



Key Indicator 6.2- Strategy Development and Deployment

Metric No:- 6.2.2: Institution implements e-governance in its operations

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

User Manual of ERP –LTJSS

Main Users of the academic module are

- 1) Head of the Department
- 2) Semester wise Time Table In-charges
- 3) Teaching Faculty

Note - Every Time Table In-charge has to work for the Semester which has been allotted to him/her.

-Faculty should create Teaching Plan for Every Allotted Theory and Practical Subject (Teaching Load).

Academic Report is available to the Principal and HOD (at Department Level) and Teaching Faculty (at Personal Level)

Head of the Department Panel has following Links :

- A) **Classrooms/ Lab.** :- This link is used to Add, Edit and Delete Classroom and Laboratory Names required to make Departmental Time Table.
- B) **Slot Management** :- This link has **2 tabs** that are to be used to create Period timings and to create slots by using period timings.
 - i) **Create Period Timings** :- Select Course, Period Number, Start time and End Time.
 - ii) **Create Slots** :- Create number of slots using period timings so that it can be



used to create time table (Theory, Practical, Tutorial, Project and Seminar)

Above tabs are required to create master record for Period Timings and Time Slots at department level. These Period Timings and Time Slots are required to Create Section wise Time Table.

C) **Dept-Academic Report** :- Select Academic Term, Course, Semester, and Date to see Academic Report for (Theory, Practical, Tutorial, Project and Seminar)

D) **Weekly Time Table** :- This link shows the weekly time table details with Engaged or Not Engaged Status for complete academic span.

E) **Master Attendance Report** :- This link provide user interface to create consolidated attendance report based on eligibility criteria for the specific date span.

To create master attendance report, Select Academic Term, Course, Semester, Section, Eligibility for (CAT1, CAT2, Sessional Exam.), Eligibility Criteria (eg. 75% Attendance) and Date span to see subject wise and overall attendance for (Theory, Practical, Tutorial, Project and Seminar).



The screenshot shows the 'Slot Management' panel in the ERP system. The 'Create Period Timing' section has dropdowns for Department, Period No., and time selection (Time From and Time To). The 'View/Delete Period Timing' section contains a table with columns for Sn., Dept, Period No., Time From, and Time To.

Sn.	Dept	Period No.	Time From	Time To
1.	Pharmacognosy	1	10:10:00	11:10:00
2.	Pharmacognosy	2	11:10:00	12:10:00
3.	Pharmacognosy	3	12:10:00	13:10:00
4.	Pharmacognosy	4	14:00:00	15:00:00
5.	Pharmacognosy	5	15:00:00	16:00:00
6.	Pharmacognosy	6	16:00:00	17:00:00

Time Table In-charge Panel Consist following Links :

A) **Student Section Assignment** :- This link have 3 tabs that can be used to assign Section and Roll number and create section wise student roll list.

i. **Assign Confirm Students** - This tab show the list of students who completed their regular admission process and they have been sent to the department for their academic activity. Select the students from the list and assign them section, and roll number (eg. Section-A, Section-B) As soon as section and roll no. is assigned student name will be removed from the list.

ii. **Assign Provisional Students** - This tab show the list of students from the last academic year even semester, who can be provisionally admitted to their next Semester for their academic activity. Select the students from the list and assign them to section and roll number (eg. Section-A, Section-B)



- iii. **Section wise Students List** - This tab shows the section wise roll list with current status (ie. Confirm / Provisional) of the students.

The screenshot shows the ERP system interface for Priyadarshini J.L. College of Pharmacy. The main content area displays the 'Student List - JLCPP - Pharmacognosy - 4th Semester - For The Academic Term 2022Even' for Section - A. The table below lists the students in the section:

Sn.	Roll No.	ERP ID	Name of Student	Section	Status
1.	0101	215100024	MONIKA WAMAN PARATE	A	Confirmed
2.	0102	215100099	POOJA SUBHASHRAO NAIK	A	Confirmed
3.	0103	215100072	SAMIKSHA RAJU MEHARE	A	Confirmed
4.	0104	215100008	SWAPNJA BANSILAL GUNJARKAR	A	Confirmed
5.	0105	215100100	TINA WAMAN PANDEL	A	Confirmed
6.	0106	215100098	ADITYA RAJESH KAIKADE	A	Confirmed

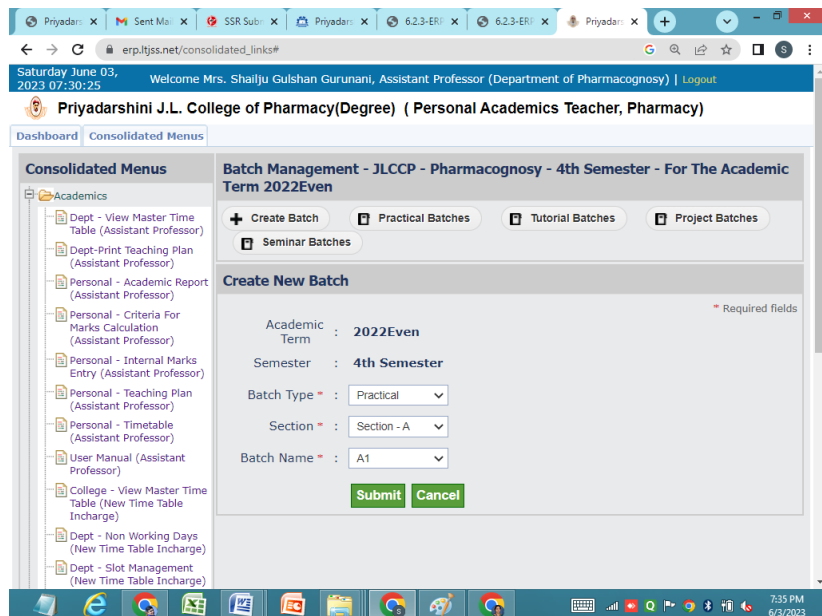
- B) **Batch Management**. :- This link have **5 Tabs** to create and manage Practical, Tutorial, Project and Seminar batches.

- i. **Create Batch** - To create new batch name (eg. A1, A2. B1, B2) as per batch type.
- ii. **Practical Batches** – This tab shows the list of Practical Batches along with the links to Delete batch, Assign Students to batch and View Students in the batch. To Delete created batch, Click on Delete link , make sure before delete any batch or students. To Add Students in practical batch, click on Assign Students link, Students roll list will be displayed on the screen. Select the student to add to practical batch and press SUBMIT button to confirm and SAVE. To View student list, Click on View Students. The Students roll list will be displayed on the screen for selected batch. The Delete link in the list can be used to remove the students from the practical batch.



This removed student will be available to assign in other batch.

- iii. **Tutorial Batches** – The same process as mentioned for the Practical Batches.
- iv. **Project Batches** - The same process as mentioned for the Practical Batches .
- v. **Seminar Batches** - The same process as mentioned for the Practical Batches.





C) **Student Subject Management** :- This link consist **2 tabs** Assign subject to students and View Subject wise students list.

- i. **Assign Subjects to Student** - This tab shows the Subject List (Compulsory subjects as well as Elective subjects). Elective subject will have check box in front of subject name to select and assign to students. Select Section from dropdown section list, this will show the list of available students for the section. Select the students from the list and press SUBMIT to assign subjects to the students. The assigned students will be immediately removed from the available student list. If no students are available in section roll list, this means that all the students have been already assigned their semester subjects.
- ii. **View Subject Students** - Select Section and Subject Name from dropdown menu to see the student list for the selected subject

erp.ltgss.net/consolidated_links#

Welcome Mrs. Shailju Gulshan Gurunani, Assistant Professor (Department of Pharmacognosy) | Logout

Priyadarshini J.L. College of Pharmacy(Degree) (Personal Academics Teacher, Pharmacy)

Dashboard Consolidated Menus

Consolidated Menus

- Academics
 - Dept - View Master Time Table (Assistant Professor)
 - Dept-Print Teaching Plan (Assistant Professor)
 - Personal - Academic Report (Assistant Professor)
 - Personal - Criteria For Marks Calculation (Assistant Professor)
 - Personal - Internal Marks Entry (Assistant Professor)
 - Personal - Teaching Plan (Assistant Professor)
 - Personal - Timetable (Assistant Professor)
 - User Manual (Assistant Professor)
 - College - View Master Time Table (New Time Table Incharge)
 - Dept - Non Working Days (New Time Table Incharge)
 - Dept - Slot Management (New Time Table Incharge)

Student Subject Assignment - JLCCP - Pharmacognosy - 4th Semester - For The Academic Term 2022Even

+ Assign Subjects To Students View Subject Students

Assign Subjects To Students

Compulsory Subjects

2 - Project

Select Section : Section - A

Sn.	<input type="checkbox"/>	Roll No.	ERP ID	Name of Student	Section	Status
1.	<input type="checkbox"/>	0101	215100024	MONIKA WAMAN PARATE	A	Confirmed
2.	<input type="checkbox"/>	0102	215100099	POOJA SUBHASHRAO NAIK	A	Confirmed
3.	<input type="checkbox"/>	0103	215100072	SAMIKSHA RAJU MEHARE	A	Confirmed
4.	<input type="checkbox"/>	0104	215100008	SWAPNJA BANSILAL GUNJARKAR	A	Confirmed
5.	<input type="checkbox"/>	0105	215100100	TINA WAMAN PANDEL	A	Confirmed
6.	<input type="checkbox"/>	0106	215100098	ADITYA RAJESH KAIKADE	A	Confirmed

Submit



D) **Teaching Load** :- This link have **5 tabs** and are used to assign teaching load to the faculty members and view their teaching load details.

Assign Subject – Click on this tab to assign subject to faculty. Select Section, Subject type, Subject Name, Load type, College, Dept, Teacher and number of slots from the dropdown menus. Press the submit button to add teaching load to the faculty member. Immediately entered details will be displayed in the Subject and Teacher list below.

i. **Theory** – This tab shows the list of theory subject assigned to the faculty name along with Edit and Delete facility. Edit link will provide user interface to change the no. of slot information.

Delete link will provide facility to remove subject load from the faculty. Delete link will required to insert Date of Deletion. Date of deletion means the date from which you wants to remove the subject load from the faculty name. It has some rules or constraints to delete subject load, these are :- The subject with faculty name should not be active in the Time Table on or after the date of deletion. All the attendance data for the days before the Date of Deletion should be available in the attendance record.

ii. **Practical** – Same process as given above for Theory Subjects.

iii. **Tutorial** - Same process as given above for Theory Subjects.

iv. **Projects** - Same process as given above for Theory Subjects.

v. **Seminar** - Same process as given above for Theory Subjects.



The screenshot shows a web browser window displaying the ERP system interface. The browser address bar shows 'erp.ltjss.net/consolidated_links#'. The page header includes the date 'Saturday June 03, 2023 07:30:25' and a welcome message for 'Mrs. Shailju Gulshan Guranani, Assistant Professor (Department of Pharmacognosy)'. The user is logged in as 'Priyadarshini J.L. College of Pharmacy(Degree) (Personal Academics Teacher, Pharmacy)'. The main content area is titled 'Lecturer Subject Assignment - JLCCP - Pharmacognosy - 4th Semester - For The Academic Term 2022Even'. It features a sidebar menu with various options like 'Dept - View Master Time Table', 'Personal - Academic Report', etc. The main content area has buttons for 'Assign Subject', 'Theory', 'Practical', 'Tutorial', 'Project', and 'Seminar'. Below these buttons is a table titled '4th Semester Subjects and Teacher'.

Sn.	Section	Subject	Type	Batch	Total Slots	Name of Teacher	Main / CO
1.	A	Project	Project	P1	90	Mrs. Shailju Gulshan Guranani	Main
2.	A	Project	Project	P2	90	Mrs. Sonal Pawan Motghare	Main

E) **Time Table Management** :- This link consists **3 tabs** which helps to create and manage Academic Time Table for the specific Semester Section.

i. **Create academic Span** - This tab provides user interface to create academic span (ie. Start date and End date of teaching span) to specified semester, section for the current academic session. This helps us to create Time Table for the given span and show the week wise personal time table for current academic session.

ii. **Time Table Entry** - Click on this tab to make time table data entry. Select Section, Day, Slot type, Batch, Period Number, Subject Name, Classroom/Lab, Teacher Name, Effective Date and press the SUBMIT button to confirm and save the timetable entry. The entered details will be immediately available in the timetable shown below.

The Effective Date plays very important role in the time table data entry, so be careful while entering Date, by default it shows the start date of Teaching session.

To delete time table data you just entered, Click on the period/slot data shown in time table view below.

(** Important Note - Time table data entry is very important and logical



task, some rules are there to delete data for specific Day and Period No.(slot) from the Time Table. Delete From Date is an important field to be entered. This means from which date you do not want to show time table period entry for remaining time table date-span. This will helps us to re-enter the new/changed time table data for same day and period number.

Deletion of time table entry requires that the attendance entry of the particular subject for the previous days should be done prior to deletion. Also attendance beyond the date of deletion should not be available there in attendance record. Date of Deletion should be of the same DAY for which period/slot data to be deleted. Also while re-entering time table entry for deleted slot, the DATE should be of the same DAY and should not less than the Date of Deletion.)

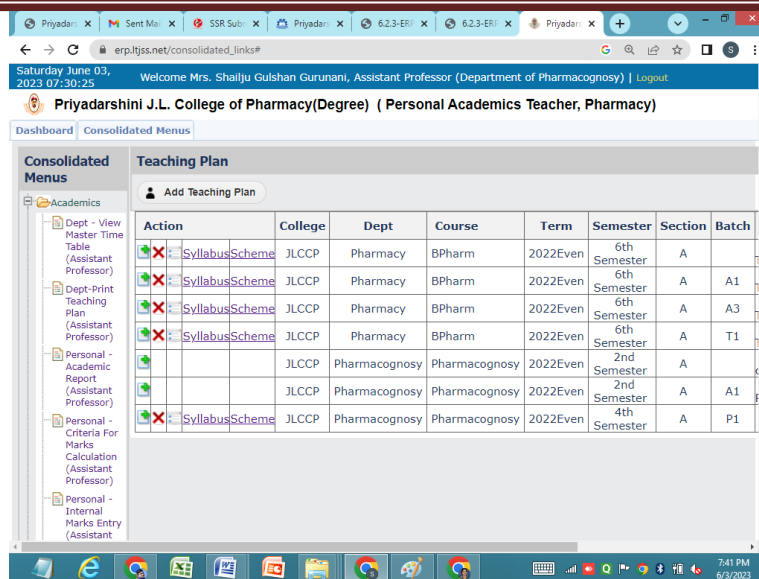
- iii. **View Time Table** - To view time table, click on this View Time Table tab, Select section time table. This shows a complete view of the Current Time Table. Print button helps to take the hard copy and Excel button helps to download the time table in excel format.

Teaching Faculty Panel Consist following Links :

A) Personal Teaching Plan

- This link displays personal teaching load details (ie. Theory, Tutorial batches, Practical Batches, Project Batches, Seminar Batches if any)
- This report also shows link in action column to Add Teaching Plan for selected subject.

Add Teaching Plan :-To add teaching plan click on the green Plus button in Action Column. Data entry screen for Teaching Topic will be available on computer screen. Select topic code, select topic from the syllabus and press SUBMIT button to save.



B) Personal Time Table

- This link shows Personal Academic Time Table for the selected academic term.
- To view time table for particular week (ie. Week-1, Week-2.), click on the Number button.
- This weekly time table details shows the day wise and period wise time table as per your personal teaching load along with day and dates for the selected week.

Add Students Attendance: To Add students attendance for specific Date and Day with allotted period/slot, click on the add button of that particular slot. Then facility for attendance entry will be available on the screen. Students Roll list with default Present checked mark will be displayed on the computer screen.

- Select Class Status (Engaged / Not Engaged)

If Engaged then select Topic Code from the dropdown menu, (you can select at most three regular topic from dropdown menu). Other Topic text box is available, faculty wanted to add topic details beyond teaching plan can use them. Finally make check mark for present student and uncheck for absent students. For confirmation and save, press SUBMIT button.



If Not Engaged then select the reason for not engaging the period/slot.

Once attendance data added then Add button will be changed into View button with green background for Engaged slot/period and with orange background for Not Engaged slot/period.

Delete Students Attendance: Deletion for attendance data will be available only for the Same Date on which you made data entry, it will not available from next day onward.

To delete attendance entry, click on view button - It shows the complete details of the attendance available, along with DELETE button and Cancel button.

Extra Period Entry: Every blank slot in time table will have ADD button. Click on button will show you list of theory subjects allotted to you with one of the column name is Action. This facility is for Extra Theory Class with some rules and restrictions. Rule1 - The Period/slot should be completely free in the time table Rule2 - If occupied by other faculty then his/her Attendance status should be NOT Engaged with any reason from the list except reason MASS BUNK. If the above conditions are TRUE then the Plus sign will be available in Action column. Click on Plus sign, this will provide you screen for attendance entry for EXTRA period. In any other case, Plus button in Action column will NOT be available for extra period entry.

Tutorial to Extra Theory : If Faculty wants to convert his/her Tutorial period into Extra Theory period. Any one of the faculty can add the extra theory for the same tutorial slot. To do this, both faculty should Add attendance with Not Engaged status with the reason Released for Extra Theory, the extra Add button will be appear in the same slot to the both faculties in their personal time table. All the other reasons except MASS BUNK in the reasons for NOT Engaged tab will release this slot for extra theory for other faculties teaching for the same Semester, Section. (Not Engaged status should be entered for Both TUTORIAL batches ie. T1 and



T2)

Personal Time Table - Mrs. Shailju Gulshan Gurunani

Academic Term : 2022Even

Personal Time Table of Mrs. Shailju Gulshan Gurunani For The Academic Term 2022Even

Day	Date	0	1	2	3	4	5	6
Monday	29-05-2023	Add	Project Pharmacognosy-4th Semester-A-Batch P1 10:10-13:10 Project Pharmacognosy Lab 2	Add	Add	Project Pharmacognosy-4th Semester-A-Batch P1 14:00-17:00 Project Pharmacognosy Lab 2	Add	Add
Tuesday	30-05-2023	Add	Project Pharmacognosy-4th Semester-A-Batch P1 10:10-13:10 Project	Add	Add	Project Pharmacognosy-4th Semester-A-Batch P1 14:00-17:00 Project	Add	Add

C) Personal Academic Report

This link provides Personal Academic Report for your complete teaching load. Click on the Number in Yellow background column name (ie. Average % of students attendance till date) to see detail attendance report.



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Consolidated Menus

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Academic Report - 2022Even

Academic Term : 2022Even Till Date : 03-06-2023

Section	Subject	Load	Batch	Type	Total Lectures Planned	Lectures Planned Till Date	Lectures Engaged Till Date	Topic Code Covered Till Date	% of Difference In Syllabus Covered Till Date	% o Tota Syllab Coveri Till Date
Pharmacognosy - 2nd Semester - A	MPG203T	Theory		Main	60	24	0	0	-40.00	0.00
Pharmacognosy - 2nd Semester - A	MPG205P	Practical	A1	Main	15	6	0	0	-40.00	0.00
Pharmacognosy - 4th Semester - A	2	Project	P1	Main	90	276	0	0	-100.00	0.00
BPharm - 6th Semester - A	BP603T	Theory		Main	45	54	49	45	0.00	100.0
BPharm - 6th Semester - A	BP603T	Practical	A1	Main	15	18	15	15	0.00	100.0
BPharm - 6th Semester - A	BP603T	Practical	A3	Main	15	18	16	15	0.00	100.0
BPharm - 6th Semester - A	BP603T	Tutorial	T1	Main	15	18	15	15	0.00	100.0

7:40 PM 6/3/2023

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