Introduction to ECAP

Welcome to the presentation of Engineering College Automation Package, designed and developed by Webpros Solutions Pvt Ltd, Visakhapatnam. The software hereinafter referred as ECAP, fulfills all the requirements of Engineering Colleges including integrated campuses offering Undergraduate and Post Graduate Courses. ECAP aims at immediate availability of data in required formats, ease the work of staff and management and increase in transparency and accountability in administration.

Package Highlights

- Internet or Intranet enabled Application.

- User Levels with Access Rights for Data Security.

- Course/Batch/Category/Student Fee Dues Reports.

- Tracks Performance of Scholarship Students.

- Fee/Attendance Reminders and Progress Reports.

- Attendance & Marks Analysis.

- Integration with Attendance Capturing Devices.

- Accounts Module similar to Tally.

- Payroll Integrated Staff Module.

- Barcode Integrated Library Module.

- Login for Students/Parents to access data online.

MODULES

- Administration
- Academics
- Accounts
- Admissions
- Fee Payments
- Examinations
- Placements

- Correspondence
- Library
- Staff
- Central Stores
- Departmental Stores
- Hostel
- Transport
- students

Features

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o Creation of Departments, Courses and Branches.

o Fees for courses along with Due Dates & Fines.

o User Levels with Access Rights on modules.

o Mapping Users to User Levels.

o Backup and Restore Data.

o Track staff Logins and Resetting Passwords.

o Complaints/Suggestions Received from Students/Staff

o Setting Academic Calendar.

o Posting News/Events for notice by Users.

o Uploading Students Data to College Website.

o Maintaining College Diary.

o Device IDs to students for capturing attendance.

o Data Backup & Restore.
  Links

Sl.No	Link Name	Description
1.	Academic Calendar	To set Academic Calendar for all courses.
2.	Backup & Restore	To take database back up and restore manually
3.	Branches	To create branches for various courses.
4.	College Details	To enter college details. These details will be shown all reports.
5.	Complaints	To view complaints/suggestions posted by staff and students.
6.	Courses	To create Courses. B.Tech, MBA, MCA and M.Tech courses can be added.

7.	Credits	To set credits required to promote students from one semester to next semester for any course.
8.	Departments	To create departments. These departments offer courses.
9.	Dairy	To note important events for future. This reminds day's events when logged in.
10.	Fee Types	To set fee types for various courses along with due dates and fines.
11.	Grading Subjects	To give grading to subjects to decide ranks in case if two or more students get same total marks.
12.	Holidays	To set Holidays during academic year.
13.	New Bank	To add Bank names so that they appear in Bank Drop Down in receipts/payments screens.
14.	Lecture Halls	To add Lecture Halls details along with number of benches (No of rows and columns). This data is used while generating Seating Arrangement during external examinations.
15.	News & Events	To add news or events for attention of all users. They scroll on top bar and catch attention of users when they login.
16.	Students Passwords	To reset password for any student.
17.	Seats	To enter convener and management quota seats under Direct and Later categories for courses
18.	Settings	To configure GPRS modem, set Attendance fine payable per day by students, set Admission Number and Receipt Number to start with, set batch wise regulations for selected course.
19.	Staff Logins	To track application login and logout timings of staff members.
20.	Staff Working Hours	To set working hours for staff.
21.	Student Bio-ID	To assign Numbers to students. These numbers will be assigned to students while enrolling fingerprints in fingerprint devices to capture attendance.
22.	Subjects	To add subjects for courses.
23.	User Levels	To create user levels and set page level access rights on individual modules for selected user level.
24.	Users	To assign User Level, Login ID and Password to staff members.
25.	Web Upload	To upload students profiles, Attendance and Marks data to college website.
26.	Set Maximum Marks	To set batch wise maximum and pass marks for theory, lab and project for all courses.

Academics

Features

o   Attendance & Marks Entry by Faculty.

o   Students' Attendance Analysis.

o   Student's Complete Profile in one single screen.

o   Analysis of Teaching Plan and Topics Covered.

o   Upload of Resources like notes etc for students.

o   Integration with Attendance Capturing devices.

o   Messages/Assignments by Faculty to Students

o   Students Feedback Against Faculty.

o   Attendance Shortage Notices to Parents.

o   Time Table & Faculty Teaching Assignments.

o   Academic Projects.

o   Faculty Academic Register

o   Faculty Workload

o   Faculty Adjustments

o   Circulars

o   Disciplinary Actions.

o   Faculty Performance.

o   Certificates

o   Extra Classes

o   Students Promotion & Detention.
    Links

Sl.No	Link Name	Description
1.	Absentees Report	To view absentees day wise or continuously for selected number of days for all courses.
2.	Academic Register	To generate register containing day wise attendance and exam wise marks of all students for a selected subject.
3.	Attendance	To enter period wise or cumulative attendance or upload cumulative attendance for certain number of days from excel sheet.
4.	Attendance Reports	To view Class wise, Day wise, Monthly Attendance reports. Attendance register, student wise and subject wise attendance reports can also be viewed.

		Attendance shortage report also canbe seen.
5.	Batches	To divide students of selected semester into batches for attending labs simultaneously.
6.	Certificates	To issue Study, Conduct and TC certificates in standard formats to students and to track certificates issued to students.
7.	Circular	To issue circulars meant for students or staff or for both by principal or secretary of the institution.
8.	Current Time Table	To view which faculty shall be in which class room as per time table at any point of time.
9.	Disciplinary Action	To initiate disciplinary action against students and staff and track disciplinary actions taken.
10.	Extra Classes	To assign extra classes to faculty in addition to regular classes.
11.	Faculty	To view faculty performance i.e class taken, marks obtained etc, faculty work load, feedback given by students against a faculty, faculty leisure time, faculty work schedule and set special assignments to faculty,
12.	Faculty Adjustments	To substitute a faculty with another faculty to take classes if former goes on leave or not able to take classes on certain day(s).
13.	Feedback Questions	To add feedback questions which need to be answered by students while giving feedback against faculty.
14.	Internal Marks	To enter internal marks by faculty.
15.	Lab Batches	To enter number of batches into which students need to be divided to attend labs.
16.	MBA	To enter specializations for MBA course and select electives chosen by students.
17.	Projects	To assign projects and project guides to students of of B.Tech, MBA, MCA and M.Tech courses and track the progress of individual projects. Guides need to upload student wise project status in excel sheet at regular intervals.
18.	Promotions	TTo view students who are qualified with credits and attendance for promotion from current semester to next semester. Reasons will be indicated against students who are not qualified for promotion. However they can also be qualified for promotion manually.
19.	Resources	To view what resources are available for students to download under various categories.
20.	Student Profile	To view complete data of selected student in one single screen. This screen contains Bio-Data, Performance in current semester, performance upto the current semester, fee payment details and Backlogs details of selected student.
21.	Teaching Assignments	To assign subjects to faculty.
22.	Teaching Plans	To upload teaching plan and every day topics covered by faculty.
23.	Time Table	To set theory and lab time tables for courses and print them.
24.	Student Messages	To post messages/assignments to selected student(s) by faculty.
25.	Upload Resource	To upload resources meant for students by faculty.

Accounts

Features

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o Creation of Revenue & Expenditure Heads.

o Department wise Budgets.

o Head wise Revenue & Expenditure Reports.

o Bank Accounts & Transactions.

o Day Book & Cash Book Maintenance.

o Profit & Loss Statement.

o Attendance Fine & Exam Fee Collection.

o Supplier Payments & Dues.

o Fee Refunds to Students.

o Loan Estimates for Students.
Links

Sl.No	Link Name	Description
1.	Attendance Fine	To view fine payable monthly by students for the days becoming absent and collecting fine.
2.	Bank Accounts	To enter bank account details.
3.	Bank Deposits	To enter cash or cheque deposits in selected bank account.
4.	Bank Transactions	To view Deposits or withdrawal history of selected bank account.
5.	Bank Withdrawals	To enter withdrawal details from selected bank account.
6.	Bill Clearance	To view suppliers pending bills and clearing them for payment.
7.	Department Budgets	To set annual expenditure budgets for individual departments.
8.	Day Book	To view financial transactions recorded during the selected day.
9.	Expenditure Heads	To add expenditure Heads.
10.	Expenditure Reports	To view had wise expenditure transactions.
11.	Fee Refunds	To refund fees already collected to students in case of college transfers etc.
12.	Profit/Loss	To view profit and loss statement during the selected period of time.
13.	Receipts	To enter non fee receipts.

14.	Receipts Reports	To view head wise revenue reports.
15.	Revenue Heads	To add revenue heads.
16.	Transactions	To view financial transactions and edit them if needed.

Admissions

Features

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  o Import of Students data from Excel Sheet.
  o Admission Register
  o Castes & Sub Castes.
  o Tracks Certificates to be Submitted by Students.
  o Re Admission of Detained students.
  o Bar-coded ID Cards for Students.
  o Scholarship Students.
  o Generates 10 digit Roll Numbers for Students.
  o Division of Students into Sections.
  o **Reports.**
    Links

Sl.No	Link Name	Description
1.	Admission	To enter students data through interfaces or import students data from excel sheets.
2.	Admissions Register	To generate admissions register in standard format after admissions are over.
3.	Castes	To add castes.
4.	Certificates	To add list of certificates to be collected from students during admission time.
5.	Checklist	To track what certificates have been submitted by a student at the time of admission.
6.	College Strength	To view total number of students basing on gender i.e male and female.
7.	Detained Students	To view or enter details of detained students and readmit them.
8.	Generate ID Cards	To generate barcoded ID cards to students after admissions.
9.	Generate Roll Numbers	To generate university roll numbers for students admitted during current academic year.
10.	Scholarship Students	To view details of students who are eligible for scholarships from state government.

11.	Sections	To divide students into sections if a branch has more than one section.
12.	Edit	To view and edit students data.
13.	Reports	To view course wise, Branch wise, seat type wise, category wise and gender wise admissions of selected batch of students. To compare current batch of students with previous three batches of students and analyze the admission trends.

Fee Payments

Features

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o   Fee Collection & Receipt Printing.

o   Course/Batch/Student wise Fee Dues.

o   Fee Concessions.

o   Fee Reminders to Parents.

o   Tracking Fee Reimbursement from Government.

o   Issuing Study etc. Certificates to Students.

o   Reports.
Links

Sl.No	Link Name	Description
1.	Certificates	To issue study and conduct certificates to students and track them.
2.	Counseling Payments	To enter details of payment made by the students at counseling centers.
3.	Dues List	Aggregate, Student wise- To view course wise tution fee and other fees dues and fee wise dues of all students.
4.	Fee Adjustments	To give concessions in tution fee to certain students and set different fee due dates.
5.	Fee Payments	To accept fee payment from students.
6.	Fee Reminders	To generate letters containing fee dues, addressed to parents.
7.	Govt Receipts	To view fee reimbursement dues from state government and enter details of payments from state government.
8.	Old Receipt	To view details of payment made by student against entered receipt number.
9.	Permitted Students	To view list of students who are given fee concessions and given extended time to pay fees.
10.	Previous Dues	To enter previous years fee dues
11.	Reports	To view fee committed, fee paid and fee dues details of selected student. Class wise fee paid and dues reports also can be seen.

Examinations

Features

-
  - Exam Fee Collection & Exam Schedules.
  - Student Registrations for Regular/Supply Exams.
  - Seating Arrangement for External Exams & D-Forms.
  - Entry/Upload of External/Internal Exams Marks.
  - External/Internal Marks Analysis & Reports.
  - Progress Reports & Attendance Reminders.
  - Supplementary & Detained Students.
  - Invigilation Charges for Staff.
  - Reports.
    Links

Sl.No	Link Name	Description
1.	Admissions Report	To view branch wise students admissions of selected batch in the format prescribed by the university.
2.	Backlogs	To view student wise and subject wise backlogs. Details of students of selected class having subject backlogs.
3.	D-Forms	To generate subject wise D-Forms during external examinations.
4.	Exam Fee Dues	To view list of students who are yet to pay examination fees
5.	Exam Application	To view and print exam application form for circulation among students.
6.	Question Paper	To download internal exams question papers set by faculty
7.	Exams	To set fees, due dates, exam schedules and generate seating arrangement for external examinations.
8.	Expenditure	To enter expenditure details incurred by examination section.
9.	Expenditure Report	To view expenditure incurred by examination section.
10.	External Marks	To enter external marks, analyze marks obtained and generate marks reports.
11.	Internal Marks	To enter attendance for internal exams, internal marks, analyze marks obtained and generate marke reports.
12.	Invigilation Charges	To enter invigilation charges payable to faculty. These charges are reflected in payslips.
13.	Lab (External)	To generate formats for taking attendance and entering marks for lab external examinations.
14.	Progress Reports	To generate progress reports containing both attendance and marks of selected exam. Progress reports contain

Placements

Features

-
  - Companies & Correspondence.
  - Screening Students as per Company Requirements.
  - Company Offers.
  - Students Performance
  - Alumni.
  - Reports
    Links

Sl.No	Link Name	Description
1.	Companies	To add details of companies which conduct campus placements.
2.	Correspondence	To correspond with visiting companies through email or letters and track previous correspondence made with companies.
3.	Offers	To post details of placements offered by visiting companies to students.
4.	Screening	To generate shortlisted students basing on requirements of visiting companies.
5.	Alumni	To maintain details of students of previous batches along with their present employment and contact details.
6.	Student Performance	To view distinction students, first class and second class students with and without subject backlogs.
7.	Reports	To view batch wise placements offered by visiting companies.

Correspondence

Features

-
  - Labs Experiments
  - Equipment & Consumables
  - Indents to Central Stores
  - Issues within Department
  - Purchases & Receipts
  - Stocks
  - Reports

Links

Sl.No	Link Name	Description
1.	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2.	Greetings	To generate birth day greetings for students.
3.	Groups & Members	To create groups and add members to them for sending common sms.
4.	Inbox	To view messages posted by other users and to compose messages to other users.
5.	Parents Addresses	To view addresses of parents of students of selected semester and print them.
6.	Parents Correspondence	To correspond with parents of selected student(s) through email or letter.
7.	Log Report	To view Undelivered SMS log report on a selected day.
8.	SMS	To send attendance, marks, fee dues sms to parents and students. To send sms to staff, students and parents. To send promotional sms to parents of prospective students during admissions time.

Features

-
  o Library Rules for Students & Staff.

  o Entry/Upload of Books/Journals/Magazines.

  o Book Bank Students & Book Reservations.

  o Book Issues/Returns/Renewals.

  o Printing Barcodes.

  o OPAC & Search.

  o Journal/Magazine Subscriptions & Renewals.

  o Titles/Authors/Publishers Database.

  o Backup & Restore of Library Data.

  o Budget & Expenditure, Purchases & Receipts.

  o Stock Verification

  o Reports.

Links

Sl.No	Link Name	Description
1.	Back Volumes	To enter details of national and international journals which are bound into

		volumes relating to certain period.
2.	Backup & Restore	To backup and restore of library data.
3.	Book Status	To view and change status of selected book from reference to Issue etc.
4.	Book Bank Students	To add and view students who availed book bank scheme.
5.	Books	To enter books data either through interfaces or importing from excel sheets.
6.	Books Reserved	To view the details of books which are reserved by students and staff. Librarian can consider calling them when reserved books are being returned by somebody else.
7.	Budget & Expenditure	To view budget grants for library and enter expenditure details and view the report.
8.	Circulation	To issue, return and renewal books among students and staff.
9.	Cross Check	To view to whom a particular book was issued.
10.	Dept. Library	To transfer books from main library to departmental library and accept them back to main library.
11.	Dues	To view library dues payable by students.
12.	Edit	To edit book details.
13.	OPAC	Online Public Access Catalogue for search by users.
14.	Equipment	To post details of any equipment like Xerox machine installed in library.
15.	Journals	To post details of periodical journals received in library.
16.	Authors, Titles & Publishers	To maintain authors, titles and publishers database.
17.	Projects	To enter details of academic projects submitted by students in library.
18.	Purchases	To purchase books for library
19.	Receipts	To receive books purchased for library
20.	Requisition	To request books to be purchased for library.
21.	Rules	To set rules i.e number of issue tickets for staff and students, lending period, renewal times and fine etc for library.
22.	Search	To search ACC No wise, author wise, title wise, publisher wise, department wise and course wise books in library.
23.	Stock Verification	To compare system stock of books with physical stock taken in excel sheet.
24.	Subjects	To enter subjects for library.
25.	Subscription	To subscribe for national and international journals for library.
26.	Suppliers	To enter details of suppliers for library.
27.	Reports	To view Accession register, Library Fines, Day transactions, Pending returns, Issues , Returns, renewals , purchases and un used books etc

Staff

Features

- o   Messages among Staff Members.

- o   Groups & Members.

- o   SMS to Parents, Staff & Students.

- o   Marks/Attendance & Fee Dues through SMS to Parents.

- o   Printing Parents Addresses.

- o   Correspondence Via Email/Letters with Parents.

- o   Bulk SMS to Parents/Students during Admissions.

- o   Birthday Greetings
  Links

Sl.No	Link Name	Description
1.	Complaint/Suggestion	To post complaints or suggestions by users for attention by the administrator
2.	Greetings	To generate birth day greetings for students.
3.	Groups & Members	To create groups and add members to them for sending common sms.
4.	Inbox	To view messages posted by other users and to compose messages to other users.
5.	Fee Payments	To accept fee payment from students.
6.	Parents Addresses	To view addresses of parents of students of selected semester and print them.
7.	Parents Correspondence	To correspond with parents of selected student(s) through email or letter.
8.	Log Report	To view Undelivered SMS log report on a selected day.
9.	SMS	To send attendance, marks, fee dues sms to parents and students. To send sms to staff, students and parents. To send promotional sms to parents of prospective students during admissions time.

Central Stores

Features

- o   Categories, Sub categories & Items.

- o   Indents & Issues.

- o   Suppliers, Purchases & Receipts.

- Stock Adjustments & Stock Register.

- Pending Indents.

- Initial Stock Entry.

- Reports.
  Links

Sl.No	Link Name	Description
1.	Indents	To view department wise indents and process them.
2.	Masters	To create categories, sub categories, Items and units.
3.	Pending Indents	To view indents received from various departments yet to be processed.
4.	Purchases	To process purchase orders for purchase of various items.
5.	Receipts	To receive items ordered.
6.	Stock Entry	To enter initial stocks of various items.
7.	Stock Adjustments	To adjust stocks in case of any differences with physical stock taking.
8.	Reports	To view department wise indents received, items purchased and issued to various departments,stock register,item wise issues, purchases and receipts.

Departmental Stores

Features

- Labs

- Experiments

- Equipment & Consumables

- Indents to Central Stores

- Issues within Department

- Purchases & Receipts

- Stocks

- Reports
  Links

Sl.No	Link Name	Description
1.	Consumables	To enter equipment wise required consumables.
2.	Indents	To post indents to central stores for items.
3.	Issues	To issue items received from central stores for local consumption.
4.	Lab Equipment	To enter details of equipment used/installed in various labs of the department.

5.	Lab Experiments	To enter experiments pertaining to each lab.
6.	Labs	To add labs for the department.
7.	Purchase Orders	To process purchase orders for purchase of items separately.
8.	Receipts	To receive the items ordered.
9.	Stocks	To View the stocks of various items.
10.	Reports	To view the indents posted to central stores, items received and purchased, consumables consumed, equipment maintenance details.

Hostel

Features

o Application for Admission into Hostel.

o Student Registration.

o Rooms & Room Allotment.

o Attendance & Marks Analysis for Hostlers.

o Hostel Dues & De-Registration.

o Reports
  Links

Sl.No	Link Name	Description
1.	Application	To view details of students who applies for admission into hostel.
2.	New Room	To add rooms details.
3.	Registration	To register students by allocating room after getting hostel admission and necessary fee payment.
4.	De-Registration	To check the hostel dues payable by any hostel resident who proposes to leave the hostel.
5.	Room Adjustment	To transfer students from one room to another.
6.	Reports	To view details of students who admitted into hostel, hostel fee defaulters, academic performance of hostel residents.

Transport

Features

o Vehicles.

o Routes & Halts.

o Assignment of Halts to Students.

o Expenditure Types & Expenditure Tracking.

- Log Book & Mileage Checking.

- Transport Fee Collection & Dues.

- Vehicle Insurance & Premium Tracking.

- Reports
  Links

Sl.No	Link Name	Description
1.	De-Subscription	To check transport dues payable by any student who proposes not to use college bus.
2.	Defaulters	To view details of students who need to pay transport charges beyond due date.
3.	Due Date	To set due date for payment of transport fee.
4.	Expenditure Report	To view bus wise expenditure incurred under various expenditure heads.
5.	Expenditure Types	To create expenditure heads for which vehicles expenditure needs to be tracked.
6.	ExpHeads Mapping	To group various expenditure heads under one expenditure head created in accounts module.
7.	Fitness Certificate	To track fitness certificates obtained for various college buses.
8.	Log Book	To enter odo meter readings daily for each vehicle to track vehicle movements.
9.	New Policy	To enter insurance policy taken for college vehicles
10.	Routes & Halts	To add routes and add halts to routes along with amounts to be paid.
11.	Students Halts	To assign students to halts.
12.	Subscription	To register student for bus service.
13.	Vehicle Expenditure	To enter expenditure incurred for a vehicle.
14.	Vehicle Insurance	To track insurance premiums being paid for college buses.
15.	Vehicles	To add new vehicles.
16.	Premium Amount	To view insurance premium paid/pending details for selected vehicle
17.	Receipts	To receive transport fee from students.

Students

Features

- Access to Attendance, Marks & Fee Data of Self.

- Posting Feedback Against Faculty.

- Search for Books in Library & Book Reservations.

- Access to Resources like Notes, E-Books etc.

o   Access to Personal Messages from HOD/Faculty.

o   Access to Circulars.

o   Access to Alumni Data.
Links

Sl.No	Link Name	Description
1.	Academic Calendar	To view the academic calendar of the course and semester, the student currently studying.
2.	Attendance	Displays daily , monthly and up to date attendance of student who logged in.
3.	Backlogs	Show the subject backlogs if any of the logged in student.
4.	Book Search	To search for books in the library by the student.
5.	Circulars	To view the circulars issued by the principal and management addressed to the students.
6.	Complaints/Suggestions	To post complaints/suggestions for attention by the administrator.
7.	Exam Schedule	To view internal and external exam schedules by students.
8.	Faculty Feedback	To post feedback against the faculty by student who logged in.
9.	Fee Details	Displays the details of fees paid by the logged in student.
10.	Fee Dues	Displays the details of fee dues payable by the logged in student.
11.	Resources	Student can view and download the resources uploaded by the faculty or librarian.
12.	Library Books	Displays history of book issues and returns from library of logged in student.
13.	Marks	Shows student's semester wise marks with aggregate.
14.	Project Search	Student can search for academic projects titles and abstracts from library.
15.	Profile	Student can view Bio Data, Performance in current semester and previous semesters, fee payment details, backlogs details.
16.	Time Table	Student can view class time table.