL (Casual Leave), DL (Duty Leave), EL (Earned Leave)etc. Further with this, employees/faculties will apply for the leave in any of the above leave/tour category.

- > You can also mention the "Apply Mode" of the any leave type, which allow the employees to apply for the leave either in advance mode or can also apply for the leave in backdated.
- > Keep in mind while creating leave type, once it is created, you'll not be able to edit the Abbreviation of the leave like "CL", "DL", "EL" etc.

#### ■ Leave/Tour Definition

- > This form will allow you to define how many leaves will be allocated to which designation for the complete leave year.
- > Later with the help of form "Leave/Tour Configuration", you can define the rules i.e. when these leaves will be credit to employees account.
- Leave/Tour Application (This should be assigned to employees, so that they can apply for the leave)
- > This will allow the employees to apply for the Leave or tour as per their need.
- > Requestor must substitute their lectures before applying for the leave for specific duration.
  - > This will help the higher authorities to take action on your leave application.
- My Tour Report/Feedback (This should be assigned to employees, so thatthey can submit their tour report)
  - > This will allow the employees to submit their tour report on their return.
- > Employees can share their tour experience and also can attached the tour report with the expenses incurred.
- > Once the tour report is submitted, it will not be available for editing or for removal.
- Forward Leave/Tour Application (Level-1) (This should be assigned to head of departments)

- > This will allow the head of departments to view the list of pending leave applications of their respective departments and to take the action on it.
- > Head of department, either can forward the leave/tour request of the employees of their department or can refuse their applications by mentioning his/her comment on the leave application.
- > Forwarded applications will be forwarded to Director of the institute for further actions.
- Approve Leave/Tour Application (Level-1) (This should be assigned to Director)
- > Director is the first authority, who will reserve the right to approve theleave application of the employees.
- > Director either can make the decision on leave application by approvingit or by refusing it.
- > In case, the application need management concern, Director can forward the leave application by mentioning his/her comment on it.
- > All the forwarded leave application will be available at management end to take action on it.
- Approve Leave/Tour Application (Level-2) (This should be assigned to Management Members)
- > Management members are the second authority, who will reserve the right to approve the leave application or take the final action on the application.
- > Management members can submit their action by mentioning his/her comment on the application.
- Daily Leave/Tour Report (This can be assigned to Management, Director, etc.)
  - > This report can be used to view the list of employees on approved leave on specific date.

- Monthly Leave/Tour Report (This can be assigned to Management, Director, etc.)
- > This report can be used to view the list of employees on approved leaveon specific date range.

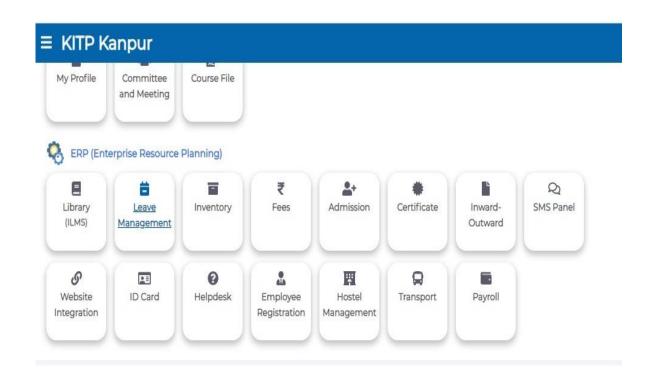
#### **2.** Administration

#### Configurations

- Leave Configuration
- > This will allow the admin to maintain the leave configuration like leave credit year/duration, leave credit rules etc.
- > Admin can define the no. of rules, based on which leaves will be automatically credited to employees account on specific date of the leave year.
  - Academic Settings
- > Leave/Tour Settings will allow you to configure the E-Mails of the higher authorities who will be responsible for approval of leave request of theemployees.
- > E-Mail configured here will receive the notification emails on every new leave application available on ERP, which is pending for final approval.
- > Authorities can view the details of the leave applications on his/her email id and will login to ERP to approve/refuse it.









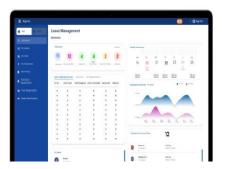


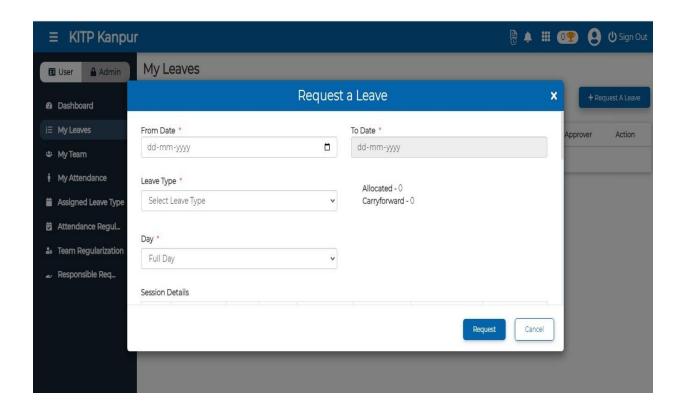


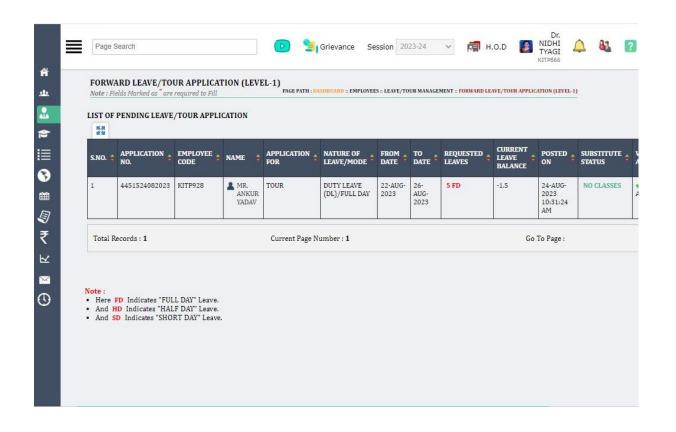


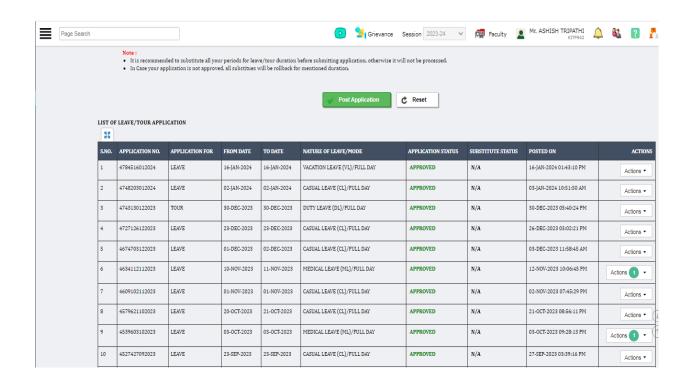
## Leave Management

Effective Biometric Attendance and Leave Management Solution for your



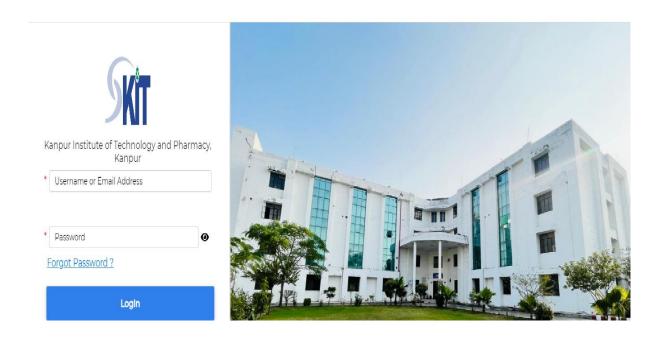


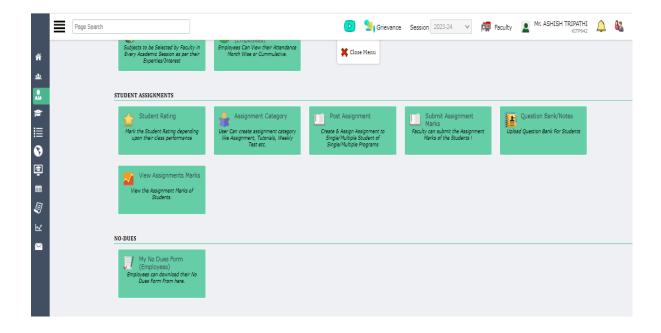


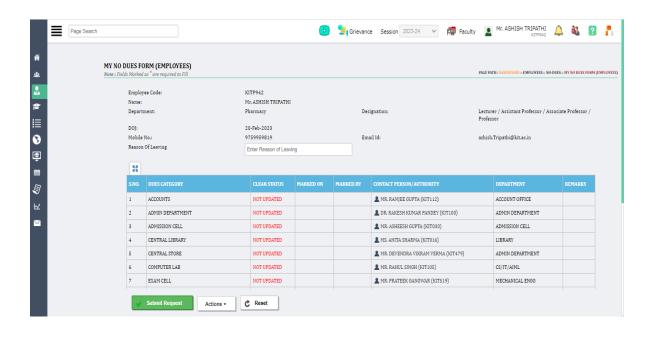


#### **No Dues Process**

The employee sends the mail at <a href="Nodues@kit.ac.in">Nodues@kit.ac.in</a>, were the concerned departmental heads clear the dues at the departmental level. When the dues are cleared from every department, the employee downloads the form and submit it to the registrar from where he/she gets the clearance and others documents as per the norms.







#### **Employees Attendance - Biometric**

Working Process of Employees Biometric Attendance:-

Biometric attendance is one of the automation to record the employees attendance in a hassle free format. Today's market has the no. of different biometric machines with different records processing formats. Which reduce the manual work of marking the employee's attendance over ERP one by one.

At the start, you can visit the "Attendance" menu, in which you'll find the "Biometric Attendance" sub menu, which is completely dedicated for the employees attendance. Here you'll find the following forms:

- 1. Add Biometric Device
- 2. Biometric Excel Format
- 3. Register Employees On Biometric Device
- 4. Import Biometric Attendance
- 5. Biometric Attendance Settings
- 6. View Biometric Attendance

Before processing to the employees attendance, it is required to have the look to the shift management, which needs to be configured properly and each employee must belongs to it's current working shift for the better management of biometric attendance automation. To verify or configure the employee's shift, visit the "Shift Management" menu under the "Master" menu:

Here you need to create/edit the shift as per your organization working cycle with all the correct details to enable the biometric attendance to calculate the employee's presence/absence.

Note: For the working process of "Shift Management", you can visit the help file associated with every form.

Once you have configured the "Shifts" supported by your organization, now you need to map all the employees working in your organization to their respective shift timing. To achieve this you can use the form "Assign Shift To Employees" under the menu "Employees".

Note: For the working process of "Assign Shift to Employees", you can visit the help file associated with every form.

Now, as we have configured the shifts and assigned it to employees. We can now move to setup the biometric device integration to ERP.

For this, we now need to get back to the "Attendance" menu and "Biometric Attendance" sub menu, here you'll find the following menu:

- 1. Add Biometric Device
- 2. Biometric Excel Format
- 3. Register Employees On Biometric Device
- 4. Import Biometric Attendance
- 5. View Biometric Attendance

#### 1. Add Biometric Device

Form, Add biometric device enable the user to add any no. of biometric devices over the ERP which is used by the organisation to record the employees attendance, later this will enable the ERP to record the employees biometric attendance marked on different devices set up over here.

By filling the details in the above form, you can register the biometric devices over the ERP. And at any time you can change the working status of any device to block the attendance uploading under non-working devices.

#### 2. Biometric Excel Format

Form, Biometric Excel Format required you to configure the excel formatted columns for each active device over here.

Every biometric devices has the excel export facility, which export the daily attendance in excel format with some specific columns. You need to use that excel file of any specific device and need to configure the biometric excel format for that device.

This generally records in two formats:

**Format 1:-** This format must be used for the devices which export the excel, in which single column in used to record the check-in and check-out time. Along,

with the field "Attendance In/Out Time", you have the other fields to import it from excel to ERP.

#### Fields Supported by Format 1:

- **Device Employee Id** (Required):- This contains the name of the column which further contains the unique employee id of the employees as per the specific device.
- Attendance Date (Optional):-Not in use
- Attendance In/Out Time (Required):- This contains the name of the column which further contains the employees check in and checkout, both the times for the specific date.
- **Remark** (Optional):- This contains the name of the column which further contains the attendance remark.

**Format 2:-** This format must be used for the devices which export the excel, in which separate columns exists to record the check-in and check-out time. Along with the fields, In Time and Out Time, You have the other fields to import it from the excel to ERP.

#### Fields Supported by Format 2:

- **Device Employee Id** (Required):- This contains the name of the column which further contains the unique employee id of the employees as per the specific device.
- Attendance Date (Optional)
- **In Time** (Required):- This contains the name of the column which further contains the check in time of the employees attendance.
- Out Time (Required):- This contains the name of the column which further contains the check out time of the employees attendance.
- Device Id/Code (Optional)
- **Remark** (Optional):- This contains the name of the column which further contains the attendance remark.

Once you have selected the biometric device and it's format, you can click on the "Save" button to save the biometric excel format of the selected device.

#### 3. Register Employees On Biometric Device

Form "Register employees on biometric device" will allow you to setup the no. of employees on any specific biometric device, on which they are authenticate to mark their attendance.

Here you can select any no. of employees and can enter their "Biometric Code" i.e. by which they are uniquely identified on the device. And can click on the "Submit" button to assign these code to employees.

Once the biometric code are assigned to all the employees eligible for biometric attendance, their attendance can be imported through Excel in ERP.

#### 4. Import Biometric Attendance

Form "Import Biometric Attendance", provides you a medium to import the attendance marked on any biometric device to ERP. To achieve this, you can use the excel file exported from specific device and can upload it on this form.

To import the biometric device attendance, you need to select the attendance date in the above snapshot and make the selection of the biometric device of which you are going to upload the excel sheet.

Next, you can enter the excel sheet name only if it is other than first sheet of excel file, otherwise keep it as empty. And now choose the excel file from your computer and click on the "Upload" button to upload it.

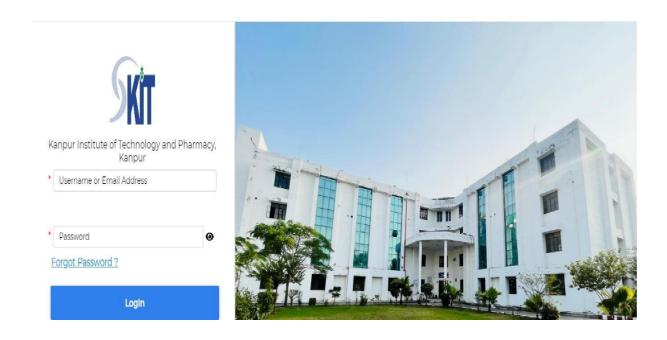
This will produce the list of employees available under excel sheet, with their in/out time and some more additional fields.

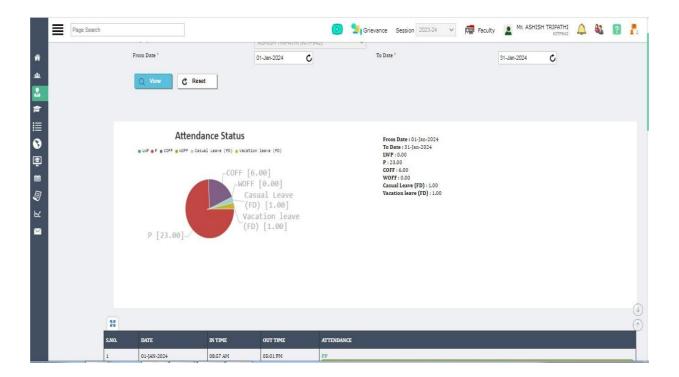
You can verify the data imported from the excel sheet and can click on the "Submit" button to submit the biometric attendance on ERP.

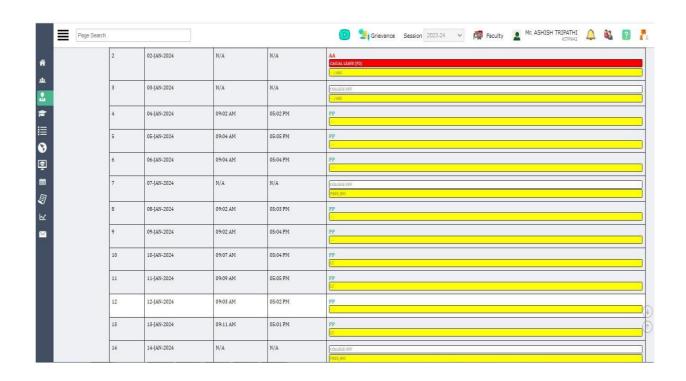
Note: In case, you are required to re-upload the attendance of any employee or want to changes the attendance of any employee in backdated. You can do this in same way as you are currently submitting the attendance of employees.

#### 5. View Biometric Attendance

Form, "View Biometric Attendance" enable you to view the employees biometric attendance with their in/out time details. This report is almost same as the report which you used previously to view the employee attendance (Attendance Register (Employees)) except some more additional details related to biometric attendance.



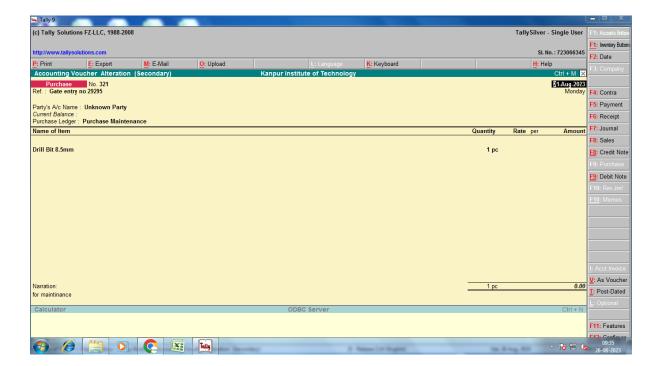


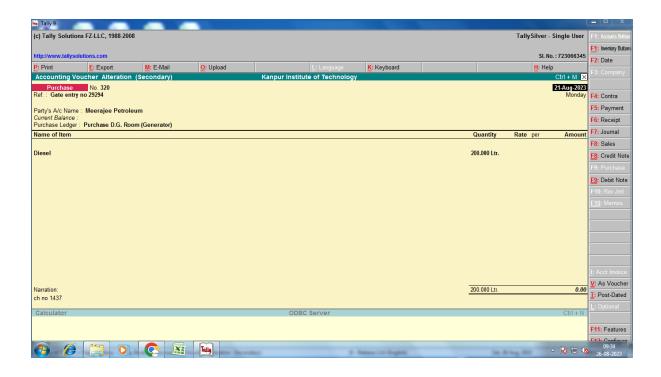


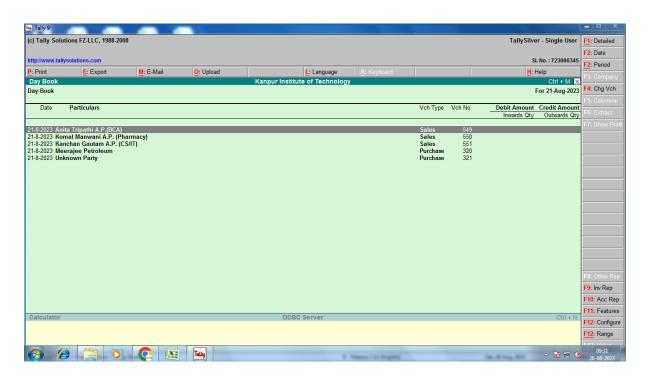
#### **Store Management**

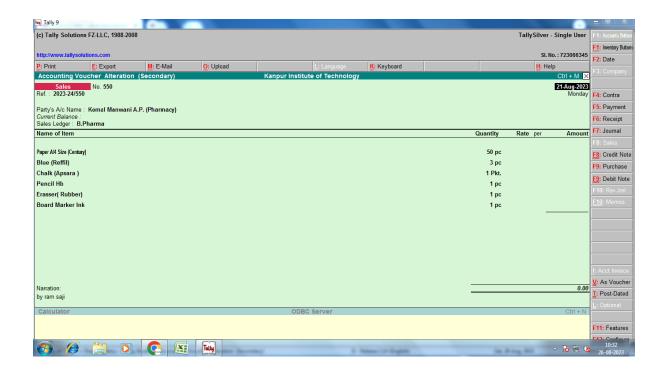
The store management is also linked with the ERP Software and Tally. All the items purchased by the Institution are recorded in the store through Tally and then dispatched to the respective department as per their requirements. The whole process of input and output of products is maintained by the store department through ERP.

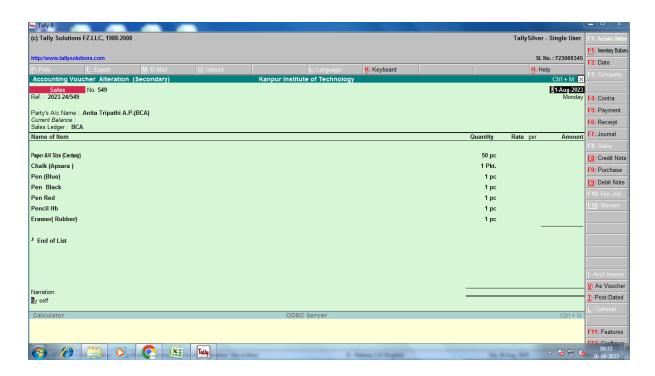
KITP has two stores one is centralized store and another is chemical store.

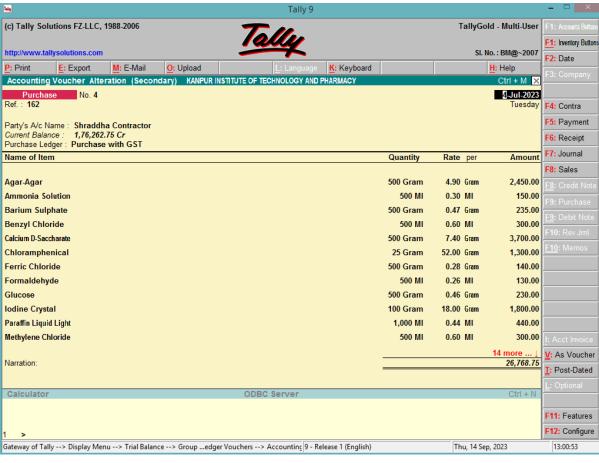


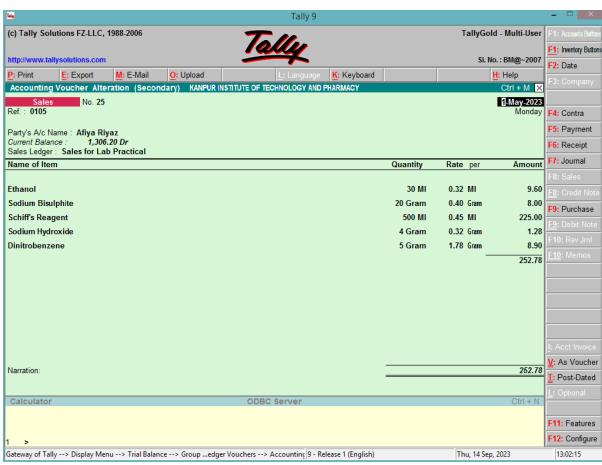








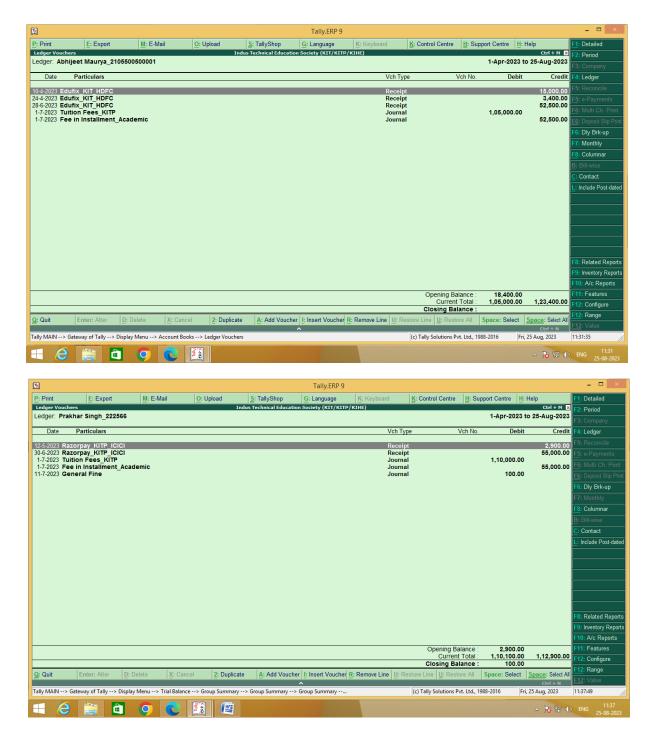




# 2. Finance and Accounts

### 2. Finance and Accounts

The accounts department take care of all the financial transaction of the Institute. The fee is deposited online by the student and it is then uploaded on the college erp portal, by the accounts department. Separate detail of account of all the students and employee is maintained by the accounts dept through Tally Software. All the expenditure and salary disbursement of employees are also maintained through Tally.



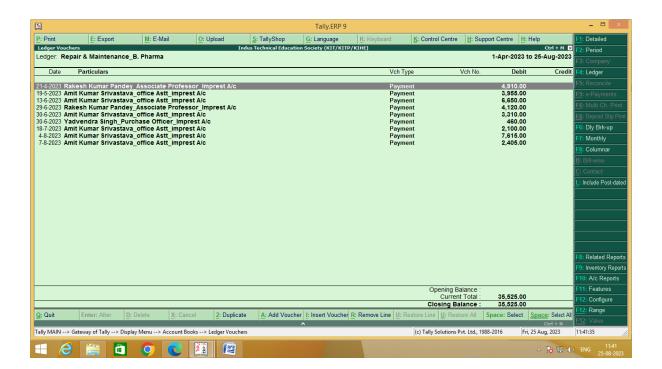


The salary of the Staffs and the Faculty members are disbursed online in their respective account by NEFT system by the accounts department.

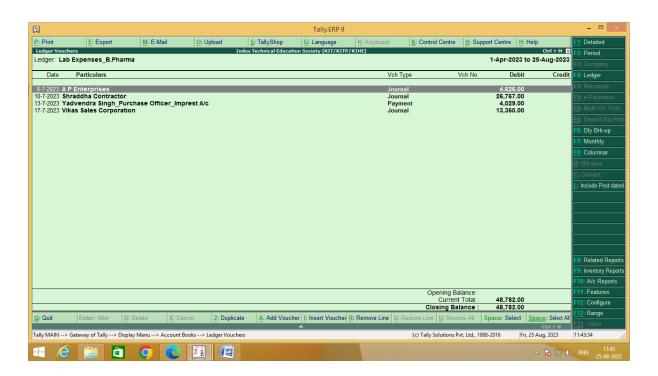


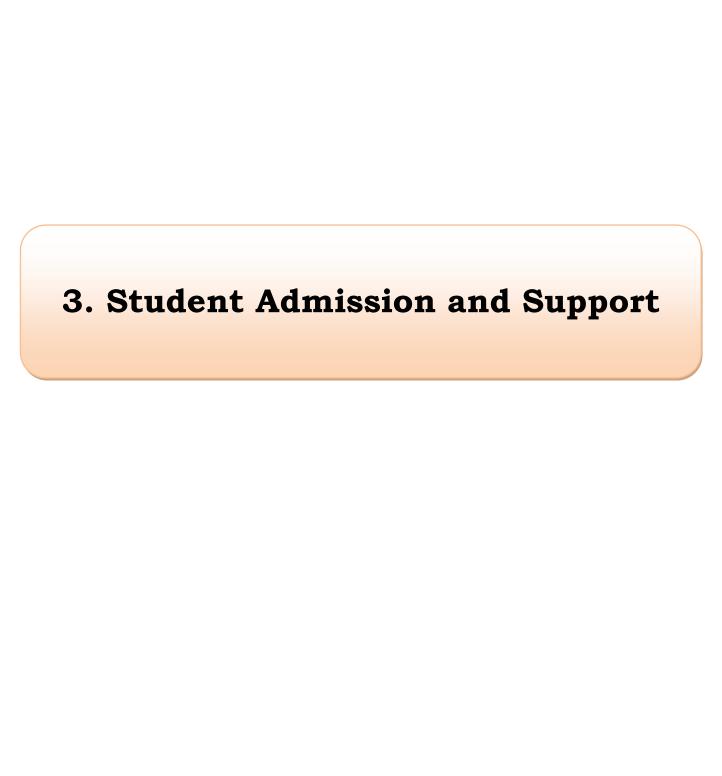


The sales and purchase expenditures incurred in the college is also maintained by the accounts department through TALLY.









## 3. Student Admission and Support

#### **Admission Portal**

- 1. Candidates may visit <a href="https://www.kit.ac.in/kitp/admissions/online-enquiry/">https://www.kit.ac.in/kitp/admissions/online-enquiry/</a> for admission enquiry.
- 2. All admission entries are done in Neodove.
- 3. After admission, below mentioned procedure is adopted for college registration:

#### **ERP Registration**

- 4. Steps for Online Fee submission & Registration:-
  - Step 1: Open your student login at erp.kit.ac.in
  - **Step 2:** Check your fees dues available at Dashboard.
  - **Step 3:** Click on Pay Fee available at Dashboard.
  - **Using Payment gateway of ICICI Bank**

(Net banking/Credit Card/Debit Card/UPI only)

**Kanpur Institute of Technology and Pharmacy** 

Click on the following link for transaction:

https://pages.razorpay.com/pl Hstdqbtowd520K/view

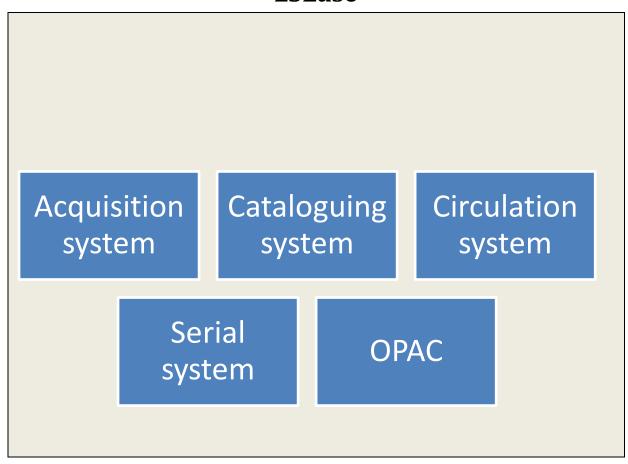
- **Step 4:** Fill the registration details and amount of fee to be paid & submit.
- **Step 5:** Follow the procedure as mentioned there and save the UTR number for future reference.
- **Step 6**: Once fees is paid, it takes three to four days to verify the payment and update the portal.
- **Step 7**: Once portal is updated, then open the form "Online Registration" and enter all the required fields.
- **Step 8:** Click on "Declaration" & "Submit Registration Form".
- **Step 9:** Download the filled registration form and save it for future reference.

## LIBRARY SOFTWARE- LSEASE (LIBSYS)

### INTRODUCTION

**LSEase** is a group of integrated multi-user library management system. It runs on various platforms such as **UNIX**, **NOVELLLAN**, **WINDOWS NT**, etc. It is built around its own bibliographic database following ANSI Z39.2 format and supports variable field lengths for different types of document. Currently used in **web-based & JAVA** language

#### **LSEase**



**Acquisition System** deals with ordering of library Materials, monitoring their receipt, invoice processing and accessioning. It also maintains expenditure and budget analyses under a variety of accounts/headings.

Cataloguing System provides online catalogues in the various orders

maintained in traditional libraries. Additionally, it makes available instant

listings under a variety of searchable fields to suit the requirements of a modern reference centre. Other than data entry facility, the system has the

additional facility to accept data in standard machine readable formats such as

CCF (ISO-2709), MARC (ANSI-Z39.x), etc. It also facilitates the provision of

Current Awareness Service.

**Circulation Systems** maintains Up to date membership records as well

the latest status of the collection meant for circulation. It performs all the

functions related to circulation providing suitable checks at every stage. It

takes care of infrequent but routine functions such as bindery record

management, books on display in the library, latest additions to the library,

etc.

Serial System provides control of periodical subscription and subsequent

monitoring of the scheduled arrival of individual issues. It maintains records of

the budget sanctioned for serials under different categories, amounts

encumbered and expended, thus providing complete budgetary control. It also

handles serials which are received gratis or in exchange.

**OPAC System,** as the acronym suggests provides an Online Public Access

Catalogue. The bibliographic database can be accessed in a manner never ever

possible before with printed indexes. The system includes a word- based

search facility using Boolean operators that can narrow down a search to meet

very specific needs. Additional features of this system are:

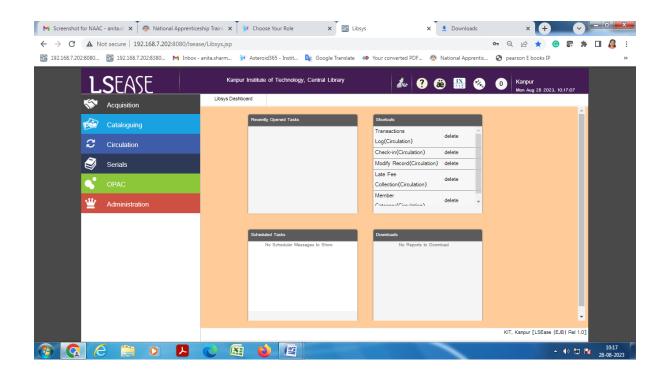
Periodic list of recent additions to the library.

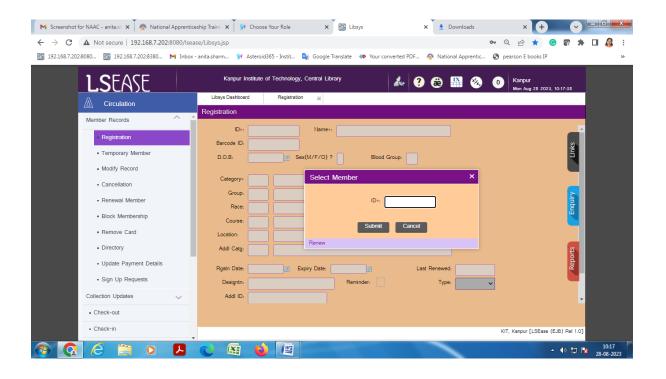
Members can find the materials checked out to them, as well

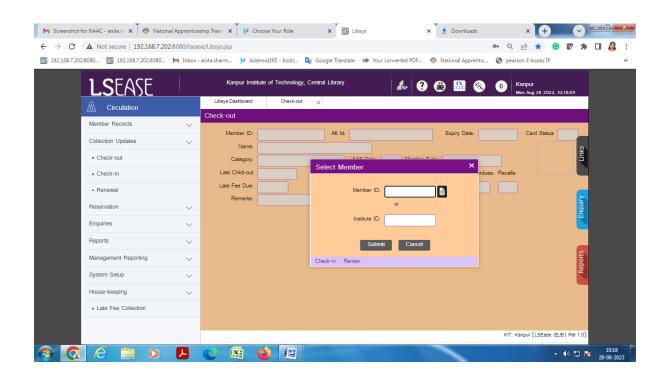
Reserve materials that are currently in circulation.

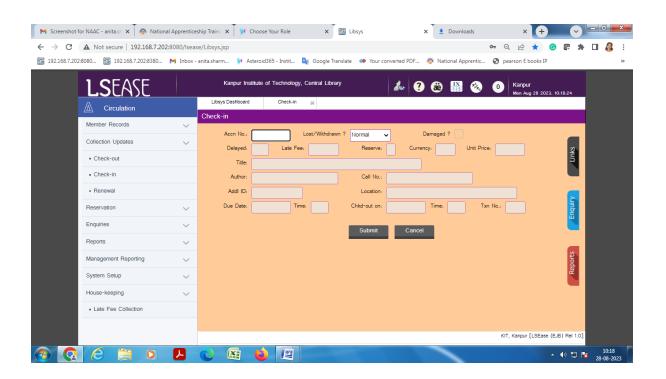
LIBSYS Link: http://192.168.7.202:8080/lsease

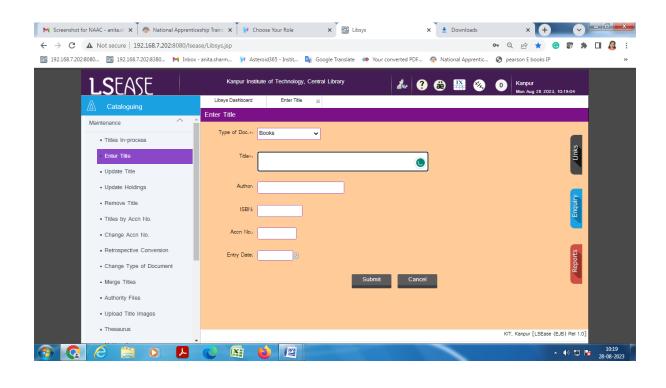
OPAC Link: http://192.168.7.202:8380/opac

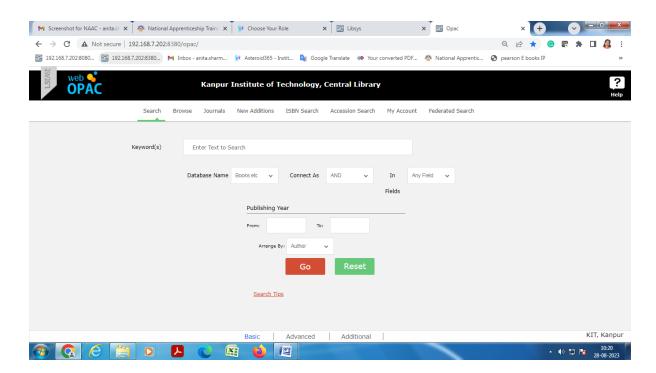


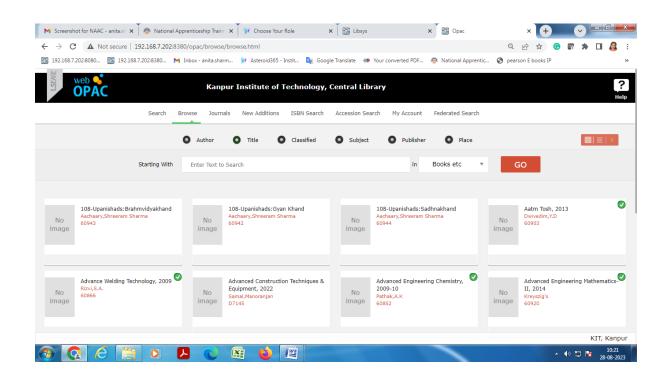


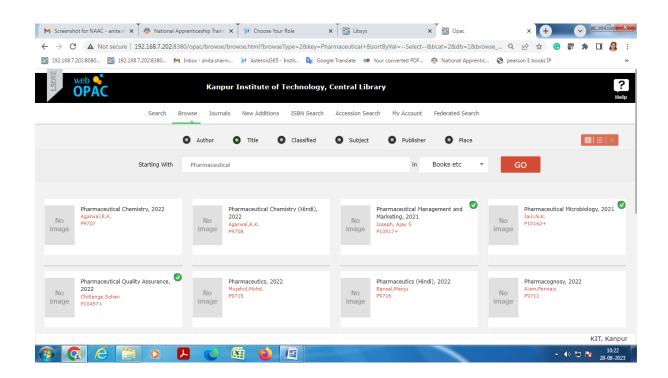


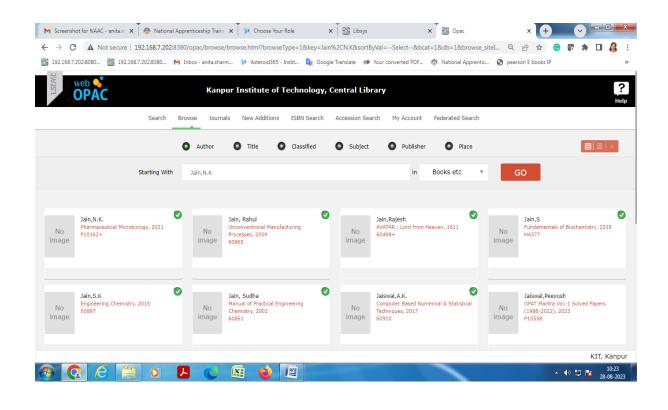


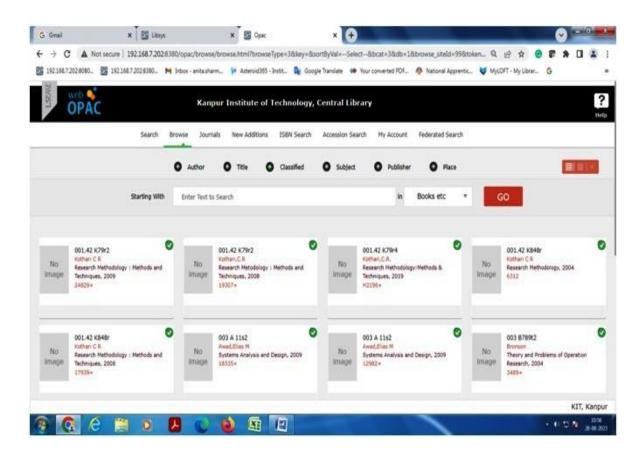








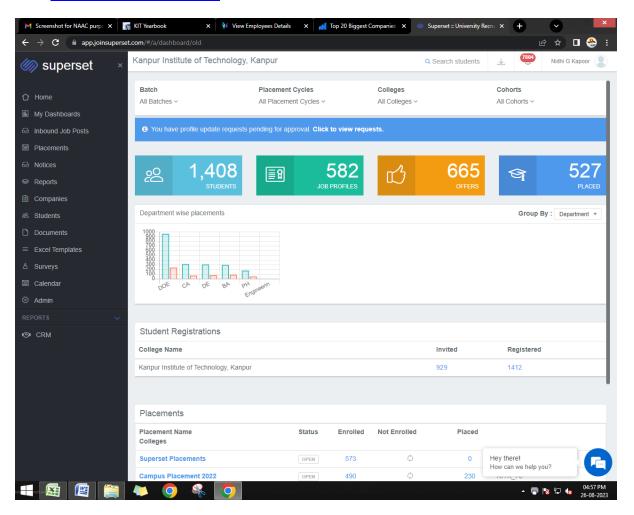


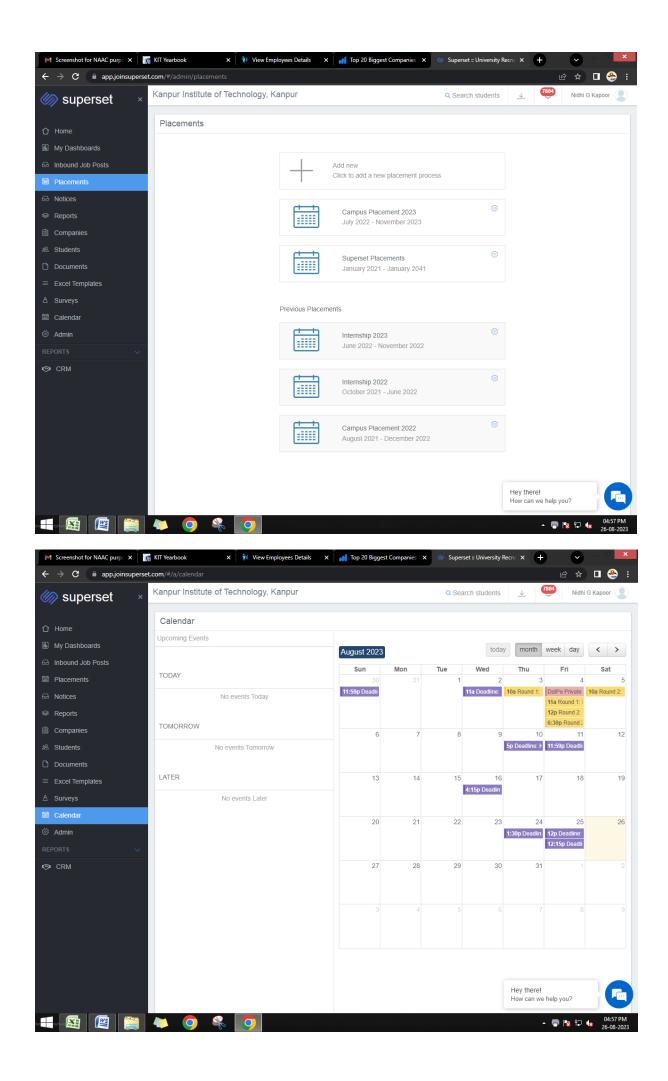


#### **Placement Portal**

<u>KIT Placement Portal</u>: Kanpur Institute of Technology and Pharmacy in association with superset placements portal provides a one stop destination to all the placement needs of the students, as well as the placement cell. The portal help in carrying out all placement-drive related activities smoothly and acts a medium of connect between students, placement cell and the industry.

LINK: <a href="https://joinsuperset.com/">https://joinsuperset.com/</a>

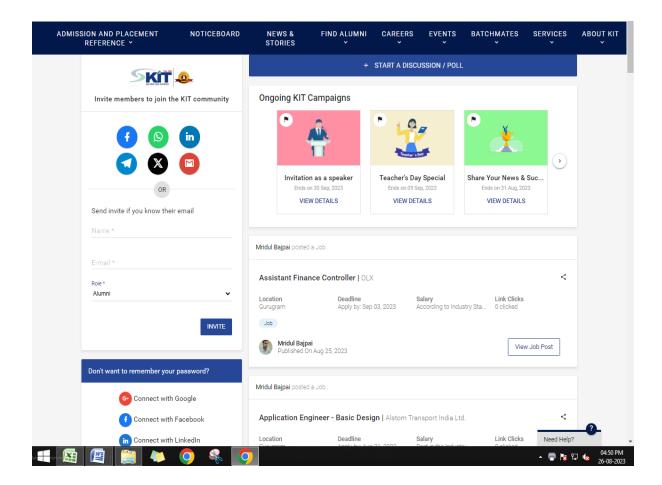


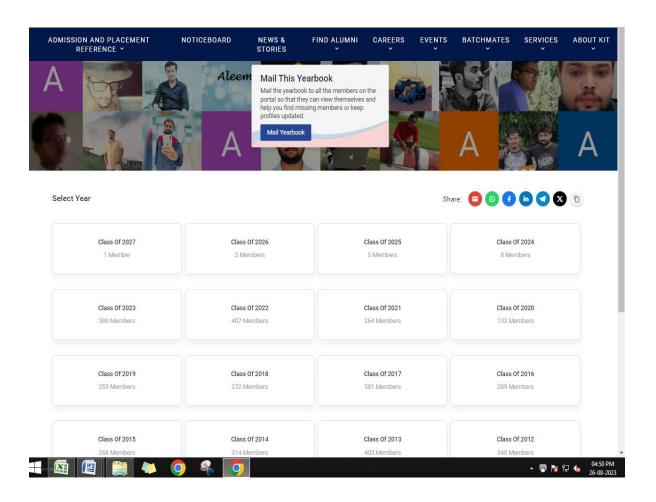


#### **Alumni Portal**

<u>KIT Alumni Portal:</u> Kanpur Institute of Technology and Pharmacyhas analumni portal which is powered by Almashines. The portal aims to connect all the alumni, help the institute gain placement and admission referrals and act as a medium to connect all the alumni of the institute.

LINK:https://www.almashines.com/kit





# 4. Examination

## 4. Examination

The whole examination process of the Institute is also processed through E- Governance.

- The Faculty has to download the Template of the question paper for the given subject and the concerned exam.
- After preparing the question paper for the given subject as per the template it is uploaded by the faculty on erp portal.
- The uploaded questions paper are then verified and approved by the concerned HOD.
- The approved question papers are then downloaded by the COE on the given date of the exam and distributed to the students.
- After the completion of the completion of the exam, the attendance sheets of the concerned class is compiled by the exam cell and sent the concerned faculty.
- Faculty then fill the attendance of the students for the respective exam and then fill the marks after the evaluation of the answer sheets.
- The marks uploaded by the faculty are approved by the concerned HOD.
- Once the marks are approved by the HOD the students are able to check it in their respective portal.

