INVERTIS
UNIVERSITY BAREILLY
BUILDING VIBRANT PERSONALITIES

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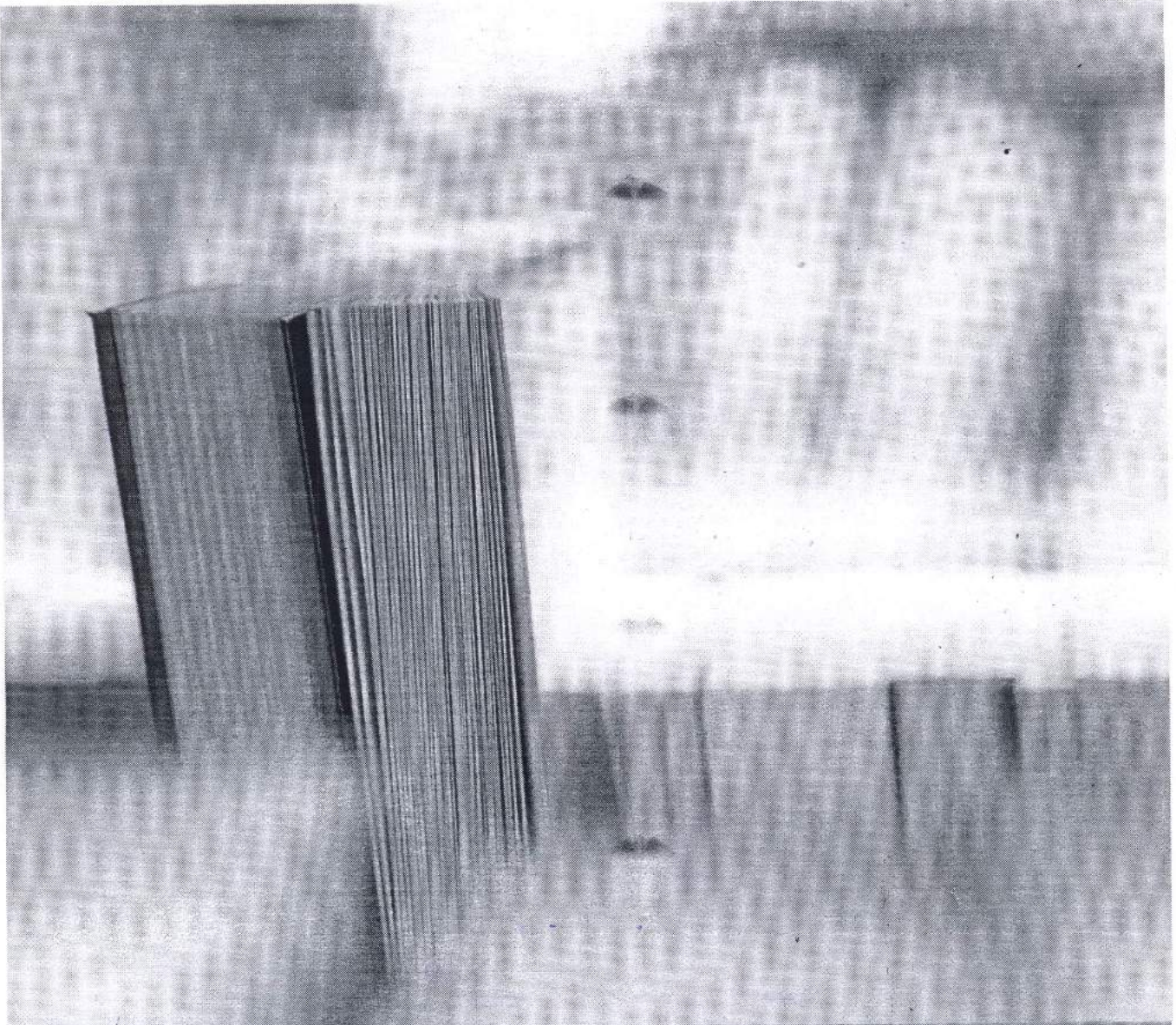
ERP MANUAL

Microsoft Word – Invertis Academics Module

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29th January, 2020

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Academic FRD - Ver 1.0

Customer Information

Invertis University, Bareilly-Lucknow National Highway, NH-24, Bareilly, Uttar Pradesh 243123

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Distribution List

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1. Mr. Santosh - Registrar
2. Ms. Manish Gupta – Dean
3. HOD's

Corporate Serve:

1. Project Manager
2. Functional Consultant
3. Technical Consultant

Academic Functional Requirement Document

Prepared for

INVERTIS UNIVERSITY – Bareilly (UP)

Product
Microsoft Dynamics – NAV 2016

Academic Module

Document Control Records.

Registrar
Invertis University
Bareilly

Initiation & Change Control

Date	Author	Version	Description of Change
29th Jan, 2020	Akanksha Yadav	1.0	First version

Attendees

Date	Name	Designation
06th January, 2020	Mr. Manish Gupta	Dean
06th January, 2020	Mr. Santosh Kumar	Registrar
06th January, 2020	HOD's	

Registrar
Invertis University
Bareilly

INTRODUTION

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The purpose and format of these workshops was to understand the current status of the functions covered in this document within IU and to establish how Microsoft Dynamics application will be utilised to support the business processes in line with the stated project objectives that are based on investment returns.

This document states a broad understanding of the current systems and functional requirements and there may be some references to certain processes/operations/functions, which may not form part of the scope. Scope is determined by the technical and commercial proposal submitted by Corporate Serve before the start of the project or as may be mutually agreed from time to time.

This document covers the final requirements and expectations from ERP solution. It is clearly understood that after the solution is built as per these requirements any change, modification or addition will require extra effort on the part of Corporate Serve and therefore will be out of scope of our engagement.

The Corporate Serve team looks forward to help IU in achieving its vision of superior service, real time data, real time control and harnessing technology as a platform for future growth.

Registrar
Invertis University
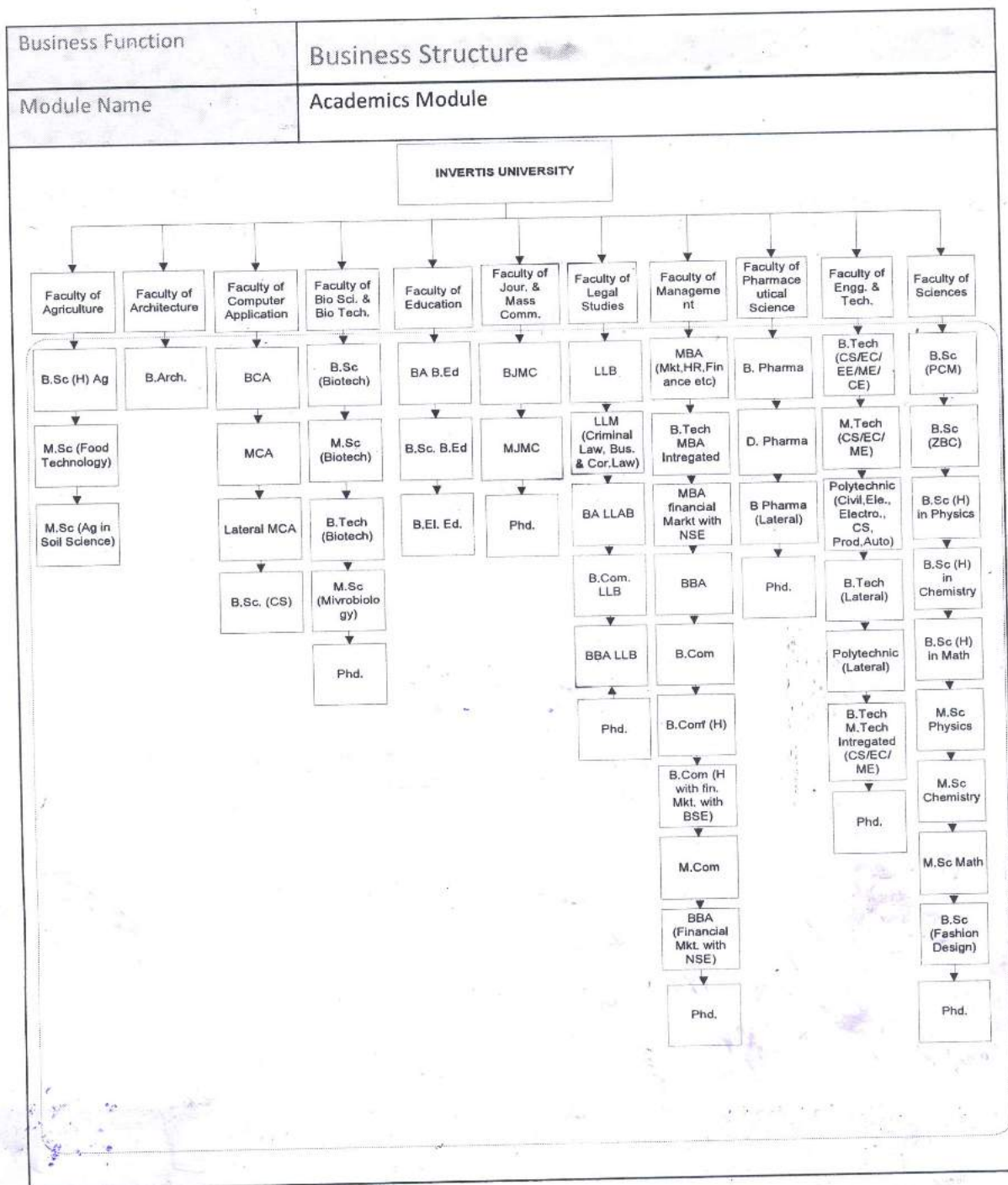Bareilly

3

ACADEMICS MODULE

Academics Business Functions

The following Business Functions and processes were identified for Invertis Academics implementation

- Business Structure
- Student Management System
- Student Attendance
- Course & Subject allocation
- Scheme of work
- Faculty Load
- Announcement/Events
- Assignments
- Time Table Generation
- Mentor-Mentee Performance
- Portal Requirements
- Mobile Application
- Student Welfare

INVERTIS UNIVERSITY BAREILLY

Business Function	Business Structure
Module Name	Academics Module

INVERTIS UNIVERSITY

Faculty of Agriculture	Faculty of Architecture	Faculty of Computer Application	Faculty of Bio Sci. & Bio Tech.	Faculty of Education	Faculty of Jour. & Mass Comm.	Faculty of Legal Studies	Faculty of Management	Faculty of Pharmaceutical Science	Faculty of Engg. & Tech.	Faculty of Sciences
B.Sc (H) Ag	B.Arch.	BCA	B.Sc (Biotech)	BA B.Ed	BJMC	LLB	MBA (Mkt,HR,Finance etc)	B. Pharma	B.Tech (CS/EC/EE/ME/CE)	B.Sc (PCM)
M.Sc (Food Technology)		MCA	M.Sc (Biotech)	B.Sc. B.Ed	MJMC	LLM (Criminal Law, Bus. & Cor.Law)	B.Tech MBA Intregated	D. Pharma	M.Tech (CS/EC/ME)	B.Sc (ZBC)
M.Sc (Ag in Soil Science)		Lateral MCA	B.Tech (Biotech)	B.El. Ed.	Phd.	BA LLAB	MBA financial Markt with NSE	B Pharma (Lateral)	Polytechnic (Civil,Ele., Electro., CS, Prod,Auto)	B.Sc (H) in Physics
		B.Sc. (CS)	M.Sc (Mivrobiology)			B.Com. LLB	BBA	Phd.	B.Tech (Lateral)	B.Sc (H) in Chemistry
			Phd.			BBA LLB	B.Com		Polytechnic (Lateral)	B.Sc (H) in Math
						Phd.	B.Conf (H)		B.Tech M.Tech Intregated (CS/EC/ME)	M.Sc Physics
							B.Com (H with fin. Mkt. with BSE)		Phd.	M.Sc Chemistry
							M.Com			M.Sc Math
							BBA (Financial Mkt. with NSE)			B.Sc (Fashion Design)
							Phd.			Phd.

Business Function	Student Management System
Module Name	Academics Module

- After the admission is completed, registration no. should be generated for each student which will be kept as a unique no.
- Enrolment No. will be generated and will also be kept unique even if the student changes his course or if he withdraws and re-joins back
- Student card will capture all the details of the student including personal, communication &Academics.
- All screen basic student information fields should be the same as captured in admission form.
- The screen would include:
    - Enrolment No.
    - Student Name
    - Gender
    - Session Year
    - Date of Birth
    - Course Code/Programme code
    - Semester
    - Academic year
    - Department
    - High School, Intermediate, Diploma, Graduation & PG
    - Nationality
    - Room No.
    - Mess No.
    - Admitted Year
    - Current Year
    - Fee Classification Code
    - Scholarship Code
    - Communication address
    - Permanent address (City, village, district, Pin code)
    - Post code
    - State
    - Email
    - Alternate email
    - Mobile No.
    - Father's name/ Guardian 1 name

- o   Father's Mobile No. /Guardian Mobile No.
- o   Mother's name/Guardian 2 name
- o   Food Preference
- o   Prequalification
- o   Name of previous Institute
- o   Blood Group
- o   Sport specialization
- o   Gap year taken
- o   Special Needs
- o   Emergency Contact No.
- o   Category(GEN/SC/ST/OBC)
- o   Section

- Student Transfer Facility should be there between Courses & Sections.
- Every change in the student Information should be archived.
- Courses will be Mapped College wise.
- Courses Subject should be maintained Academic Year and session wise.
- Course wise timings needs to be created in the system.
- There are few courses which are semester wise and few are Year wise. Both options need to be there in the system.

Business Function	Student Attendance
Module Name	Academic Module

Requirement Definition

- Attendance will be marked every day for all courses and for each Subject within 5 minutes parameter.
- If all the students are present, Mark 'Present all' and submit the attendance.
- If a single student is absent, we will keep the track of record as to why the student is absent and also the time period at the starting of the period.
- Provision to mark attendance on behalf of faculty on leave.
- Principal/Course coordinator/Class coordinator should be able to view the Short attendance details as per given criteria of the respective college/ course/ class at their respective portal.
- If students are continuously absent then record should be shown into class coordinator desk, course coordinator desk, and principal desk.
- In few Courses, Class is divided in to Lectures, Labs, Tutorial
- Room Allocation facility to be provided at the time of taking attendance

Business Function	
	Course & Subject Allocation
Module Name	Academic Module

Requirement Definition

- Every courses have Subjects and every subjects have a marking scheme in terms of lectures, Tutorials, & practical.
- Each subject will have a capacity or intake defined with marks specification
- Faculty members should be able to mark and view their subject/ lab choice from their respective login along with one-line remark.
- All the programs will be categorized as a semester based or year based program
- These programs will have different subject allocation
- The subject allocation can have same faculty with different section
- Subjects could be Major Subjects, Elective: Open Elective or Program Elective
- All the subjects will have LTP classification
- Open electives are subjects which are **open** for all the other programs whereas program electives are only from a particular program
- Open Electives are scheme based and will run Batch wise
- In open elective, if a subject is chosen in 4th semester, the same subject should not be able to choose in 6th semester
- Course wise intakes would be available
- Each course will have credit. While choosing and open elective, total should be of 32 credits.

Business Function	
	Scheme of Work
Module Name	Academic Module

Requirement Definition

- Every course will be divided in to Units and chapters and Faculty have to complete their theory and practical subjects with in the given Work load.
- Faculty will create his/her own course plan which will be further approved by the HOD
- Once approved, it should be tagged with the time table as well as attendance
- In case, the faculty have not complete his topics, then approval needs to be taken from the concerned authority & reschedule of plan will be done.
- It will cover fields like Course name, Programme code, Taught by, Semester/year, Section, topic, Date.
- Faculty plan will be made at the starting of the academic year.
- Provision to enter schedule for extra classes should be given in the system

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Business Function	Faculty Load
Module Name	Academic Module

Requirement Definition

- Faculty load will be maintained in the system, it will contain faculty name, Subjects &Load (in Hrs.).
- Tutorials, ward rounds, research & practical would be counted as half in the load sheet.
- In load sheet following fields needs to be captured: -
  a) Faculty name
  b) Short name
  c) Subject
  d) Load
  e) Theory load (Bifurcated in to lectures & tutorials)
  f) Lab load
  g) Total load
- Load report will be required.

Business Function	Announcement/Events
Module Name	Academic Module

Requirement Definition

- Announcement and events in the university will be captured in the ERP.
- The academic calendar to be created in the system according to which all the events will be captured
- All announcement can be viewed in portal also.
- If a student is participating in the event, then attendance will be marked by the event co-ordinator.
- The announcement & events will be published by the concerned in charge

Business Function	Assignments
Module Name	Academic Module

Requirement Definition

- Every course has assignments attached to the courses master.
- Max 5 assignments within the semester or year is given to the students and marks will be awarded for each assignment.
- Assignments should also be linked to the student master, so that faculty can know, how many assignments have been submitted and how many pending.
- Assignments can also be uploaded in the faculty portal and students can download from student portal.
- Assignments can also be submitted through student portal.

Business Function	
	Time Table Generation
Module Name	Academic Module

Requirement Definition

- Time table will be made at the starting of the academic year.
- Time table can be viewed course wise, Day wise & Faculty wise.
- Faculty can view their time table on their portal.
- In ERP, Time table entry will be available so as to view it as per the Reports. Data for Time Table will be entered manually.
- System should generate the time table in such a way that Principal or Registrar can see Time table at the university level. For E.g. On Monday, time table of all the courses running in the university.
- Once fixed, time table will not be change during the academic year, if a faculty is absent or there is change in time table, it will be done manually.
- Class time table/ Individual faculty/ time table/day wise master time table in case of leave faculty/staff should be able to view free slot of other faculties so that proper arrangement of class/ lab can be done through portal.
- Principal/Course coordinator/Class coordinator should be able to view the of the class time table of their respective college/course/class on their portal.
- Time table must be automated for generation and Updating can be done by time table in charge manually.
- Individual faculty can create his/her own time table on the portal. Report would be required for those who have not uploaded the time table on the given time

Santosh.
Registrar
Invertis University
Bareilly

Business Function	
	Mentor –Mentee
Module Name	Academic Module

Requirement Definition

- When a student is enrolled in the university, he will be assigned a mentor to look after for the whole program.
- Each mentor has multiple student under their guidance
- Each mentor has multiple student under their guidance. For E.g.
  - In Dental courses, each mentor has group of 50 students.
  - In medical courses, each mentor has group of 25-30 students.
  - In nursing courses, each mentor has group of 50 students.
  - For rest of the courses, each mentor has around 30 students.
- This form has to filled by the student have to be submitted to the assigned mentor for daily, weekly or monthly records.
- Concept of Teacher – Guardian to be provided
- There will also be some section co-ordinator who will take care of certain section of students
- This form has to filled by the student have to be submitted to the assigned mentor for daily, weekly or monthly records.
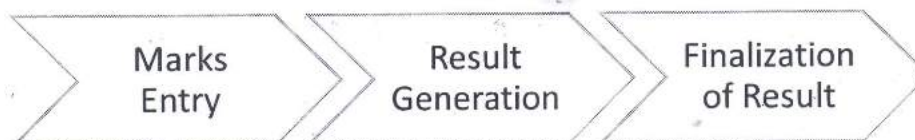
Business Function	
	Attendance Sheet
Module Name	Examination Management

Requirement Definition

- Attendance Sheet to be generated for those students who have filled their examination form and willing to give the exams.
- Students having attendance percentage as 75% (or any criteria) will be included in this attendance sheet
- Separate record will be required for the detainees
- The detainees will be based upon overall attendance of the student in a program
- The attendance must be locked by the dean's and will further will be forwarded to ROE for finalisation
- Attendance sheet will be provided by the Exam department and further will be sent to the colleges
- For external exams, attendance sheet will be generated with a list of students who have filled the Examination Form and further will be sent to the centres for further attendance

Business Function	Award Lists
Module Name	Examination Management

Requirement Definition

- Award List can be generated for both Internal and External exams
- System should generate Program wise, semester/year wise and subject wise award list
- For reappear, same formats will be applicable
- Process:
  - Exam Counsellor will approve the count of students who have filled up exam forms and then award lists may be generated. Colleges can view the award list and print from the system itself (Regular, Re-appear and Detainees)

Business Function	Exam Schedule & Seating Arrangements
Module Name	Examination Management

Requirement Definition

- The date sheet is created by the ROE for complete university at once
- Date sheets are created for Internals as well as external exams
- For externals, there will be only two shifts i.e., Morning and Evening but for internal there could be 2 papers in single shift
- The schedule must also cater the concept for common courses in two different semesters
- The priority for creating the schedule must be core papers as first and electives second
- For external practical, HOD will create the schedule and will share the same with ROE for approvals and further will be published to students

o The seat plans will be done based upon the count acquired while generating the Admit Cards
o The seat plan can have different groups with different programs planned in such a manner that there is no same course sitting in same class
o The invigilation count must also be as per the total no. of students in a class

Business Function	Marks Entry
Module Name	Examination Management

Requirement Definition

- There will be minimum 3 internals for a subject. For total, best of two or average of all should be calculated as per the setups defined
- The UT marks for internal assessments will be uploaded by the faculty individually and further will be approved by HOD followed by the Dean
- Internals or sessional if missed by the student, he/she can give re-sessional for those exams
- For external purpose, student must clear the eligibility criteria for attendance.
- If the student does not have a minimum attendance percentage, he/she will be marked as detained into the system
- Internal should be uploaded as per the event mentioned on the academic calendar. Alert is required as a reminder to upload the internal marks
- The status should be reflected on student's portal
- In case of annual programs, Detained will be considered as overall.
- Detained will be done after summation of all three internals, although the marks entry should be done into the system for future reference purpose.
- Marks entry for each internal assessment, system should validate for a particular given date else an email should be triggered to the Principal of the concerned department head.
- Process for External Theory Marks Entry:

```
┌─────────────┐  ┌─────────────┐  ┌──────────────┐
│   Marks     │  │   Result    │  │ Finalization │
│   Entry     │  │ Generation  │  │  of Result   │
└─────────────┘  └─────────────┘  └──────────────┘
```

- UFM, Absentees and Detainees students should be marked in system by Centre Superintendent on same day and shift in which date external theory paper is being conducted.
- All the marks need to be converted into grades. Grades will be for both Internal as well as external exams
- If any student has obtained 5 re-appear in a year, he/she will get an year back and will be demoted to previous year
- For pharmacy, promotion can happen upto 2nd year and from 3rd year onwards, if there is any re-appear, he /she will get a year back
- The re-appear fee structure may vary for different courses. It can also have late fee fine applicable
- IU also give students an opportunity to appear in special exams which has a fee (per subject). The student can apply for special exams (eg: student having re-appear in 2 subject in 1st semester can give exam anytime during 2nd semester)

Business Function	
	Result Posting
Module Name	Examination Management

Requirement Definition

- Once all the entry which includes attendance, internal marks and external marks is done, result can be generated by the system
- All theory Internal and Practical Internal and External marks (Regular/Re-appear) will be posted by college end in the system. Once **the above** said marks approved by the college Principal, editing rights will be transferred to the Controller of Examinations.
- Result posting only signifies the view of entire result to the examination department
- The result is then further analysed by the examination department
- Result posting means that system will auto ensure that no marks is remain pending to enter and all validations checked by system.

Business Function	
	Analysis of Result
Module Name	Examination Management

Requirement Definition

- System should analyse the result and provide a report (tabulation sheet) which gives a percentage count for the overall result based upon program, semester and subject
- Case: System should have a functionality to manually make 40% of result to 60%.
- In this case, the system can have multiple slabs which will include percentage count for 30-40%, 50-60% or 70-80% for which overall percentage will be raised.
- During this process original data should remain unchanged
- In external theory award list always original **mark**s stand
- If in case the result needs to be upgraded, the range is changed so as to increase the grades for all the students
- Grace can be given for internal as well as external exams
- Cut-Off Letter
  - Faculty will adjust the variations for each course and will be send for approval to HOD
  - HOD will finalize and then faculty would take out the print out of the sheet and further exam team will publish the result
- Grace marks will be applicable to all the students of a particular course
- On student portal, result must be displayed as Internal Marks (if fail), Attendance percentage, Grades
- Results can be modified in few cases even after publishing. It will require 1 level approval which includes the Exam Department

Business Function	
	Finalization of Result
Module Name	Examination Management

Requirement Definition

- After the analysis and rechecking of result is completed, the final posting of result can only be done by the user of Examination Division.
- Finalization of result will be done by a click of a button by the user and once it is done, it will be published on the student portal for view purpose
- After publication of result, all rights will be transferred to controller of examinations for any rectification.
- Student can view only his/her result on his portal
- The view can be Tabulation Sheet and a Semester Mark Sheet
- Tabulation sheet and semester mark sheet should also have a column for accumulated CPI%
- Hold Students: If any, no marks will be displayed in publishing of result.
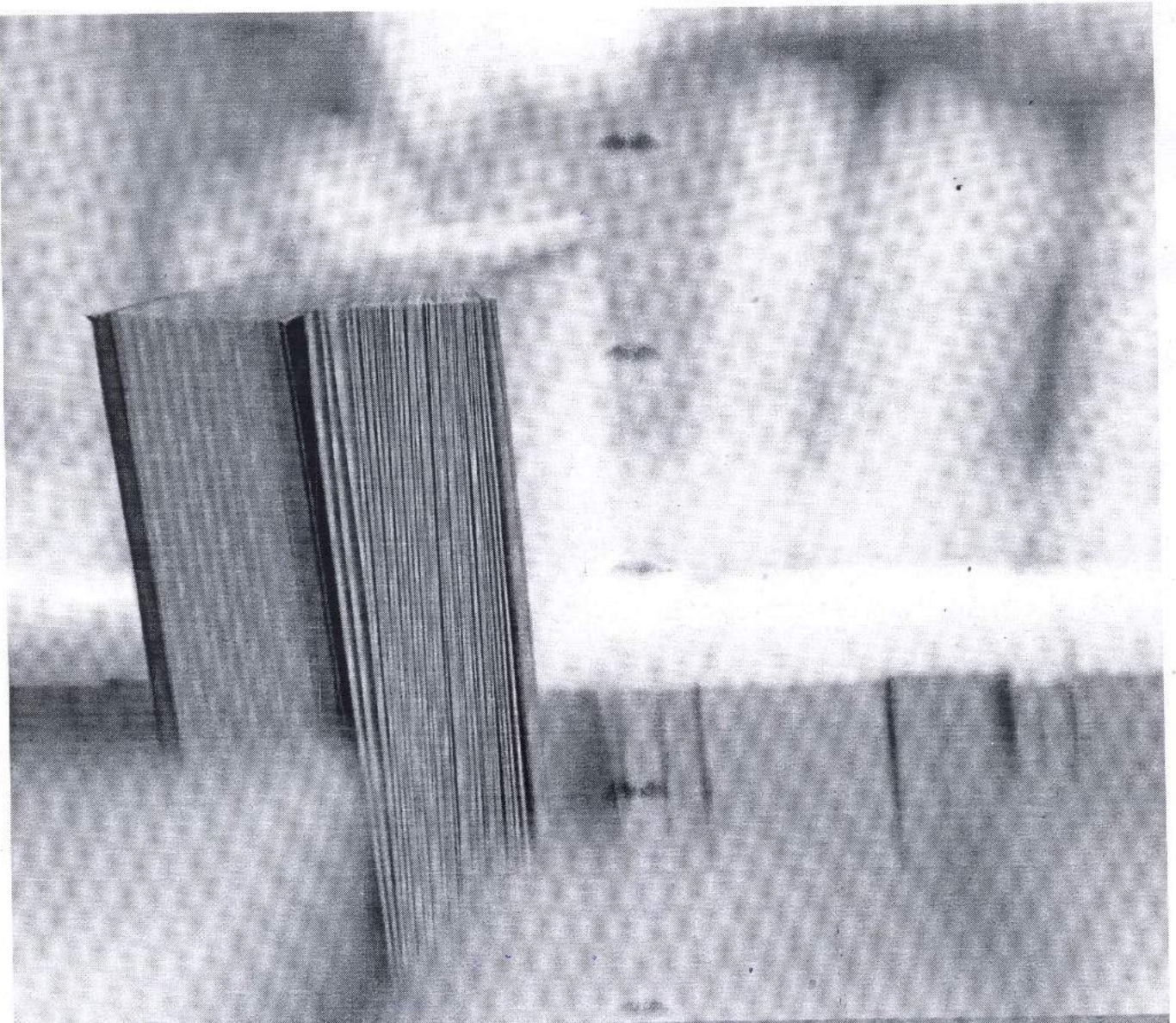
Invertis University Finance, Fee & Accounts Module

Dushyant Sharma/Shubham Gupta   12/27/19   Business Analysis

Document Information

Finance & Accounting FRD Document

Date

27th December, 2019

File Name

Finance and Accounting FRD- Ver 1.0

Prepared for

INVERTIS UNIVERSITY – Bareilly (UP)

Customer Information

Submission Date

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Product

Microsoft Dynamics – NAV 2016

Finance and Accounts

Distribution List

Invertis University-Co-Ordinators:

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2. Mr. Faisal Khan-Finance Department.

Document Control Records

CorporateServe:

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2. Functional Consultant - Mr. Dushyant Sharma

Date	Author	Version	Description of Change
27th December, 2019	Shubham Gupta	1.0	First version
27th December, 2019	Dushyant Sharma	1.0	First version

- Reviewers

Date	Name	Designation
28th December, 2019	Mr. Faisal Khan	Accounts Department
28th December, 2019	Ms. Swati Bhardwaj	Accounts Department
28th December, 2019	Ms. Gurpreet Kaur	Accounts Department
28th December, 2019	Mr. K.N. Chandola	Accounts Department
28th December, 2019	Mr. Parteek Chaitranshi	Accounts Department
28th December, 2019	Mr. Vinit	Accounts Department

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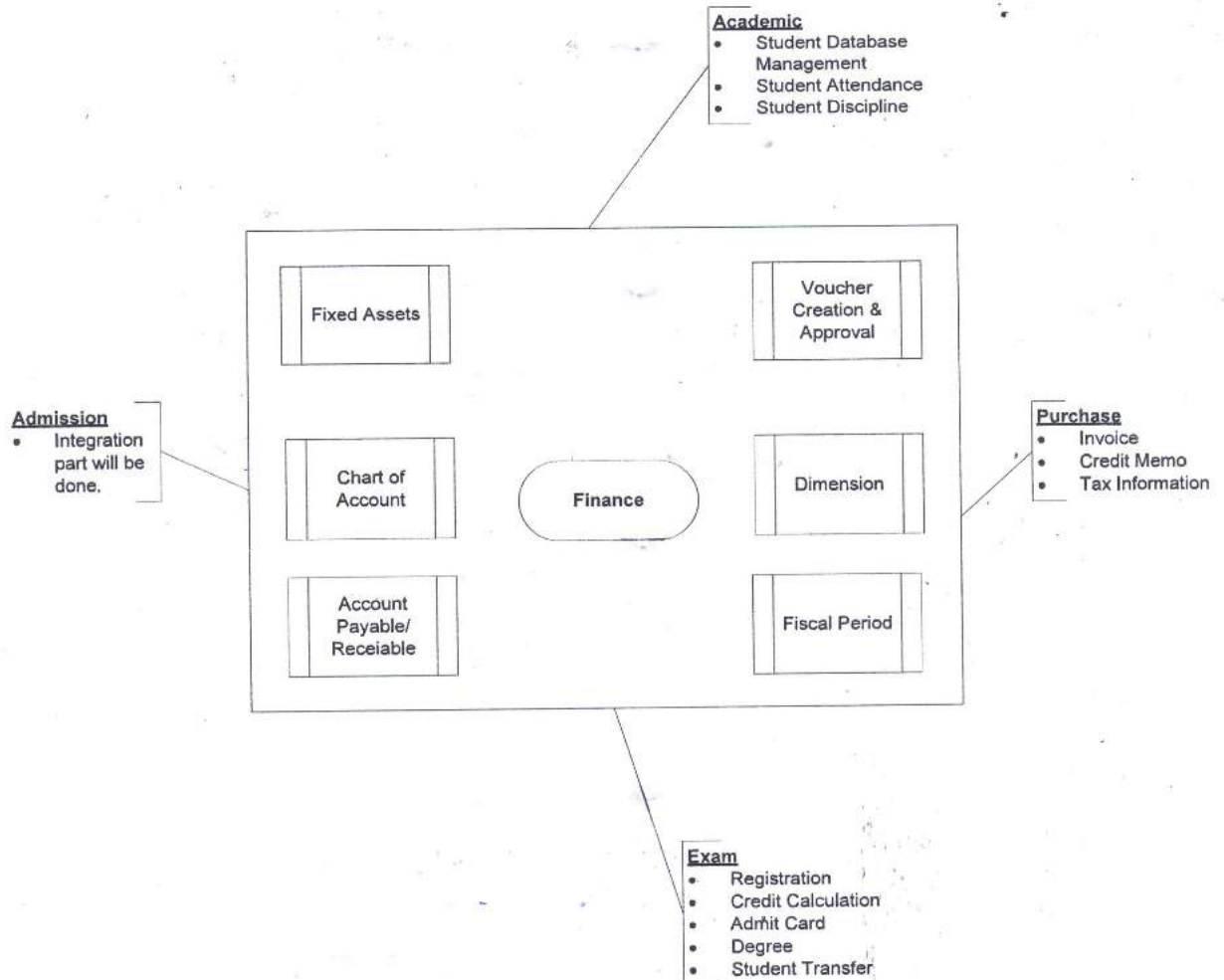
Finance & Accounting MANAGEMENT

Finance & Accounting Business Functions

Currently Finance & Accounts Team is the primary user of Finance module. Finance & Accounts Team is responsible for creating General Ledgers, preparing day-to-day vouchers, handling receivables and payables, maintaining Cash & Bank balances, recording Fixed Assets and handling India Taxation – TDS.

S. No.	Process	Description
01	General Ledger Accounting (Chart of Accounts)	General Ledgers for all heads of accounts like – Assets, Liabilities, revenue income and revenue expenses.
02	Fiscal Periods	Accounting Periods for each Financial Year
03	Period End Close	Closing of Financial Year after preparation of Balance Sheet and Profit & Loss A/C
04	Dimensions	Recording of Dimensions during each and every transaction.
05	Vouchers & Provisions	Different vouchers are being used for day to day and periodic accounting
06	Financial Statements	Financial Statements to be generated in the format specified by Invertis with other information based on Dimensions
07	Accounts Payable	Managing and recording payables management
08	Accounts Receivable	Managing and recording receivables management
09	Bank & Cash Management	Bank and Cash transactions to be done for day to day accounting
10	Fixed Assets	Computation of Depreciation as per Income Tax Act.
11	Tax Deduction at Source	TDS to be deducted on Vendor Invoice and advance payments whichever is earlier
12	Exchange Rate	For posting the invoices in currency other than INR.
13	Workflow	Approvals of some documents are created in standard
14	Student Finance	All the Points related to Student Fee.

INVERTIS
UNIVERSITY BAREILLY

Microsoft
Dynamics NAV

Workflow in Finance & Accounting:

Academic
- Student Database Management
- Student Attendance
- Student Discipline

Admission
- Integration part will be done.

Purchase
- Invoice
- Credit Memo
- Tax Information

Fixed Assets

Voucher Creation & Approval

Chart of Account

Finance

Dimension

Account Payable/ Receiable

Fiscal Period

Exam
- Registration
- Credit Calculation
- Admit Card
- Degree
- Student Transfer

Corporate Serve Confidential

Business Function	General Ledger Accounting
Module Name	Finance & Accounting Management

As-Is-Process

> At Present, finance users are maintaining their **books** of accounts in tally software.
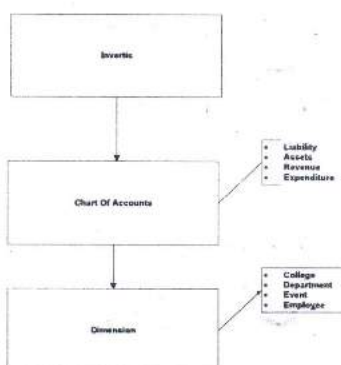
To-be Process:

> Chart of account is the list of the G/L accounts to which all accounting entries will be posted. Chart of Accounts to be created in NAV. General Ledgers for all heads of accounts like – Assets, Liabilities, Revenue and Expenditure to be defined.

> COA grouping can be defined and posting heads would be created in between like Other Income group, expense Group, Administrative Group, etc. as per requirement.

> All the statutory accounts like Income Tax and **GST** are to be defined in COA.

> Standard Navision maintains the chart of accounts in a systematically hierarchy. As the system is integrated the chart of accounts shall act as heart of the system. Grouping and indentation of accounts shall define the hierarchy of the COA.

> The customer and vendor accounts would reside in respective granules and not included in the COA and only group posting / control accounts would be visible at COA level. The corresponding details would be accessible only through respective modules.

Codification has been done at four Levels:

S. No.	Account Code	Nature of Accounts
1	▪ 10000	▪ Assets
2	▪ 20000	▪ Liabilities
3	▪ 30000	▪ Income
4	▪ 40000	▪ Expenses

Important field available on Chart of account form **are**:

➢ **Account Code** - The number identifies the ledger account

➢ **Account Description** - Name of the G/L account.

➢ **Account Type** - This field indicates the purpose of the account. Options available are

➢ Total
➢ Begin-Total
➢ End-Total
➢ Posting Account
➢ Heading

➢ **Income/Balance Sheet** - Here you can specify whether a G/L account is an income statement account or a balance sheet account.
➢ Newly created accounts are automatically assigned with type-posting.

Chart of Accounts - Microsoft Dynamics NAV

CRONUS India Ltd. ▸ Departments ▸ Financial Management ▸ General Ledger ▸ Chart of Accounts

HOME   ACTIONS   NAVIGATE   REPORT

| New | Edit | | Recurring General Journal / Close Income Statement / G/L Register | Indent Chart of Accounts | Ledger Entries / Comments / Dimensions | G/L Account Balance / G/L Balance / G/L Balance by Dimension | Detail Trial Balance / Trial Balance / G/L Register | Microsoft Excel | Show as List / Show as Chart | OneN / Notes / Links |

New   Manage   Process   Functions   Account   Balance   Report   Send To   View   Show Att

Departments
▲ Financial Management
   General Ledger
   Cash Management
   Cost Accounting
   Cash Flow
   Receivables
   Payables
   Fixed Assets
   Inventory
   ▷ Letter of Credit
   ▷ Periodic Activities
   ▷ Setup
▷ Sales & Marketing
▷ Purchase
▷ Warehouse
▷ Manufacturing
   Jobs
   Resource Planning

🏠 Home

📄 Posted Documents

Departments

Chart of Accounts ▾

Type to filter (F3)   No.

No filters applied

Limit totals to:
✛ Add Filter

No.	Name	Income/Balance	Account Type	Direct Post...	Totaling	Net Change	Balance
1000	BALANCE SHEET	Balance Sheet	Heading	☐			
1002	ASSETS	Balance Sheet	Begin-Total	☐			
1003	Fixed Assets	Balance Sheet	Begin-Total	☐			
1005	Tangible Fixed Assets	Balance Sheet	Begin-Total	☐			
1100	Land and Buildings	Balance Sheet	Begin-Total	☐			
1110	Land and Buildings	Balance Sheet	Posting	☐		1027,31,434.30	1027,31,434.30
1120	Increases during the Year	Balance Sheet	Posting	☐		12,822.60	12,822.60
1130	Decreases during the Year	Balance Sheet	Posting	☐			
1140	Accum. Depreciation, Buildings	Balance Sheet	Posting	☐		-365,67,202.60	-365,67,202.60
1190	Land and Buildings, Total	Balance Sheet	End-Total	☐	1100..1190	661,77,054.30	661,77,054.30
1200	Operating Equipment	Balance Sheet	Begin-Total	☐			
1210	Operating Equipment	Balance Sheet	Posting	☐		404,73,186.80	404,73,186.80
1220	Increases during the Year	Balance Sheet	Posting	☐		20,79,075.95	20,79,075.95
1230	Decreases during the Year	Balance Sheet	Posting	☐			
1240	Accum. Depr., Oper. Equip.	Balance Sheet	Posting	☐		-352,18,865.30	-352,18,865.30
1290	Operating Equipment Total	Balance Sheet	End-Total	☐	1200..1290		

(Screenshot of Demo Company)

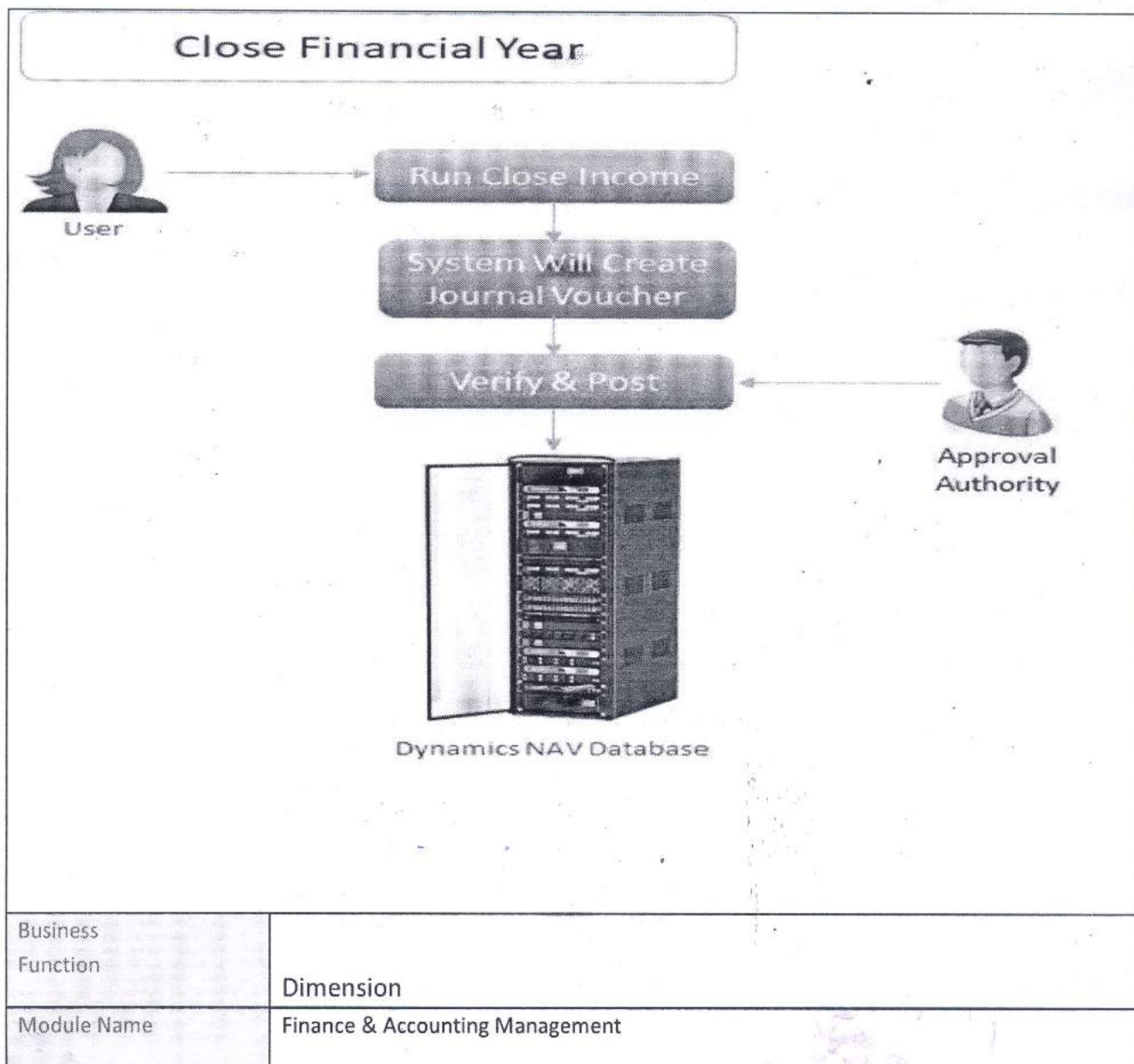| Business Function	Fiscal Periods
Module Name	Finance & Accounting Management

As-Is-Process

- At Present, finance users are following the fiscal year starting from 01st April to 31st March.

To-Be-Process

- Fiscal period will be defined in the Accounting Period as per the Dynamics NAV standard. Financial year will begin from **April**.
- Accounting Periods to be opened for each new Financial Year in Nav.
- New Financial Year – 01st April to 31st March (of Next Year) with 12 Periods.

Starting Date	Name	New Fiscal Year	Closed
01-04-19	April	Yes	No
01-05-19	May	No	No
01-06-19	June	No	No
01-07-19	July	No	No
01-08-19	August	No	No
01-09-19	September	No	No
01-10-19	October	No	No
01-11-19	November	No	No
01-12-19	December	No	No
01-01-20	January	No	No
01-02-20	February	No	No
01-03-20	March	No	No

Requirement ID	
	Periods End Close
Module Name	Finance & Accounting Management

As-is Process

- Currently, there is no system for closing the financial year in the software tally. Users can post the entries of the previous financial period also as and when required.

To-Be-Process

- Closing of Financial Year is done after preparation of Balance sheet and Profit & Loss A/C. After Audit i.e., 30th September subsequent to the nearest March.
- Normally 12 months ending 31st March.
- Addition, Deletion, Rectification of old date vouchers (Before posting).
- The Closing Period once closed will **not** be opened. So user need to close the books of accounts of the financial year after considering and verifying all the adjustments and B/S, P&L Figures.

Following processes needs to be done before closing of fiscal year:

1. Provisional expenses to be booked.
2. Balance confirmation from customer & vendors.
3. Bank Reconciliation.
4. Preparing balance sheet, profit and loss.
5. Settlement of all Taxes and Adjustment Entries if any.

Dynamics NAV provides functionality to close fiscal year. On closure the balances of Income & Expenditure accounts are transferred to Retained earnings account/Profit & Loss account defined in Batch Job.

Close Financial Year

User

Run Close Income

System Will Create Journal Voucher

Verify & Post

Approval Authority

Dynamics NAV Database

Business Function	
	Dimension
Module Name	Finance & Accounting Management

As-Is-Process

- No dimensions or cost centres are maintained in the tally software. All the records are maintained manually in Excel Sheet.

To-Be-Process

- Recording of Dimensions during each and every transaction, based on that analysis can be done in the system.
- Dimension is data that you can add to and accounting entry as a kind of marker so that the program can group entries with similar characteristics and easily retrieve these group for analysis purpose. Dimension can be used throughout the program.
- In the Microsoft dynamics NAV, dimensions are one of the unique features to maintain data for their MIS.
- Each dimension can have an unlimited series of dimension values that are sub-units of that dimension. For example, a dimension called Department can have departments called Sales, Administration and so on as subunits. These departments are dimension values. Dimensions and dimension values are user-defined and unlimited, which means you can create dimensions tailored to your company's needs and business processes. However, some dimension, such as account number and date, are already defined for you by the program.
- A company's accounts are made up of many entries from many different sources and are associated with numerous activities within the company. It is often necessary to create statements, statistics and analyses that are extracts of the complete financial statements. These extracts can be created using individual dimensions or combinations of dimensions.
- IF user set up a dimension called Department, and then use this dimension and a dimension value when posting an entry, you can later retrieve information. If more than one dimension has been used on posted entries, the user can create a richer analysis of a company's activities.
- By using dimensions, user can analyse trends and compare various characteristics across a range of entries. The analysis view functionality is particularly effective for this purpose, but you can also use filters, account schedules and reports to create informative dimensions' analyses
- MS Dynamics NAV, user can define total 8 dimensions for each company, and can define an unlimited number of dimension values for each dimension. All dimensions defined by user can be used on entries in journals and documents, as well as in dimensions-related reports and batch jobs.

Global dimensions: User can select two global dimensions from the dimensions already set up. The dimensions selected by user to be global dimensions are available for use throughout the program. This means that global dimensions can be used as filters for G/L entries, as well as on all reports, account schedules and batch jobs. Both global dimensions are also automatically made available by the program for use on entry lines and document headers as shortcut dimensions.

Global dimensions are typically a company's most used and important dimensions because of their availability throughout the program.

Shortcut dimensions: With shortcut dimensions, the user can enter dimensions and dimension values directly on the lines in journals, and sales and purchase documents. For example, each individual user can set up a purchase document for their own specific needs. On the Lines Fast Tab, press right click and select Choose Columns, and select the shortcut dimensions you use frequently in that particular document to be shown on the document line. You can specify a total of eight shortcut dimensions. The program defines the first two shortcut dimensions as being the same dimensions used as global dimensions. You can select the remaining six shortcut dimensions from among the dimensions your company has set up. These six shortcut dimensions can also be changed regularly to suit company needs.

To enter dimension information for dimensions not selected as shortcuts, you must use a separate Dimensions window.

Currently, the following Dimensions has been discussed are mentioned below:

   i.   **College/Institute – Global Dimension 1**
  ii.   **Department – Global Dimension 2**
 iii.   **Event – Shortcut Dimension 1**
 iv.   **Employee – Shortcut Dimension 1**
  v.   **Branch – Shortcut Dimension 1**

All the financial data in Dynamics NAV can be analysed on the basis of Dimensions.

Dimensions

Code	Name	Code Caption	Filter Caption
AREA	Area	Area Code	Area Filter
BUSINESSGROUP	Business Group	Businessgroup Code	Businessgroup Filter
CUSTOMERGROUP	Customer Group	Customergroup Code	Customergroup Filter
DEPARTMENT	Department	Department Code	Department Filter
PROJECT	Project	Project Code	Project Filter
PURCHASER	Purchaser	Purchaser Code	Purchaser Filter
SALESCAMPAIGN	Sales campaign	Salescampaign Code	Salescampaign Filter
SALESPERSON	Salesperson	Salesperson Code	Salesperson Filter

(Screenshot of Demo Company)

Business Function	
	Vouchers
Module Name	Finance & Accounting Management

As-Is-Process

- At present vouchers are prepared directly in the accounting package (tally) and the corresponding transaction details are available at that level. Hard copy of all the vouchers will be printed and kept in record. In case of salary to employees the company manually pass the consolidated entry of the total amount. Manual entries are also posted in case of conveyance, travelling and other expenses.

To-Be-Process

- All the entries will be directly entered in the Dynamics NAV. Data will be stored in the Centralized Server. There will be no repetition of work. All entries in the system now would be accompanied by dimension values.
- These values will allow for instantaneous analyses and reporting data available. Proper dimension setup with Chart of Accounts is required for this at the time of implementation.
- Dynamics NAV handles this functionality using **different** voucher pages. All the Journal vouchers are entered into the system from Journal Voucher Batch, the Payments vouchers are entered from Payment Voucher Batch and the Receipt Vouchers are entered from the Cash /Bank Receipt Batch.
- After posting all these transactions are reflected in respective ledger entries and appropriate accounts in the chart of accounts. Accounting vouchers can be entered in:
- **Single Row**
- Single Row – If any accounting voucher consist only two accounts then this type of entry can be entered with the help of using balancing account on same row. If account entered in account number is debited, then system automatically credit balancing account or vice versa.
- **Multiple Row**
- Multiple Row – If any accounting voucher consist more than two accounts then it's mandatory to use multiple rows. System will **generate** new voucher number after voucher get balanced (i.e. difference of debit and credit of multiple row become zero).
- All transactions will be sufficed by standard dimension code. Separate No. series will be used for all types of Vouchers.
- User needs to verify each voucher/transaction before posting. It is so because in the system, the voucher once posted cannot be modified or deleted. Only rectification entry can be passed against the wrong entry.

S. No.	Type of Voucher	Description
1	Cash Receipt Voucher	For recording receipt made by party in cash.
2	Cash Payment Voucher	For recording payment made to any party by cash.
3	Bank Receipt Voucher	For recording receipts from any party by Bank.
4	Bank Payment Voucher	For recording payment made to any party by Bank.
5	Contra Voucher	For recording Cash and Bank Transactions.
6	Journal Voucher	Voucher where neither account head is cash or Cheque can be called journal voucher.
7	Recurring Journals	Recurring General Journal window to post transactions that recur with few or no changes to G/L, bank, customer, vendor and fixed assets accounts. In a recurring general journal, you enter the relevant information for the transaction, such as the posting date, amount and the accounts you want to post to. You also enter information that tells the program about how often the transaction is posted.
8	FA G/L Journal	Posts fixed asset transactions, such as acquisition and depreciation. The FA G/L Journal is a general journal, which is integrated into the general ledger.
9	FA Journal	Posts entries to a depreciation book without integration to general ledger.
10	FA Reclassification Journal	Transfers, splits up, and combines fixed assets
11	Item Journal	Specifies how you want to adjust inventory in connection with purchases, sales, and positive or negative adjustments

The journal voucher line can be edited any time before posting. Some of the important fields on voucher form are:

➢ **Posting Date** - Posting date for the entry.

➢ **Account Type** - Account type that you choose determines which accounts you can select in the field. Available options are G/L Account, Customer, Vendor, Bank, and Fixed Assets.

➢ **Type of Voucher** – Refers to type of Documents. Available options are Payment, Invoice, Credit Memo, Finance Charge, and Reminder.

➢ **Account Number** - Number of the account that the entry on the voucher will be posted to.

➢ **Debit Amount** – Debit Amount of Transaction

➢ **Credit Amount** – Credit Amount of Transaction

- ➤ **External Document Number** – External document number refer to vendor invoice #.
- ➤ **Cheque Number** – In case of payment voucher Cheque number issued to party.
- ➤ **Cheque Date** – Date of Cheque
- ➤ **Balancing Account Type** – Ledger account type needs to select. Selection of Balancing account code is dependent on Balance account type. Available options are G/L Account, Customer, Vendor, Bank, and Fixed Assets.
- ➤ **Balancing Account Code** – In case of single line voucher means only two ledger account entry. We can make entry in single line. User **can sel**ect the number of the G/L, customer, vendor or bank account to which a balancing entry for the journal line will posted.

Business Function	Financial Statement
Module Name	Finance & Accounting Management

As-Is-Process

- There are currently created in MS Excel, using data from the current financial System Tally. This reporting data is currently disintegrated from the accounting package.

To-Be-Process

- Every day in & Out cash is maintained in our system.
- Integration of online fee deposit through payment gateway (HDFC, SBI) with ERP Database.
- Fee receipt format
- Scholarship wise reports will be in maintained in Admission Process.
- Financial Statements like Balance Sheet, Profit & Loss A/C, and Trial Balance is required to be generated from the system. The Standard report of Trail Balance is there in the system.
- Dynamics NAV have a feature of Account Schedules through which the company can prepare most of its MIS reports. These reports can also have comparative analysis with historical or budgetary data.
- CS will create the layout/format Account Schedules like B/s, P&L as per the format provided by the Invertis but mapping of G/L accounts in account schedule is responsibility of Invertis.

(Screenshot of Demo Company)

Business Function	
	Account Receivable
Module Name	Finance & Accounting Management

As- Is-Process:

- Managing and recording receivables management in the system.
- Student's outstanding invoices and advance payments.
- Student no. series and Roll no. series should be different.

To-Be-Process:

- They will be covered in Admission FRD.

Business Function	
	Accounting Payable and Tax Deducted as Source
Module Name	Finance & Accounting Management

As-Is-Process

- Managing and recording payables management in the Tally system.
- Vendor's outstanding invoices and request for advance payments are done manually.
- Debit Notes and credit note, Journal Vouchers are being used for adjustments Vendor accounts.
- Purchase order & invoiced to be linked.
- There are two types of vendors:
  - i. Domestic
  - ii. International

- TDS is deducted and paid to the authorities. Calculation of TDS is being done manually in Tally.

<u>To-Be-Process</u>

- TDS and TCS is the standard functionality of dynamics NAV. In dynamics NAV, TDS and TCS is handled by separate granule. For this setup of TDS is necessary. Setup of TDS and TCS is the responsibility of CS consultant and this can be modified by client in future, if requires.
- In case of change in TDS/TCS percentage, new percentage with effective date should be defined in TDS details available.
- The fields on TDS detail setup are given below. Same setup is available for TCS also.

TDS Nature of Deduction	Assesse Code	TDS Group	Effective Date	Concessional Code	TDS %	Non PAN TDS %	Surcharge %	E-CESS %	SHE Cess s %
ADVT	COM	Contractor	01-04-08		1	0	10	2	1
ADVT	COM	Contractor	01-10-16		2	0	0	0	0
COMM	COM	Commission	01-04-08		10	0	10	2	1
COMM	COM	Commission	01-10-15		10	0	0	0	0
CONT	COM	Contractor	01-04-08		2	0	10	2	1
CONT	COM	Contractor	01-04-12	CONT-01	1	0	10	2	1

- Calculation of surcharge is standard functionality of Dynamics NAV.
- TDS Payment and TDS certificate generation is standard functionality of Dynamics NAV.
- Setup of Vendor/Customer/Party with the NOD detail so that NOD linked is available for TDS transaction.
- Adjustment journal are to be used for correction of TDS already deducted but not paid.
- TDS update register is NAV standard functionality to keep track of all TDS payment made to government.
- Lower deduction of TDS will be controlled through Concessional Codes.

TDS Setup ▾

Show results:

✕ Where   TDS Nature of Deduction ▾ is   Enter a value.

✛ Add Filter

TDS Nature of Ded...	Assessee Code	TDS Group	Effective Date	Country Code	TDS %	Non PAN TDS %
ADVT	COM	Contractor	01-04-2006		1.00	0.00
ADVT	COM	Contractor	01-04-2007		1.00	0.00
ADVT	IND	Contractor	01-04-2006		1.00	0.00
ADVT	IND	Contractor	01-04-2007		1.00	0.00
COMM	COM	Commission	01-04-2006		10.00	0.00
COMM	COM	Commission	01-04-2007		10.00	0.00
COMM	IND	Commission	01-04-2006		10.00	0.00
COMM	IND	Commission	01-04-2007		10.00	0.00

- Vendor Master should have the provision to record vendor name, Address, Zone, all Tax related information, Payment terms and method of payment.

- Purchase orders issued by purchase department. In certain cases, advances to be given as per terms of order and payment is given against Performa Invoice i.e. before delivery of material.

- Debit Notes and Journal Vouchers are being used for adjustments Vendor accounts

Following GL entries to be created:

At the time of creating TDS liability (Invoice)

Particulars	Debit Amount	Credit Amount
Expense A/C	10,000	
TDS Payable A/C		1,000
Vendor A/C		9,000

At the time of creating TDS liability (advance payment)

Particulars	Debit Amount	Credit Amount
Vendor A/C	10,000	

		1,000
TDS Payable A/C		
Bank A/C		9,000

At the time of depositing TDS

Particulars	Debit Amount	Credit Amount
TDS Payable A/C	2,000	
Bank A/C		2,000

In case of any party not having a PAN Card, Tax has to be deducted at 20%.

Corporate Serve Confidential

Business Function	
	Fixed Assets
Module Name	Finance & Accounting Management

As-Is-Process

- Computation of Depreciation on Fixed Assets as per Income Tax Act in the system is done in tally software.

To-Be-Process

- The basic assets used by the company can be defined and maintained in a card. This contains an interrelated feature of associating the posting group to each asset by which all the transactions done by that asset will be reflected in a particular account.
- The facility of creating main asset having its components is also present.
- You can enter the dimensions also.
- Book value of each asset will be shown at the card itself and the statistics for each asset shows the details about the acquisition, depreciation and disposal of the asset.
- You can use various methods of depreciation. Many large corporations use straight-line depreciation in their financial statements because this generally permits reporting higher earnings.
- When you have created the relevant depreciation books, you must assign one or more depreciation books to each fixed asset. A depreciation book that is assigned to a fixed asset is referred to as a fixed asset depreciation book. Accordingly, the window for assigned depreciation books is called **FA Depreciation Books**.
- The Flow chart in this topic shows a typical life cycle of a fixed asset:

Flowchart description:

1. Create a FA on the FA Card and link the FA to the depreciation book(s)

↓

Integrate the FA with G/L?

- No → 2a. Post the acquisition cost through the FA journal
- Yes → 2b. Post the acquisition cost through the FA G/L Journal or through a Purchase Invoice

Link the FA to an Insurance Policy

No branch (left):
- Vendor Ledger
- 2a. Post the acquisition cost through the FA journal
- 3a. Revaluate FA (post appreciation/write-off)
- 4a. Calculate and post depreciation
- FA Ledger
- 5a. Post FA maintenance
- 6b. Dispose of the FA

Yes branch (right):
- Vendor Ledger
- 2b. Post the acquisition cost through the FA G/L Journal or through a Purchase Invoice
- 3b. Revaluate FA (post appreciation/write-off)
- 4b. Calculate and post depreciation
- G/L
- 5b. Post FA maintenance
- FA Ledger
- 6b. Dispose of the FA (post through the FA G/L Journal or a Sales Invoice)

Legend:
- ———→ Primary step of the typical workflow
- ·····→ Optional workflow step
- ——▷ Registered entries

Basic Setup:

The system is having the feature that will be used for setting up basic attributes for the entire module. This will be a company's one-time setup for a specific period. It includes:

- **FA Setup:** The default depreciation book to be used by the system, no. series to be used for Fixed Assets, the dates from where the posting is allowed into the system and the date up to when the system will allow posting the entries are to be mentioned here.

- **FA Posting Groups:** Different G/L accounts to where the consolidated acquisition costs, depreciation costs, disposal costs, loses and gains are to be posted needs to be mentioned.
- **FA Classes:** A main hierarchy level of assets. Tangible or Intangible needs to be defined.
- **FA Subclasses:** Further subdivision of the assets as per their classes. Under tangible car, machinery, furniture etc., and same as for intangible also are defined.
- **Depreciation Books:** Needs to be defined only once and then can be associated with the asset at the time of actual transactions.

Some of the important fields available on Fixed Asset Card are:

- **No.:** System Defined no. series for Fixed Assets.
- **Description:** Name of the Fixed Asset.
- **FA Class Code:** For Specifying Class of Fixed Asset.
- **FA Subclass Code:** For Specifying the Subclass of Fixed Asset.
- **FA Posting Group:** For Specifying the Posting group related to that asset.

Recording Transaction:

The system is having three types of journal which are used for passing the transactions:

- **FA G/L Journal** – This journal is used for making FA transactions such as acquisition, depreciation, disposals etc. it is a general journal, which is integrated into the general ledger and Chart of Accounts.
- **FA Journal** – This journal is used to post the entries to depreciation book without any integration to general ledger. Generally, the opening balances of the assets are posted from this journal.
- **FA Reclassification Journal** – This journal is used to transfer, split up and combine the fixed assets.

All FA related entries are required to be passed with the corresponding FA reference and not just with FA in the narration. This will also require making all FA entries from the corresponding module.

Business Function	
	Bank & Cash Management
Module Name	Finance & Accounting Management

As-Is-Process

- Bank and Cash transactions to be done for day to day accounting in the system.

To-Be-Process

Cash:

- Cash balance is kept in the cash account for day to day expenses.

Bank:

- Dynamics NAV contains a Bank Account granule where all the banks can be setup once. The bank card will have the complete address, communication details, branch codes etc.
- We should predefine the posting group of bank accounts. This will allow a particular bank to post the transactions in a particular account showing a consolidated figure.
- Some of the important fields on Bank account master are:

- Bank Code
- Bank Description
- Bank Account Number
- Bank Posting Group
- Bank Address
- Communication Details
- Account Number

Below is some more information related to Bank related transactions:

A)   University is banking with multiple accounts.

B)   Mode of payment is Cheque/RTGS/NEFT/DD.

Bank Granule

Bank Account Master

Posting of Bank Payment & Receipt

Cheque Printing

Dynamics NAV Database

User

User

User will create bank reco & fetch data from bank book

Bank Reco template will use data from statement as well as NAV database

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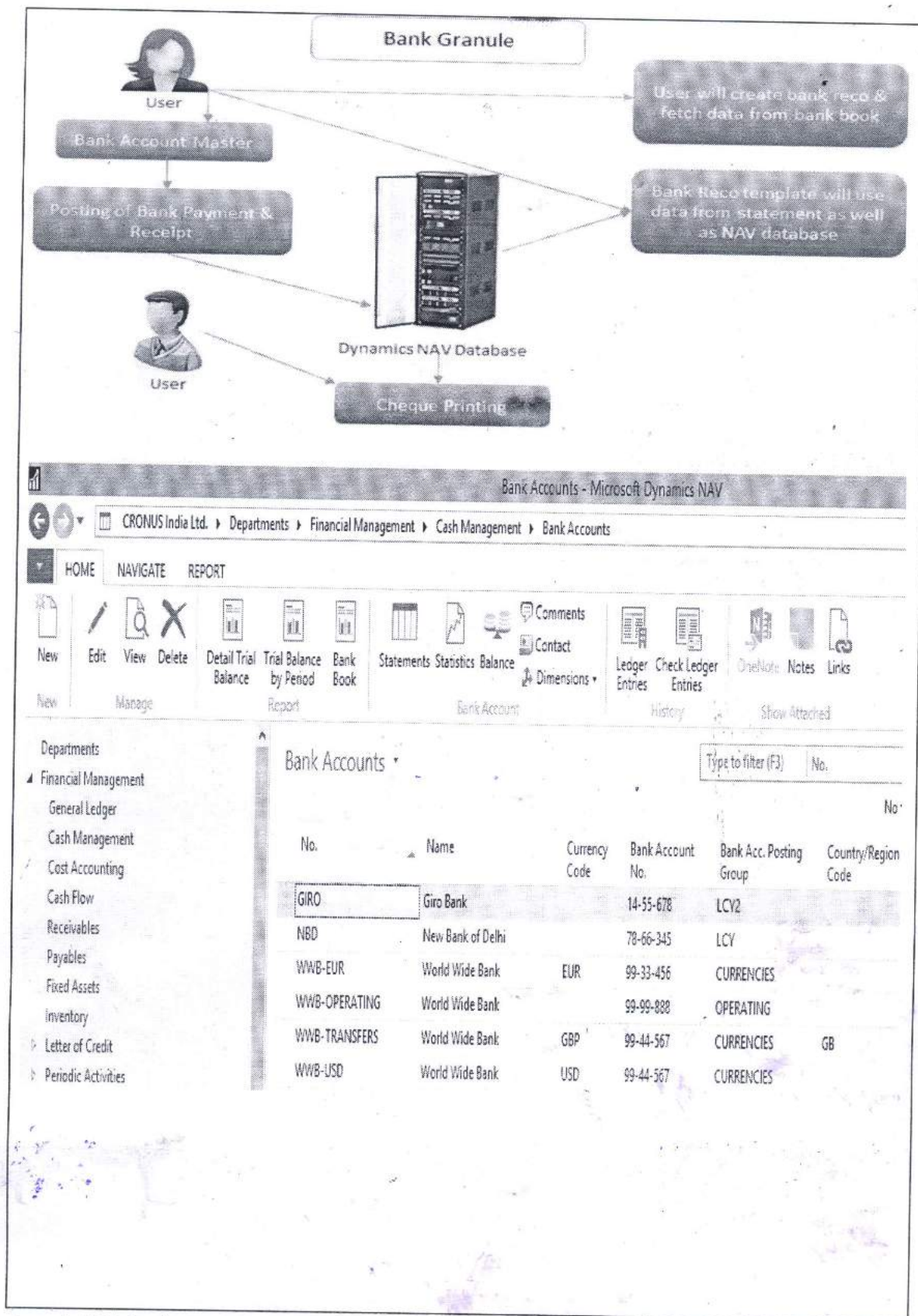
Bank Accounts - Microsoft Dynamics NAV

CRONUS India Ltd. ▸ Departments ▸ Financial Management ▸ Cash Management ▸ Bank Accounts

HOME   NAVIGATE   REPORT

New | Edit | View | Delete | Detail Trial Balance | Trial Balance by Period | Bank Book | Statements | Statistics | Balance | Comments | Contact | Dimensions | Ledger Entries | Check Ledger Entries | OneNote | Notes | Links

New | Manage | Report | Bank Account | History | Show Attached

Departments
▲ Financial Management
  General Ledger
  Cash Management
  Cost Accounting
  Cash Flow
  Receivables
  Payables
  Fixed Assets
  Inventory
▷ Letter of Credit
▷ Periodic Activities

Bank Accounts ▾   Type to filter (F3)   No.

No.	Name	Currency Code	Bank Account No.	Bank Acc. Posting Group	Country/Region Code
GIRO	Giro Bank		14-55-678	LCY2	
NBD	New Bank of Delhi		78-66-345	LCY	
WWB-EUR	World Wide Bank	EUR	99-33-456	CURRENCIES	
WWB-OPERATING	World Wide Bank		99-99-888	OPERATING	
WWB-TRANSFERS	World Wide Bank	GBP	99-44-567	CURRENCIES	GB
WWB-USD	World Wide Bank	USD	99-44-567	CURRENCIES	

Cheque Printing:

- The standard functionality of Cheques Printing **shall** be used. Cheque printing to be done after posting of voucher.
- The User can put the cheque date, cheque number at the time of posting the entry.
- In case of Dishonour of the Cheque, manually reversal of posted entry need to be done.
- In case of Cheque Dishonour, automatic bounce amount of Rs. 1000/- invoice will be generated in the student Ledger. This process needs to be customise in Dynamics NAV.
- In Case of Single Amount of Cheque receive from two or student then the invoice of the bounce charge will be segregated equally amount two or more students. This process needs to be customise in Dynamics NAV.
- Reissue of cheque (old cheque cancelled, expired, lost, stop payment) will be used with the system.
- Cheque book receipt and issue register will be used with the system.
- Currently Invertis University users the following cheque printing as per given below:

  - SBI
  - HDFC
  - ICICI

Business Function	
	Exchange Rate
Module Name	Finance & Accounting Management

As-Is-Process

- Currently, transactions post in tally software are recorded in the local currency i.e. INR.

To-Be-Process

- NAV2016 supports Multicurrency. After posting all transactions will be stored in Local currency in the data base. Setup can be done periodically to update the Exchange Rates.
- We will define all required currencies and additional currency can be created in future by Invertis Team.
- Exchange rates can be defined in set up or can be entered at transaction level.

Definition of exchange rate is done in Exch. Rates given on currency list page. Currency Page will be available in **Financial Management > Setup > General > Currencies**

Available fields on Exch. Rates are:

Starting Date	Currency Code	Relational Exchange Rate
30-09-2017	USD	40.00
31-10-2017	USD	48.36
30-11-2017	USD	48.39
31-12-2017	USD	50.61

Relational Exchange Rate: On this field enter amounts that the program uses to calculate INR value for the foreign currency denominations in transactions.

Edit - Currencies

| | HOME | ACTIONS |

New | Edit | View / Edit List / Delete | Exchange Rate Services | Update Exchange Rates | Change Payment Tolerance | Exch. Rates | Adjust Exchange Rate | Exchange Rate Adjust. Register | Curr

New | Manage | Exchange Rate Service | Functions | Exchange Rate

Currencies ▾

Code	Description	Exchange Rate Date	Exchange Rate	EMU Curr...	Realized Gains Acc.	Realized Losses Acc.	Unrealized Gains Acc.	Unrealized Losses Acc.
AED	United Arab Emirat...	01-01-2005	11.824752	☐	9330	9340	9310	9320
AUD	Australian dollar	01-01-2005	33.260769	☐	9330	9340	9310	9320
BGN	Bulgarian leva	01-01-2005	27.545673	☐	9330	9340	9310	9320
BND	Brunei Darussalem ...	01-01-2005	26.327513	☐	9330	9340	9310	9320
BRL	Brazilian real	01-01-2005	19.072462	☐	9330	9340	9310	9320
CAD	Canadian dollar	01-01-2005	35.898328	☐	9330	9340	9310	9320
CHF	Swiss franc	01-01-2005	34.539387	☐	9330	9340	9310	9320
CZK	Czech koruna	01-01-2005	1.83434	☐	9330	9340	9310	9320
DKK	Danish krone	01-01-2005	7.1974	☐	9330	9340	9310	9320
DZD	Algerian dinar	01-01-2005	0.59681	☐	9330	9340	9310	9320

Business Function	
	Workflow
Module Name	Finance & Accounting Management

As-Is-Process

- Currently, approvals are done on hard copy or through what's app mode or any other process.

To-Be-Process

- You can create workflows that connects business process tasks performed by different users. Request and granting approval to post the records are typical workflow steps. In the workflow window, you can create a workflow by listing the involved steps on the lines. Each step consists of a workflow event moderated by event conditions and a workflow response with response options. When you create a workflow, you can copy the steps from existing workflows or from workflows templates.

- Each voucher or document of the Invertis university relating to finance to post require two step approval. The responsible person in finance transactions relating to two step approval will further decided by Invertis University. All the Approvals Processes will run in Dynamics NAV.

Workflow Templates ▾

Description

▷ **Administration**

◢ **Finance**
    General Journal Batch Approval Workflow
    General Journal Line Approval Workflow

▷ **Integration**

▨ **Purchase Documents**
    Blanket Purchase Order Approval Workflow
    Purchase Credit Memo Approval Workflow
    Purchase Invoice Approval Workflow
    Purchase Invoice Workflow
    Purchase Order Approval Workflow
    Purchase Quote Approval Workflow
    Purchase Return Order Approval Workflow

▷ **Sales and Marketing**

◢ **Sales Documents**
    Blanket Sales Order Approval Workflow
    Sales Credit Memo Approval Workflow
    Sales Invoice Approval Workflow

Business Function	
	Student Fee & Finance
Module Name	Finance & Accounting Management

As-Is-Process

- Currently student fee & finance related work in in-house software.

To-Be-Process

- Currently, the fee due to the student done after receiving the payment. But in Dynamics NAV, first we need to create an invoice for the fees to be due, then payment will be made.
- Fee Setups will be created for each course admitted and academic year wise. CS will create the setups for the first year **and aft**erwards Invertis Finance department will create those setups in coming years. Fee of the student will generate based on the fee setups in the system.
- The late payment fine of Institute Fee of Rs. 100/- per day and Exam Fee of Rs. 100/- per day but Max. To Rs. 1000/- will be levied on the student and system will generate the invoice of the fine amount in the ledger of student automatically.
- The process of fine wave off is also need to get develop and in this user can wave off the fine of the student after approval of the management.
- The bulk upload of Online Payment/Fee receive from the student is also there in the system. The User need to check the entries after upload and Post the entries.
- Auto cheque Dishonour facility is not there in Dynamics NAV. User need to post such transactions manually and invoice will be generated of this cheque Dishonour as Rs.1000/. Currently Invertis are using this facility. They will pick cheque no. of the student and click on cheque bounce entry will be generated automatically.
- Disciplinary fine will be used in the system.
- If student promote in next year Transport fee and Hostel Fee will be generated by Concerned Department.
- Cheque Date, Cheque No., Bank Name field should be available.
- In case of Refund of the fee, there is a document type "Refund" option is there in Dynamics NAV. User select that option at the time of making the refund.
- Currently Invertis are using the fee component as per given below:

  - Institute Fee
  - Hostel Fee
  - Bus Fee
  - Insurance Fee

- Notebook Fee
- Uniform Fee
- Exam Fee
- Other/Fine
- Placement Fee
- AutoCAD Fee
- Seminar Fee

- Separate G/L account will need to create in the system for each fee component and posting will be done accordingly.
- No Report formats has received from the Finance department. Dynamics NAV provides the standard financial reports like vouchers, trial balance, cash book, bank book, G/L Ledger.
- The Cheque Bouncing SMS Alerts and Fee Due SMS Alerts will provide by the CS. The word limit of each SMS will restrict to 160 characters. SMS text will be provided by Invertis.
- In case of scholarship, the students who meet the criteria, the system will automatically generate the credit memo of the scholarship amount. Scholarship setup will be defined as per the Information Brochure.
- In case of Course transfer, the dues and balances will get transfer to the new course of the student.
- In case of Course Transfer, the Student ID will not get changed. Only the Roll No of the Student will get changed.
- In case of Fee generated at the time of admission of the course, the student will get the SMS relating to the due fees. SMS text will be provided by Invertis.
- The system has the facility of narration, comments on each financial voucher. User will put the narration before posting the transactions.
- In case of make the payment online through the portal, student will get the option of choosing the fee component against the fee payment. The Outstanding dues, Payment history will also show in student portal of the respective student.
- Fee Rectification process should be available with 2 level approvals.
- System will capture due date report of student and course wise.
- Instalment fee option required with date and amount.
- No dues form will be confirming by Invertis. It is required or not.
- Daily Fee collection should be generated in cash, cheque and swipe.
- In case of wrong slip generated, date wise cancellation record along with reason should be fetched from the system.
- There should be message alert system which send to those students whose fee is pending. SMS text will be provided by Invertis.
- **Report format are pending from Invertis side.**

***

Microsoft Word – Invertis University Transport Module

Document Information

Date

09th January, 2020

File Name

Transport FRD - Ver 1.0

Customer Information

Invertis University, Bareilly-Lucknow National
Highway, NH-24, Bareilly, Uttar Pradesh 243123

Submission Date

10th January, 2020

Distribution List

Invertis University-Co-Ordinators:

1. Mr. Santosh - Registrar
2. Mr. Tapan – Transport HOD
3. Mr. Pradeep – Transport Incharge

Corporate Serve:

1. Project Manager - Mr. Shubham Gupta
2. Functional Consultant - Mr. Dushyant Sharma
3. Technical Consultant – Mr. Abhishek Dwivedi

Transport Functional Requirement Document

Prepared for

INVERTIS UNIVERSITY – Bareilly (UP)

Product
Microsoft Dynamics – NAV 2016

Transport Module

Document Control Records

Business Function	Portal Requirements
Module Name	Academic Module

Requirement Definition

- Student Portal requirements: -
  - Student Profile view
  - Student attendance view
  - Co-curricular activity view
  - Fee details
  - Examination details
  - Results
  - Student Grievances
  - Student feedback
  - Mentorship
  - Assignment upload/download
  - Time –table (faculty wise, course wise)
  - Announcement and events
- Faculty Portal requirements: -
  - Faculty Profile
  - Student marking attendance
  - Payroll details like leave details, attendance details, salary details.
  - Time table
  - Class test entry
  - Marks entry for Internal marks
  - Actual lesson plan & proposes lesson plan View
  - Faculty feedback
  - Result Analysis
  - Assignment upload/download
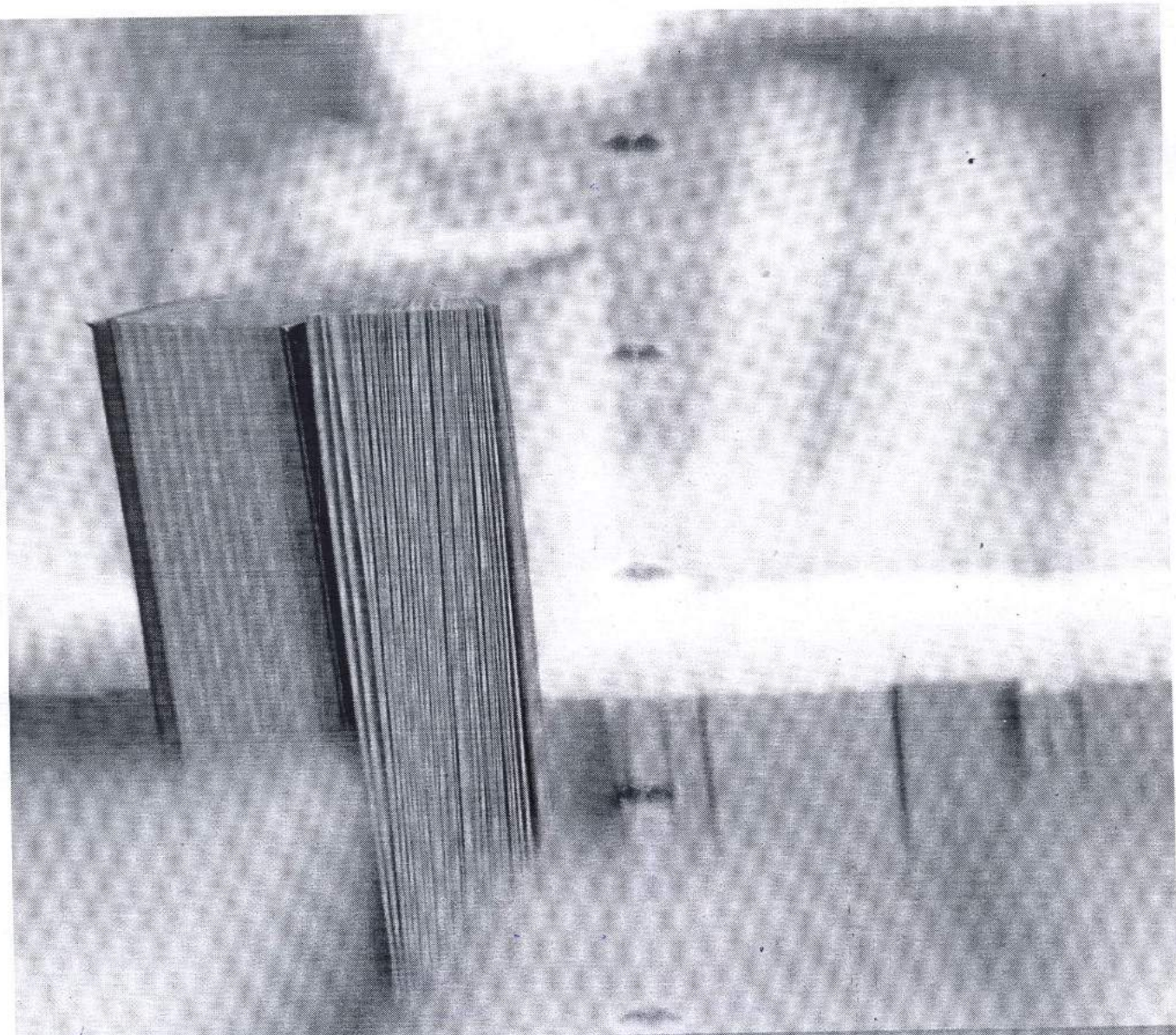
Business Function	Mobile Application Requirements
Module Name	Academic Module

Requirement Definition

- Student Portal requirements: -
    - Student Profile view
    - Student attendance view
    - Fee Dues and Payments
    - Internal Assessments
    - Grade Sheet
    - Student Grievances
    - Time Table view
    - Announcement and events
- Faculty Portal requirements: -
    - Faculty Profile
    - Attendance View
    - Time table view
    - Announcement and events

Business Function	Student Welfare
Module Name	Academic Module

Requirement Definition

- o Emails and alerts to be sent to the students if the dues are not clear
- o Railway concession form must be generated from the system and must be filled by the student from the portal
- o The form will further be send to Record in-charge and he will then create the concession order
- o Punish announcement notice (suspension) must be available on portal with file attachment option (pdf)
- o The same will also be available on student portal and the email must be shared to internal management
- o Search options must be available for Proctor to search any suspension (subject wise)
- o In case any student entering the campus after 09:00 AM, the record must be available on the proctor's screen for further action as
  - ➤ Student ID
  - ➤ Name
  - ➤ In Time
  - ➤ Out Time
- o The committee can decide upon the type of punishment as suspension (with duration), Fine, Warning, etc.
- o CR, DC and CI will be defined by Chief Proctor academic year wise. It will be shown on proctor page will all college wise.
- o Pictorial Board will be defined and managed by Chief Proctor academic year wise and it will be shown on student portal.
- o There are four type of fine as per given below:
  - ➤ Suspension (attachment required) Particular Duration
  - ➤ Fine (Amount)
  - ➤ Suspension/Fine (attachment required with amount)
  - ➤ Rusticate

o   System must also have facility for grievances where a student or a staff can put his/her complaints in their respective portals
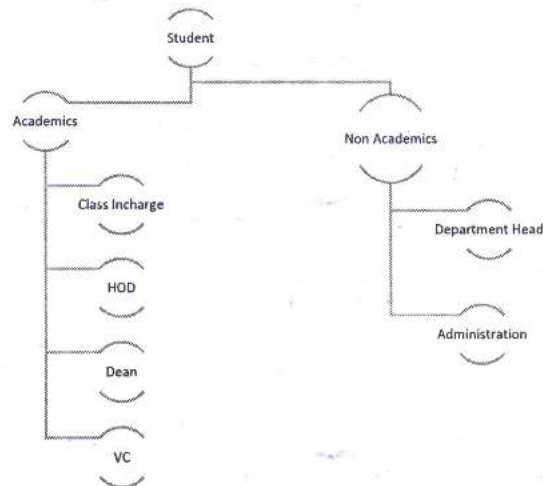
o   If no action is taken within 3 days, the emails must be triggered to next authority

*****

Microsoft Word – INVERTIS UNIVERSITY - Admission Module

Shubham Gupta   12/20/19   Business Analysis

Document Information

Date

20th Dec, 2019

File Name

Invertis University Admission BRD Ver. 1.0

Customer Information

Invertis University, Bareilly-Lucknow National Highway, NH-24, Bareilly, Uttar Pradesh 243123

Submission Date

23th Dec, 2019

Distribution List

IU Co- Ordinators:

1. Registrar
2. Dean Academics

Corporate Serve:

1. Project Manager
2. Implementation Head
3. Functional Consultant

Admission FRD Document

Prepared for

Invertis University - Bareilly

Product

Microsoft Dynamics – NAV 2016

Admission Management

Contents

Document Control Record

Date	Author	Version		Description of Change
17th Dec, 2019	Shubham Gupta	1.0		First Version

• Attendees

Date	Name	Designation
17th Dec, 2019	Mr. Rajeev Bhandari	
17th Dec, 2019	Mr. Manish Gupta	
17th Dec, 2019	Ms. Shevta	
17th Dec, 2019	Ms. Navneet Kaur	

INTRODUTION

This Functional Requirements Document FRD is the output of systems analysis phase of Microsoft Dynamics Implementation project for Invertis University. Analysis phase included a study by way of series of focused workshops with team of Invertis University.

The purpose and format of these workshops was to understand the current status of the functions covered in this document within Invertis University and to establish how Microsoft Dynamics application will be utilised to support the business processes in line with the stated project objectives that are based on investment returns.

This document states a broad understanding of the current systems and functional requirements and there may be some references to certain processes/operations/functions, which may not form part of the scope. Scope is determined by the technical and commercial proposal submitted by Corporate Serve before the start of the project or as may be mutually agreed from time to time.

This document covers the final requirements and expectations from ERP solution. It is clearly understood that after the solution is built as per these requirements any change, modification or addition will require extra effort on the part of Corporate Serve and therefore will be out of scope of our engagement.

The Corporate Serve team looks forward to help IU in achieving its vision of superior service, real time data, real time control and harnessing technology as a platform for future growth.

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Work Flow Structure for Admission Module

```
┌─────────────────┐        ┌─────────────────┐
│ Website Enquiry │════════│     Enquiry     │
└─────────────────┘        └─────────────────┘
                                   │
                                   ▼
                            ╱─────────────╲              ┌──────────────────┐
                           ╱     CRM       ╲────────────▶│ Application Data  │
                           ╲               ╱             └──────────────────┘
                            ╲─────────────╱                       │
                                  │                    If document not available
                                                                  │
                          If document                             ▼
                              is                        ┌──────────────────┐
                           available                    │   Provisional    │
                                                        │    Admission     │
                                                        └──────────────────┘
                                                                  │
                                                                  ▼
                                                        ┌──────────────────┐
                                                        │     Confirm      │
                                                        │    Admission     │
                                                        └──────────────────┘
                                                                  │
                                                                  ▼
                                                        ┌──────────────────┐
                                                        │     Student      │
                                                        └──────────────────┘
```

Due to following reasons:
- Result Awaited
- Document Pending

Activities related
- Registration No. generation
- Fee
- Scholarship
- Withdrawal
- Transfer
- Cancellations

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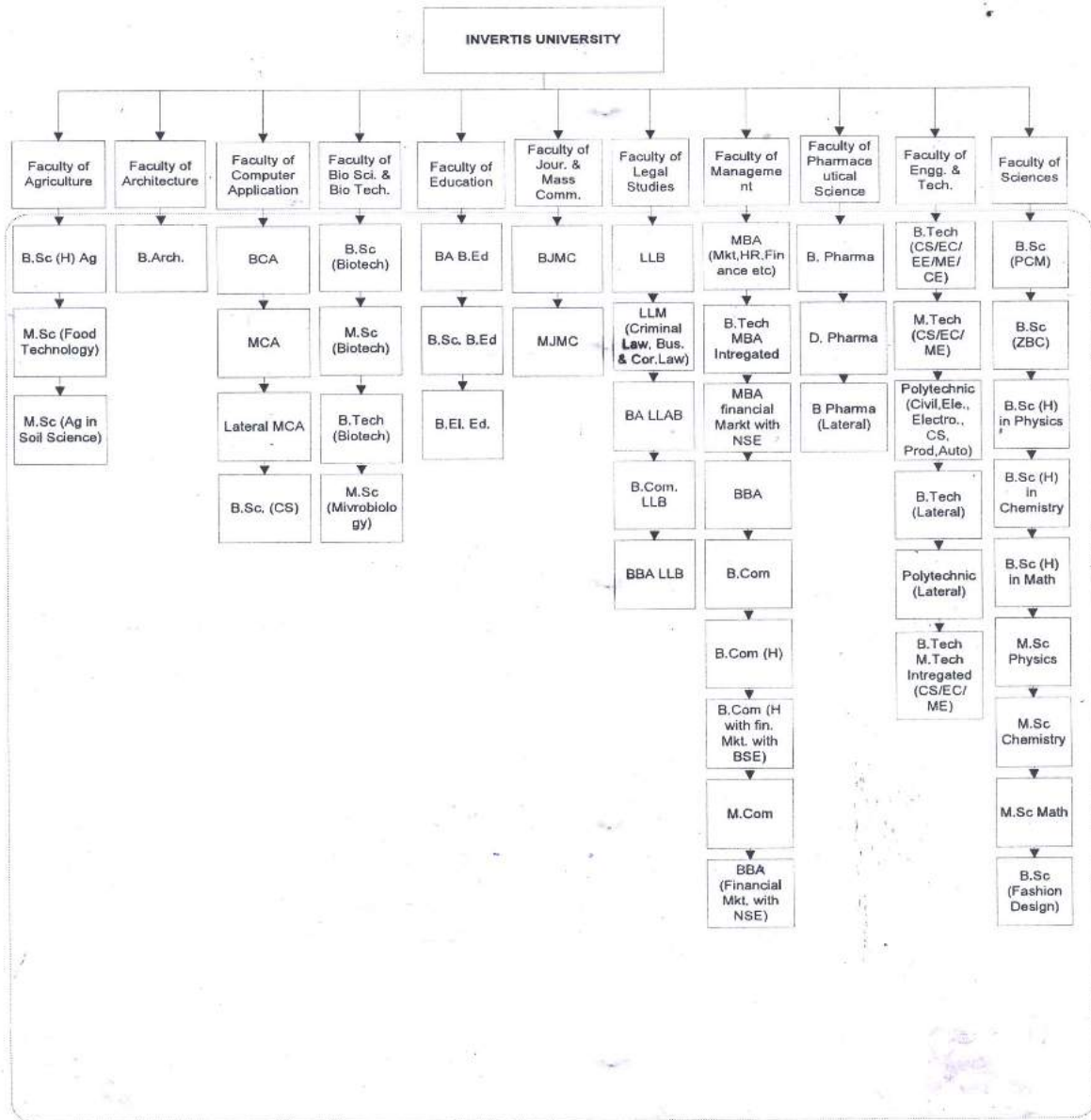Bareilly
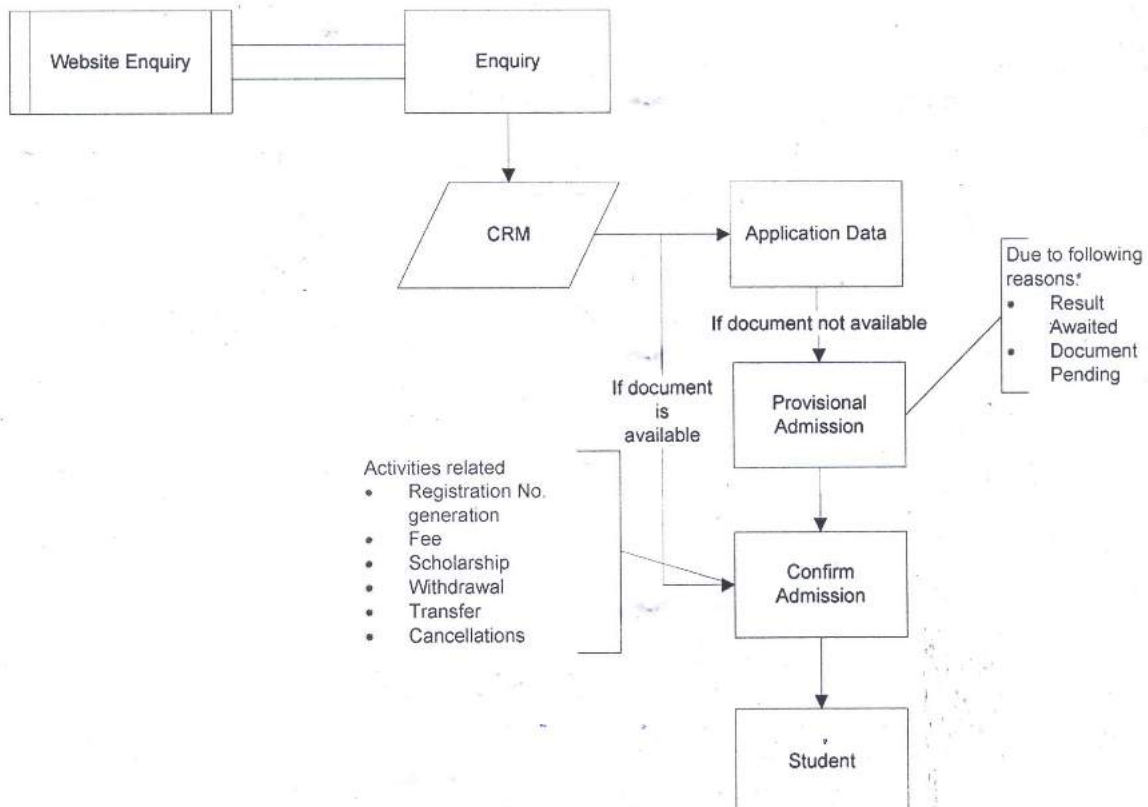
ADMISSION MANAGEMENT

Admission Business Functions

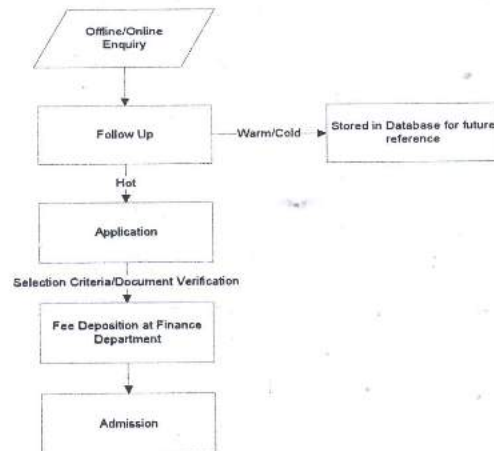The following Business Functions and processes were identified for IU Admission implementation

```
                    ┌──────────────────────┐
                    │     Phone Query      │
                    └──────────────────────┘
                               │
  Once the counselor confirms the Enquiry, Enquiry No. is generated
                               │
                               ▼
        ┌──────────────────────┐   Warm/Cold   ┌──────────────────────┐
        │   Enquiry Process    ├──────────────▶│ Stored in Database for│
        └──────────────────────┘               │   future reference    │
                               │                └──────────────────────┘
                              HOT
                               │
                               ▼
        ┌──────────────────────┐
        │ Application/Registration │
        └──────────────────────┘
                               │
                      Selection Criteria
                               │
                               ▼
        ┌──────────────────────┐
        │    Fee Deposition    │
        └──────────────────────┘
                               │
                               ▼
        ┌──────────────────────┐
        │      Admission       │
        └──────────────────────┘
```

```
                              INVERTIS UNIVERSITY
```

Faculty of Agriculture	Faculty of Architecture	Faculty of Computer Application	Faculty of Bio Sci. & Bio Tech.	Faculty of Education	Faculty of Jour. & Mass Comm.	Faculty of Legal Studies	Faculty of Management	Faculty of Pharmaceutical Science	Faculty of Engg. & Tech.	Faculty of Sciences
B.Sc (H) Ag	B.Arch.	BCA	B.Sc (Biotech)	BA B.Ed	BJMC	LLB	MBA (Mkt,HR,Finance etc)	B. Pharma	B.Tech (CS/EC/EE/ME/CE)	B.Sc (PCM)
M.Sc (Food Technology)		MCA	M.Sc (Biotech)	B.Sc. B.Ed	MJMC	LLM (Criminal Law, Bus. & Cor.Law)	B.Tech MBA Intregated	D. Pharma	M.Tech (CS/EC/ME)	B.Sc (ZBC)
M.Sc (Ag in Soil Science)		Lateral MCA	B.Tech (Biotech)	B.El. Ed.		BA LLAB	MBA financial Markt with NSE	B Pharma (Lateral)	Polytechnic (Civil,Ele., Electro., CS, Prod,Auto)	B.Sc (H) in Physics
		B.Sc. (CS)	M.Sc (Mivrobiology)			B.Com. LLB	BBA		B.Tech (Lateral)	B.Sc (H) in Chemistry
						BBA LLB	B.Com		Polytechnic (Lateral)	B.Sc (H) in Math
							B.Com (H)		B.Tech M.Tech Intregated (CS/EC/ME)	M.Sc Physics
							B.Com (H with fin. Mkt. with BSE)			M.Sc Chemistry
							M.Com			M.Sc Math
							BBA (Financial Mkt. with NSE)			B.Sc (Fashion Design)

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Phone Query System

Business Function	Phone Query System
Module Name	Admission Management

Requirement Definition

- The Counsellor will get Query Calls through call which needs to be recorded at the end of the day.
- This would be an offline process which would further be linked to the next step i.e., Inquiry Process.
  The screen will only be used by the head of the counsellors which can login through portal. It will be visible source wise as (Facebook, Google, WhatsApp, toll free, chat boat, help line no. etc.) and user can changeable or shuffling the inquiry.
- The screen would include:
  - Name of the Enquirer
  - Contact
  - Place
  - Course
  - Source (Newspaper, Online, Bulletins, Hoardings, etc.)
  - Category (SC, ST, OBC, General, Minority)
  - Religion (Jain, Muslim, Hindu, etc)
  - Remarks/Feedbacks

Inquiry Process

Business Function	
	Inquiry Process
Module Name	Admission Management

Requirement Definition

- Inquiry could be done either offline or online in the system
- If inquiry does not touch than it will be highlighted in colour. There are three type os leads as New, touch and Matured.
- Enquiry upload option will be required.
- Duplicate inquiry can't be entered in the system so system will be checked of some fields as per given below:
  - Name
  - Course
  - Father Name
  - Mother Name
  - Date of Birth
  - Mobile No
- The screen would be accessible to the counsellors
- Screen would include all the information provided in the previous screen i.e., Name of the Enquirer, Contact, Place, Course, Source, Category, etc.
- Follow ups will be required for the each and every enquiry.
- Category to be defined at the same stage, it can be defined as: General, SC, ST, OBC, and Minority.
- System should have same Student ID, **Roll No.** and Enrolment No.
- At the time of Enquiry fee type to be mentioned as Paid or Unpaid.
- System will generate a report or will show list of Enquiries for which follow-ups needs to be done.
- System should generate a unique code at the time of Enquiry which will further be linked till admission.
- For each enquiry follow-ups with status as HOT/WARM/COLD with remarks need to be

captured.

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Registration Form/ Prospectus Selling

Business Function	
	Registration Form/Prospectus Selling
Module Name	Admission Management

Requirement Definition

- The Enquiry is continued with selling of **Application/Registration** Form.
- Application/Registration form will be captured offline and online.
- Online application/registration form integration with the Invertis website.
- Picture upload i.e. (photo, 10th mark sheet, 12th mark sheet and class certificate) option is required at the time of online form filling.
- Image size will be deciding by Invertis University.
- The form contains the generated enquiry no with all the details filled in the enquiry form.
- The Registration form or the Prospectus is given by the counsellor.
- The counsellor also marks the Application with category as well as Religion
- Registration form must also have the facility to mark the applicant's fee criteria as Paid or Unpaid
- Information related to Paid or Unpaid will be catered by the Fee Management.
- Once the counsellor completes the information, the prospectus will be sold and the amount will be collected by the Finance.
- In Invertis University, the counsellors or Administrative person can take the complimentary prospectus in bulk from the Department Head and can be sold outside the campus.
- Tracking for the above is required by taking the signing authority.
- Status of Prospectus needs to be maintained as Issued and Damaged
- Information related to Issued prospectus like Name of the person, No. of Prospectus, Signing Authority and location needs to be captured.
- At the end of the month, system should provide the fee collected by those issued prospectus.
- Once the prospectus selling is finished, the department heads can receive the form to continue the admission process.
- Prospectus will be sold and the fees will be taken at the time of selling which will directly

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impact the Accounts. There could be a scenario where the applicant can partially pay the fee (Tuition Fees), in this case, he/she will be pay the remaining fee in 2 instalments as per the admission counsellor. Report will be generated at the time of partial fee.

Fee Classification

Business Function	
	Fee Classification
Module Name	Admission Management

Requirement Definition

- Course Wise fee structure should be defined in the system
- Fee will be generated on the basis of semester or year depending upon the program/course structure
- Applicant submits the Tuition fee and the fee department generates the slip to continue the Admission procedure.
- Fee structures will be pre-defined in the **system**
- Tuition Fee, Exam fee and Insurance Fee would be semester based whereas Hostel fee and Transport Fee would be yearly.
- Cases to be taken care of: Program A, Tuition Fee is 1 Lakh, but the management decides to decrease it to 80000. System should take care of the changes considering students those who have paid the Tuition fee(Full/partial)

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Discount and Scholarship

Business Function	
	Discounts and Scholarships
Module Name	Admission Management

Requirement Definition

- Invertis University offers various scholarship for different programs.
- Retention Scholarship: All the passing out UG student of Invertis University who wish to pursue PG course from Invertis will be awarded a **Scholarship of 25% on the 1st Year in tuition fee.**
- Sibling Scholarship: A Sibling of a student will be granted a **Scholarship of 10% of the 1st year in tuition fee.**
- For scholarship, applicant must provide pre-qualification marks details at the time of registration

Scholarship	Criteria for Scholarship	Scholarship %
Merit based Scholarship (For Under Graduate & Diploma Program)	90% and above marks in qualifying exam	100% of Tuition Fee
	80- 89.99% marks in qualifying exam	50% of Tuition Fee
	75-79.99% marks in qualifying exam	30% of Tuition Fee
	70-74.99% marks in qualifying exam	20% of Tuition Fee
Merit based Scholarship (For Post Graduate Program)	90% and above marks in qualifying exam	100% of Tuition Fee
	85- 89.99% marks in qualifying exam	50% of Tuition Fee
	80-84.99% marks in qualifying exam	30% of Tuition Fee
	75-79.99% marks in qualifying exam	25% of Tuition Fee
	70-74.99% marks in qualifying exam	20% of Tuition Fee
	60-69.99% marks in qualifying exam	15% of Tuition Fee
Sports Person Quota Scholarship	International level Participation	75% of Tuition Fee
	National level Participation	50% of Tuition Fee
	State level Participation	25% of Tuition Fee

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Achievements in other field	International level Participation	**75%** of Tuition Fee
	National level Participation	50% of Tuition Fee
	State level Participation	25% of Tuition Fee
Defence Personnel & Dependent	All eligible Candidate	25% of Tuition Fee

Scholarship	Rank (B.Tech. Stream)	Scholarship %
For JEE (Mains)	1-20000	100% of Tuition Fee
	20001- 30000	75% of Tuition Fee
	30001- 40000	50% of Tuition Fee
	40001- 50000	30% of Tuition Fee
	50001- 60000	**15%** of Tuition Fee

Scholarship	Score in Percentile	Scholarship %
For CAT/MAT	>95 Percentile	100% of Tuition Fee
	90- 94.99 Percentile	75% of Tuition Fee
	85- 89.99 Percentile	50% of Tuition Fee
	80- 84.99 Percentile	**30%** of Tuition Fee
	75- 79.99 Percentile	20% of Tuition Fee
	70- 74.99 Percentile	15% of Tuition Fee

Scholarship	Score in Rank	Scholarship %
For CLAT	1-500	100% of Tuition Fee
	501- 1000	**75%** of Tuition Fee
	1001- 1500	50% of Tuition Fee
	1501- 2000	30% of Tuition Fee
	2001- 2500	20% of Tuition Fee
	2501- Qualified	15% of Tuition Fee

- There could be special cases where the management can define their own criteria for admitting a student and giving scholarship.
- Discount and scholarship will be applicable at the time of admission.

Scholarship	Rank	Rank (Other	Rank (Lateral Entry)	Scholarship %

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Scheme	(B.Tech. Stream)	Stream)		
For UPSEE	1-5000	1-500	1-100	100% of Tuition Fee
	5001- 15000	501-1000	101-200	75% of Tuition Fee
	15001-25000	1001-2000	201-300	50% of Tuition Fee
	25001-35000	2001-3000	301-400	30% of Tuition Fee
	35001-45000	3001-4000	401-500	20% of Tuition Fee
	45001-55000	4001-5000	501-600	15% of Tuition Fee

- Separate structure for such special cases needs to be added in the system. Special /Sibling discount will be used in the system.

NOTE: Above mentioned scholarship details are provided as an example. All the scenarios in the prospectus will be catered at the time of Implementation.

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Fine Amount and Wave Off

Business Function	Fine Amount and Wave Off
Module Name	Admission Management

Requirement Definition

- Fine Amount is generated based upon the last date of submitting the Tuition fee or any other fee.
- For each case, Start and End Date will be provided to generate the Late Fee Fine.
- Separate head for G/L will be created for the cases of Fine Amounts.
- System should give the facility to edit the fine amount while generating.
- If any changes is done in fine amount, history needs to be captured.
- The fine could be a fixed amount or could be based upon percentage which will be increased per day.
- Separate slabs will be created for flat fine amount.
  - SLAB 1: Upto Date 1 → Amount X
  - SLAB 2: Upto Date 2 → Amount Y
- IU also generates certain Discipline Fine. This should be captured on the basis of disciplinary actions.
- Amount will be entered manually at the time of generating Discipline Form which will further generates a receipt. Student will get the receipt and can continue with the classes after paying the fine.
- Disciple form should also have a Notice No. through which finance can get details for Discipline Fine collected for a particular Notice Issued.
- Wave-off for the Fine amount can be done in IU. This will require the Management's approval to wave off the fine amount.
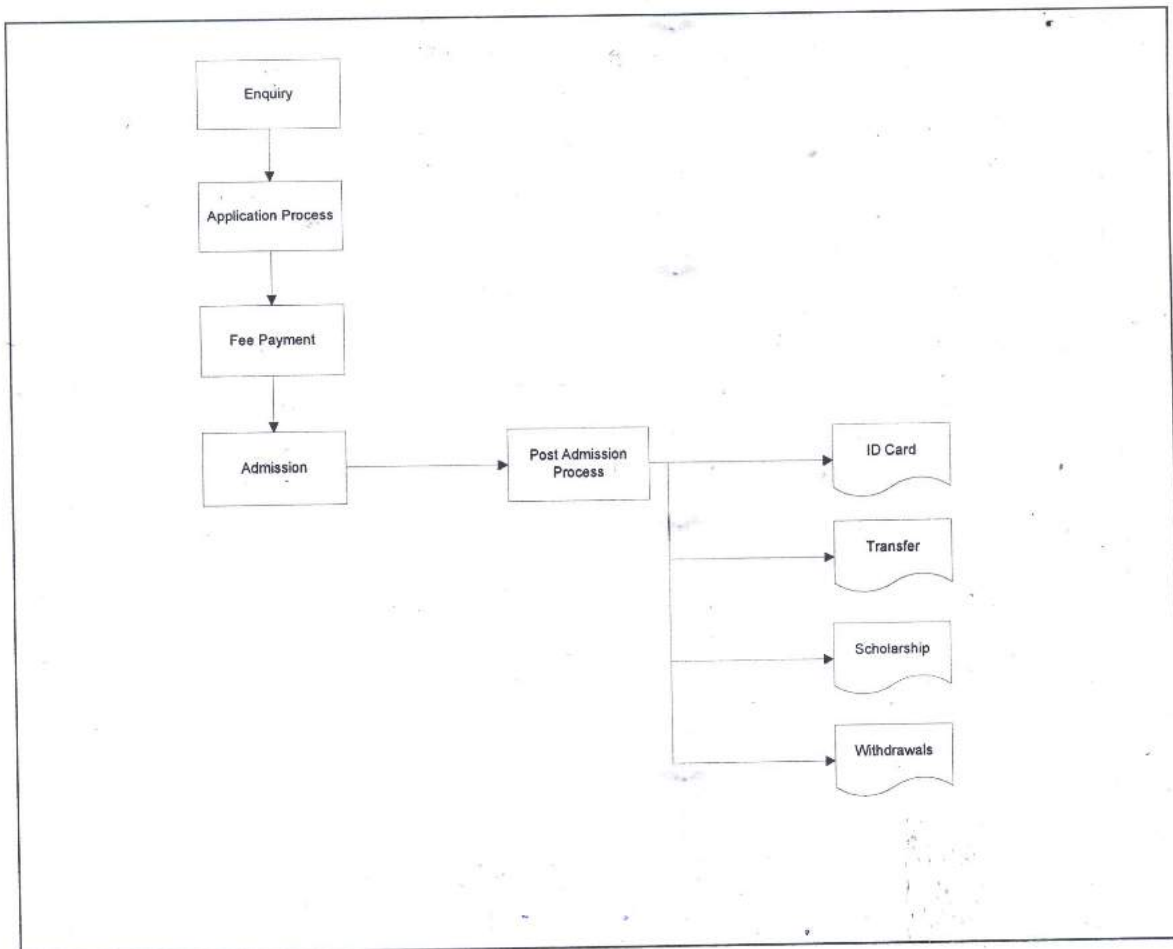
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Selection Procedure

Business Function	Selection Procedure
Module Name	Admission Management

Requirement Definition

- The Selection/Evaluation process is done program wise.
- All the programs/course have different scenarios in selecting the applicant and admitting it as a student.
- For selection procedure, system should automatically check the eligibility criteria from the master setup and create a list of selected applicants.
- System will have dropdowns for selecting the course and other masters.

Course/Program	Eligibility
M.Tech. (CSE)	60% (55% for SC/ST) marks in B. Tech./ B.E. (CS/IT), MCA or M.Sc. (math/Phy. Che., CS, IT)
LLB	50% (45% for SC/ST) marks in graduation
MSC (phy, che, math)	50% (45% for SC/ST) marks in B.Sc with respective subject as major
B.Com LLB Integrated	50% (45% for SC/ST) marks in 10+2 or equivalent
BBA LLB Integrated	50% (45% for SC/ST) marks in 10+2 or equivalent
BA LLB Integrated	50% (45% for SC/ST) marks in 10+2 or equivalent
BJMC	50% (45% for SC/ST) marks in 10+2 or equivalent
BSc. Hons. (Phy., Che., Math)	50% (45% for SC/ST) marks in 10+2 with PCM
BSc. Hons. (Biotechnology)	50% (45% for SC/ST) marks in 10+2 with PCM & PCB
BSc. Hons. (Computer Science)	50% (45% for SC/ST) marks in 10+2 with Maths
BSc. (PCM) /(ZBC)	50% (45% for SC/ST) marks in 10+2
BSc. (Fashion Design)	50% (45% for SC/ST) marks in 10+2
BSc. Hons (Agriculture)	50% (45% for SC/ST) marks in 10+2 with PCM & PCB or Agriculture
B.A. B.Ed. (Integrated)	50% (45% for SC/ST) marks in 10+2

B.Sc. B.Ed. (Integrated)	50% (45% for SC/ST) marks in 10+2 with PCM & PCB
B.El.Ed. (Integrated)	50% (45% for SC/ST) marks in 10+2
BBA	50% (45% for SC/ST) marks in 10+2 or equivalent
B.Com	50% (45% for SC/ST) marks in 10+2 or equivalent

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Final ADMISSION

Business Function	
	Final Admission
Module Name	Admission Management

Requirement Definition

- The admission of a student depends on various checks and validations which includes:
  - o Submission of Tuition Fee or any other Fee
  - o Document Verification
  - o Submission of Documents
- Once all the formality is done, applicant is considered to be admitted in the system
- On Admitting, system should generate the Student ID or a Roll no which will be a unique code.
- The student can further be assigned to sections if applicable.
- System should also generate Identity Cards from the student information.
- Student Card must have all the related information to Hostel, Mess, transport etc.
- The Student ID/ Roll No will be same overall the system.
- The student will be tagged with the subjects as per the semester.
- System will be generated the enrolment no. Enrolment no sequence will be provided by Invertis.
- There are three type of number will be used as Roll no., Enrolment no. and Student ID.
- If Student will be course transfer or branch transfer, student will pay the higher amount fee.

```
      ┌──────────────┐
      │   Enquiry    │
      └──────┬───────┘
             │
             ▼
      ┌──────────────────┐
      │ Application Process │
      └──────┬───────────┘
             │
             ▼
      ┌──────────────┐
      │ Fee Payment  │
      └──────┬───────┘
             │
             ▼
      ┌──────────────┐      ┌──────────────────┐      ┌──────────────┐
      │  Admission   │─────▶│ Post Admission   │─────▶│   ID Card    │
      └──────────────┘      │    Process       │      └──────────────┘
                            └──────────────────┘
                                                      ┌──────────────┐
                                               ─────▶ │   Transfer   │
                                                      └──────────────┘
                                                      ┌──────────────┐
                                               ─────▶ │ Scholarship  │
                                                      └──────────────┘
                                                      ┌──────────────┐
                                               ─────▶ │ Withdrawals  │
                                                      └──────────────┘
```

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Reports

Business Function	
	Reports
Module Name	Admission Management

Requirement Definition

- Application Form
- Instalment Report
- Fee Receipt
- Compile Admission Report
- Bus pass report
- Enquiry report with all activity and user wise

* If any report is missing, please mentioned it.

Microsoft Word – Invertis Examination Module

Akanksha Yadav   2/26/20   Business Analysis

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26th February, 2020

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Academic FRD - Ver 1.0

Customer Information

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Highway, NH-24, Bareilly, Uttar Pradesh 243123

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3.   Technical Consultant

Examination Functional Requirement Document

Prepared for

INVERTIS UNIVERSITY – Bareilly (UP)

Product

Microsoft Dynamics – NAV 2016

Examination Module

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26th February, 2020	Akanksha Yadav	1.0	Draft Version

- Attendees

Date	Name	Designation
26th February, 2020	Mr Santosh	Registrar
26th February, 2020	Examination Team	

Santosh.
Registrar
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EXAMINATION MANAGEMENT

Examination Business Functions

The following Business Functions and processes were identified for Invertis University Examination Implementation.

Business Function	Student Profile
Module Name	Examination Management

Requirement Definition

- Student Information should be captured at the time of Admission itself.
- At the time of Admission, Student should fill the admission form and should be attested by the student itself.
- Student should submit the photograph at the time of admission and all the photographs to be stored in the Database for report purpose.
- Student information should be high school based
- At the time of admission itself, student profiling should be done correctly.
- Information related to Gender, Category, Religion, Email ID, Mobile No. should be available in the Student Database.
- At the time of Admission itself, one should have the list of Programs with Semester/Yearly and Subject Details.
- System should follow the Nomenclature as:

```
┌─────────┐     ┌────────┐     ┌─────────────────┐
│ Program │─────│ Branch │─────│   Sub Branch    │
└─────────┘     └────────┘     │  (If Applicable)│
                               └─────────────────┘
```

- Batches will be considered as 12-16 (e.g.) and sessions will be 12-13, 13-14, 14-15 with semesters as even and odd.
- The student ID generated at the time of admissions remains unique and will not be changed even if the branch/course changes
- A student cannot be marked as inactive once he/she has filled the Exam Form or his/her internals are provided in the system. In this case result must be generated for that particular year or semester. Student can be made inactive at the time of promoting him/her to the next session.

Business Function	
	Examination Form
Module Name	Examination Management

Requirement Definition

- Once the detainees are finalised, students will be allowed to fill the Examination Form from the portals
- The examination forms will be for Regular as **well as** Re-Appear Examinations
- The core/elective courses which were tagged at the time of academics, shall be displayed in the examination form
- The examination form submission must also check the validations for exam fee submission, detainee submission, etc.

Business Function	Admit Card
Module Name	Examination Management

Requirement Definition

- Admit cards to be created by the system for both Regular and Reappear cases.
- Once the student fills the examination form and is verified by the concern HOD/Principal, Admit Cards can be generated with the approval of Examination Division.
- Admit Cards to be viewed on the Student portal, individually as well as concerned HOD and Principal with the list.
- For reappear cases, single admit card can have multiple semesters printed.
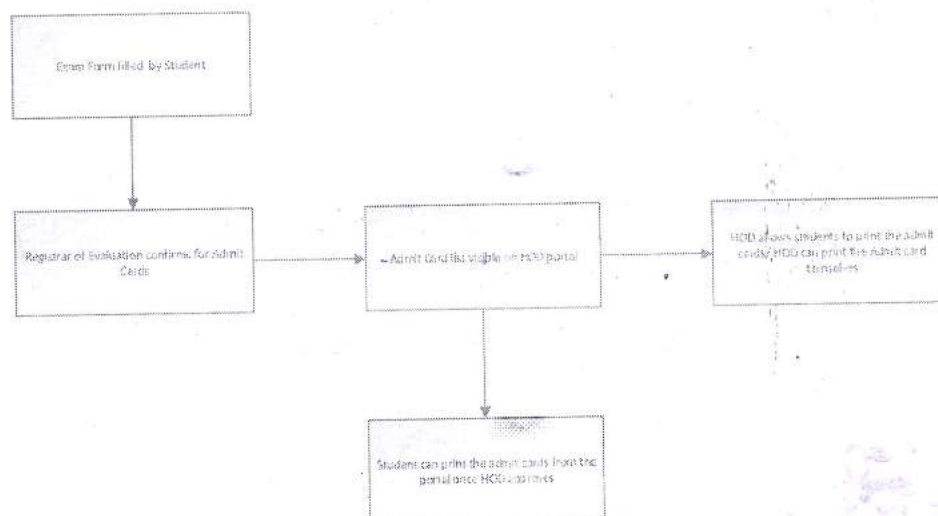
- Printing of admit cards must also be available with ROE
- For students printing Admit Card, option must be given to enable & disable whenever required

INTRODUTION

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The Corporate Serve team looks forward to help Invertis University in achieving its vision of superior service, real time data, real time control and harnessing technology as a platform for future growth.

Date	Author	Version	Description of Change
9th Jan, 2020	Shubham Gupta	1.0	Draft version

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Date	Name	Designation
9th Jan, 2020	Mr. Tapan	Transport HOD
9th Jan, 2020	Mr. Pradeep	Transport Incharge

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Fleet Business Functions

The following Business Functions and processes were identified for Invertis Fleet implementation

- **Student Bus Management System**
- **Refuelling Management**
- **Vehicle Maintenance Management**
- **Vehicle Records Management**
- **Vehicle Movement Management**
- **Driver Manpower Management**

Business Function	Student Bus Management System
Module Name	Fleet Module

Requirement Definition

- When a student is enrolled in the ERP then we will define if he/she wants to avail the transport facility.
- Student Stop and Route code will be entered in the student database.
- Fees will be defined as route wise. Fees can be changed of next year.
- Route wise and pick up point wise data will be managed in the system.
- Out of Bareilly pick up point data will be provided by Invertis.
- If payment is full, bus pass will be generated. If payment is partial, bus pass will be generated after the approval of Management with Remarks.
- Re allow of bus will be used in the system.
- Bus cancellation will be used in the system and it will have used on approval basis.
- Bus record will be maintaining in the system faculty and student wise on daily basis. Entry page will be required. How many student or faculty in the bus.
- We will define the Stop load and accordingly route allocation will be done.
  a) Bus registration and Bus Cancellation- Fields required in the form are as follows: -
     o Year Allocation Code, Student Name, Gender, Stop, Destination Route Code, Route Charge Amount (Normal/Late), Remarks.
  b) Route Customization- Fields required in the form are as follows: -
     o Year Allocation Code, Route Code, Destination, Stop, destination.
  o Drop point will be the same for every student.

  ➤ Reports required: -
     a) Route wise student count
     b) Lists of stops with student count
     c) Buss pass
     d) List of Students Bus Dues Cleared
   e) Comparison of Bus Students Counts Year Allocation Code wise

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Business Function	Refuelling Management System
Module Name	Fleet Module

Requirement Definition

- Refuelling can be done in campus.
- When a vehicle is refilled in campus then available stock and Pump reading needs to be tracked down.
- One forms required and fields needs to be captured as follows: -
  a) Refuelling Campus-
     o Date, Quantity, Rate, Amount, Last Reading, Current Reading, Distance, Mileage, Narration, Next Refuelling Reading, Vehicle No., Driver name, Qty. Issued on date, available stock, pump reading.

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Business Function	Vehicle Maintenance Management System
Module Name	Fleet Module

Requirement Definition

- Maintenance of vehicles can be done: -
  - Maintenance Record- ERP system will track the record of maintenance of vehicles, all the information related to vehicles will be captured with breakdown details. Fields required are: -
    - Date, Vehicle Number, Work Reading, Make, Model year, Model Name, Type (Bus/Car/Others), Tyre (Part No.), Battery (Part No.), Repair (Electrical (Starter, Alternators, Lights), Electronic, Engine (Timing Belt, Fan Belt Pump, Compressor Belt), Heating and Cooling (Water Pump, Radiator, AC), Steering and Suspension, Transmission (Clutch, Differential), Wheel and Brakes, Body, Kamani and Seats, Maintenance Cost, Bill No., Bill Date, Agency Name.
- Daily Maintenance record in the system.
  - Reports required-
    a) Maintenance Ledger (Vehicle & Entry-wise)

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Business Function	Vehicle Record Management System
Module Name	Fleet Module

Requirement Definition

- Vehicle record Updating- Vehicle master needs to be created in the system in which all the necessary details of vehicles will be entered in the ERP system.
- Vehicle accessories maintain in the system.
- All details like insurance details, pollution details, tax details, fitness, RC will be captured in the ERP system.
- Fields required are: -
  - Date, Vehicle No. Chassis No. Engine No. Model Year, Model Name, Make, Type (Bus/Car/others), Capacity, Ownership, Pollution, Insurance, Fitness, Permit, Tax, RC (Perm/Ty), Tools..., F Aid Kit, Fire Ext, Insurance Claim Date, Ins Claims Amount, Purchase Price, Invoice No., Agency (PDF of Pollution, Insurance, Fitness, Permit, RC)).
  - If fitness, pollution, permit etc. are expire, auto sms send to transport Incharge.
- PDF of pollution Insurance, Fitness, Permit & RC can be attached to the vehicle.

  - ➤ Reports required:
    - a) Records Updating Due List of Vehicles
    - b) List of Vehicles with Updated Records
    - c) List of Vehicles

Business Function	Vehicle Movement Management System
Module Name	Fleet Module

Requirement Definition

- Vehicle in/Out- Vehicle IN/OUT entry will be entered in the ERP system.
- Route distance master will be defined in the system for proper tracking of distance travelled.
- Approval required for every entry out **of the** university vehicle.
- Currently if anyone is required of vehicle, it will be used on approval basis.
- Fields required in the system: -
    - o Vehicle No. Movement (IN/OUT ….) Reading……. Timing……. Driver Name, Route Distance, Destination, Purpose, HOD, and Requisition No.
  - ➢ Reports required: -
    - a) Vehicle IN/OUT

Business Function	Transport Manpower Management System
Module Name	Fleet Module

Requirement Definition

- Applicant Registration- Application for drivers, mechanic, executive and helpers will be short-listed by the ERP system for HR process.
- This process will be incorporated in the ERP where registration will be done.
- Fields required- Applicant Name, Fathers Name, DOB, Designation(Mach/Driver/Helper/Exec), Exp in Year, Previous Employer, City, Address, DL Number, Mobile No. 1...2....
- DL/police Verification of applicants (Employee code, Name, Father's name, Designation, DOB, mobile no., city, police station, DL No., RTO, valid up to(date) &police verification(date).

  ➢ Reports required-
  a) List of Applicants
  b) List of Transport Staff with DL validity.

*****
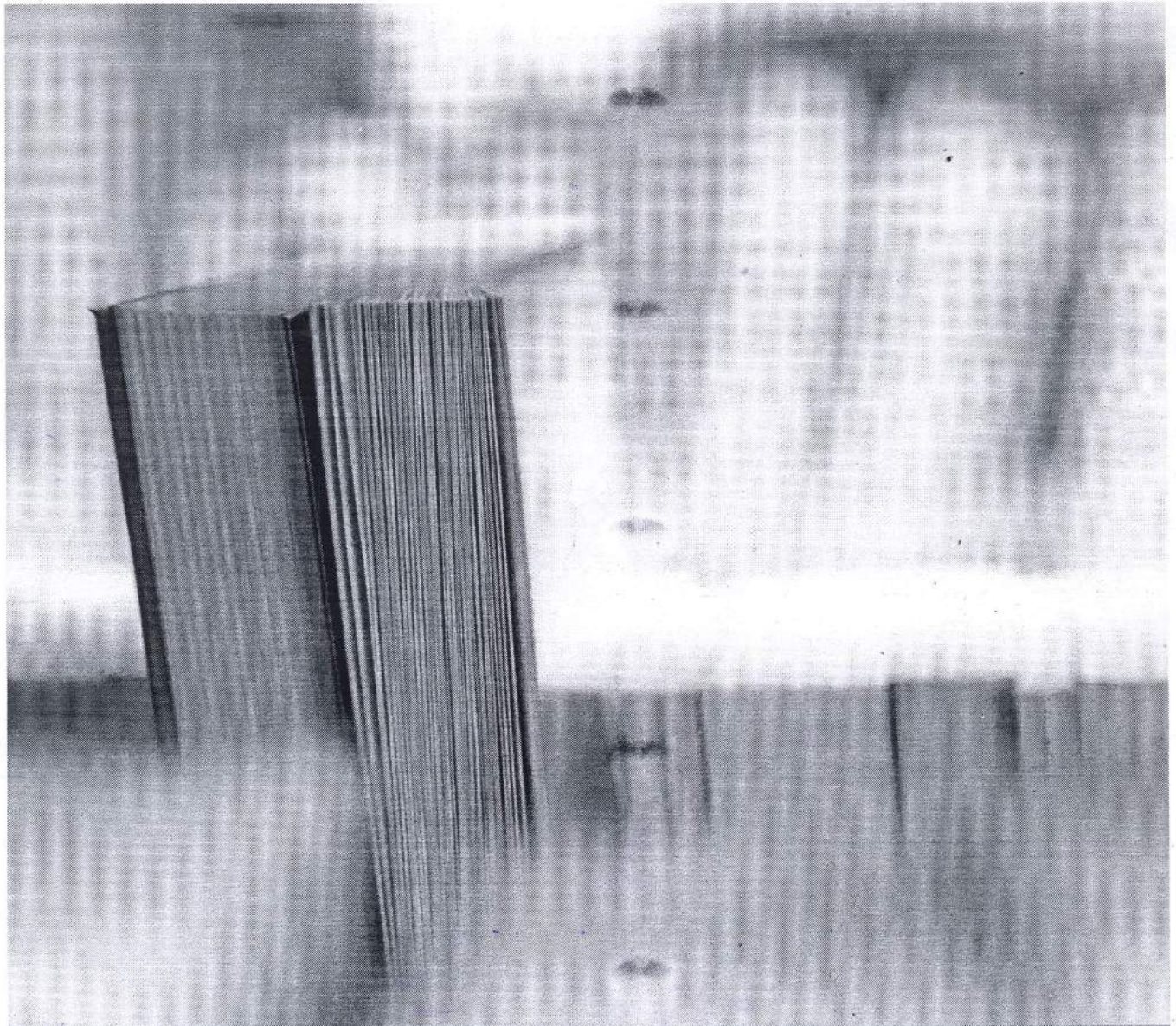
Microsoft Word – Invertis University Hostel & Mess Module

Dushyant Sharma   1/2/20   Business Analysis

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Invertis Hostel & Mess Module Ver1.0

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Hostel & Mess Functional Requirements Document

Prepared for

INVERTIS UNIVERSITY – Bareilly (UP)

Product
Microsoft Dynamics – NAV 2016

Hostel & Mess Module Management

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Date	Author	Version	Description of Change
02nd January, 2020	Shubham Gupta-Project Manager	1.0	First version
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Date	Name	Designation
02nd January, 2020	Ms. Priyanka Verma	Warden
03rd January, 2020	Mr. Utkarsh	Warden
02nd January, 2020	Ms. Kala	Warden
02nd January, 2020	Mr. Abhishek Gupta	Warden
02nd January, 2020	Mr. Kedar	Warden

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INTRODUTION

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Hostel & Mess Management

Hostel & Mess Business Functions

The following Business Functions and processes were identified for Invertis for Hostel and Mess Module implementation

- Hostel Allocation
- Room Category
- Room Allocation
- Hostel Fee
- Room Vacation
- Room Change
- Hostel Attendance
- Hostel in and Out

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Business Function	Hostel Allocation
Module Name	Hostel Management

Requirement Definition

- The Hostel is allocated on filling the application form. The Application Form is requiring to fill by the student manually and Invertis Warden will make the entry in the Dynamics NAV.
- Currently hostel is allocated after student paid the hostel amount. So, in this case the finance department raise the invoice of the Hostel Due and then setoff the payment paid by the student.
- After submitting the fees of the hostel, the amount will also reflect in Hostel Module. The Payment and remaining outstanding of the Student.
- In case of Partial Fee submitted by the student, the warden can also allot the hostel of the student.
- In case of Reallocation of the Rooms, Refund will be given to the student which finance team will deal.
- If the Student Left the hostel for any reason within the session then approval of Director is necessary and fee may be refunded or not.

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Business Function	
	Room Category
Module Name	Hostel Management

Requirement Definition

- Currently, the data are maintained Floor wise and Hostel Name Wise.
- There are three Girls Hostel: Kaveri, Godavari and Bhagirathi and four boy's hostel: Nilgiri, Himalaya, Himgiri and Shivalik.
- Rooms will be pre-defined in the system as masters.
- Each rooms will have a defined capacity.
- Application form for Hostel will be defined in the system
- The Category of the Rooms are: AC, Non AC, Single, Double Sharing, Triple Sharing and a Common room where more than three students can stay.
- For each room, Bed No. will be defined in the system
- To track a student record for Hostel, Room with Bed No. will be defined like student name, father's name, hostel name, room number and bed number.
- In case of Change of the Room by the student, the approval of Warden and Director is required.

Requirement ID	
	Room Allocation
Module Name	Hostel Management

Requirement Definition

- Once the student has submitted the fees for Hostel, a room with a no. and a bed is allocated to that student.
- Room can be allocated as per the occupancy.
- Student should be paid fees before the submission date for the next year continuation of the room.
- The Warden will make the entry of the rooms allotted and other details relating to room allocation.
- The Room allotment is subject to availability.
- The Warden will see in the system no of rooms allocated, no of vacant rooms, current availability in the rooms etc.

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Business Function	Hostel Fee
Module Name	Hostel Management

Requirement Definition

- The structure for Hostel Fee will be defined in the system
- At the time of allotting a hostel, one should pay the dues
- Hostel fees is paid on annual basis or on partial basis.
- If the student has left the hostel in between the session, details should also be reflected to the accounts department.
- Student can have paid the half amount and can book a bed, but they need to pay the full amount before the submission date. Otherwise the amount will not be refunded.
- Boys and Girls Gym Form also submit by Student through Portal.

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Business Function	
	Room Vacation
Module Name	Hostel & Mess Management

Requirement Definition

- A student can drop the hostel facility in mid of a session or in the year, but they need to pass by the approval process through management.
- He/she has to request for the room vacation.
- No dues form is to be collected from the student and is deposited to the hostel in charge
- As soon as the room is vacated, system should increase the occupancy count
- Need the record for inactive and the students who left without any notice.

Business Function	Room Change
Module Name	Hostel & Mess Management

Requirement Definition

- A student can also apply for the room change facility thorough out the year. It depends on the availing of room and **proper** approval.
- The change could be for any category; from Twin sharing to Single Sharing or from single sharing to Triple Sharing, etc.
- The student has to pay the different amount and it will be calculating automatically as per their occupancy.
- History to be maintained for room change and room allocation
- Migration can be done Room to Room or can be Hostel to Hostel

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Business Function	
	Hostel Attendance
Module Name	Hostel Management

Requirement Definition

- Hostel Attendance is taken by the Biometrics. For the student who has not punched on biometric, parents will get a message for his/her absent for that day and he/she will be marked as absent on that day.
- Time for punching in Time for Hostel is different **in case** of Boys Hostel and Girls Hostel. System will calculate the in/out time per day for each student in hostel.
- After the attendance, a list of absent student is generated and then further manual check is done for their actual absence. It could be done room wise.
- A student also applies leave from the Hostel which when approved, a notification will be sent to the parents after his/her leave has been approved.
- Hostel Leave report will be required in the system.
- System should have finger no. for integration **from** Biometrics system to current system
- Currently attendance of the student is done once in a day in the night at 10:00 PM.
- Biometric attendance system is only effective in case of girls. Attendance of the boys are done manually. In the Dynamics NAV, both attendance will be made from biometric.
- Integration of Biometric with Dynamics need to be make for the attendance entries to incorporate in Dynamics NAV.

Business Function	
	Hostel In and Out
Module Name	Hostel Management

Requirement Definition

- The Out pass of the Student is defined in student's portal. The warden will only sign and approve the out pass. After that these students will be shown on Security User.
- Student Outing Process will create in Portal.
- The Report of the Students who are in and Out can be extracted from the Dynamics NAV.
- Out pass Cancellation can be done through system only. Student can also cancel the out pass if he/she does not want to go outside. Same warden can cancel the out pass.
- The Report will be required of the Students whose out passes are approved but student not go out of the campus.

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- In case of Sunday outing, the campus bus will take students at 10:45AM and leave the campus at 04:00PM.
- Some of the students are there whose are not allowed for Sunday outing. So, in this case system will not allow to generate the out pass for those students. The warden can issue the out pass of those students. The Rights are on Warden ID subject to the approval of Director.
- In case of out of the gate, the guardian will submit the ID proof and only those guardians will take the student whose names are mentioned at the time of submission of the hostel form. This process is manual. Only the name of the guardian and their IDs number will mention in the out pass. The name of the guardian can be altering or added by the warden.
- The Report of Hostel Wise and Room Wise Inventory Report need to be create as per the formats receive.
- The Student Card will show the facilities availed by the student like hostel, Gym etc...
- User need that student will fill the Gym Form from Portal.
- The Option in Gate Out Pass-CALL, Affidavit, SMS AND WITH GUARDIAN for sending the student out of the campus.
- Hostel Daily Report – Complaint raise regarding the Repair and Maintenance in the Hostel. Approval Process will be there in it. The status and history will also show in Dynamics NAV.
- Some Other Reports which are require to create in Hostel Module are:
    - ✓ Gate Out pass (Outstation) Report
    - ✓ Gate Out pass (Local) Report
    - ✓ Inventory Report-Hostel Wise and Room Wise Report
    - ✓ Inventory Report-Guest House Report
    - ✓ Hostel Room Booking Report
    - ✓ Guest House Room Booking Report
    - ✓ Inventory of Hostel & Guest House-Form/Page where user will fill the details manually in the system.
    - ✓ Hostel Leave Report
    - ✓ Inventory of Girls and Boys Gym & Office Report.
    - ✓ Course Wise List of the Students in Hostel Report.
    - ✓ No of Students count in Double Seater, Single Seater, Triple Seater and Common.

Registrar
Invertis University
Bareilly

Invertis University - Security Module

Shubham Gupta   12/31/19   Business Analysis

![Invertis University Bareilly logo] ![Microsoft Dynamics NAV logo]

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Highway, NH-24, Bareilly, Uttar Pradesh 243123

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Security Functional Requirements Document

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Product

Microsoft Dynamics – NAV 2016

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Invertis University
Bareilly

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31st December, 2019	Shubham Gupta	1.0	First version
31st December, 2019	Dushyant Sharma	1.0	First version

- Attendees

Date	Name	Designation
31st December, 2019	Mr. L.P.Mishra Ji	Security Head
31st December, 2019	Mr. Santosh Kumar	Registrar
31st December, 2019	Mr. Raj Kumar	Security In charge

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Registrar
Invertis University *Santosh*
Bareilly

Security Management

Security Business Functions

Currently Security Team is the primary user of Security module. Security team is responsible for maintain Gate Entry, Visitor Entry, Vehicle Entry.

Currently Invertis is using Manual Entries in Registers for Security process.

S. No.	Process	Description
01	Items Gate Entry	Recording gate entry for all items with different attributes.
02	RGP/NRGP	Recording Returnable gate pass and Non-Returnable gate pass.
03	Security Manpower Recording	Recording security manpower which working for all colleges.
04	Visitor/Vehicle Register	Recording all Visitor Entry maintain in system.
05	Employee Blacklist	Recording Employee details which blacklist from Department.
06	Discipline Fine	Recording Discipline fine which student are applicable.
07	Hostel In/Out	Recoding Student In and Out for Local and Out of Station

Business Function	Items Gate Entry
Module Name	Security Management

As-Is-Process

- Currently items gate entry is done manually. The gate pass is issued from the store department.

To-Be-Process

- A process in any organization/university, used to keep track of **entrance** and exit of materials or other entities, to and from the university's premises, is termed as **Gate Entry.**
- Before creation of Material Receipt Note, the system will check gate entry.
- Without Gate entry, the material/goods will not be entered in Dynamics NAV. Same in case of Return of Material.
- Gate Entry Inward are defined like Challan No., Challan Date and source type.
- Posted gate entry are maintained in the system.
- The Posted Gate Entry will not be charged or rectified.
- After posting the gate entry inward or outward, the user can generate the report from the system. The Gate Entry Report will need to develop as per the format we receive from Invertis. Standard Reports are also there in Dynamics NAV.
- Only Gate entry of the Physical Goods can be made. In case of services receive, no gate entry will be made.
- Each Gate Entry Inward and Outward contains separate number series which unique from other. Every time gate entry will make, a separate number will generate by the system.
- User can also get the data of the total number of gate entry posted and open and closed gate entries.

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Gate Entry

Lists
Gate Entry -Inward
Gate Entry -Outward

Reports and Analysis

Reports
Gate Entry
Posted Gate Entry
Gate Entry List
Posted Gate Entry List
Gate Entry - Inward Status

Archive

History
Posted Gate Entry -Inward
Posted Gate Entry -Outward

Administration

Setup
Gate Entry Location Setup

New - Inward Gate Entry

HOME   ACTIONS

View | Edit | New | Delete | Post | OneNote | Notes | Links | Refresh | Clear Filter | Go to | Previous | Next

Manage | Process | Show Attached | Page

Inward Gate Entry

General

No.:		Document Time:
Location Code:		Posting Date:
Station From:		Posting Time:
Description:		LR/RR No.:
Item Description:		LR/RR Date:
Document Date:		Vehicle No.:

Inward Gate Entry SubForm

New   Find   Filter   Clear Filter

Challan No.   Challan Date   Source Type   Source No.   Source Name   Description

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Business Function	RGP/NRGP
Module Name	Security Management

As-Is-Process

- Currently RGP/NRGP are maintained in their pre-printed format.

To-Be-Process

- **RGP: Returnable Gate Pass:** When a material or equipment is given to some other plant/customer/Vendor of the same company to return it after use, then in such cases we use the RGP

- **NRGP: Non-Returnable Gate Pass:** When a material or equipment is given to some other plant/customer/Vendor of the same company and will not be returned.

- In case of RGP/NRGP report, three copies are printed. The sign of guard is mandatory for out or in of material.

- In case of RGP, if the Item is not returned within 10 days and 15 days then a mail is send to the Invertis authorities for this. Mail id will be given by Invertis.

- The Report will need to develop. This **Report** contains the list of the goods send outside the premises of the university and not returned back.

- This Process is useful under the following cases:
    1. Receiving the Defective components under warranty.
    2. Repair and Maintenance of Any Item.
    3. Any FA send outside the premises of the UNIVERSITY without issue of any invoice.

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RGP/NRGP Process Flow

```
                          ┌──────────────┐
                          │   Material   │
                          └──────┬───────┘
              ┌──────────────────┴──────────────────┐
   ┌──────────────────────┐              ┌──────────────────────┐
   │ Returnable Gate Pass │              │ Non-Returnable Gate  │
   │                      │              │        Pass          │
   └──────────┬───────────┘              └──────────┬───────────┘
   ┌──────────────────────┐              ┌──────────────────────┐
   │  Gate Entry-Outward  │              │  Gate Entry-Outward  │
   └──────────┬───────────┘              └──────────┬───────────┘
   ┌──────────────────────┐              ┌──────────────────────┐
   │  Gate Entry Inward   │              │  Bill Is Submitted   │
   │   (After Repair)     │              │  To Finance Dept.    │
   └──────────┬───────────┘              └──────────┬───────────┘
   ┌──────────────────────┐              ┌──────────────────────┐
   │  Bill of Repair Cost │              │    Make Payment      │
   │  Is Submitted To     │              └──────────────────────┘
   │   Finance Dept.      │
   └──────────┬───────────┘
   ┌──────────────────────┐
   │    Make Payment      │
   └──────────────────────┘
```

Requirement ID	
	Security Manpower Recording
Module Name	Security Management

As-Is-Process

- Currently Security Manpower are maintained in manually.
- Invertis maintain the manpower details manually like name of the person, place of the duty etc.

To-Be-Process

- Now, the above things will maintain in Dynamics NAV.
- Dynamics NAV provide the list of security guards, their position, place of duty etc.
- The New Page will need to develop for maintaining the night Report of the security guards. The mandatory fields which are included in the application will incorporate in the page. User will select the option on the page.
- Currently, they prepare a hand written application for night duty.
- There are maintain records for all security person is present or not.

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Business Function	Visitor/Vehicle Register
Module Name	Security Management

Requirement Definition

- Currently Visitor entry is maintained manually in the Register.

Business Definition

- Dynamics NAV provide the relevant fields in the system for the entry of Vistors and Vehicle Entry.
- The Fields are same or as per their manually registers.
- The bus Entry will be entered in case of the Bus comes to the premises after 09:00AM and in case of late entry.
- The entry of Both Personal, University and Outside Vehicle entry will be done in the system.
- It should be maintained visitor whom want meet person.
- In case of in and out of the student, two slips will generate separately – Local Area and Outstation.
- The Purpose, Out Time and other information will provide in the report as per the format CS receive from the Invertis University.
- The Hostel Warden will issue the passes to the student. The signature of the warden and the sign of security in charge is mandatory in it.
- After the sign of the security person, a SMS will be send to the guardian of the student informing the detail of the student time of Out and the Purpose in short.

Business Function	Employee Blacklist
Module Name	Security Management

Requirement Definition

- Currently Employee blacklist is maintained in hard written form.

Business Definition

- The list of the blacklist student as well as Employee will have provided by the HR department to the security in-charge. The Record of the black list students as well as employee are also there in Dynamics NAV. At the time of entry of the student and employee, the system will show the status of the student and employee whether he/she is blacklisted or not.

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Business Function	Student Harassment/ Complaint Issue/Discipline Fine
Module Name	Security Management

Requirement Definition

- Currently there are maintained Discipline fine in Register.

Business Definition

- There are maintain pre-defined disciplinary action in the system.
- Security person will request for the discipline fine to be collect for these students.
- At Finance Dept. will have notification for those student fine applicable and fine can be collected by Finance Dept.
- This student cannot have attended and class until the dues have been cleared.
- All separate feedback for Harassment/Complaint purpose will be provided on student portal.
- Disciplinary fine will be generated by **Chief** Proctor.

Business Function	Hostel Student In/Out
Module Name	Security Management

Requirement Definition

- Currently Hostel in/Out student are maintained in manually.

Business Definition

- In case of in and out of the student, two slips will generate separately – Local and Outstation.
- The Purpose, Out Time and other information will provide in the report as per the format CS receive from the Invertis University.
- The Hostel Warden will issue the passes to the student. The signature of the warden and the sign of security in-charge is mandatory in it.
- After the sign of the security person, a SMS will be send to the guardian of the student informing the detail of the student time of Out and the Purpose in short.
- Manual entry will also be made by Security Department.

*****

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