e-Campus

-:User Manual:-

A Trust Management Software By Step InfoTech

HR Module

Introduction (All About e-Campus Platform)

eCampus is a comprehensive educational management software designed to streamline operations within educational institutions. It serves as a total management solution for educational trusts, enabling efficient handling of various administrative tasks. The platform integrates multiple modules that cater to the diverse needs of students, staff, and management, fostering an organized environment conducive to learning and administration. This user manual aims to provide a thorough understanding of the eCampus software, guiding users through its features and functionalities. Whether you are an administrator, teacher, or staff member, this manual will assist you in utilizing the system effectively to enhance your operational efficiency.

Scope

The eCampus software encompasses a wide range of functionalities essential for managing educational institutions. The scope of this manual includes:
- Student Management: Processes related to admissions, account management, attendance, and performance tracking.
- Staff Management: Features for payroll, attendance, and performance evaluations.
- Resource Management: Modules for managing inventory, transport, hostel accommodations, and mess services.
- Academic Management: Tools for examination scheduling, library management, and sports activities.
- Financial Management: Facilities for fee management, accounting, and reporting.
The manual is structured to cover each module in detail, providing step-by-step instructions, forms, reports, and best practices to ensure a smooth operational workflow.

eCampus Software Overview

eCampus is designed to facilitate educational institutions in managing their day-to-day operations effectively. The software includes the following key modules:

Student Admission Section

This module manages the entire admission process. It records student details such as personal information, previous education, and documentation. The system generates a unique ID for each student, ensuring easy tracking and retrieval of records. It also allows users to add, update, or delete entries, including backdated information. Documents related to admissions, such as registration forms and medical history, can be uploaded and tracked.

Student Account/Fees Section

After admission, this module facilitates the management of student accounts. It transfers fees based on the unique ID generated during admission and allows for comprehensive financial tracking. Users can generate various financial reports, handle refunds, and manage collections. It integrates with other modules to pull necessary information for accurate fee processing, including bills from the store, laundry, and library.

Student Package

This module receives and organizes student information for school and hostel purposes. It enables the creation of a material master for hostel allocations, defines quantities for items issued, and manages pocket money accounts. Expenses for both school and hostel activities can be tracked and reported efficiently.

Payroll/Personal Section

This module focuses on staff management, including recording personal information, leave management, and payroll processing. It generates payment sheets based on salary structures, allowances, and attendance. Reports for professional tax (PT), provident fund (PF), and employee appraisals are also generated, ensuring compliance and transparency.

Store/Stock Department

This module manages inventory by recording material information and facilitating dispatch according to demand. It generates stock reports on a daily, monthly, and yearly basis, allowing users to track materials effectively. Purchase orders can be created and submitted for approval, while alerts for stock shortages or expirations ensure timely action.

Transport Section

This module organizes student transport logistics by recording vehicle details, driver information, and maintenance schedules. It allocates buses and routes to students, generating reports on bus stop and route-wise student details. Users can maintain logs for vehicle services and fuel consumption, enhancing operational efficiency.

Mess Department

This module manages dining services within the institution, recording daily menus and tracking attendance for students, staff, and guests. It generates consumption and wastage reports, providing insights into food management. Billing details are sent to the accounts department for processing.

Attendance Management

This module records student attendance, utilizing biometric devices or manual entry methods. It generates weekly, monthly, and yearly attendance reports and calculates detention lists for students. Automated attendance letters can be sent to parents through various communication channels.

Exam Department

This module oversees all aspects of examination management, from student allocation to exam scheduling. It generates seating arrangements, invigilation charts, and progress cards. It also allows for the recording of marks and generates reports summarizing performance across different assessments.

Library Department

This module manages library operations, including the recording of books and the generation of barcodes for tracking. It issues library cards to students, manages book loans, and tracks overdue items. Reports on library usage, including daily, monthly, and yearly statistics, are generated to aid in resource management.

Hostel Department

This module manages all aspects of hostel life, including room assignments, pocket money management, and material allocation. It tracks attendance for hostel residents and manages interactions with other departments such as laundry and infirmary services.

Maintenance Department

This module records all maintenance-related activities for institutional facilities and equipment. It generates alerts for service requirements and tracks the usage of resources, ensuring optimal functioning of all machines and equipment.

Infirmary/Medical Section

This module manages student health records, including medical history and treatments received. It generates reports on health check-ups and ensures that medical supplies are adequately tracked and maintained.

Laundry Section

This module tracks laundry services for both students and staff. It maintains records of inwards and outwards laundry, generates daily expense reports, and provides insights into material usage and costs.

Sports Section

This module organizes sports activities, tracks student participation, and manages sports-related events. It records achievements and helps in the allocation of resources for various sports activities.

Advertisement Section

This module manages institutional advertisements and announcements. It ensures that relevant information is communicated effectively and generates reports on advertisement engagements.

Inward/Outward Section

This module tracks the movement of materials, ensuring proper documentation for all inward and outward transactions. It generates reports to summarize material flow and provides visibility into inventory levels.

Public Relations (PRO) Section

This module manages communications and relationships between various departments. It generates reports and schedules to keep track of public relations activities and engagements.

Teacher Portal

This module provides a platform for teachers to manage their classes, attendance, and assignments. It allows for the generation of class and teacher timetables, ensuring effective management of teaching schedules.

Student Performance Section

This module tracks student performance across various parameters, including attendance, exam results, sports, and assignments. It provides a comprehensive overview of a student's academic journey, aiding in performance analysis and reporting.

Account Linking to Tally

This module integrates financial data with Tally accounting software, ensuring seamless financial management and reporting. It helps maintain accurate financial records and simplifies the accounting process.

Tipni Management

This module handles administrative workflows, including the approval of new work requests, quotation uploads, and billing for various services. It generates management information system (MIS) reports for oversight and planning.

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HR Module

The **HR Module** is essential for managing all aspects of employee information, including attendance tracking, salary calculations, deductions, paysheets, and reporting. This module enables HR personnel to maintain accurate records and ensure the smooth operation of human resources functions.
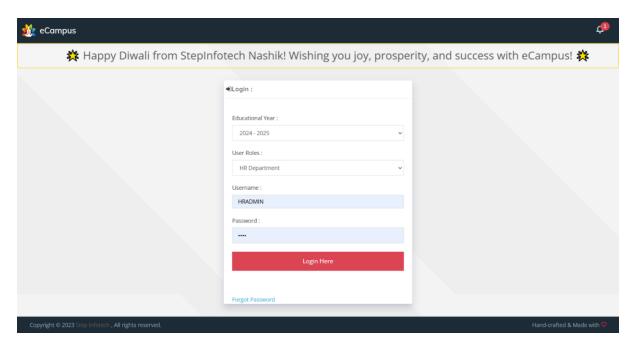
1. Login Page

The login page serves as the entry point for HR personnel to access the module. Users must authenticate their identity to ensure secure access to HR-related data.

- **Username and Password**:
    - Users must enter their credentials assigned by the IT department. The username and password fields are mandatory for authentication.
    - If you forget your password, you can use the "Forgot Password" link to initiate a recovery process via email.
- **Login Button**:
    - Clicking this button validates your credentials. Upon successful login, users are redirected to the dashboard for managing HR operations.
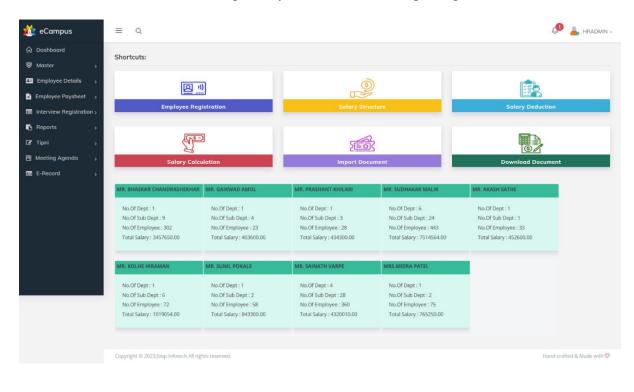
2. Dashboard

The dashboard provides an overview of key metrics related to HR operations, serving as a central hub for managing tasks.

- **Key Metrics**:
  - ○ Displays statistics such as total number of employees, attendance rates, and pending HR tasks (e.g., leave requests).
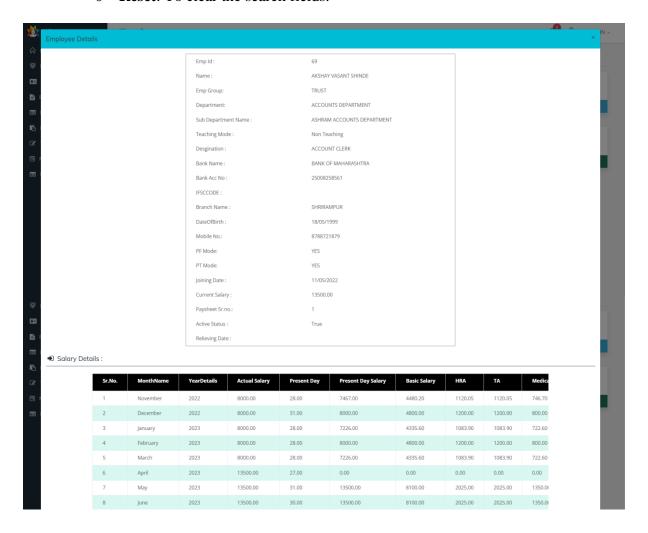- **Navigation Links**:
  - ○ Quick access to various functionalities, such as employee management, attendance tracking, salary calculations, and reporting.

3. Employee Search Details

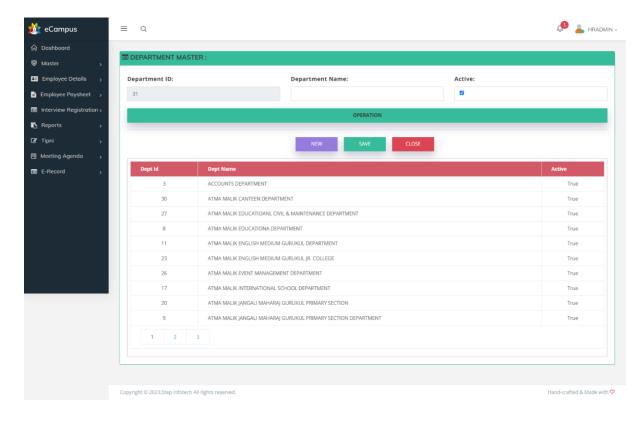This section allows administrators to search for specific employee records.

- **Input Fields**:
  - **Employee ID**: Search box to find the employee.
  - **Name**: Text field to enter the employee's name for searching.
- **Action Buttons**:
  - **Search**: To execute the search and display matching employee records.
  - **Reset**: To clear the search fields.

Employee Details

Emp Id :	69
Name :	AKSHAY VASANT SHINDE
Emp Group:	TRUST
Department:	ACCOUNTS DEPARTMENT
Sub Department Name :	ASHRAM ACCOUNTS DEPARTMENT
Teaching Mode :	Non Teaching
Desgination :	ACCOUNT CLERK
Bank Name :	BANK OF MAHARASHTRA
Bank Acc No :	25008258561
IFSCCODE :	
Branch Name :	SHRIRAMPUR
DateOfBirth :	18/05/1999
Mobile No.:	8788721879
PF Mode:	YES
PT Mode:	YES
Joining Date :	11/05/2022
Current Salary :	13500.00
Paysheet Sr.no.:	1
Active Status :	True
Relieving Date :	

Salary Details :

Sr.No.	MonthName	YearDetails	Actual Salary	Present Day	Present Day Salary	Basic Salary	HRA	TA	Medica
1	November	2022	8000.00	28.00	7467.00	4480.20	1120.05	1120.05	746.70
2	December	2022	8000.00	31.00	8000.00	4800.00	1200.00	1200.00	800.00
3	January	2023	8000.00	28.00	7226.00	4335.60	1083.90	1083.90	722.60
4	February	2023	8000.00	28.00	8000.00	4800.00	1200.00	1200.00	800.00
5	March	2023	8000.00	28.00	7226.00	4335.60	1083.90	1083.90	722.60
6	April	2023	13500.00	27.00	0.00	0.00	0.00	0.00	0.00
7	May	2023	13500.00	31.00	13500.00	8100.00	2025.00	2025.00	1350.0(
8	June	2023	13500.00	30.00	13500.00	8100.00	2025.00	2025.00	1350.0(

4. Department Master

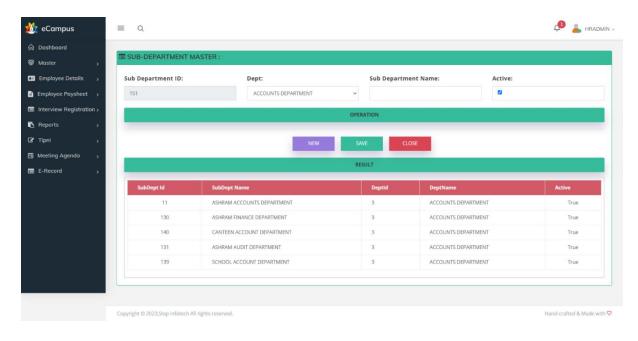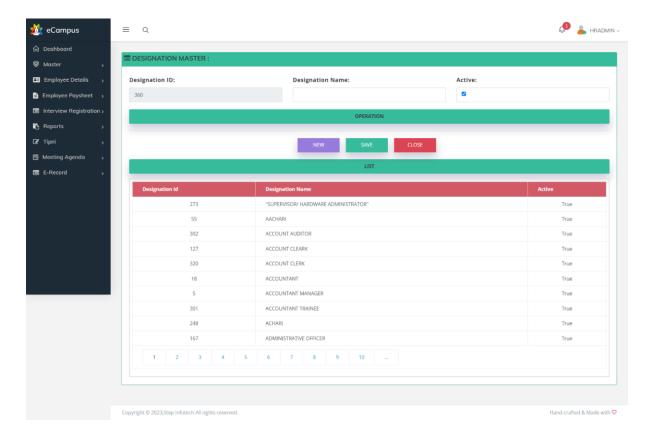This section manages different departments within the organization.

- **Input Fields**:
  - **Department ID**: Unique identifier for each department (mandatory).
  - **Department Name**: Text field to enter the name of the department.
- **Action Buttons**:
  - **Add Department**: To save the new department details.
  - **Update Department**: To modify existing department information.
  - **Delete Department**: To remove a department from the system.

5. Sub Department

This section allows for the management of sub-departments under each main department.

- **Input Fields**:
  - **Sub Department ID**: Unique identifier for each sub-department (mandatory).
  - **Sub Department Name**: Text field to enter the name of the sub-department.
  - **Parent Department**: Dropdown to select the main department.
- **Action Buttons**:
  - **Add Sub Department**: To save the new sub-department details.
  - **Update Sub Department**: To modify existing sub-department information.
  - **Delete Sub Department**: To remove a sub-department from the system.

6. Designation

This section manages different job titles or designations within the organization.

- **Input Fields**:
  o **Designation ID**: Unique identifier for each designation (mandatory).
  o **Designation Name**: Text field to enter the job title.
- **Action Buttons**:
  o **Add Designation**: To save the new designation.
  o **Update Designation**: To modify existing designation details.
  o **Delete Designation**: To remove a designation from the system.

7. PF Rate Master

This section manages the Provident Fund (PF) rates applicable to employees.

- **Input Fields**:
  - **PF Rate ID**: Unique identifier for each PF rate (mandatory).
  - **Rate Percentage**: Input field to specify the PF contribution rate.
- **Action Buttons**:
  - **Add PF Rate**: To save the new rate.
  - **Update PF Rate**: To modify existing rates.
  - **Delete PF Rate**: To remove a PF rate from the system.

8. PT Slab Master

This section manages the Professional Tax (PT) slabs applicable to employees.

- **Input Fields**:
  - **PT Slab ID**: Unique identifier for each PT slab (mandatory).
  - **Income Range**: Input fields to specify the range of income.
  - **Tax Amount**: Input field for the tax amount applicable to the slab.
- **Action Buttons**:
  - **Add PT Slab**: To save the new slab details.
  - **Update PT Slab**: To modify existing slabs.
  - **Delete PT Slab**: To remove a PT slab from the system.

9. Employee Master

This section allows for the management of employee details.

- **Input Fields**:
  - **Employee ID**: Unique identifier for each employee (mandatory).
  - **Employee Name**: Text field to enter the employee's name.
  - **Department**: Dropdown to select the department the employee belongs to.
  - **Designation**: Dropdown to specify the employee's job title.
- **Action Buttons**:
  - **Add Employee**: To save the new employee's details.
  - **Update Employee**: To modify existing employee information.
  - **Delete Employee**: To remove an employee from the records.

10. Employee Details

This section displays detailed information for each employee.

- **Input Fields**:
    - o **Employee ID**: Displayed at the top for quick reference.
    - o **Contact Information**: Displays phone number, email, and address.
    - o **Salary Information**: Displays current salary, deductions, and net pay.

11. Department Wise Employee Details

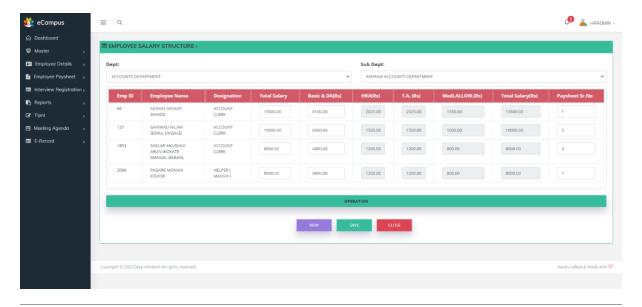This section allows administrators to view employees categorized by department.

- **Input Fields**:
    - **Select Department**: Dropdown to choose a department.
- **Action Buttons**:
    - **View Employees**: To display the list of employees in the selected department.

12. Salary Structure Details
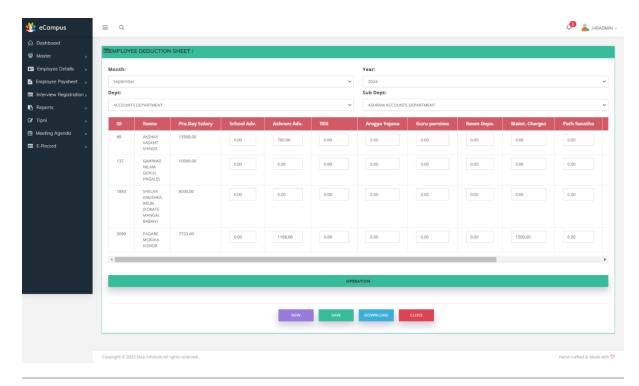
This section outlines the salary structure for employees.

- **Input Fields**:
  - **Salary Structure ID**: Unique identifier for each salary structure (mandatory).
  - **Basic Salary**: Input field for the base salary amount.
  - **Allowances**: Input fields for various allowances (e.g., housing, transportation).
- **Action Buttons**:
  - **Add Salary Structure**: To save the new structure.
  - **Update Salary Structure**: To modify existing structures.
  - **Delete Salary Structure**: To remove a salary structure.

13. Month Wise Salary Deduction
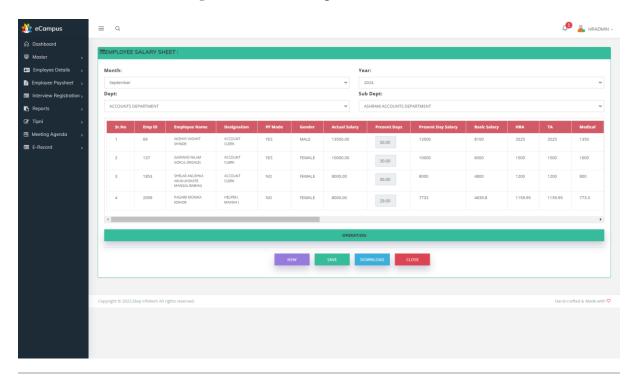
This section tracks salary deductions on a monthly basis.

- **Input Fields**:
  - **Month**: Dropdown to select the month for which deductions are recorded.
  - **Total Deductions**: Input field to enter the total deductions for the month.
- **Action Buttons**:
  - **Save Deductions**: To confirm and save the deductions for the month.
  - **Cancel**: To discard the entry.

14. Month Wise Salary Calculation

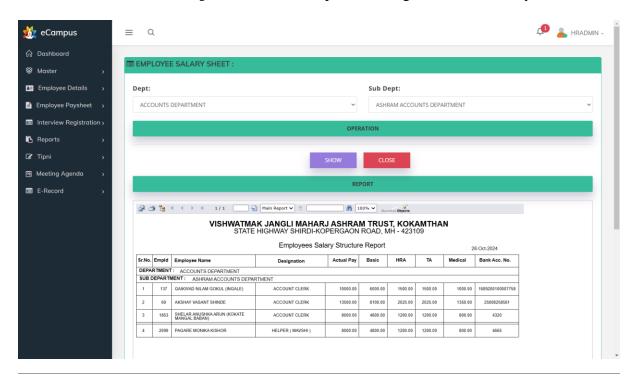This section calculates employee salaries on a monthly basis.

- **Input Fields**:
  - **Month**: Dropdown to select the month for which salaries are calculated.
- **Action Buttons**:
  - **Calculate Salary**: To perform salary calculations for all employees for the selected month.
  - **Generate Report**: To create a report of calculated salaries.

15. Report Salary Structure

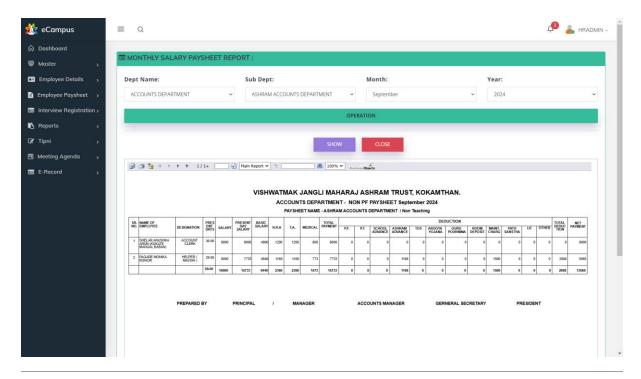This section generates reports based on salary structures.

- **Filters**:
  - o **Select Salary Structure**: Dropdown to choose a specific salary structure for reporting.
- **Action Buttons**:
  - o **Generate Report**: To create a report detailing the selected salary structure.

16. Report Salary Sheet

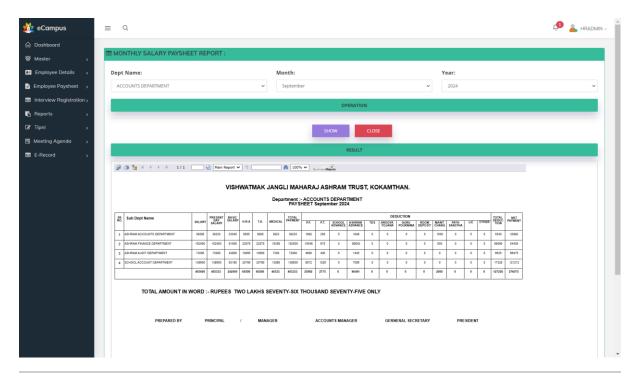This section generates salary sheets for employees.

- **Filters**:
  - o **Select Month/Year**: Dropdowns to specify the period for the salary sheet.
- **Action Buttons**:
  - o **Generate Salary Sheet**: To create and download the salary sheet for the selected period.

17. Subdepartment Wise Summary Salary Sheet

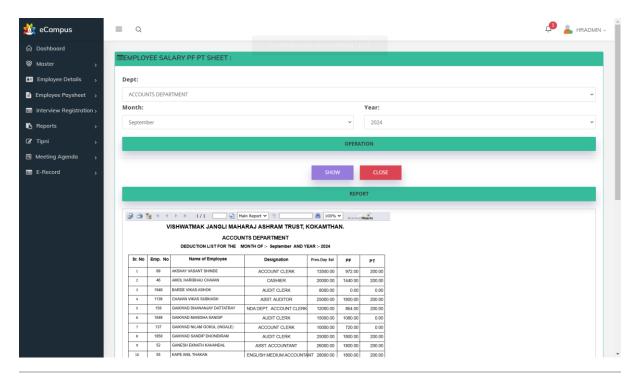This section generates a summary salary sheet categorized by sub-department.

- **Filters**:
    o **Select Subdepartment**: Dropdown to choose a specific sub-department for reporting.
- **Action Buttons**:
    o **Generate Summary**: To create a summary salary sheet for the selected sub-department.

18. Employee Salary PF PT Sheet

This section provides a detailed salary sheet showing Provident Fund (PF) and Professional Tax (PT) deductions for employees.
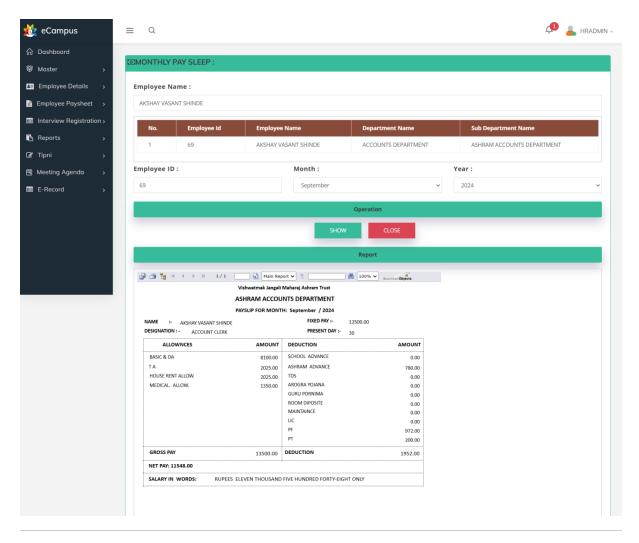
- **Input Fields**:
    - **Employee ID**: Search box to find the specific employee.
- **Action Buttons**:
    - **Generate PF PT Sheet**: To create the detailed salary sheet for the selected employee.

19. Employee Salary Slip

This section generates salary slips for employees.

- **Input Fields**:
  - ○ **Employee ID**: Search box to find the specific employee.
- **Action Buttons**:
  - ○ **Generate Salary Slip**: To create and print the salary slip for the selected employee.

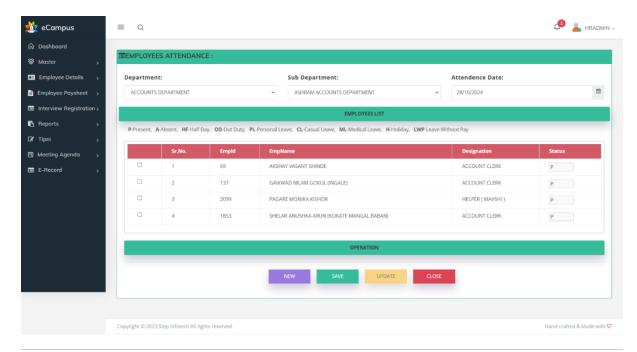**20. Employee Attendance**

This section tracks employee attendance.

- **Input Fields**:
    o **Employee ID**: Search box to find the employee whose attendance is being recorded.
    o **Date**: Date picker to select the attendance date.
    o **Present/Absent Checkbox**: Options to mark the attendance status.
- **Action Buttons**:
    o **Save Attendance**: To confirm and save the attendance entry.
    o **Cancel**: To discard the entry.

21. Employee Attendance Report

This section generates reports on employee attendance.

- **Filters**:
  - **Select Date Range**: Input fields to specify the period for the report.
- **Action Buttons**:
  - **Generate Attendance Report**: To create a detailed attendance report based on the selected dates.