

JK Lakshmipat University

ERP Document: e- Governance @ JKLU

ERP

IT Center has implemented TCS ION ERP system for functioning of the University and it is used at all levels of academics and administration. ERP empowers JKLU to focus on delivering high-quality education and not much thinking or worrying about the administrative process. It enables university to take care of their entire administrative tasks and assists in repetitive resource-intensive activities through seamless automation like, admissions management, Timetable and attendance, academics management, Online Leave, HR, Finance and accounting, Purchase and inventory, Hostel, Payroll, student's management, Fee, online claims, MIS, Reports in ERP system. Entire admission activity (from online Application form to final admission along with counseling, seat allotment, Fee deposit etc) has been done using TCS ION ERP.

Online Employee Leave Management

Employee Leave Management is done through TCS ION ERP. Real time Leave request with the approval status is reflating over the Dashboard of HR.Paper less: Now Leaves are getting Applied and approved through Mobile devices

Online Student Attendance Management

Attendance marking can be done while class is in progress. Faculties can mark attendance, view time table, Substitute lecture (while applying leave) through Smartphones.

Online Student Management: 360 View

ERP Mobile App is widely used by our students for viewing their Timetable, attendance, Fee, Assignments, Lecture notes and many other details over mobile phone

Digital Management: Office Orders & Help Manuals

Commonly required (TA/DA form, Child Education, Vehicle Requisition, LTC) & Help Manual are uploaded on JKLU manual Community to all the employees.

Online Claims/Advances

Using this solution, user can online apply all his reimbursements (CEA, TA, DA, LTA, CA etc.). University can better manage and utilize his workforce, while reducing the administrative tasks and paper work needed for it

Online Student Feedback System

Digitized Student Feedback using iON has helped JKLU to get the analysis of the feedback without delays, which has helped in taking corrective actions, in a timely manner.

E-Learning and collaboration Portal on TCS ION

It enables teaching and learning anytime, anywhere & at any level. It provides posting online facility to the faculties and student to share assignments, teaching notes, online quizzes, course files among the member of the student community

Help Document Claim Application



1. _Quick Links \rightarrow HRMS \rightarrow Claim \rightarrow Claim Application

2. Fill in the relevant information → Upload the document(After Filling all the details) → Save button

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5. Quick Links \rightarrow HRMS \rightarrow Claim \rightarrow View request(to see the status of your claim Application)

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2. Click over claim number to open the claim application:

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(Click on back Button to go back to previous screen)

Online Feedback system for student

Step 1. Student will login using self service (www.tcsion.com/SelfServices)

Step 2. Click on Digital Campus -- \rightarrow Submit Feedback as attached snapshot.

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A new screen will open.

Step 3. After filling the desired information click on search. List of feedback will show as snapshot.

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Step 4. Click on submit button for the desired the feedback to be given. A new window will open with Feedback information as snapshot. Click to Proceed.

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Step 5. Feedback contain category wise questions. As snapshot.

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HR - Process – New Employee Creation

Step 1: HRMS \rightarrow Recruitment \rightarrow Vacancy \rightarrow Create Vacancy

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| Create Vacancy (* Mandatory F | ields) | | | | | | | | | | |
| Create Q Search X Delete | | | | | | 🕥 1 of 1 🌀 | | 3 | | * | |
| ancy Attributes | | | | | | | | | | | |
| Vacancy Number Vac 201 | 6 | | * Entry Mode | Advertisement,Campus Recruitment,Force Application,Referral,Cons | - G | * Vacancy Start Date | 01-Jan-2016 | | | | |
| * Media Type | nic Media 🗾 🔺 edia Aedia | | Media Name | | | Description | | | | | |
| Minimum Written Score | | * | Application Last Date | 31-Dec-2016 | | Expected Closure Date | | | | | |
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Step 2: Add Vacancy Details and number in below list \rightarrow Save

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| \equiv | Create Vacancy (| * Mandato | ry Fields) | | | | | | | | | | | | | |
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| Vacar | icy Details | | | | | | | | | | | | | 🚖 Da | ta Upload | |
| | * Grade | | * Designati | on | Department | WorkGrou | p | * Location | | Reservation Category | * Total Vacancy | _ | Vaca | incy Filled | | ^ |
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Step 3: Recruitment \rightarrow Fast Track Employee Creation \rightarrow Fill all relevant details - \rightarrow Save

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| Template Based Employee Creation | | | | | | | | | | | ^ |
| Import Template | (ii) | | Template Name | Select | | | | | | | |
| Applicant Details | Einel | | | 00000 | | | | | | | |
| Application Number | | | * Application Date | 29-Feb-2016 | | * Vacancy Number | Vac 2016 | | G | | 11 |
| * First Name | Prateek | | Middle Name | | | * Last Name | singh | | | | |
| * For Designation | Assistant Manager Media & N | G. | For Grade | Consolidated | F | or WorkGroup/Department | | | | | |
| Location | JK Lakshmipat University | | Roll Number | | 1 | Entry Mode | Advertiseme | ent | | | |
| Referred By | | (a) Inte | rview Scheduled Date | | | * Date Of Birth | 05-Feb-198 | 5 | | | |
| PAN Number | | | | | 194 - 192 | | | | | | |
| Employee Creation | | | | | | | | | | | |
| Gender | Select | N | ew Employee Number | | 1 | Company Joining Date | | | 1441 | | |
| Grade | | 6 | Designation | | 6 | Current Location | | | 13 | | - |
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Step 4: Fill remaining details in Fast track employee creation window-→ Save

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| * Grade | Consolidated | Q | * Designation | Assistant Manager Media & I | G | * Current Location | JK Lakshmip | at University | y Q | | 1 |
| * Department/WorkGroup | Admissions Division | Q | * Employee Type | Contractual * | | * Agency | jklu | | | | |
| * Contract Duration (months) | 14 🗸 | | * Contract Start Date | 29-Feb-2016 | 菌 | * Contract End Date | 27-Feb-2018 | | | | |
| * Employee Category | Officer * | | * Job Type | Select * | | Prefix String | | | | | |
| Prefix Logic | Q | (<u>3</u> | Shift Name | ,Q | G | Payment Type | Cheque | | ~ | | |
| Bank | IDBI Bank 🔻 | | Branch | IDBI Bank for Payroll |] | Account Number | | | | | |
| * Rest Day 1 | Sunday | 5 | Rest Day 2 | Q | G | Cost Center | Q | | 3 | | 1 |
| CTC Template Details | | | | | | | | | | | |
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Employee number has been successfully created

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| Success! Employee Record | has been saved successfully. | | | | | | | | | | | | × |
| Template Based Employee Creation | | ſ | Employee number : | 203 has been generated for Pri | ateek singh | | | | | | | | _ |
| Import Template | | | | OK | | | | | | | | | 11 |
| Applicant Details | | L | | | | | | | | | | | |
| Application Number | 25 | | Application Date | 29-Feb-2016 | | | Vacancy Number | Vac 201 | 6 | | | | |
| * First Name | Prateek | | Middle Name | | | | * Last Name | singh | | | | | - 11 |
| * For Designation | Assistant Manager Media & | | For Grade | Consolidated | | For Wo | kGroup/Department | | | | | | |
| Location | JKLU - JK Lakshmipat Unive | | Roll Number | 49 | | | Entry Mode | Advertis | ement | | | | |
| Referred By | | | Interview Scheduled Date | | | | Date Of Birth | 05-Feb | 1985 | | | | |
| PAN Number | | | | | | | | | | | | | |
| Employee Creation | | | | | | | | | | | | | - |
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Step 5: Employee Management \rightarrow search New Employee Number \rightarrow Fill employee Details and Save.

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| Home Org-Setup Re | ecruitment | Employee Management | Employee Benefits | Leave & Att | endance Employee | Movement | Talent Manageme | nt | | | | | Þ |
| Employee No | umber | 203 | Employee Na | ame | Prateek singh | | Adva | nce Search | | | | | |
| Profile | EMPLO | YEE DETAILS | | | | | | | | | | 1 | |
| 뢌 Personal Details | | | | _ | | - | | | | | | | |
| Contact Details | | * First Name | Prateek | | Middle Name | | | * Last Name | singh | | | | = |
| Joining Details | | * Grade | Consolidated | Q | * Designation | Assistant Manag | ger Media & Mar 🗔 | * Department /Workgroup | Admissions Division | | G | | |
| Education Details | | * Deporting Hoad | Annan Kuna Gad | B | * Current Location | 1K Lakebrainat Li | niuorritu 2 | Location Joining Data | 20 E-h 2016 | | (internal second | | |
| Prior Experience | = | Reporting nead | Anupam Kumar Singn | (Q | Current Location | JK Laksi inipat ol | inversity 03 | Location Joining Date | 29-7-60-2010 | | | | |
| Nomination Details | | ld Card Number | | | | | | | | | | | |
| References | ATTRIE | BUTE DETAILS | | | | | | | | | | | |
| Training | | | | _ | | | | | . In concernance | | | | |
| Upload Document | | Father/Husband Name | | | Place Of Birth | | | * Date Of Birth | 05-Feb-1985 | | | | |
| Transactions | | Blood Group | Please Select | ~ | * Nationality | Please Select | t ~ | Identification Marks | | | | | |
| My Worklist | | Having Disability | No | ~ | Severity Flag | No | ~ | * Religion | Please Select | | | | |
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| ne Org-Setup R | lecruitment | Employee Management | Employee Benefits | Leave & Atte | ndance Employee | Movement | Talent Managem | ent | | | | |
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| Personal Details | | * First Name | | - | | | 1 | *1 | | _ | | |
| Contact Details | | First name | Prateek | | middle name | | | Last Name | singn | | | 1 |
| Joining Details | | * Grade | Consolidated | Q | * Designation | Assistant Manag | er Media & Mar 🧔 | * Department /Workgroup | Admissions Division | (| ē | |
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| Prior Experience | | Reporting nead | P K Rakesh Bhaskar | 6 | Current Location | JK Lakshimpat Or | niversity | Location Joining Date | 29-Feb-2016 | | | |
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| Upload Document | | Father/Husband Name | | | Place Of Birth | | | * Date Of Birth | 05-Feb-1985 | | iiii | |
| Transactions | | Blood Group | Please Select | ~ | * Nationality | Indian | ~ | Identification Marks | | | | + |
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Step 6: Choose between Categories to fill the complete Employee details.

HR- Employee Separation

1. HRMS \rightarrow Employee movement \rightarrow Raise separation Application

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2. Select Employee \rightarrow Fill separation detail \rightarrow Submit

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| 😑 Raise Separatio | on Applicatio | n (* Mandatory Fields) | | | | | | | 🚖 Data Upload |
| + Create Q Searc | ch 🗙 Delete | • | | | | | 💿 0 to 0 | o 🗉 | • 😤 |
| * Employee Number | 0199 | Q | | Emplo | yee Name : Swati Mishra | | Employee St | atus : Active | |
| Application Details | | | | | | | | | |
| Application Num | nber: Autogen | erated | | * Application | n Date 04-Apr-2017 | | * Initiated By | Office | |
| * Separation Cate | egory Resigna | ation | | | Withdraw App | lication | Notice Period (In Days) | | |
| | | | | | | | | · | |
| * Requested Separation | Date 15-Apr-2 | 017 | | Actual Separation | n Date | | * Reason | resignation | |
| Select New Empl As Reporting/Workgroup H | loyee Head | Q | | | Change Pay 5 | Status | | | |
| Upload | d File Browse Max. Size I | No file selected (i) | | | View Tagged Ass | sets | | | |
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3. Provide Actual Separation date \rightarrow Separation Comment \rightarrow Approve

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| = Ra | aise Sepa | ration / | Applicatio | n (* Mandatory Field | ds) | | | | | | | 🚖 Data | Upload |
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| 📀 s | uccess! S | eparatio | n Applicatior | n submitted successf | fully | | | | | | | | × |
| * Emp | loyee Numb | er | 0199 | (| 3 | Empl | oyee Name : Swati Mishra | 3 | Employe | e Status : Noti | ce Period | | |
| Appl | lication Deta | ils | | | | | | | | | | | |
| | Applicatio | n Numbe | er 46 | | | * Application | on Date 04-Apr-2017 | i i | * Initiat | ed By Office | | | |
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HR - Process to apply for leave:

Please follow these steps to apply for leave:

- 1. Login your account.
- 2. Click on web top icon

(placed at left bottom corner)

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3. Scroll down the ion Solution window to find self service icon. (you can also add the self service to quick launcher by a right click on self service icon)

<

- 111
- 4. Click on HRMS Icon [[[[eft side of the screen]]
- 5. Go to leave section

Leave

Leave Application

View Request

View Worklist

Leave Ledger

Click on leave ledger to check leave balance in you r account

6. To apply click on leave application

| | ave application | • | | | |
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| Leave Balance | 2.00 | Status | | Number of Days | 2 |
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- 7. Wait for success message.
- 8. To Cancel your leave:



Purchase Order creation and Online Approval of PO

Step 1: Go to Procurement and Inventory Module

| | | | | | CIN Self Service | | | |
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Step 2: Select Procurement section and go to Purchase Order



Step 3: Select Create Purchase order on top right hand side.

| | | | | | | Triocule | ment and inventory | | | 000 | |
|---|-----------|--------|---------------|-----------|----------|----------|--------------------|-----------|-----------------|--------------------|-----|
| Procurement Purchase Order 🔀 | Inventory | Master | House Keeping | WORK LIST | | | | | Q Sea | arch 📘 🏠 Create | / |
| Search | | | | | | | | | Sele | ect F | ŀ |
| PO Number | | | PR Number | | | | From Date | | To Date | Create from Quotat | ion |
| | | | | | | | 07-10-2020 | ** | 07-10-2020 | Create from PR | |
| PO Transaction Type | | | Source Site | | | | Destination Site | | Accounting Site | | |
| Select One | ~ | | | | <u>B</u> | | | ĒQ. | | <u>B</u> , | |
| Vendor Name | | | Order Type | | | | Order Status | | Cost Center | | |
| | B. | | Select One | | \sim | | Select One | \sim | | Ed. | |
| Filter By | | | User | | | | Item Name | | Is Force Closed | | |
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| Indicates mandatory fie | lds | | | | S | Search | Reset Save Filter | | | | |
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Step 4:

Fill in all the details as required, select source site as JK Lakshmipat University, select vendor Name, Payment medium, Shipping method, employee name and contact person.

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| Create | | | |
| PO Number | Order Date * | PO Transaction Type * | Source Site * |
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| Destination Site * | Accounting Site * | Vendor Name * | Order Type * |
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| Payment Medium * | Ship.Pay. Method * | Shipping Method * | PO Address Type * |
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| B. | | | |
| Not After Date | Payment Due Date | Cost Center | Invoice Address |
| | | Ed. | Eð. |
| | Total Items scanned/entered | | Vendor State and GSTIN |
| | | | |

Step 5: Specify the item details in items tab or service details in service tab

| Destination State an | nd GSTIN | | Em | ployee Nam | e | | Em | nployee Email Id | | | Employee Co | ntact Num | ber | | |
|-----------------------|-----------|---------|----------|-------------|------------|------------|-----|--------------------|-----------|---|---|------------|---------|------------|--|
| | | | | | | <u>B</u> . | | | | | | | | | |
| • Indicates mandator, | y fields | | | | | | | | | | | | | | |
| Items Services | Taxes | Charges | Discount | Clauses | Quotations | Documents | | | | | | | | | |
| Iter | m BarCode | | | * Item Name | | Purchase (| NOM | Inventory Quantity | Last Purc | hased Price | | * Quantity | * Purch | nase Price | |
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| 4 | | | | | | | | | | | | | | | |
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| | Comm | ents | | | | | | | Total (| Total Qua al Cost(Without Disco Cost(After disco Tota Total Cost(With Total Chal Grand Total | antity Tax) unts I Tax Tax) rges Cost | | | | |

Step 6: Add Taxes in the Taxes section and provide the terms and conditions in the clauses sections.

| Destina | tion State an | d GSTIN | | Em | ployee Name | 3 | | Employee Email Id | | | Employee Co | ntact Numbe | er | |
|-----------|---------------|----------|---------|----------|----------------|----------|--------------|-------------------|---------------|---|--|-------------|--------------|------|
| | | | | | | | <u>B</u> . | | | | | | | |
| * Indicat | tes mandatory | r fields | | | | | | | | | | | | |
| Items | Services | Taxes | Charges | Discount | Clauses | Quotatio | ns Documents | | | | | | | |
| | | Tax | | Ta | ax Description | | Тах Туре | Rate/Amount | т | ax Account | * Item / Se | rvice | * Tax Applic | able |
| | P | | â | | | | | | | | Select One | ~ | Select One | ~ |
| Page 1 | of 1 | | | | | | Add Taxes | Remove Taxes | | | | | | |
| Page 1 | of 1 | | | | | | Add Taxes | Remove Taxes | | | | | | |
| Page 1 | of 1 | | | | | | Add Taxes | Remove Taxes | Variantemente | Tota | al Quantity | | |] |
| Page 1 | of 1 | | | | | | Add Taxes | Remove Taxes | | Tota Total Cost(W | al Quantity | | | |
| Page 1 | of 1 | | | | | | Add Taxes | Remove Taxes | | Tota Total Cost(W Total Cost(After | al Quantity ithout Tax) Discounts discount) | | | |
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| Page 1 | of 1 | Comn | nents | | | | Add Taxes | Remove Taxes | | Tota Total Cost(W Total Cost(After Total Cost | al Quantity | | | |
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Step 7: Click Submit.

LMS- Activate Batch, invite users, Create syllabus

Search your Current Course: -

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How to Activate Batch:-

Without activation of batch, content will not show to users and you can't invite the users. Post your content as shown below by different methods as you want to perform.

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| Entrepreneurship De Course Batch | velopment-EP01 2017batch 🔗 | 4. Drag mouse pointer on three line button then click on manage | | | |
| Manage Entrepreneurship | Development-EP01 2017batch Batch | | | Course details | |
| | Members | Roles | Settings | Syllabus | |
| Manage Enrollments Pending Invitation | View Users User Groups | Profile | Change Moderator Change Administrator | Delivery Control | |
| | Unassign Users 5 | . click on active batch but | Delayed Job Status | Activities | |
| | Unassign User Groups | - | Generate Result For Cour | Grades | |
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How to invite Users:-



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Enter jklu mail id of users in file and then upload the file.

Invite the users:-

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How to Create Syllabus:-

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Need for Syllabus:- If you want to add any activity like assessment, assignment then you should map this activity to syllabus otherwise activity will not show to users.