# NATURAL STATES

# Vidyavardhini's College of Engineering & Technology

### Founder President Late Padmashri H. G. Vartak

Approved by AICTE, DTE Maharashtra and Affiliated to University of Mumbai NAAC accredited, 4 Programmes Accredited by NBA

Criteria Number: 6 Criteria Name: Governance, Leadership and

Management

Sub criteria Number: 6.2 Sub-criteria Name: Strategy Development and

Deployment

### **6.2.2** Institution implements e-governance in its operations:

- 1. Administration including complaint management
- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examinations

#### Options:

- A. All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Option selected: A. All of the above

### **Supporting Documents**

Sr. No.	Category	Link
1.	Screen shots of user interface of each module reflecting the name of the HEI	Supporting documents
2.	Institutional expenditure statements for the budget heads of e-governance implementation ERP document	Supporting documents
3.	Annual e-governance report approved by the Governing Council/Board of management/Syndicate Policy document on e-governance	Supporting documents

# Screen shots of user interfaces of each module



# Vidyavardhini's College of Engineering & Technology

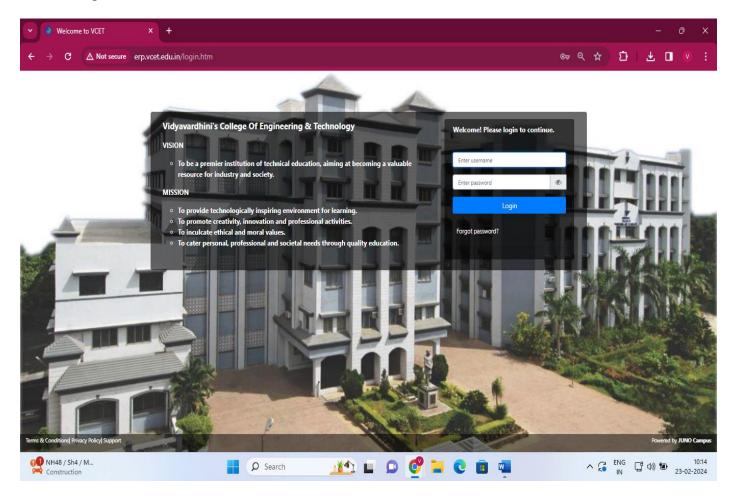
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### 1. Administration

a. ERP

Home Page:

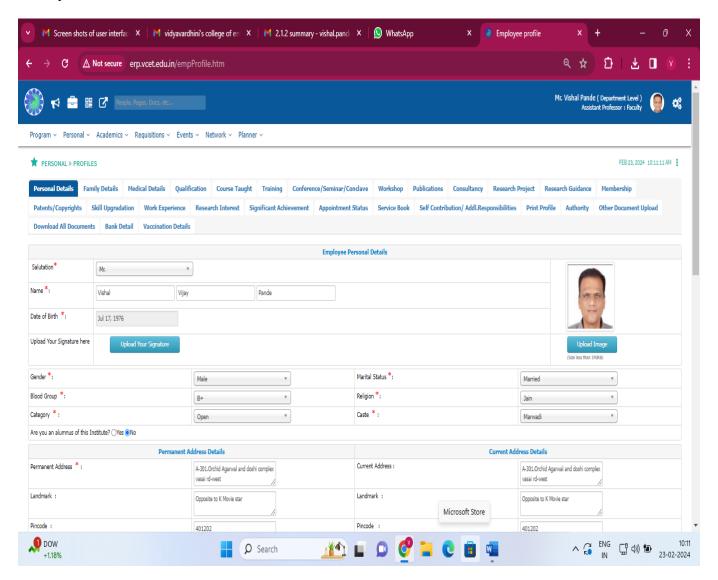




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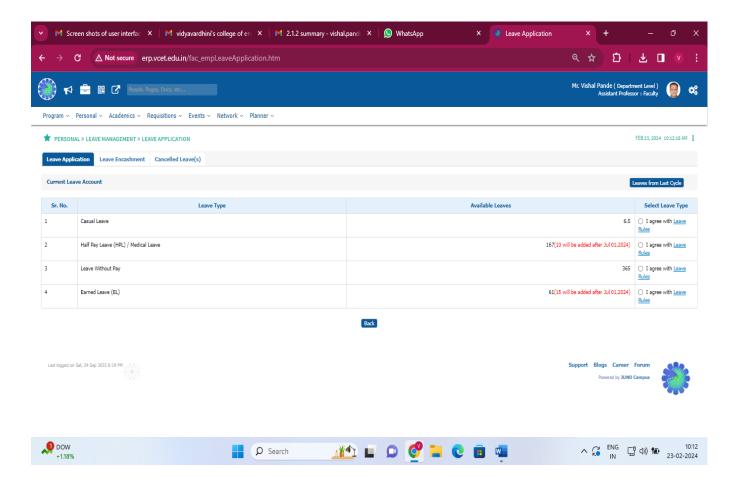
### Faculty Profile:





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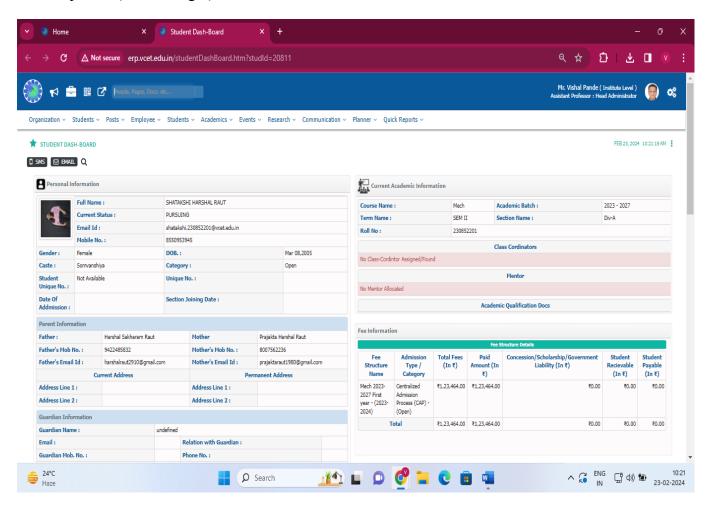




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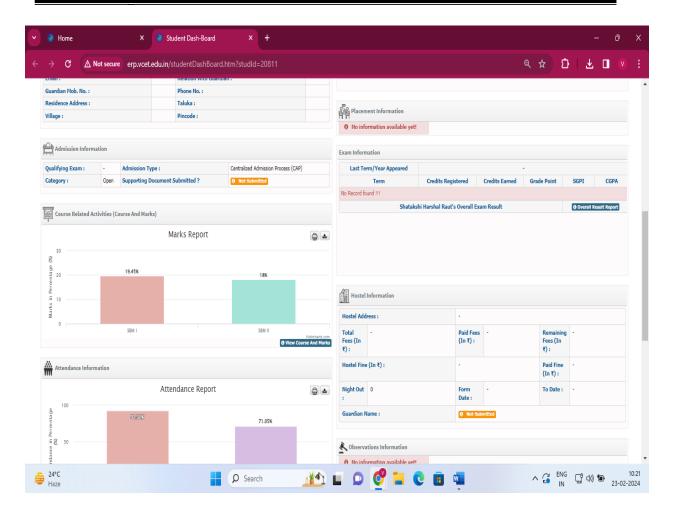
### Student profile (Admin Login):





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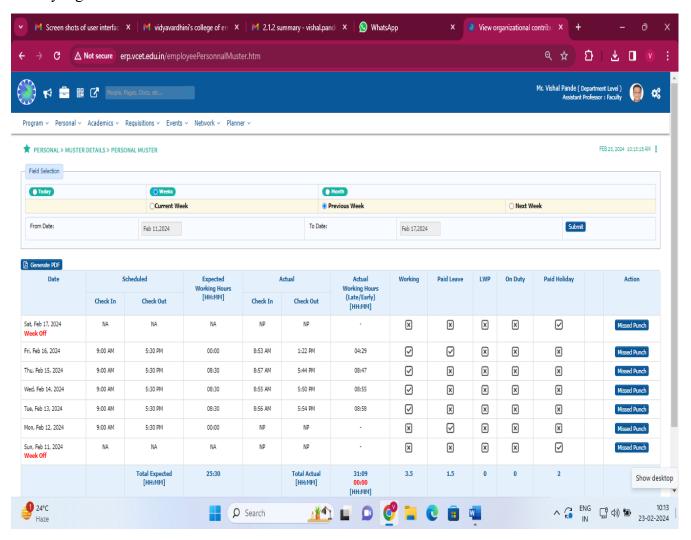


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#### b. Biometric attendance

#### Faculty login

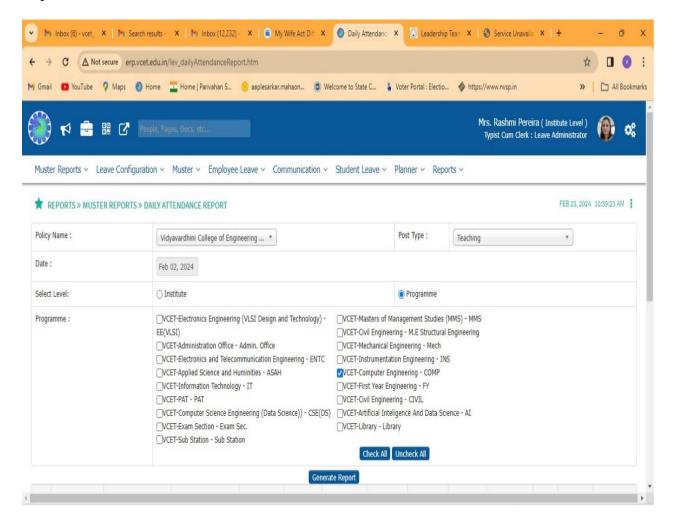




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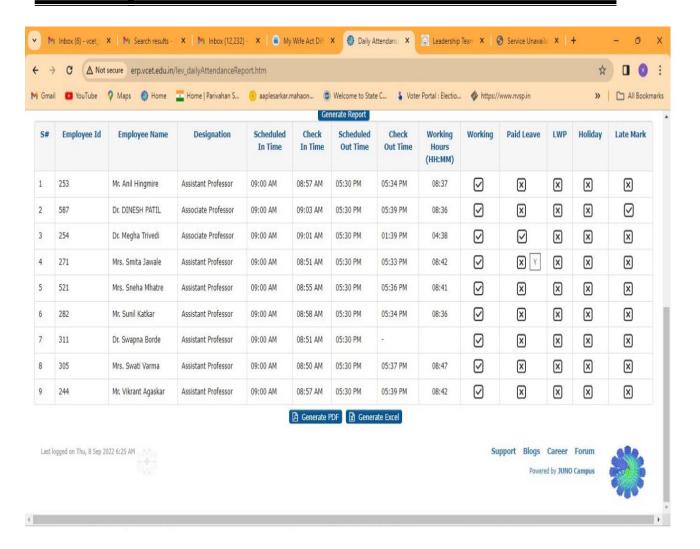
#### Departmental attendace





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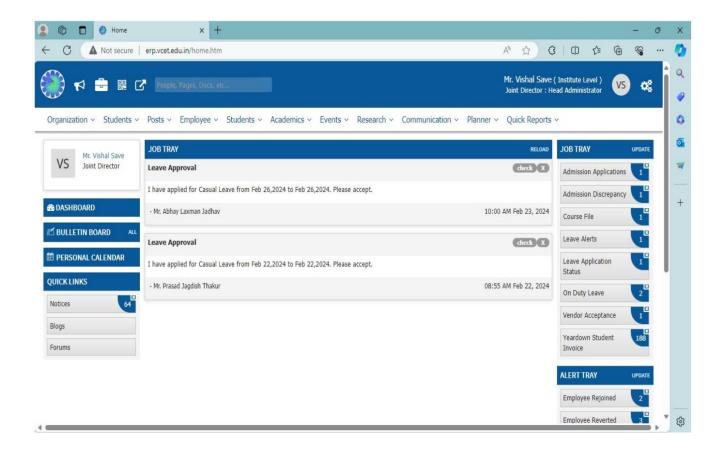


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#### c. Leave Management

Faculty Leave application (Admin Login)

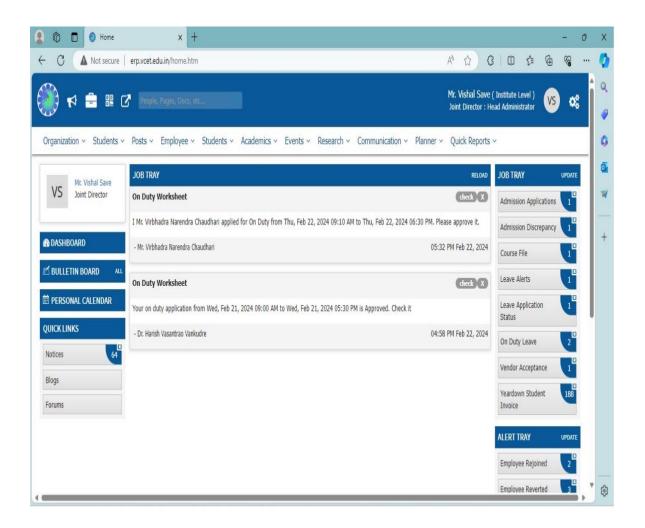




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### OD Leave Application (Admin Login)

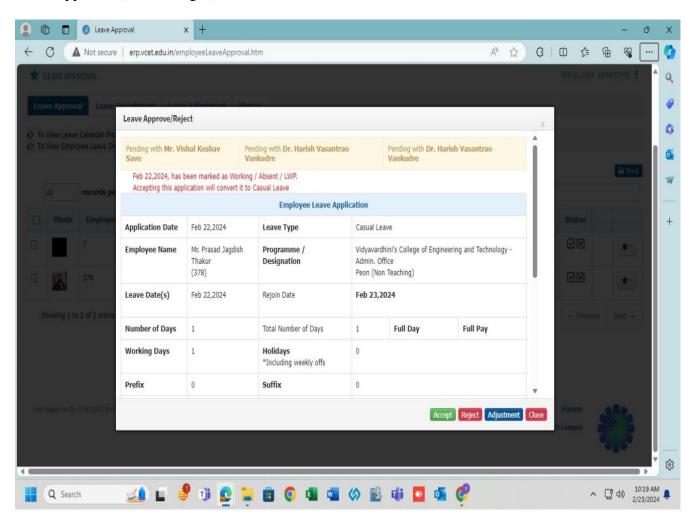




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### Leave approval (Admin Login)

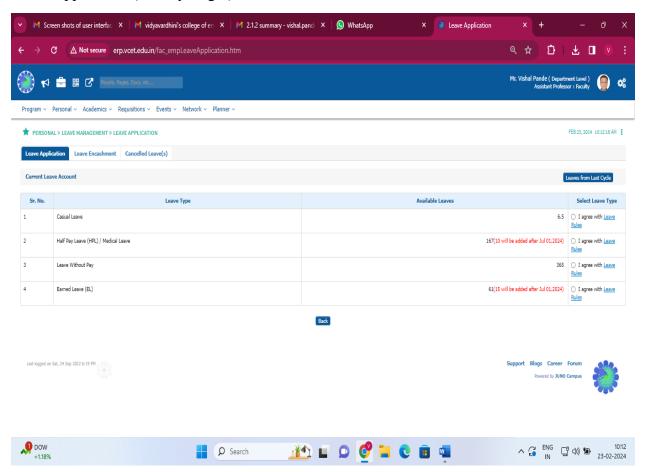




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### Leave Application (Faculty Login)



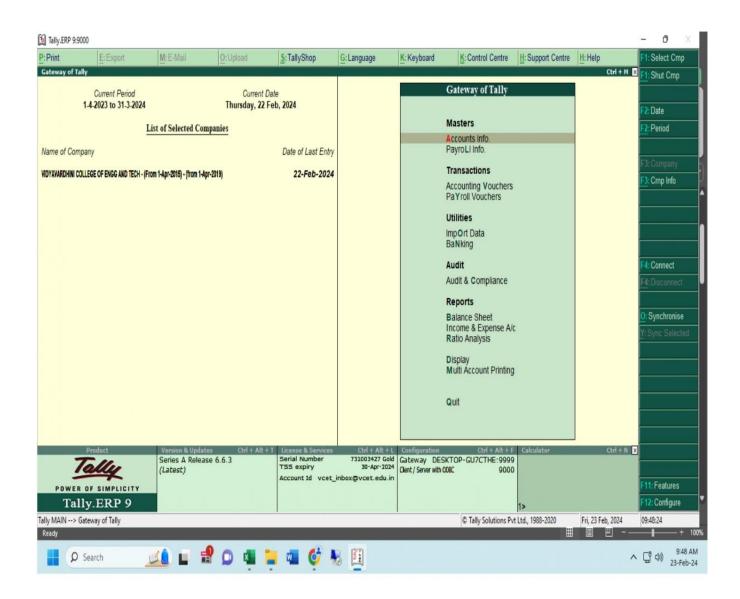


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### 2. Finance and Accounts

Tally



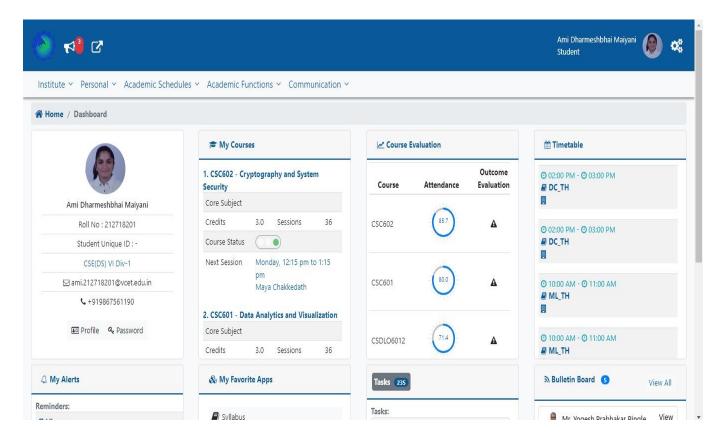


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### 3. Student Admission and Support

#### Student Login

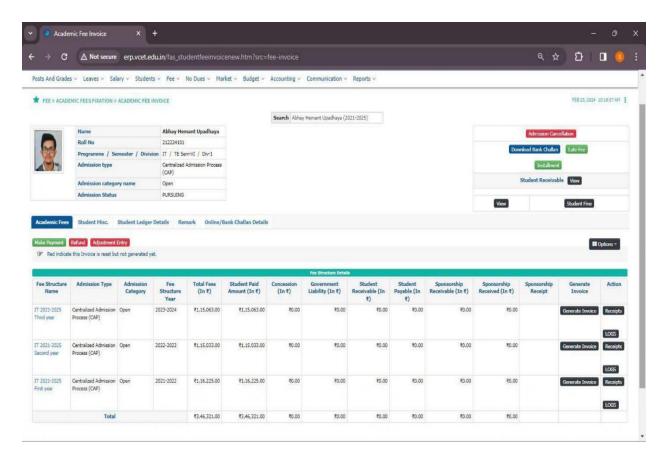




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### Admission Fee Invoice

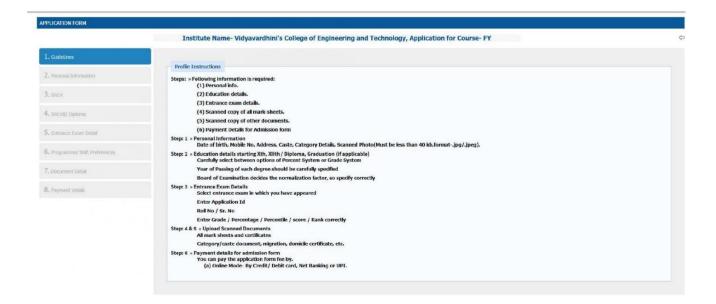




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### **ERP Admission Portal**

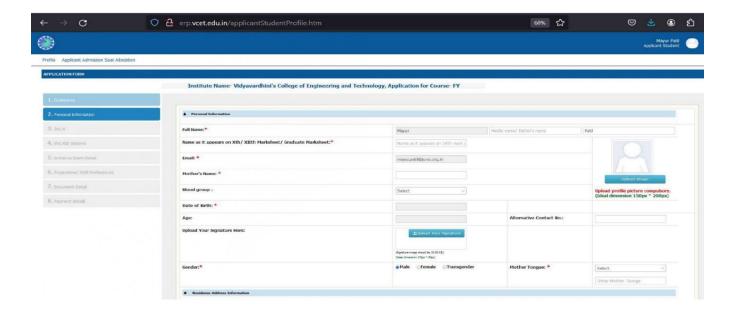




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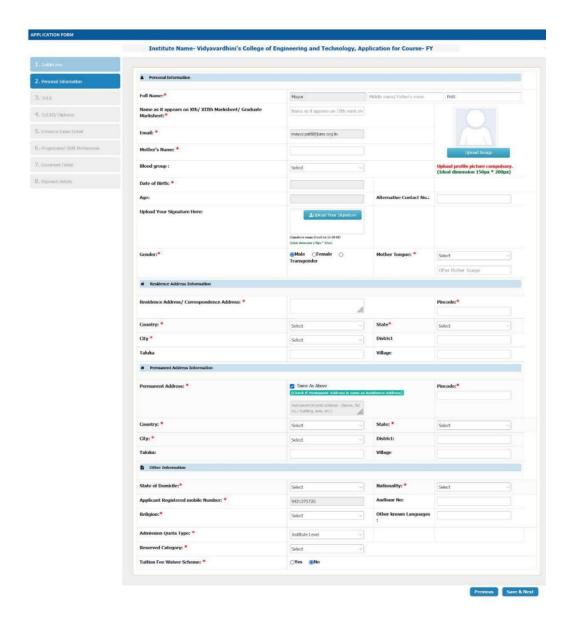




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### **ERP Admission Portal**

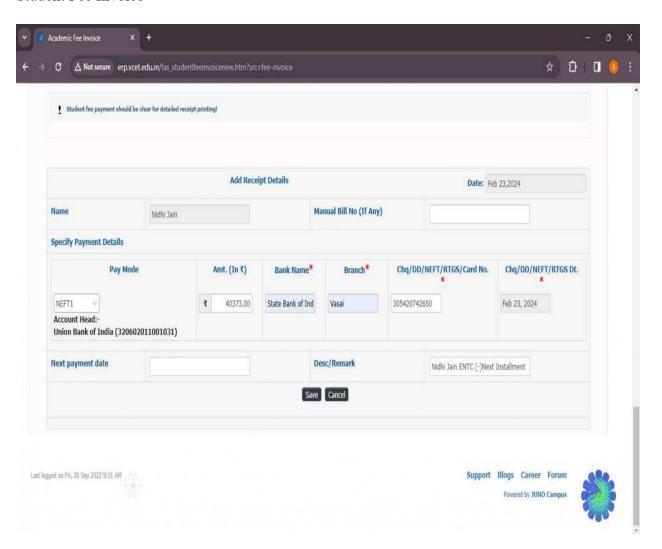




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#### Student Fee Invoice

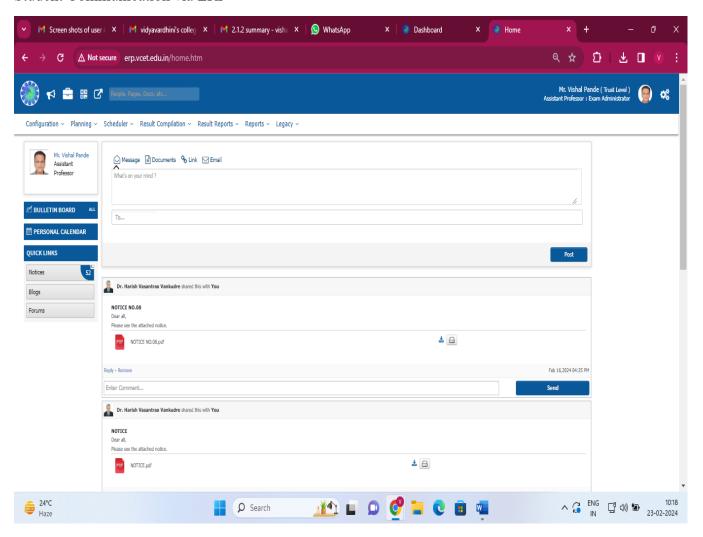




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#### Student Communication via ERP



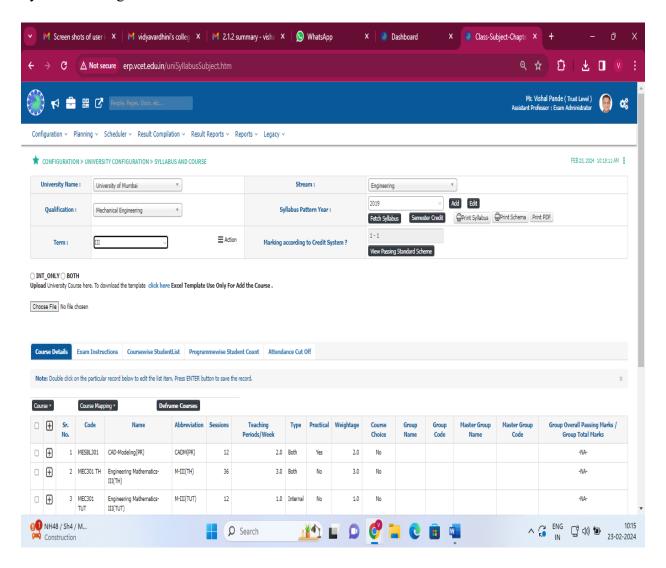


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### 4.Examination

### Syllabus Configuration

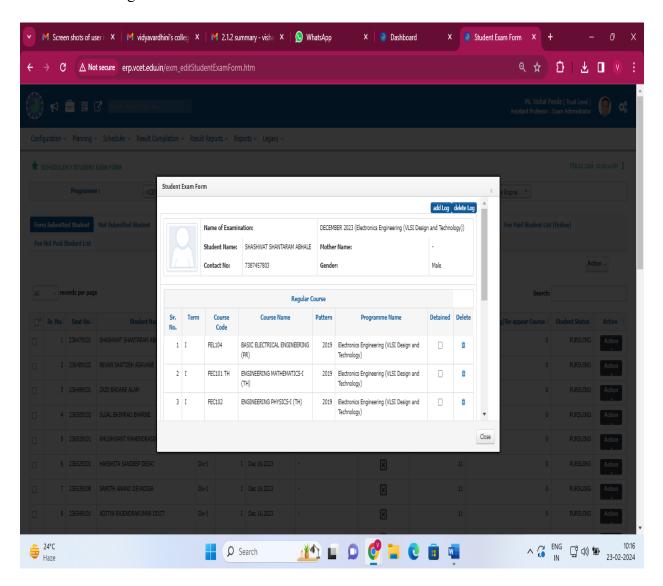




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### Exam form filling

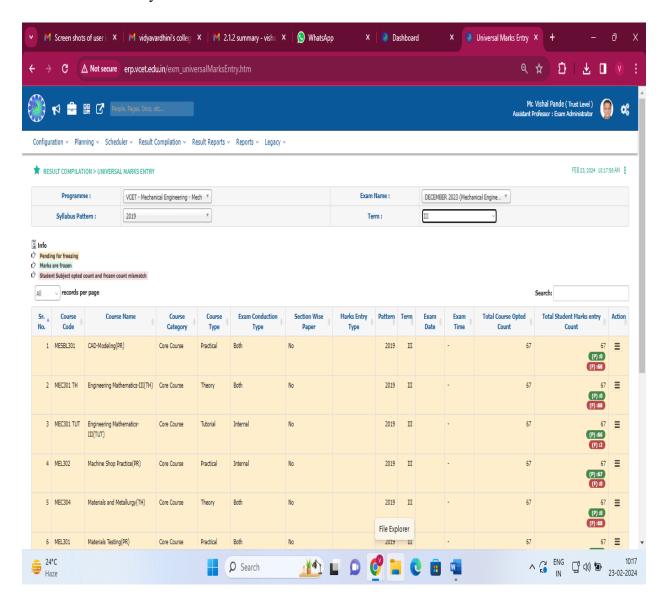




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### Students marks entry

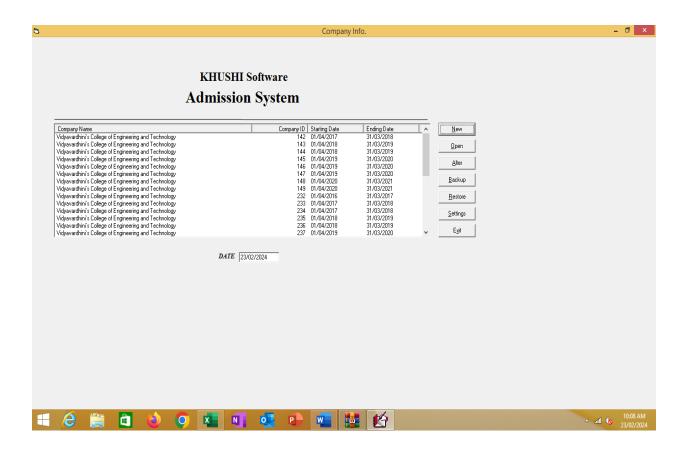




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### Khushi Software for examination

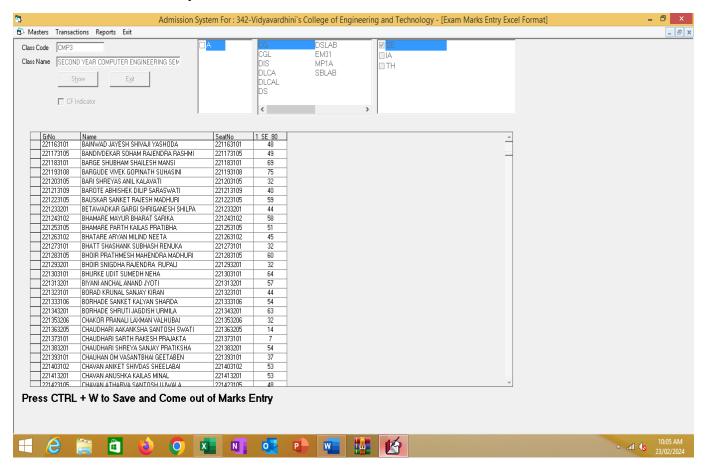




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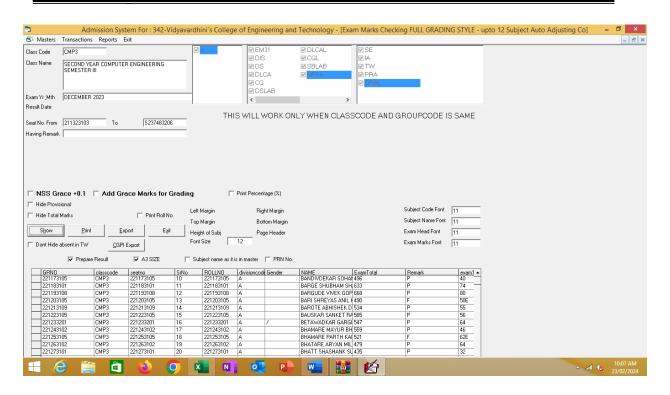
### Students marks entry: Khushi software





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PO Date: 16/07/2020



# **VIDYAVARDHINI'S COLLEGE OF ENGINEERING & TECHNOLOGY**

Founder President Late Padmashri H. G. Vartak

(Approved by AICTE and Affiliated to the University of Mumbai) Four Branches Permanently Affiliated by University of Mumbai

K. T. Marg, Vasai Road (W), Dist. Palghar - 401202, Maharashtra.

Tel.: 0250 - 2338234 (6 Lines) • Fax: 0250 - 2339486 • Email: vcet\_inbox@vcet.edu.in • Website: www.vcet.edu.in

#### Purchase Order Number: VCET/1121/OFFICE.ADM/03

To,

JUNO Software Systems Private Limited N – 11, Sacred Heart Town, Wanowrie, Pune – 411040

**Sub:** Purchase Order for License, Implementation, Maintenance & Support of Juno Campus for Vidyavardhini's College of Engineering & Technology, Vasai, Maharashtra.

**Establishment Model** 

One Time Implementation

**Deployment Model** 

On Cloud

Courses Covered Modules All Academic Courses Listed in Schedule A

SLA : Payment Gateway Charges :

Listed in Schedule B Listed in Schedule C

#### **Implementation Cost**

- License & Implementation Cost = Rs. 12 Lakhs
- AMC = Rs. 400 / student / year (applicable from July 2021 onwards)
- AMC Escalation = 7.5% / year (applicable from July 2022 onwards)

#### **Applicable Taxes:**

• GST @ 18%

#### **Payment Terms:**

- 50% of the License & Implementation Cost to be paid along with the Purchase Order
- 25% of the License & Implementation Cost to be paid on activation of student logins
- 15% of the License & Implementation Cost to be paid on activation of faculty logins
- 10% of the License & Implementation Cost to be paid on completion of implementation or within 6 months from PO date, whichever is earlier
- Annual AMC Cost to be paid within a week of completion of start of each annual cycle

# Implementation Phase (3 Months from PO date) Terms and Conditions: Responsibilities of JUNO

- Conduct a detailed system study and develop detailed SOW for all modules.
- Prepare the detailed implementation plan after getting written sign off from the VCET Point of Contact.
- Carry out upto 200 hours of customizations required within the agreed scope of work.
- Provide a maximum of two demonstrations of any functionality/work-flow/module. The demonstration will be repeated only once if any change has been incorporated.
- Migration of master data and other relevant data sets.
- Integration with one set of Biometric devices, SMS & Email gateway.

#### Responsibilities of VCET

- Arrange for travel, food & accommodation for the onsite Implementation Team.
- Appoint one incharge/champion/process owner for each module who will be responsible for defining processes and work flows and ensuring timely data collection/demonstration/sign offs.



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- Provide written sign-off within 5 days of demonstration of any functionality/work-flow/module. The
  implementation of the said functionality/work-flow/module will be deemed completed/accepted if it is
  put to use in live environment or any query/objection is not received in writing within 7 days of the
  demonstration.
- Allocate team of functional resources for each institute/department to assist Implementation Team during the implementation phase.
- VCET will use the pre-integrated Payment Gateway offered by JUNO Team, the commercials for which are listed under Schedule B.
- All necessary data/work-flows needed for implementation will be provided by VCET in soft copy (row-column format) within a week of such request being made. Any delay in handover of data can impact the implementation plan and timelines. If the delay exceeds 7 weeks, the functionality/work-flow/module impacted because of lack of data/work-flows will be deemed completed.

#### **Other Terms & Conditions:**

- Any customization request after Implementation Phase will be evaluated and may be charged depending on the scope of work.
- Any change in hardware, hardware vendor or Payment/SMS/Email gateway will be chargeable.
- Integration with 3<sup>rd</sup> party software/tool/ERP will be evaluated and may be charged depending on the scope of work.

#### AMC Phase (After 3 Months from PO Date) Terms and Conditions:

- Scope of Annual Maintenance & Support will include bug fixes and online help for admins and end-users.
- VCET can avail 50 hours of free admin/user training every year. VCET will arrange for appropriate onsite accommodation, food and travel (from Pune) if onsite training is required.
- VCET will make available required systems and internet bandwidth to during implementation and AMC period.
- Any issue related to software will be resolved by JUNO Campus HelpDesk at www.juno.org.in/support (or e-mail at support@juno.org.in) using Ticketing System.
- Any system change will be done at the backend and concerned users or admin/organization will be appropriately notified through email/popups.
- VCET will not, during the Implementation & AMC period and two-year period after the termination of AMC contract, hire/contract any personnel employed/contracted with Juno Software Systems Private Limited.

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OF
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VASAL ROAD 401 202-





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#### Schedule: A

Module	Module wise Feature List		
Admissions	Course configuration, admission process, criteria and seats. Seats categories, eligibility of admission, Entrance test, fees, admission cancellations, applicant profile, document management, online forms, ID cards.		
Academics	Courses, Subject, Syllabus, Subject allocation, timetable, attendance, evaluation, feedback, Class register, daily monitoring, on-line test.		
Teaching	A integrated module with academic calendar, academic planning, scheduling, course file, mentoring, practicals, projects.		
Learning Management System	Creating academic calendar, lesson plan, delivery report, sharing pre-reading material, presentations, video/audio files, subject notes, assignments, project work, tests, question banks, tracking student progress, conducting online assessment/evaluation		
Examination	Exam centres, assessment centres, paper setting, exam scheduling, invigilation, result compilation, revaluation, mark sheets generation, exam log generation.		
Attendance	barcode-scanning based attendance, analytical reports.		
Performance	Goal settings, student feedback, standard academic appraisal, customized appraisal, and analytical reports.		
Feedback	Academic-specific feedback, customizable evaluation parameters, key process areas, grading, and analytics		
Placements	Manages the entire campus placement process. Jobs posting, walk-ins, and registration of eligible students, placement event handling, career guidance, prescreening, testing and reports.		
Research	Research projects, publications, conferences, journals, patents, copyrights and reports.		
Profile	Profiles of employee and students includes personal, educational, work experience, contributions and achievements, research, patents, conferences, and related reports		
Test	This module facilitates objective tests, subjective tests, question banks, question paper generation, evaluation scheme, time-bound answering, negative marking, and reports.		
Discussion	This module includes discussion forum, blogs, document sharing, discussion threads and announcements, notices, messages and poll questions		
Communication	Communication thru emailing, attachments, categorization, sending SMS and maintaining history.		
Committee	Governance through committee, external/internal members, organizing meetings, organizing events, duties allocation, budget making, expenditure reporting, and related reports.		
Project	This module helps students display projects, get mentorship, experienced guidance, idea sharing, sell/buy projects.		
Mentoring	Multi-level mentoring, stakeholder meetups, parent reporting, and more.		
Worksheet	Includes daily worksheet, on-duty reporting, goal-mapping, and monitoring and control, effort calculation, reporting and analytics.		



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Scheduler	Personal planner, academic planner, financial planner, placement planner, event planner, reminders, emailing, sending SMS, scheduling, to-do lists, reporting.		
Office	Muster, roaster, service book, leave accounting, salaries, fees, inward/outward, documentation, and related reports.		
Salary	Grade pay, basic, HRA, gross pay, arrears, deductions, tax saving, salary slips and payroll		
Library	Stocking of books/journals/CDs/DVDs/magazines management, membership management, catalogue management, Online Public Access Control (OPAC), transactions, and reporting.		
Documents	Desktop-like interface for easy document management, searching, sharing and accessibility from anywhere over the Internet.		
Event	Event planning, event designing, participation, logistics, committees, announcements, meetings, budgeting, expenses, resource people, sponsorships, printing, registration, attendance, prizes, summaries, feedback, press coverage, media and reporting.		

#### Schedule: B

### **Payment Gateway Transaction Charges:**

Payment Mode	Card Network / Banks / Value	Rate
Credit Cards	Mastercard / Visa / Rupay	1.25%
Debit Card	Mastercard / Visa	1.25%
Debit Card (Rupay)	Rupay	₹ 0
UPI	All PSP Apps and Bank Apps	₹0
	SBI/HDFC	₹ 30
Net Banking	ICICI/Axis/Kotak/Yes/Union	₹ 25
	Other Banks	₹ 20

#### Schedule C

### **Availability Performance Standard for JUNO Campus:**

Component	Availability / Uptime
Availability (Uptime) of JUNO Campus in the production system and all associated software components located in Cloud data center delivered/installed by JUNO.	>= 99%
Note: Uptime will be calculated excluding the scheduled down-times for maintenance and updates.	



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#### Service Levels for JUNO Campus Maintenance and Support:

Severity	Severity	Description	Resolution
Levels	Type		Duration
1 - Usage Standstill	Critical	<ul> <li>Application is unavailable and blocks the execution of the Institute process. A workaround is not possible.</li> <li>Operations -critical part of the application is not available. A workaround is not possible.</li> <li>Operations -critical functions cannot be executed. A workaround is not possible.</li> </ul>	0 - 12 Hrs.
2 - Performance Degradation / Partial Impact	High	<ul> <li>Important functions perform with response times that deviate significantly.</li> <li>The user is able to work but is unable to achieve a normal productivity level due to the problem.</li> <li>Partial unavailability of system or components.</li> </ul>	0 - 24 Hrs.
3 - Regular, Default Category	Medium	<ul> <li>A non-critical part of the application is unavailable. A workaround is not possible but the user is able to achieve a normal productivity level.</li> <li>The problem has few consequences for the user and workaround is possible.</li> <li>The majority of the functions operate normally</li> </ul>	0 - 72 Hrs.
4 - No Immediate Impact to Institute	Low	<ul> <li>The problem has few consequences for the user and there is a workaround.</li> <li>The application or its parts are used by very few users &amp; the unavailability will not affect Institute.</li> </ul>	As Agreed mutually for each case.



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### Annual e-Governance Report

e-Governance in the field of the educational sector has changed the way of administration. It helps in improving transparency, providing speedy information dissemination, improving administrative efficiency, and improving public service in all aspects of education. It leads to digitization and a paperless office. VCET has implemented e-Governance in the areas of examination, communication, finance, and accounting. VCET has procured the following services:

1. ERP: VCET uses the ERP software from Juno Systems Pvt. Ltd. for the transparent functioning of the Admission, Examination, Finance, and Account department. Some of the functions include the collection of fees, the generation of receipts, and the generation of financial reports.

The various modules available in ERP are listed below:

- Admissions: The centralized admission process is carried out by the Competent Authority of the State Government. of Maharashtra. ERP is accessible to the students via their official email ID. The students can access the admission process, fee payment, fee receipts, seat category, admission cancellation, course configuration, examination results, entrance test, online forms, ID cards, etc.
- Academics: This module contains course selection, syllabus, subject allocation, timetable, attendance, evaluation, feedback, class register, daily monitoring, and an online test.
- **Teaching**: An integrated module with an academic calendar, academic planning, scheduling, course file, mentoring, practical, and projects.
- Learning Management System: Creating an academic calendar, lesson plan, delivery report, sharing pre-reading material, presentations, video/audio files, subject notes, assignments, question banks, tracking student progress, and conducting online assessment and evaluation.
- Examination: The examination module in the ERP is accessible for faculty. The provision for mark entry is present for all offline examinations conducted by the institution.
- The various outcomes, like result compilation, mark sheet generation, mark sheet analysis, and revaluation, are achieved with the ERP module.
- Attendance: The Attendance module contains attendance entries.
- **Feedback:** The Feedback module contains academic-specific feedback, customizable evaluation parameters, grading, and analytics.
- **Profile:** Profiles of employees and students include personal, educational, work experience, contributions and achievements, research, patents, conferences, and related reports.
- **Test**: This module facilitates objective tests, subjective tests, question banks, question paper generation, an evaluation scheme, time-bound answering, negative marking, and reports.
- Communication: Communication through emailing, attachments, blogs, polls, and maintaining history.
- Worksheet: Includes daily worksheets, on-duty reporting, goal-mapping, monitoring and control, effort calculation, reporting, and analytics.
- **Scheduler**: Personal planner, academic planner, financial planner, placement planner, event planner, reminders, emailing, scheduling, to-do lists, reporting.
- Office: Muster, roaster, service book, leave accounting, salaries, fees, inward/outward, documentation, and related reports.



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 Salary: Grade pay, basic, HRA, gross pay, arrears, deductions, tax savings, salary slips, and payroll.

• Library: Stocking of books, journals, CDs, DVDs, and magazines; membership management; catalog management; Online Public Access Control (OPAC); transactions; and reporting.

The following modules are available in ERP and are to be implemented:

• Communication: blog, polls

• Worksheet: goal-mapping

• Research: The research module contains research projects, publications, conferences, journals, patents, copyrights, and reports.

• Scheduler: personal planner, academic planner, financial planner, placement planner, event planner, reminders, emailing, scheduling, to-do lists, reporting.

2. Khushi (Exam Software for Grading-Based Exam Processing System): VCET uses Khushi software for examination purposes. Additional modules for various outcomes, like result compilation, mark sheet generation, mark sheet, result analysis, and revaluation, are available.

3. Tally Software: Tally software is used for accounts to maintain records of financial activities.

It is multipurpose software, including inventory management and accounting.

4. Website: Information related to academics, placement, curriculum, co-curricular, mandatory disclosure, research, entrepreneurship, admission information, curriculum, and accreditation-related documents is displayed on the institute's website. It is a source of information for all the stockholders involved.

Registrar VCET, Vasai

WHAT A SAI ROAD A

Approved by

Dr. Harish Vankudre

Principal, VCET, Vasai