

**IIMS – Integrated Information Management System  
Contents**

<b><i>IIMS – Integrated Information Management System for Universities</i></b>	<b>2</b>
Features	2
<b>Application Solution</b>	<b>2</b>
1. Admission Management System	3
2. Students and Fees Information System	3
3. Course and Result Information System	3
4. Library Management	5
5. Faculty Management System	5
6. Facility Management System	6
7. Finance and Administration Management	7
8. Purchase	7
9. Stores	7
10. Repairs and Maintenance	7
11. Payroll	8
12. HRD	8

## **IIMS – Integrated Information Management System**

### **IIMS – Integrated Information Management System for Universities**

The Integrated Information Management System (IIMS) suitably customized to meet the unique needs of the University. The IIMS is ideally designed for computerization of Student Admissions, Fees accounting and Finance Accounting for universities and maintenance of accounts of individual students and generation of various daily and periodic reports.

#### **Features**

- Management of student information.
- One or more Educational Institutions can be covered under one University.
- All screens, menu, errors, message displayed are user driven.
- All reports available in printable format
- High quality fonts used for reports in the printer.
- Very Easy to follow and operate.
- Powerful Backup and Restore Facility for the Database.
- Salary accounts for multiple institutions maintainable simultaneously.
- Master Password for super user for Institution setup.
- Facility to define different authority levels.
- Facility to set different levels of user for protecting data to be viewed by other user.
- Facility to maintain history of employee, qualification detail and with provision for classification in five different categories.
- Facility to extend data to next financial year

#### ***Application Solution***

IIMS is our recommended solution, that would be employed to meet the University's goals. The customization and implementation of IIMS to meet the dedicated needs of the University will require a full definition and discovery process to be carried out, in order to, properly scope the project. Based on the Initial ERP requirements provided to eSols, the customized IIMS will feature a robust directory engine and will serve to provide several business functions that will include:

1. Admission Management System
2. Student Information Management System
3. Course and Result Management System
4. Library Management System
5. Faculty Management System
6. Facility Management System
7. Finance and Administration Management
8. Purchase
9. Stores
10. Repairs and Maintenance
11. Payroll
12. HRD

**1. Admission Management System**

- Price definition of form and prospectus on the basis of category
- Late fee definition facility for form / prospectus selling.
- Form / prospectus sale in individual / bulk mode.
- Online receipt generation and printing for sale of form / prospectus.
- Stock Maintenance of form / prospectus.
- Daily accounting of collection from form / prospectus sale.
- Online acceptance of completed forms with acknowledgement.
- Document submission-checking facility at the time of acceptance of forms or at the time of admission.
- The University can define various merit list criteria e.g. entrance exam marks, specific subject marks, previous course obtained marks of all or specific year, category wise, free or payment seat wise, gender wise etc.
- Merit list generation and printing for admissions of various courses taking into consideration all selection criteria; namely academic marks, reservation types, concessions, free or payment seats etc.
- Seat transfer facility from one category to another category by some rule.
- 1st merit list generation is followed by admissions of students in 1st merit list then 2nd merit list generation followed by admissions of students in 2nd merit list and so on.
- Online information about required document list, fees to be paid by the student etc. will be available at the time of admission.
- Admissions according to seat reservation rule of the institute e.g. categorywise, free/payment seatwise, male / female wise etc.
- Admission confirmation with document acceptance and fee collection.
- Registration number, roll number assignment facility to admitted Students.
- Identity card generation facility.
- Admission cancellation facility.
- Leaving procedure facility.

**2. Students and Fees Information System**

- User can define various kinds of fee types like grantable, non-grantable, other and miscellaneous.
- Definition of fee amount variation criteria like branch, year, grantable/non-grantable, free/payment seat type etc.
- Once admission is confirmed fee heads are automatically allocated to the student.
- According to the rules of fee concession, fee concession is given automatically.
- Student database generation with his/her personal & parental information.
- Online full/partial fee collection facility
- Online receipt generation and printing for fee collection, fee waivers, fee arrears etc.
- Separate accounting of grantable, non-grantable & other fees with separate registers.
- Fee head wise display and printing of fee register.
- Online status of pending/demand/paid fees of a particular student.
- Fee waiver facility - Facility of keeping separate accounting for fee concession given by management apart from fee concessions given by to the student.
- Fee arrears facility.
- Generation and printing of fee related reports submitted to various statutory departments.
- Admission cancellation facility.
- Student leaving procedure.

**3. Course and Result Information System**

- Very detailed approach towards student information collection.

## IIMS – Integrated Information Management System

- Medical information includes height, weight, blood group, whether handicapped, eyes, teeth, specific allergy details, with vaccines given, specific disease and emergency medicine details etc. Age-wise height-weight comparison of student with IMA standards.
- Extra curricular activities information includes hobbies information with their proficiency levels, competition participation, prize winning details, specific achievements etc.
- Parental Information includes information regarding the occupations, designations, service or business information, office addresses, phone numbers, parental help information etc. of the father as well as mother.
- Yearly cataloging of new, old, continued students with various criteria, is possible with little effort & time. It assigns roll numbers automatically.
- Attendance information includes holiday marking facility, monthly attendance data entry, month end calculations, average attendance calculation, finding out students below average attendance etc.
- Marks module includes definition of all kinds of exams and their levels (main and sub exam) e.g. homework, essays, unit tests, term ends, annual work, final etc.
- You can define which exams to be considered in yearly average calculation.
- Automatic average marks calculation.
- Unique and important facility of grace marks calculation and assignment as per the rule.
- Automatic annual exam performance for each student.
- Automatic ranking, grading facility. Report generated by Academic Information System: Student Information related report :
  - Occupation wise list of parents
  - Yearly income wise list of parents
  - Self employed list of parents
  - Medical record of the student
  - List of competitions in a given period
  - Tool to select students for competitions
  - Student's performance – student wise prize list
  - School wise performance in competitions
  - Total extra-curricular status of the student
  - List of prize winners Cataloging related report :
    - Course, Branch, Year, Division wise list of students
    - Caste wise, Fee concession wise catalogue
    - List of selected students
    - Summarized report of caste, fee concession for given year/division
  - Summarized report on count of students Attendance related report :
    - List of holidays
    - Monthly blank attendance register for given course, branch, year, division
    - Monthly attendance register with month end calculations
    - Course/ Branch / Year / Division-wise summary reports like
      - Attendance of class-division Daily/Monthly/Quarterly/Yearly
      - Average attendance Monthly/Quarterly/Yearly
    - List of students sorted by present days
  - List of students in given attendance range Examinations related reports :
    - Exam Register
    - Marks slip
    - Result card for single exam
    - Exam-wise result of individual student
    - Marks register - Class division-wise - single exam/all exam
    - Average marks register, Subject wise marks register, Grace marks register
    - Subject-wise pass/fail status of division
    - Exam-wise percentage of passed/failed students
    - 1st rank student list
    - Teacher performance
    - Progress report (with attendance reference)

## **IIMS – Integrated Information Management System**

### **4. Library Management**

- Maintenance of the books available in the library (with publication details ISDN No, Price etc)
- Searching facility for the books available - subject wise/Author wise/Publication Wise etc
- Membership Registration(when the member should be the candidate of the university)
- Details about the availability of the book, capturing the book movement details
  
- Issue of the books
- Details about returned books (when the book was returned, by whom etc.)
- Pending books held by the member (Should provide the complete details about the no. of books a member is having ,capturing whether the member is eligible to take any more books)
- Tracking no. of copies of each book.
- Sending reminder letters to the members on not returning the books in time
- Report on books that have moved out and come in on daily basis
- Calculation of extra amount that has to be paid by the students based on return date.

### **5. Faculty Management System**

- User can maintain the personal information like name, date of birth, caste, category etc.
- User can maintain the official information like Date of joining, date of retirement, confirmation date, department, designation etc.
- Employee can be classified into five different categories.
- User can maintain the details of educational qualification and training programs attended by the employee.
- User can maintain three addresses for each employee such as Current address, Permanent address and Address of nominee.
- User can maintain all information required on service book like leave remark, special remark, and description on service book and reason of termination of previous service. Reports available in Employee data & Payroll Management System
- For Leave encashment, user can define his own salary heads. Also leave encashment and without pay leave can take automatic effect in salary.
- User can design Leave Application Form as per the Organization requirement.
- Facility to credit the leaves as per Organizations Requirement.
- Availability of Leave Details as per user specified period.
- Leave type can be Half Pay, Full Pay, Without Pay and in case of Half Pay and Without Pay the user can select salary heads which would be affected.
- User can group employees in to different groups on the basis of leave applicable to them.
- Facility to define unlimited types of leaves and to assign them to a particular group.
- Easily retrieves the current leave balance of any employee.
- No lengthy procedure to calculate annual leaves data of all employees.
- Automatic maintenance of the leave record.
- Facility to keep records of all paid and weekly holidays.
- View up to date leave information at any given time.
- Facility to Design the report through Report Designer as per needs.
  
- User can design unlimited number of own reports.
- User friendly interface.
- Design reports using drag and drop fashion. Create reports as you use your favorite word processor or spreadsheet. Drag, drop and even Cut, Copy, and Paste.
- Set the size of your report as per your requirement such as A4, Letter and orientation to Landscape or Portrait. Design custom sized reports for 132 column printer.
- Set margins of report to suit your requirements.
- Different bands like header, footer, summary to clearly demark the data.

## **IIMS – Integrated Information Management System**

- Preview your report as soon as you design your report.
- User can set the text appearing in reports. User can set his own header and footer text.
- User can set the fonts, color and size of the text of the data. He can also set the background color of the text too.
- Align text as per your needs. e.g. set amounts to be printed to right align.
- User has facility to set images on the reports such as the scanned logo of the organization.
- User can use expressions to calculate various formulas such as sum of Basic Salary.
- User can set sorting on employee details before print the same can then be used to sort orders to group his data and can also set the sorting to descending order.
- User defined salary slip and salary bill (pay sheet) printed on 132 column DMP and laser printer.
- Profession Tax Monthly deduction and slabwise Summary report.
- Provident Fund monthly deduction.
- Income Tax deduction, Salary Certificate for Income Tax calculation.
- Annual Salary Slip, User defined bank statements.
- Monthly ESIC deduction/returns statement.
- Salary difference statement for individual and all employees which is required for arrears calculations.
- Leave balance status report of an employee.
- Employee Leave register on 132 Column Dot Matrix Printer.
- Form of Leave Account.
- Leave Application Form.

### **6. Facility Management System**

- Maintenance Management
- Planning, Estimating and Work Control
- Productivity Measurement
- Developing and Managing Condition Assessment Programs
- Preventive and Predictive Maintenance Program Development
- Organization and staffing
- Scheduling
- Outsourcing opportunities
- Position/job descriptions
- Work procedures
- Management reports
- Control procedures
- Resource management techniques
- Labor standards
- Strategic planning
- Evaluating existing and future requirements
- Facilities planning and design coordination
- Project plan and budget development
- Recommend actions and solutions
- Implementation and installation
- Relocation management and post-cut-over support
- Graphical database inventory management
- Infrastructure certification
- Move, add and change coordination
- Maintenance Management
- Planning, Estimating and Work Control
- Productivity Measurement
- Developing and Managing Condition Assessment Programs
- Preventive and Predictive Maintenance Program Development

## IIMS – Integrated Information Management System

### 7. Finance and Administration Management

- Basic General Ledger
- Budgets
- Account Schedules
- Consolidation
- Allocations
- Responsibility Centers
- Basic Payables
- Purchase Invoicing
  
- Purchase Invoice Discounts
- Purchase Order Management
- Requisition Management
- Drop Shipments
- Alternative Order Addresses
- Purchase Return Order Management

### 8. Purchase

- Basic Payables
- Purchase Invoicing
- Purchase Invoice Discounts
- Purchase Order Management
- Requisition Management
- Drop Shipments
- Alternative Order Addresses
- Purchase Return Order Management

### 9. Stores

- Basic Inventory
- Multiple Sales Prices
- Multiple Locations
- Location Transfers
- Item Substitutions
- Item Cross References
- Non stock Items
- Item Tracking
- Alternative Vendors
- Sales Quantity Discounts
- Purchase Quantity Discounts
- Bills of Materials
- Item Charges
- Warehouse Management

### 10. Repairs and Maintenance

- Service Order Management
- Service Contract Management
- Planning and Dispatching

## **IIMS – Integrated Information Management System**

### **11. Payroll**

- Payroll processing is handled through our Human Resource System (HRS) by the Payroll Department. Trial payrolls allow one to review the calculations and correct any errors.
- The On-Line Check Function allows you to produce checks for individuals between payrolls. Payroll information is tied to an assignment within HRS. The act of ending an assignment and beginning a new assignment allows one to enter future changes such as salary increases.
- HRS calculates on a pay period basis and uses two pre-printed versions of checks and direct deposit stubs. Other features that HRS offers are detailed payroll registers, audit reports of check payment activities from banks, and the ability to produce year end documents.

### **12. HRD**

- You use this granule for efficiently managing the University's human resources.
- You can group and track relevant employee information and organize your employees according to different types of information, ranging from experience, skills, education and training to the employee's union membership.
- You can even store personal information, track job openings in your organization and extract a list of candidates for these positions.
- You can keep track of benefits and distributed company items such as keys, credit cards, computers and cars.
- You can easily record all types of absences in units of measure that you define, and you can attach alternative addresses and relatives to the employees.