



e-GOVERNANCE

Implementation of e-Governance in areas of operation

1. ADMINISTRATION


REGISTRAR
SVKM's NMIMS
V L Mehta Road,
Vile Parle (West),
Mumbai-400 056

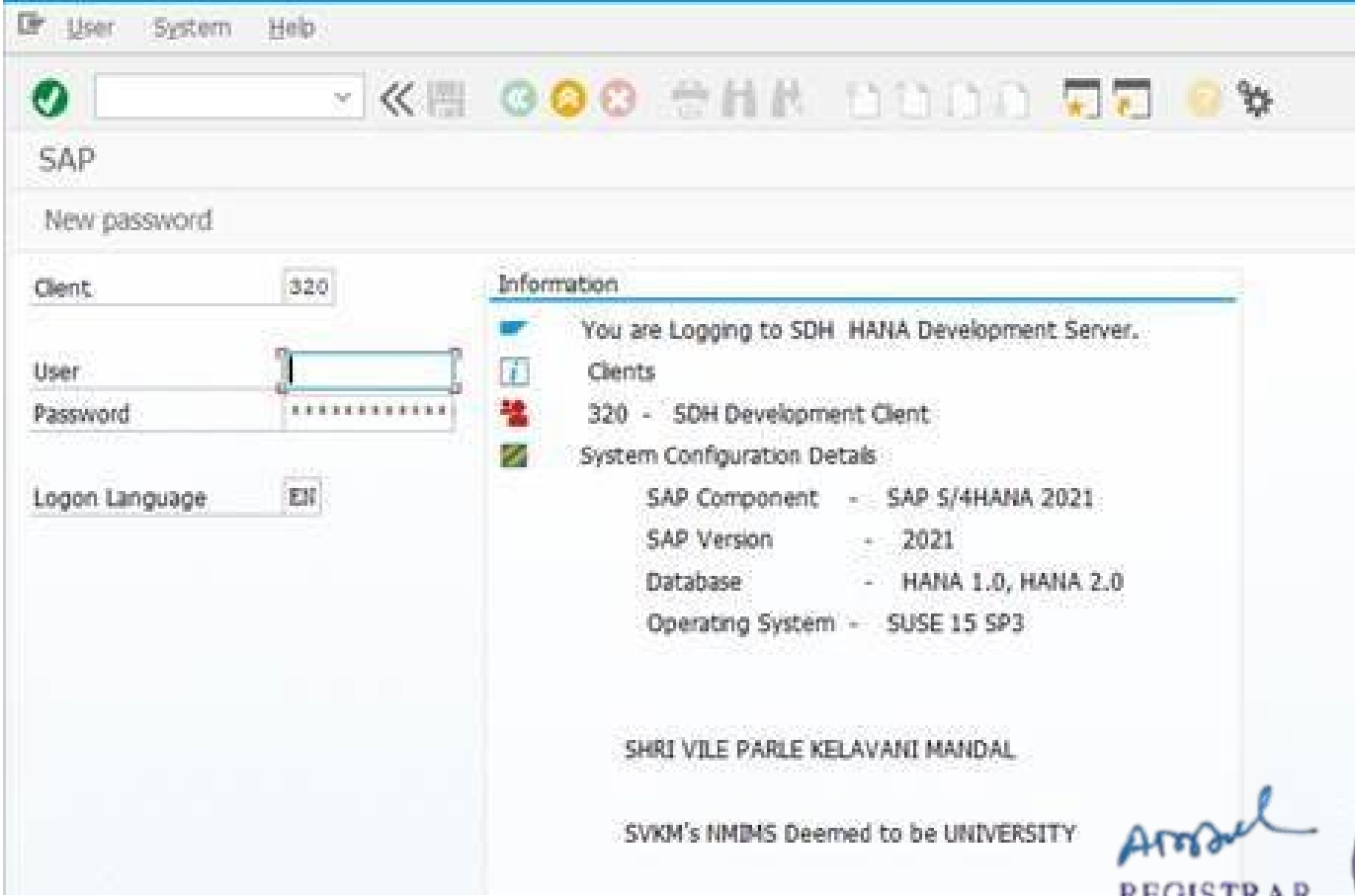


ADMINISTRATION INCLUDING COMPLAINT MANAGEMENT

NMIMS Deemed to be University has implemented Smart Automated ERP (SAP) - Material Management Module ensuring the effective functioning and increasing efficiency across all the Purchase Operations of the University and its constituent schools. The screenshots of the UI of each module regarding the implementation of Materials Module of SAP is as below

1. E-Governance - Administration

A. Purchase Module (MM)-Material Management Module




The screenshot displays the SAP login interface. The top menu bar includes 'User', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'SAP' and contains a 'New password' section. The login fields are: Client (320), User (empty), Password (masked with dots), and Logon Language (EN). An 'Information' panel on the right provides the following details:

- You are Logging to SDH HANA Development Server.
- Clients
- 320 - SDH Development Client
- System Configuration Details
 - SAP Component - SAP S/4HANA 2021
 - SAP Version - 2021
 - Database - HANA 1.0, HANA 2.0
 - Operating System - SUSE 15 SP3

At the bottom of the screen, the text reads: SHRI VILE PARLE KELAVANI MANDAL, SVKM's NMIMS Deemed to be UNIVERSITY.

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B. Process of raising Purchase Request and Purchase Order

Purchase Requisition Edit Environment System Help

Display Purchase Req. 10232000

Document Overview Off Personal Setting

ZSER Service PR 10232000

Texts Release strategy

No variant defined

Please choose a variant for the

Hierarchy

Header Note

FR created for monsoon shed Service at Mithibai Building. (Zari 7th, 8th and 9th floor, Mithibai Terrace area)

Continuous Text adopted from Purch. Requisition (Header Note)

St.	Item	A	I	Short Text	Delivery Date	Matl Group	Plant	PGr	Requir.	Material	Quantity	Unit	Val. Price	Total Value	Stor. Loc.	C	Tracing
	10	K	D	Monsoon Shed At Mthiba.	15.05.2023	Services	SVKM's NMI	200	Registrar		1	AU	190,481.50	190,481.50			D
														190,481.50			

Item: [10] Monsoon Shed At Mithibai Building

Services Enhanced Limits Limits Material Data Quantities/Dates Valuation Account Assignment Source of Supply Status Contact Person

Line	D.	Service No.	Short Text	Quantity	Un	Gross Price	Crcy	Overf
10		1020240	Providing Service For Monsoon Shed	1.000	FT2	64.90	INR	0.0
20		1020240	Providing Service For Monsoon Shed	136	FT2	29.50	INR	0.0
30		1020240	Providing Service For Monsoon Shed	380	FT2	29.50	INR	0.0
40		1020240	Providing Service For Monsoon Shed	288	FT2	29.50	INR	0.0
50		1020240	Providing Service For Monsoon Shed	147	FT2	29.50	INR	0.0
60		1020240	Providing Service For Monsoon Shed	784	FT2	29.50	INR	0.0
70		1020240	Providing Service For Monsoon Shed	232	FT2	29.50	INR	0.0
80		1020240	Providing Service For Monsoon Shed	114	FT2	29.50	INR	0.0
90		1020240	Providing Service For Monsoon Shed	520	FT2	29.50	INR	0.0
100		1020240	Providing Service For Monsoon Shed	180	FT2	29.50	INR	0.0
110				0.000		0.00	INR	0.0

Line IC

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B. STUDENT LIFE CYCLE MODULE - Student Attendance marking by Faculty

Student attendance marking in NMIMS is a crucial administrative task that ensures accurate tracking of student participation and engagement. The NMIMS student portal allows faculty to streamline this process that facilitate the efficient recording and management of attendance data.

Attendance Marking for Students

Welcome to NMIMS

Mark Attendance for PRACTICE SCHOOLP1 BATCH B

Students | 18 Records found

Lecture Time *
11-09-2024 12:00:01 To 11-09-2024 13:00:00

Allotted Lectures: 180.0
Conducted Lecture: 36.0
Remaining Lectures: 144.0

Showing 1 to 18 of 18 entries

Sr. No.	SAP IDs	Student Name	Roll No.	Select Status
1	72812100053	TUSHAR DAK	M020	Present
2	72812100054	PALAK PAREKH	M021	Present
3	72812100056	SIDDHI SHAH	M022	Present
4	72812100060	VIKRAM PATEL	M023	Present
5	72812100072	SHIVAM SHETTY	M024	Present
6	72812100073	REET MIRHAS	M025	Present
7	72812100075	PRATHAM CHOUDHARY	M026	Present
8	72812100079	RIYA PATEL	M027	Present
9	72812100082	VINAMRA AGARWAL	M028	Present
10	72812100084	POOJA THAKUR	M029	Present
11	72812100086	FIRDOSH KHAN	M030	Present
12	72812100092	SHIRSHA GHOSH	M031	Present
13	72812100099	RAJ JADHAV	M032	Present
14	72812100100	AASTHA PRAJAPATI	M033	Present
15	72812100115	KOSISOCHUKWU UDEZE	M035	Present
16	72812100117	PARTHVI ANKHAD	M036	Present
17	72812100118	SAAKSHI SHETTY	M037	Present
18	72812100122	AKSHAYA KOLHE	M038	Present

Search: Show: All entries

Update Attendance Cancel

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SUMMARY DATA ON GREIVANCE / COMPLAINTS

The screenshot shows a web browser window with the URL `portal.svkm.ac.in/ASMSOC/homepage`. The page header includes the SVKM's NMIMS logo and navigation links for Examinations, UFM, Message, Library, Support, Quicklinks, ICA, and TTEE. The user profile for SUSHANT KUMTA is visible in the top right.

The main content area features a red banner for **SUMMARY DATA**. Below this, there is a dropdown menu for **Semester** currently set to **Semester III**. The dashboard contains two charts:

- Test Pie Chart**: A pie chart showing a single vertical line, indicating no data.
- Assignments Bar Chart (No Data)**: A bar chart with a y-axis from 0 to 1 and x-axis categories: Completed, Pending, Late Submitted, and Rejected. No bars are present.

The right sidebar contains several sections:

- TO DO LIST**: A section with an upward arrow.
- ANNOUNCEMENTS**: A section with an upward arrow, showing "No Announcements".
- EVENTS**: A section with an upward arrow, showing "No Events".
- DOWNLOAD MANUAL**: A section with an upward arrow.

At the bottom of the dashboard, there is a red banner for **DASHBOARD ITEMS** with an upward arrow.

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C. HR Process by SAP

The Human Resources department utilizes SAP software to streamline various HR processes and ensure efficient data management.

Below is a summary of how SAP is used in HR for critical functions:

Data Management Systems:

SAP serves as a comprehensive data management system for HR, providing a centralized platform to manage and maintain employee records. It ensures accurate storage, easy retrieval, and secure handling of all employee-related data, including personal details, employment history, payroll information, and compliance documents. This enables HR teams to efficiently manage large volumes of data and ensures consistency and data integrity across the organization.

Employee Hiring:

SAP automates the hiring process, reducing the time and effort required for administrative tasks. Once a candidate is selected, the system facilitates smooth on-boarding by capturing all necessary data through Oracle Software and integrating it with the employee database.

Employee Appraisal:

HR associates can utilize the system to document performance feedback, track employee progress, and take appraisal actions in SAP based on HR Review Committee decisions. This structured approach helps in making informed decisions related to promotions, raises, and training needs.

Employee Separation Actions after Resignation and Termination:

SAP simplifies the management of employee separations, whether due to resignation or termination. The system ensures that all necessary steps are followed, such as processing final settlements, managing exit process, and updating records for compliance purposes.

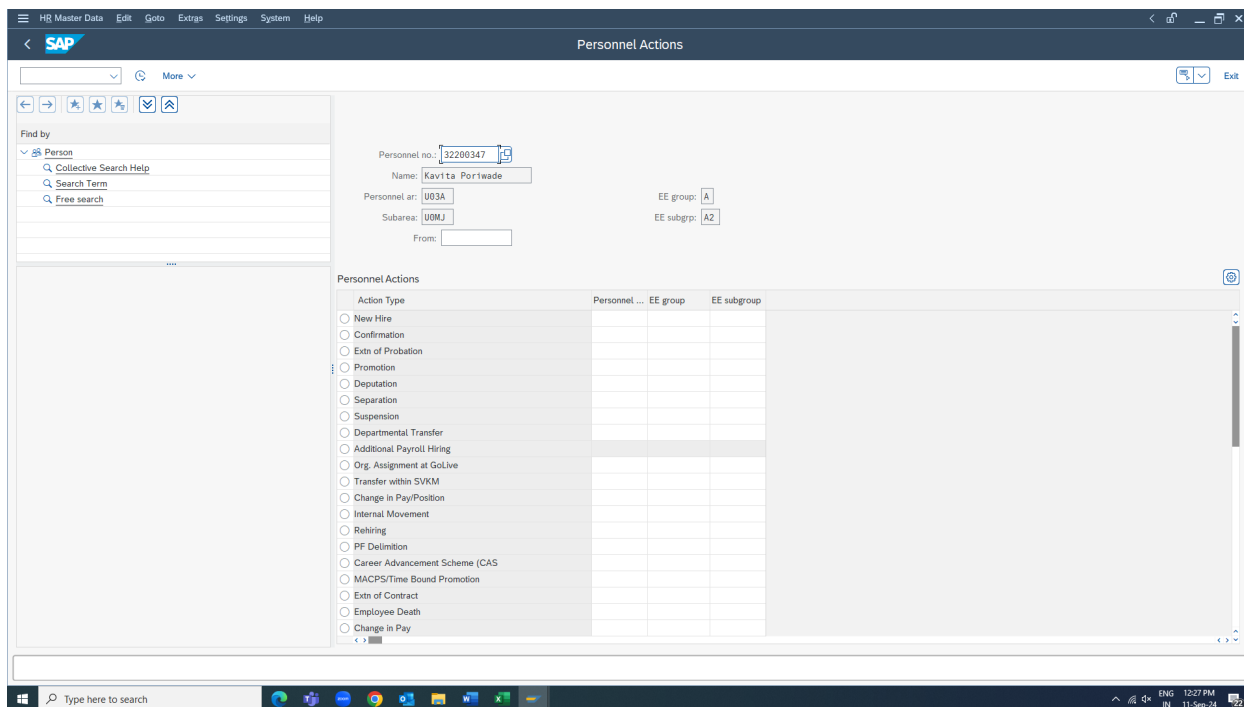
Employee Database Reports:

SAP provides robust reporting capabilities, allowing HR to generate comprehensive employee database reports. These reports can cover various aspects, such as headcount, demographics, turnover rates, attendance, leave balances, and more. These reports are crucial for strategic decision-making and help in maintaining transparency and compliance with regulatory requirements.

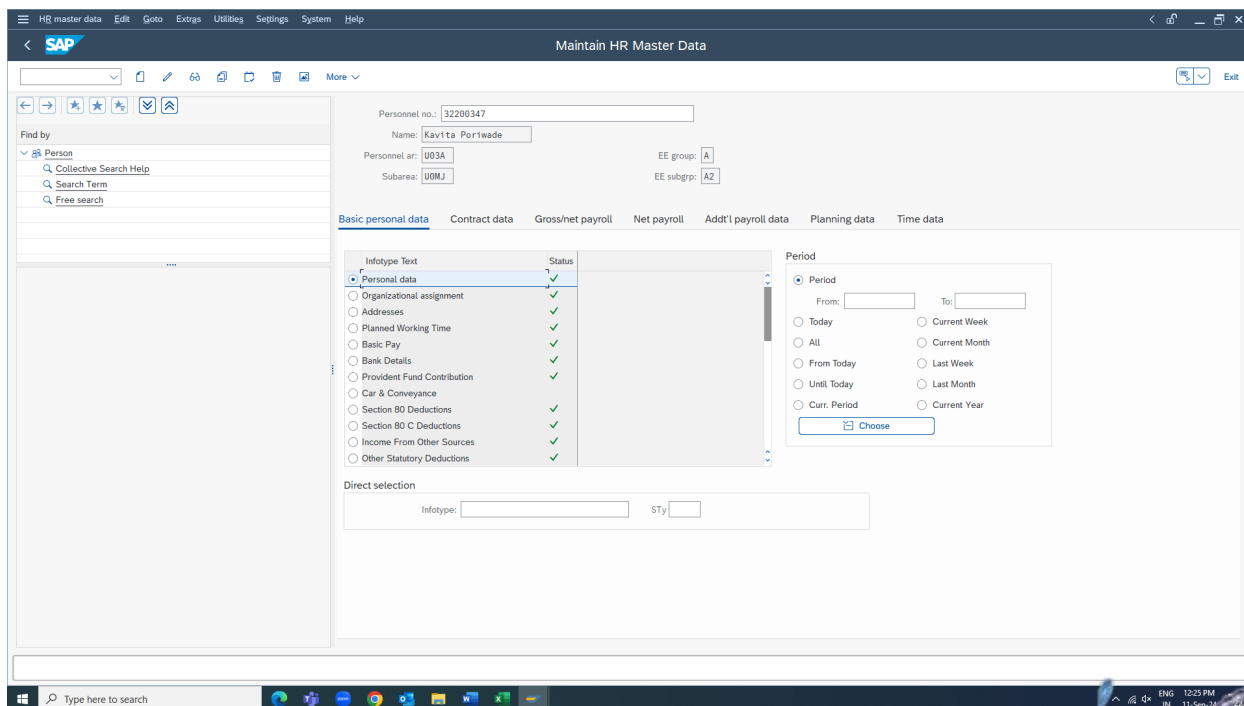
Overall, the integration of SAP in HR has enhanced efficiency, accuracy, and transparency in managing key HR functions, supporting the organization's goal of maintaining high standards in employee management and development

SAP Screenshots for reference:

Personal Details of Employees




The screenshot shows the SAP 'Personnel Actions' interface. At the top, the title bar reads 'Personnel Actions'. Below the title bar, there are navigation icons and an 'Exit' button. The main area is divided into two sections. On the left, there is a 'Find by' dropdown menu with options: Person, Collective Search Help, Search Term, and Free search. The right section contains input fields for: Personnel no.: 32280347, Name: Kavita Portwade, Personnel ar.: U03A, Subarea: U0MJ, EE group: A, and EE subgrp: A2. Below these fields is a table titled 'Personnel Actions' with columns for Action Type, Personnel ..., EE group, and EE subgroup. The table is currently empty. At the bottom of the screen, there is a Windows taskbar with the search bar and system tray showing the date and time as 12:27 PM on 11-Sep-24.



The screenshot shows the SAP 'Maintain HR Master Data' interface. The title bar reads 'Maintain HR Master Data'. Below the title bar, there are navigation icons and an 'Exit' button. The main area is divided into two sections. On the left, there is a 'Find by' dropdown menu with options: Person, Collective Search Help, Search Term, and Free search. The right section contains input fields for: Personnel no.: 32280347, Name: Kavita Portwade, Personnel ar.: U03A, Subarea: U0MJ, EE group: A, and EE subgrp: A2. Below these fields, there are tabs for: Basic personal data, Contract data, Gross/net payroll, Net payroll, Addtl payroll data, Planning data, and Time data. The 'Basic personal data' tab is active, showing a list of infotype text and status. The list includes: Personal data (checked), Organizational assignment (checked), Addresses (checked), Planned Working Time (checked), Basic Pay (checked), Bank Details (checked), Provident Fund Contribution (checked), Car & Conveyance (checked), Section 80 C Deductions (checked), Section 80 C Deductions (checked), Income From Other Sources (checked), and Other Statutory Deductions (checked). To the right of the list is a 'Period' section with a 'From' and 'To' date range, and radio buttons for: Today, All, From Today, Until Today, Curr. Period, Current Week, Current Month, Last Week, Last Month, and Current Year. Below the list is a 'Direct selection' section with 'Infotype:' and 'Sty:' input fields. At the bottom of the screen, there is a Windows taskbar with the search bar and system tray showing the date and time as 12:25 PM on 11-Sep-24.

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HR Master Data

The screenshot shows the SAP HR Master Data maintenance interface. The title bar reads "Maintain HR Master Data". The main area is divided into several sections:

- Personnel Data:** Personnel no.: 32200347, Name: Kavita Portiwade, Personnel ar.: U03A, Subarea: U0MJ, EE group: A, EE subgrp: A2.
- Basic personal data:** A list of data categories with checkboxes and status indicators (checkmarks). Categories include Personal data, Organizational assignment, Addresses, Planned Working Time, Basic Pay, Bank Details, Provident Fund Contribution, Car & Conveyance, Section 80 C Deductions, Section 80 C Deductions, Income From Other Sources, and Other Statutory Deductions.
- Period:** A section for selecting a reporting period with options like Today, Current Week, All, Current Month, From Today, Last Week, Until Today, Last Month, Curr. Period, and Current Year.
- Direct selection:** Fields for Infotype and STy.

The bottom of the screen shows the Windows taskbar with the search bar and system tray.


HR Position Report

The screenshot shows the SAP HR Position Report configuration interface. The title bar reads "Position to Position Report". The main area is divided into several sections:

- Objects:** Plan version: 01, Object type: 0 (Organizational unit), Object ID, Search Term, Object status: All existing. Buttons for "Data status" and "Set structure conditions".
- Reporting period:** Radio buttons for Today, Current month, Current Year, All, Past, Future. Buttons for "Key data" and "Other period".
- Structure parameters:** Evaluation Path: 0_S_P, Status vector, Display depth, All Positions in an Organizational, Status overlap.
- Company Code:** A field for entering the company code.

The bottom of the screen shows the Windows taskbar with the search bar and system tray.

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e-GOVERNANCE

Implementation of e-Governance in areas of operation

2. FINANCE AND ACCOUNTS

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A circular stamp with the text "SVKM'S NMIMS" around the perimeter and "1983-84" in the center.

2. FINANCE AND ACCOUNTS

NMIMS Deemed to be University has implemented ERP (SAP) - Finance and Accounts Module ensuring the effective functioning and increasing efficiency across all the Finance Related Operations of the University and its constituent schools. The screenshots of the UI of each module regarding the implementation of SAP Modules in Finance Area is as below -


Home Page of FINANCE AND ACCOUNTS

The screenshot displays the SAP Easy Access interface. On the left, there is a navigation menu with the following items:

- ▼ Favorites
 - URL - Kotak online
 - > COSTING
 - > PURCHASE
 - > Asset Related
 - > OTHER REPORTS
 - > STUDENT RELATED
 - > trial bal
 - > MIS
 - > budget
 - > LEDGER VIEW
 - > CUSTOMER
- ▼ SAP Menu
 - > Connector for Multi-Bank Connectivity
 - > Office
 - > Cross-Application Components
 - > Logistics
 - ▼ Accounting
 - > Financial Accounting
 - > Financial Supply Chain Management
 - > Controlling
 - > Central Finance
 - > Enterprise Controlling
 - > Real-Time Consolidation
 - > Strategic Enterprise Management
 - > Investment Management
 - > Project System
 - > Flexible Real Estate Management
 - > Joint Venture Accounting
 - > Production Sharing Accounting
 - > Public Sector Management
 - > Bank Applications
 - > Human Resources
 - ▼ Student Lifecycle Management
 - PIQST00 - Student File
 - SBWP - SAP Business Workplace
 - > Student Administration

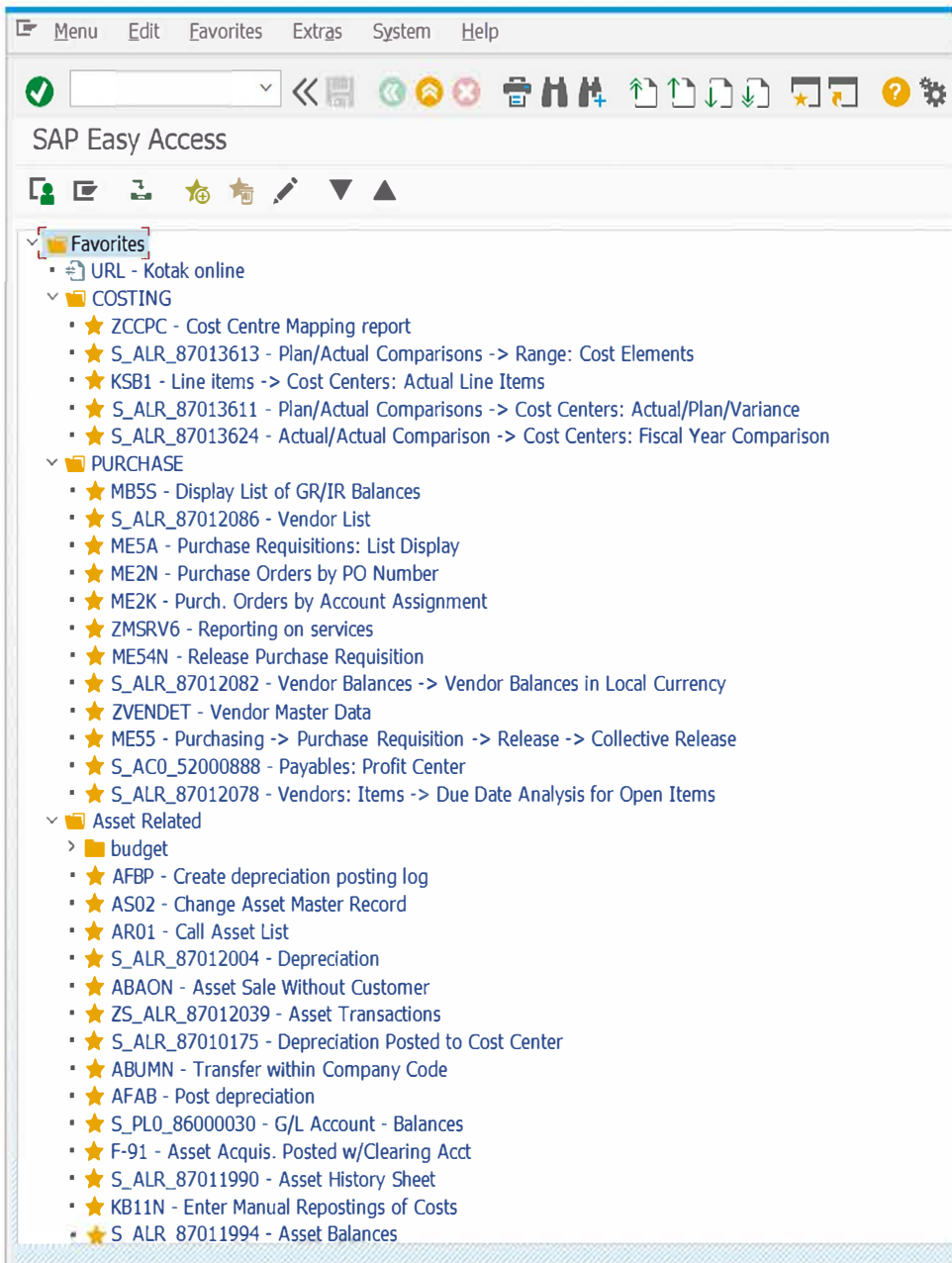
The central banner features the SVKM's NMIMS logo at the top, a stylized figure reading a book, and the text: **Project NextGen S4-HANA Production Server SEP**.

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FINANCE AND ACCOUNTS

COSTING, PURCHASE & ASSET RELATED MENUS in FINANCE AND ACCOUNTS



The screenshot shows the SAP Easy Access menu with the following structure:

- Menu Edit Favorites Extras System Help
- SAP Easy Access
- Favorites
 - URL - Kotak online
 - COSTING
 - ZCCPC - Cost Centre Mapping report
 - S_ALR_87013613 - Plan/Actual Comparisons -> Range: Cost Elements
 - KSB1 - Line items -> Cost Centers: Actual Line Items
 - S_ALR_87013611 - Plan/Actual Comparisons -> Cost Centers: Actual/Plan/Variance
 - S_ALR_87013624 - Actual/Actual Comparison -> Cost Centers: Fiscal Year Comparison
 - PURCHASE
 - MB5S - Display List of GR/IR Balances
 - S_ALR_87012086 - Vendor List
 - ME5A - Purchase Requisitions: List Display
 - ME2N - Purchase Orders by PO Number
 - ME2K - Purch. Orders by Account Assignment
 - ZMSRV6 - Reporting on services
 - ME54N - Release Purchase Requisition
 - S_ALR_87012082 - Vendor Balances -> Vendor Balances in Local Currency
 - ZVENDET - Vendor Master Data
 - ME55 - Purchasing -> Purchase Requisition -> Release -> Collective Release
 - S_AC0_52000888 - Payables: Profit Center
 - S_ALR_87012078 - Vendors: Items -> Due Date Analysis for Open Items
 - Asset Related
 - budget
 - AFBP - Create depreciation posting log
 - AS02 - Change Asset Master Record
 - AR01 - Call Asset List
 - S_ALR_87012004 - Depreciation
 - ABAON - Asset Sale Without Customer
 - ZS_ALR_87012039 - Asset Transactions
 - S_ALR_87010175 - Depreciation Posted to Cost Center
 - ABUMN - Transfer within Company Code
 - AFAB - Post depreciation
 - S_PLO_86000030 - G/L Account - Balances
 - F-91 - Asset Acquis. Posted w/Clearing Acct
 - S_ALR_87011990 - Asset History Sheet
 - KB11N - Enter Manual Repostings of Costs
 - S_ALR_87011994 - Asset Balances



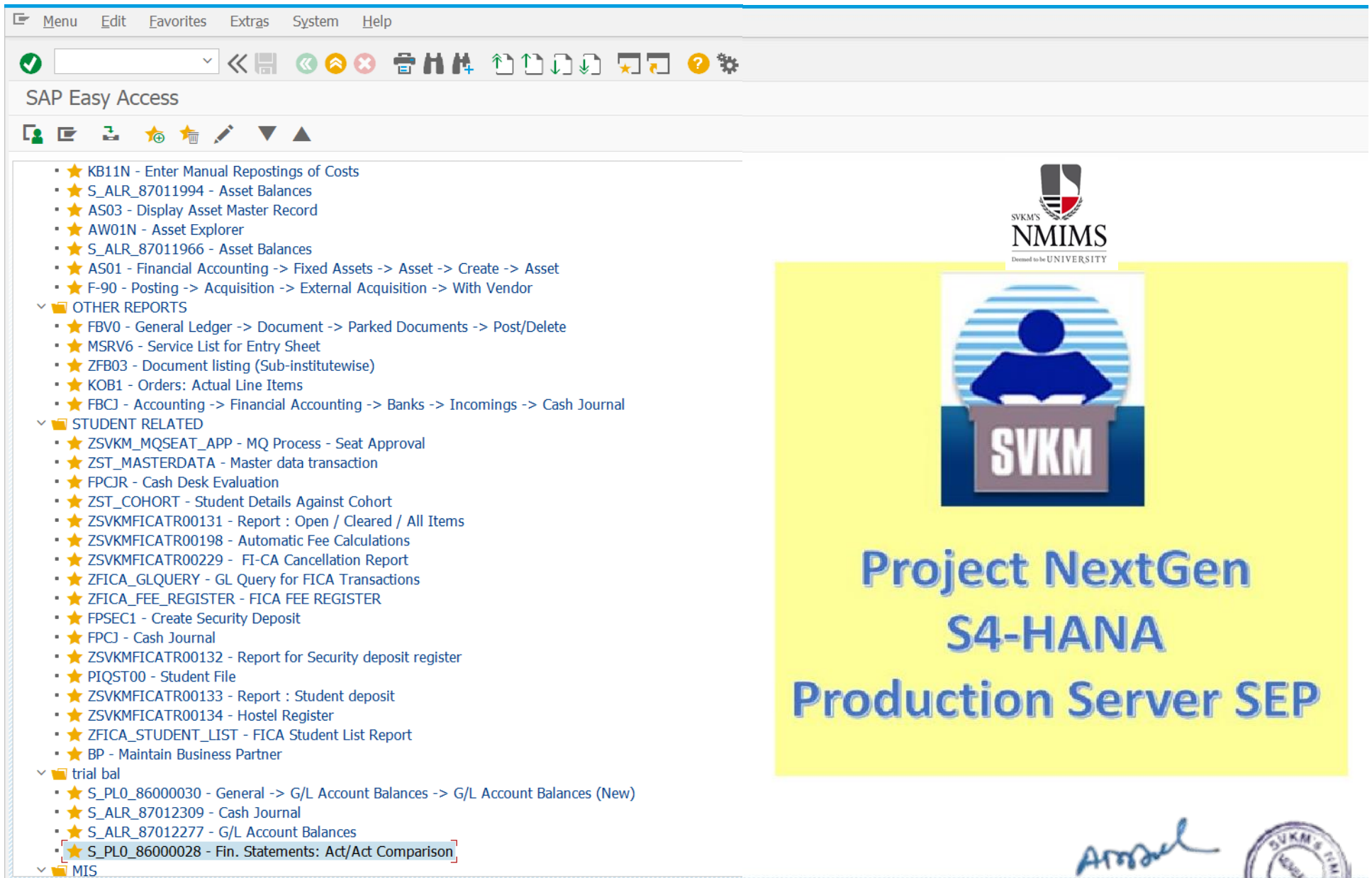
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FINANCE AND ACCOUNTS

GENERAL LEDGER, STUDENT RELATED & TRIAL BALANCE RELATED MENUS in FINANCE AND ACCOUNTS



The screenshot displays the SAP Easy Access menu for Finance and Accounts. The menu is organized into several categories:

- KB11N - Enter Manual Repostings of Costs
- S_ALR_87011994 - Asset Balances
- AS03 - Display Asset Master Record
- AW01N - Asset Explorer
- S_ALR_87011966 - Asset Balances
- AS01 - Financial Accounting -> Fixed Assets -> Asset -> Create -> Asset
- F-90 - Posting -> Acquisition -> External Acquisition -> With Vendor
- OTHER REPORTS
 - FBV0 - General Ledger -> Document -> Parked Documents -> Post/Delete
 - MSRV6 - Service List for Entry Sheet
 - ZFB03 - Document listing (Sub-institutewise)
 - KOB1 - Orders: Actual Line Items
 - FBCJ - Accounting -> Financial Accounting -> Banks -> Incomings -> Cash Journal
- STUDENT RELATED
 - ZSVKM_MQSEAT_APP - MQ Process - Seat Approval
 - ZST_MASTERDATA - Master data transaction
 - FPCJR - Cash Desk Evaluation
 - ZST_COHORT - Student Details Against Cohort
 - ZSVKMFICATR00131 - Report : Open / Cleared / All Items
 - ZSVKMFICATR00198 - Automatic Fee Calculations
 - ZSVKMFICATR00229 - FI-CA Cancellation Report
 - ZFICA_GLQUERY - GL Query for FICA Transactions
 - ZFICA_FEE_REGISTER - FICA FEE REGISTER
 - FPSEC1 - Create Security Deposit
 - FPCJ - Cash Journal
 - ZSVKMFICATR00132 - Report for Security deposit register
 - PIQST00 - Student File
 - ZSVKMFICATR00133 - Report : Student deposit
 - ZSVKMFICATR00134 - Hostel Register
 - ZFICA_STUDENT_LIST - FICA Student List Report
 - BP - Maintain Business Partner
- trial bal
 - S_PLO_86000030 - General -> G/L Account Balances -> G/L Account Balances (New)
 - S_ALR_87012309 - Cash Journal
 - S_ALR_87012277 - G/L Account Balances
 - S_PLO_86000028 - Fin. Statements: Act/Act Comparison
- MIS



The banner features the SVKM's NMIMS logo at the top, which includes a crest and the text "SVKM'S NMIMS Deemed to be UNIVERSITY". Below the logo is a stylized graphic of a person sitting at a desk with a computer, with the text "SVKM" on the desk. The main text on the banner reads "Project NextGen S4-HANA Production Server SEP".

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FINANCE AND ACCOUNTS

MIS, BUDGET, LEDGER & CUSTOMER RELATED MENUS in FINANCE AND ACCOUNTS

Menu Edit Favorites Extras System Help

SAP Easy Access

- ★ S_PL0_86000028 - Fin. Statements: Act/Act Comparison
- ▼ MIS
 - ★ ZCASHFLOW - Cash Flow statement
 - ★ ZS_ALR_87012257 - 10 Year Comparative financial stats
 - ★ ZS_ALR_87012273 - SVKM Cash Flow (Indirect Method)
 - ★ ZMISALLPC - Monthly MIS All Institutes PC wise
 - ★ ZMISPERIODIC - Monthly MIS Periodic
 - ★ ZMISALLVAR - Monthly MIS All Institutes Variance
 - ★ ZMISSVKM - Monthly MIS All Institutes
 - ★ ZCONSONMIMS - Conso Financial Statements NMIMS
 - ★ ZMISALL - Monthly MIS
- ▼ budget
 - ★ KO23 - Display Order Budget
 - ★ FMKFR01 - Display budget data
 - ★ FMB_PT01 - Budget Totals Vs. Commt./Actual Tot.
 - ★ FMAVCR01 - Display Annual Data of Control Obj.
 - ★ FMRP_RW_BUDCON - Budget Consumption Report
- ▼ LEDGER VIEW
 - ★ FK10N - Vendor Balance Display
 - ★ S_P00_07000134 - Withholding Tax -> Generic Withholding Tax Reporting
 - ★ FBL1N - Accounts Payable -> Account -> Display/Change Line Items
 - ★ FAGLL03 - General Ledger -> Account -> Display/Change Items (New)
- ▼ CUSTOMER
 - ★ S_ACO_52000887 - Receivables: Profit Center
 - ★ FBL5N - Accounts Receivable -> Account -> Display/Change Line Items
 - ★ S_ALR_87012173 - List of Customer Open Items
 - ★ S_ALR_87012172 - Customer Balances in Local Currency
- ▼ SAP Menu
 - > Connector for Multi-Bank Connectivity
 - > Office
 - > Cross-Application Components
 - > Logistics
 - ▼ Accounting
 - > Financial Accounting
 - > Financial Supply Chain Management
 - > **Controlling**
 - > Central Finance



Project NextGen
S4-HANA
SAP Easy Access Logon Screen
Production server SEP

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e-GOVERNANCE

Implementation of e-Governance in areas of operation

3. STUDENT ADMISSION AND SUPPORT


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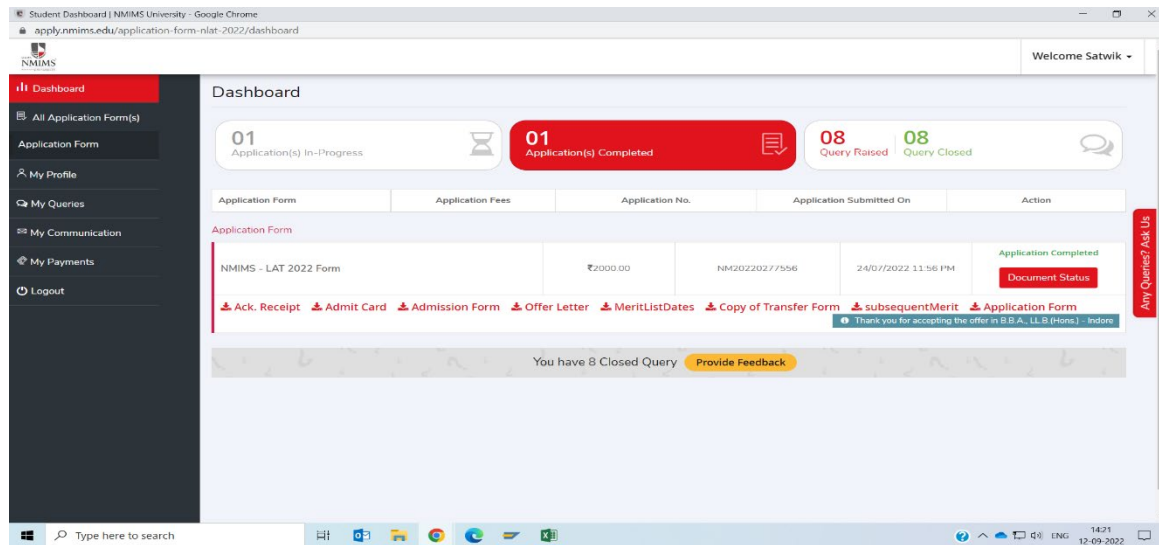


3. STUDENT ADMISSION AND SUPPORT

ADMISSION PROCESS IN SAP

A. APPLICATION FORM

- The candidate will login to a dashboard for applying to any program. All communication about admissions will be available on the dashboard itself.



- Application form which can capture the School, Program, campus preferences along with the academic, personal details and photo of the candidates.
- Online Payment option available
- School will ensure creation of the program in SAP, along with the academic calendar maintenance before the merit list preparation.
- Intake will be maintained in SAP.
- Candidates may be in appearing status for 12th Std or graduation level, they should be able to update their scores post result declaration. Update may happen after the end date of the application.
- There is a start and end date for the application.
- Applications may work Phase wise for some programs.
- The application form may have to be made available for few candidates based on request and seat availability.
- Walk in application form needs to be complete form which will include Application as well as admission form fields. The access to this form to the concerned candidates only.
- The completed and paid application form to be available in pdf format to the candidate and to the admission department.
- Communication to be sent to the candidate as reminders through email/ SMS/ WhatsApp.
- Customized program-wise reports to be made available for all the stakeholders.

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B. SHORTLISTING OR CUT OFFS

- Based on the Entrance test scores, cut offs are decided.
- For deciding the cut offs, candidate's demographic, educational and work experience data is used along with the program/campus preferences.
- Need a dashboard which can generate the numbers based on the applied cut offs. The cut offs may be tested to arrive at a certain number of shortlisted candidates. Graphs needed to show the gender / qualifications/ work experience/ program and campus preference for each of the program cut offs. This is done in front of the NMIMS Leadership team for MBA programs.
- Cut offs are applied to the candidate data and call letters are published.
- As per the cut off decided (section wise) the candidate is shortlisted for the specific program/campus.
- A separate form is needed where the candidate will update the work experience details and upload the certificate, update any qualification details, extracurricular activities and give program preference sequentially as per their cut offs.
- Candidates are allowed to choose the date and time of the interview or pre decided date and time is shared.
- Online Payment option is required.
- Paid candidates are eligible for the next round of the selection process.
- Reports required of the shortlisted candidates and then paid candidates with program group/ date and time of the interview opted.

The screenshot displays the 'NoPaperForms' application management interface for NMIMS University. The main heading is 'MBA (Mumbai) - Eligible' with a sub-heading 'NMIMS University > MBA Application Form - 2023'. Below this, there are dropdown menus for 'Select Candidate' (set to 'Shortlisting Cutoff Phase'), 'Is Equal To' (set to 'Is Equal To'), and 'Phase 1'. A 'Variables' table is shown with the following data:

Name	Value	Action
MBA (Mumbai) - LR Score	71	
MBA (Mumbai) - LS Score	76	
MBA (Mumbai) - OS Score	89	
MBA (Mumbai) - Total Score	232	

Below the table, the 'Execution Status' is 'Completed' and there is an 'Execute Logic' button. At the bottom, the 'Select Program' section shows 'MBA Mumbai Status' as a dropdown, 'Is Equal To' as a dropdown, and 'Eligible' as a dropdown. A 'Calculate' button is present, and the result '4315' is displayed in a text box.

C. ENTRANCE TEST AND INTERVIEW PROCESS

- Entrance Test may be conducted by an outside agency and NMIMS may only use the scores.
- If the external agency is handling the test, then the paid data of the candidate needs to be sent to them via API. The external agency will share the data points like if the candidate has taken the test on which date and the disposition for the same.
- Call letter to be made available. Should be able to change the content of the letter as per program requirements.
- Tests may be conducted by NMIMS itself online or offline
- Test parameters are different for different programs.
- Post Test, Personal interviews are held
- The faculty evaluates the candidates and updates the scores in SAP.
- Test scores to be updated in SAP either through API.
- Integration with the Third party is available for test .
- Communication to be sent to the candidates/panel members about the time of the test/PI and login details.
- Customised reports about the number of candidates applied for test/ how many appeared for test/ how many appeared for PI/ final count for Merit list generation.

Rating Guidelines

- Score above 75 and less than 25 to be explained by giving Remarks
- Work experience In terms of the duration as well as Value addition to be checked and evaluated properly (refer the guidelines)

Application Details

Applicant's Details

Work Experience Details

Applicant's Documents

Scoring Details

Graduation Performance

Graduation Performance (20) * **GRADUATION PERFORMANCE (INSTRUCTIONS)**

Personal Interview

Personal Interview (40) *

Communication Skills

Communication Skills (30) *

Work Experience

Work Experience (10) * **WORK EXPERIENCE (INSTRUCTIONS)**

Remarks

Total *

APPROVAL


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D. MERIT LIST PREPARATION AND GENERATION

- Merit list may be phase wise, single or subsequent
- As per the program requirement the merit list is generated.
- Some may be based on the academic scores/ competitive exam scores/NMIMS Entrance scores/Personal Interview or combination of the 2 or more.
- There are weightages for each component like the academic scores/work experience/entrance test sectional scores which vary for each program.
- In SAP, table has to be maintained with merit list /fees dates for the particular merit list.
- Merit list may be generated phase wise or there may be subsequent merit lists.
- Post merit list generation –General Merit list for preference based programs the offer needs to be decided.
- Management decides the offers to be given for each program/Campus. There has to be a workflow for the approvals to be taken for the offers.
- These must be maintained in SAP
- Final merit list is generated which displays the offer given as selected candidates and rest as waitlisted.
- The Content of the offer letter can be changed by the admission team.
- For counseling program, the general merit list itself is used and there are no offers.
- Communication to the candidate about merit list needs to be sent through the system. Admission team should be able to view the communications.
- Offer letter PDF to be generated on the dashboard. The Program fee bifurcation should be available to the candidate.

Merit No	Notification No	REF ID	Student Number	First Name	Middle Name	Last Name	CATEGORY	SUBCATEGORY	Campus	Preference	SELECTED	WAITLISTED	REJECTED	BATA_TOT	ConvertedBATA	12th Class	Converted12th Class	FINAL MARKS	10th
00001	00060949133	BSSABA-20242529	00000772269	ISHANNI		SINGH	Open	BATA	BALNANT SRETH SCHOOL OF ARCHIT 7301	7301				145.00	41.25	79.00	39.00	80.25	
00002	00060949132	BSSABA-20242527	00000772370	HESATHA		LATWALA	Open	BATA	BALNANT SRETH SCHOOL OF ARCHIT 7301	7301				142.00	35.50	70.40	35.20	70.70	
00003	00060949130	BSSABA-20242576	00000772372	DHEEVY		JAIN	Open	BATA	BALNANT SRETH SCHOOL OF ARCHIT 7301	7301				144.00	36.50	69.00	26.00	70.50	
00004	00060949127	BSSABA-20242536	00000772482	KIRAN		GITE	Open	BATA	BALNANT SRETH SCHOOL OF ARCHIT 7301	7301				147.00	36.75	67.33	33.67	70.42	
00005	00060949134	BSSABA-20242524	00000772372	BHOOMI		NIRANGANI	Open	BATA	BALNANT SRETH SCHOOL OF ARCHIT 7301	7301				139.00	34.50	63.33	31.67	66.17	
00006	00060949131	BSSABA-20242555	00000772371	ALEA		KOUDA	Open	BATA	BALNANT SRETH SCHOOL OF ARCHIT 7301	7301				139.00	34.50	54.83	27.42	61.62	
00007	00060949114	BSSABA-20242552	00000772558	ANITA		JAIN	Open	BATA	BALNANT SRETH SCHOOL OF ARCHIT 7301	7301				110.00	27.50	61.50	30.50	58.40	
00008	00060949115	BSSABA-20242550	00000772559	HARSHIL		SHAR	Open	BATA	BALNANT SRETH SCHOOL OF ARCHIT 7301	7301				90.00	23.50	63.00	34.00	56.50	
00009	00060949126	BSSABA-20241303	00000772483	HARSHI		SHAR	Open	BATA	BALNANT SRETH SCHOOL OF ARCHIT 7301	7301				123.00	30.75	49.83	24.42	55.17	


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E. ADMISSION PROCESS

- Candidate is able to view the programs for which he/she is selected or waitlisted.
- Post declaration of the merit list, the candidate is required to fill, upload and submit the admission forms.
- Admission form needs to have undertakings which the candidate, Parent /Guardian accepts and upload it with their signatures.
- Academic mark sheets, certificates, migration, competitive test scores are required to be uploaded as per the program requirements.
- After the admission form submitted he/she gets registered (SAP) for the Selected program.
- RTGS details are mailed to the registered email id. Accounts team should have access to make the change in the content of the RTGS notice.
- Payment received is updated in SAP by accounts team
- The verification staff checks the documents after the payment received from the candidate.
- The admission report shows the paid and unpaid candidates.
- This whole process gets repeated for Phase /subsequent lists.


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F. THE COUNSELING PROCESS

- Candidate is registered in the system if he/she is physically present on the day of the counseling session. Need provision to enter the status of the documents carried.
- After verification the status of document push and PCM% needs to be updated in SAP. The seat validation is based on the PCM%.
- After verification candidates are moved to counseling room as per their merit. This is a manual activity and needs automation in it where the system can call out the next merit number and also give the status of each merit number. Counseling is done by faculty & seats are allotted to candidates as per their preference & availability. If a candidate does not get his/her preference program or campus he/she is admitted in another program/campus & preference is entered in the system as opted by candidate. Candidate has to submit academic fees & Hostel fees as completion of admission process.
- Communication is mailed to the candidate after registration regarding the SAP number generated and the fees to be paid.
- Candidate's preference is saved in SAP which will be used for Upgradation process.
- Customized report about the candidate attendance for each day of the counseling, along with the program admitted for with the last merit number for the program/campus

Fixed Input:
 Organization: 4538 Mukesh Patel Schl of Tech Mgt & Acad. Year: 2024
 Program Group: 50332443 B.Tech / MBA Tech Phase: 7
 Acad. Session: 14 Semester I Admission Category: 01

Merit Number:
 Merit Number: 97.14 Application No: 600722504 Student Number: 0000410140
 First name: ASMI Last name: JADNA Reference ID: 386522020130

Program Name	Category	St...	Category Text	Campus	Campus Text	Speciali...	Specialization Text	Available Seats	Total Seats
B.Tech / MBA Tech (for admission)	01	Open		0		0		0	0
B.Tech (Information Technology)	01	Open		50049983	NESTHE (INTE)	0		7	11
B.Tech (Information Technology)	01	Open		50049984	NESTHE (INTE)	0		40	60
B.Tech (Information Technology)	01	Open		51047321	STHE (INTE)	0		0	0
B.Tech (Computer Engineering)	01	Open		50049983	NESTHE (INTE)	0		1	64
B.Tech (Computer Engineering)	01	Open		50049984	NESTHE (INTE)	0		40	60
B.Tech (Computer Engineering)	01	Open		51047321	STHE (INTE)	0		40	60
B.Tech (Computer Engineering)	01	Open		51047322	STHE (INTE)	0		40	60
B.Tech (Computer Engineering)	01	Open		51403117	STHE (INTE)	0		0	0
B.Tech (Computer Engineering)	01	Open		52272489	STHE (INTE)	0		0	0

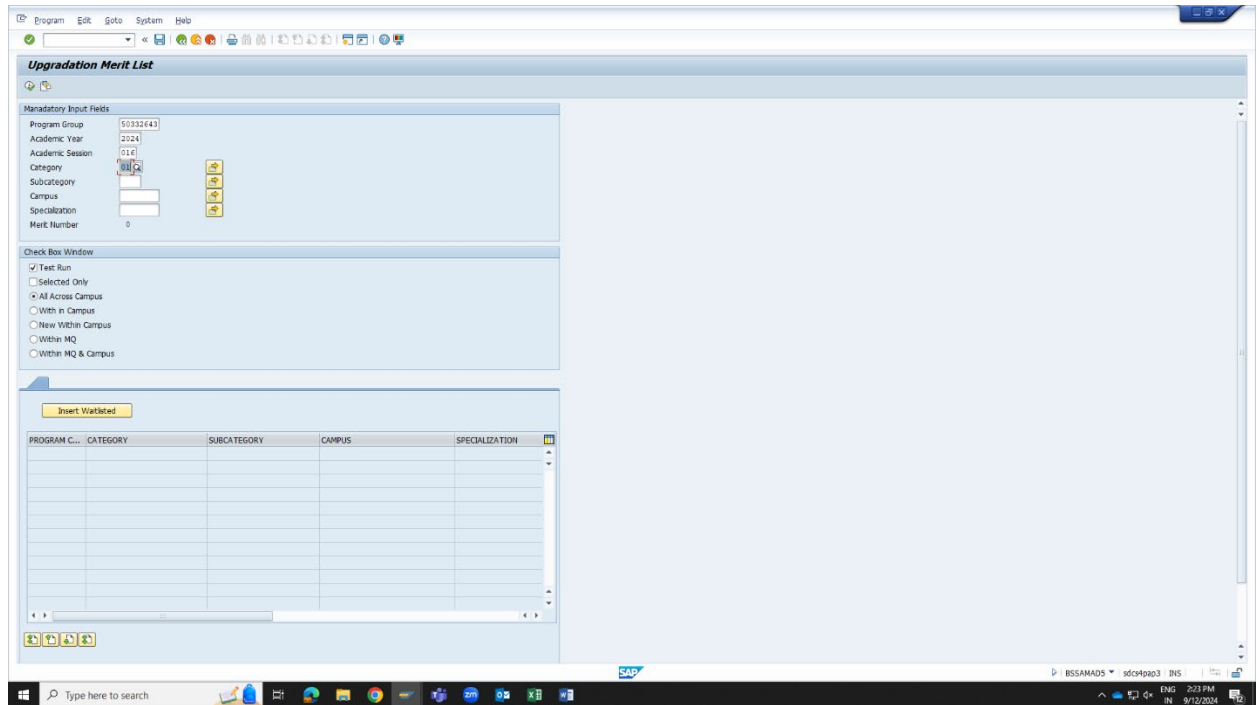
Upgradation:
 Check for last 3 seats
 Preference1: [Campus] Preference2: [Campus]
 Submit, Not interested

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G. UPGRADATION PROCESS

- Upgradation is executed in SAP for active students & auto email is sent to candidates which they have to respond within given due time limit. Candidate if accepts offer will be eligible for further upgradation as per preference given & if rejects offer, will be out of upgradation process.
- If accepted offer, then candidates are registered for upgraded program in SAP and email is triggered to candidate's registered email id from SAP with new SAP id and fee payment details. Customized upgradation report is required.



H. POST ADMISSION - STUDENT SUPPORT PROCESS

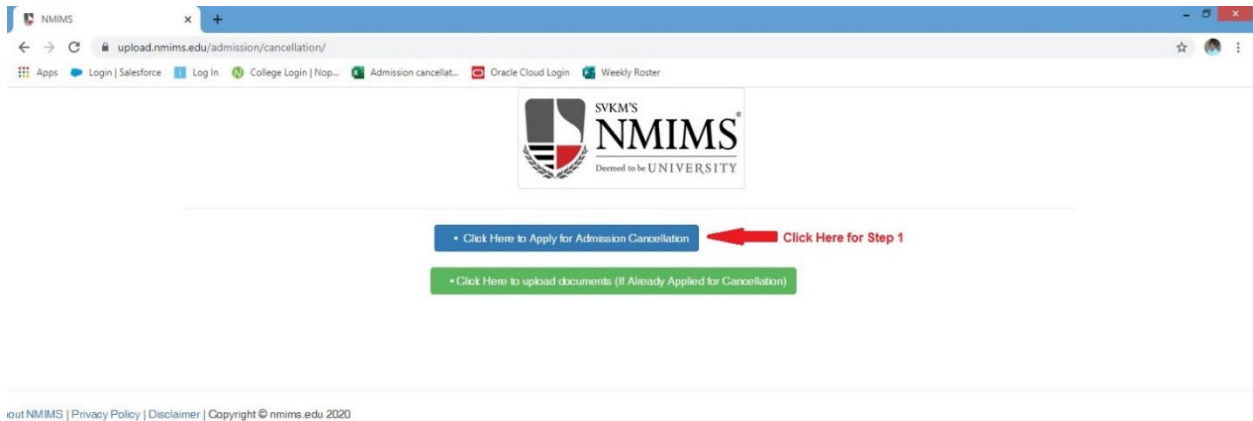
- Follow up for fee payment is done after the admission process. Unpaid candidates are deregistered before commencement of the program.
- After commencement of the program, the follow up for pending documents or updating academic scores is done.
- The staff verifies the mark sheet for eligibility. If the candidate is ineligible, then he/she is deregistered.
- Master data and document approval status is checked for the admitted candidates.
- Reminder emails to upload the documents are sent to the candidate and parent regularly.
- Candidate should be able to view the pending documents on the dashboard

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I. ADMISSION CANCELLATION PROCESS

- Candidates will apply for cancellation by uploading the receipt, cancelled cheque and cancellation form.
- The date of application is the date used for the refund amount.
- The admissions team deregisters the candidate from SAP and then accounts team processes the refund.
- If the candidate has attended classes, clearance is required from School as well.
- Customized report about the number of applications, how many cancelled in the system, amount to be refunded.



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e-GOVERNANCE

Implementation of e-Governance in areas of operation

4. EXAMINATION

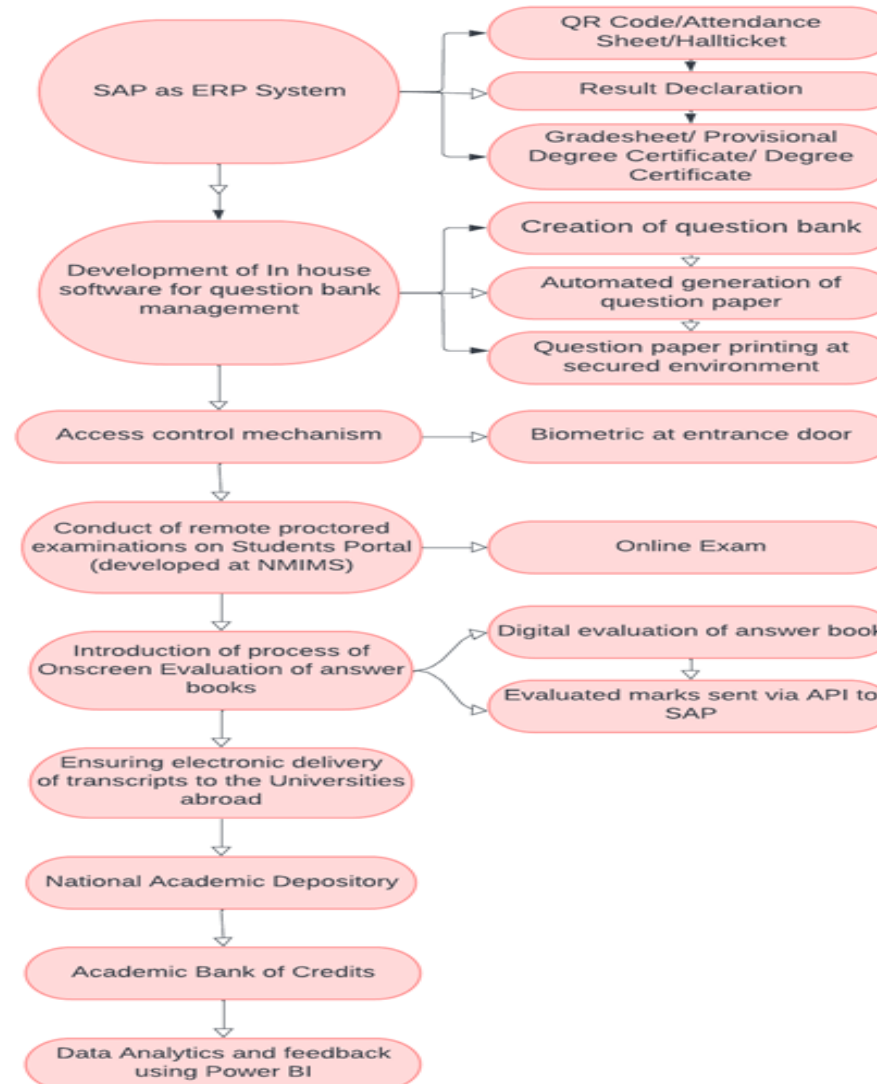
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4. EXAMINATION:

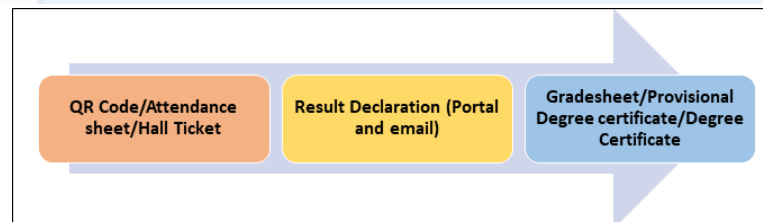
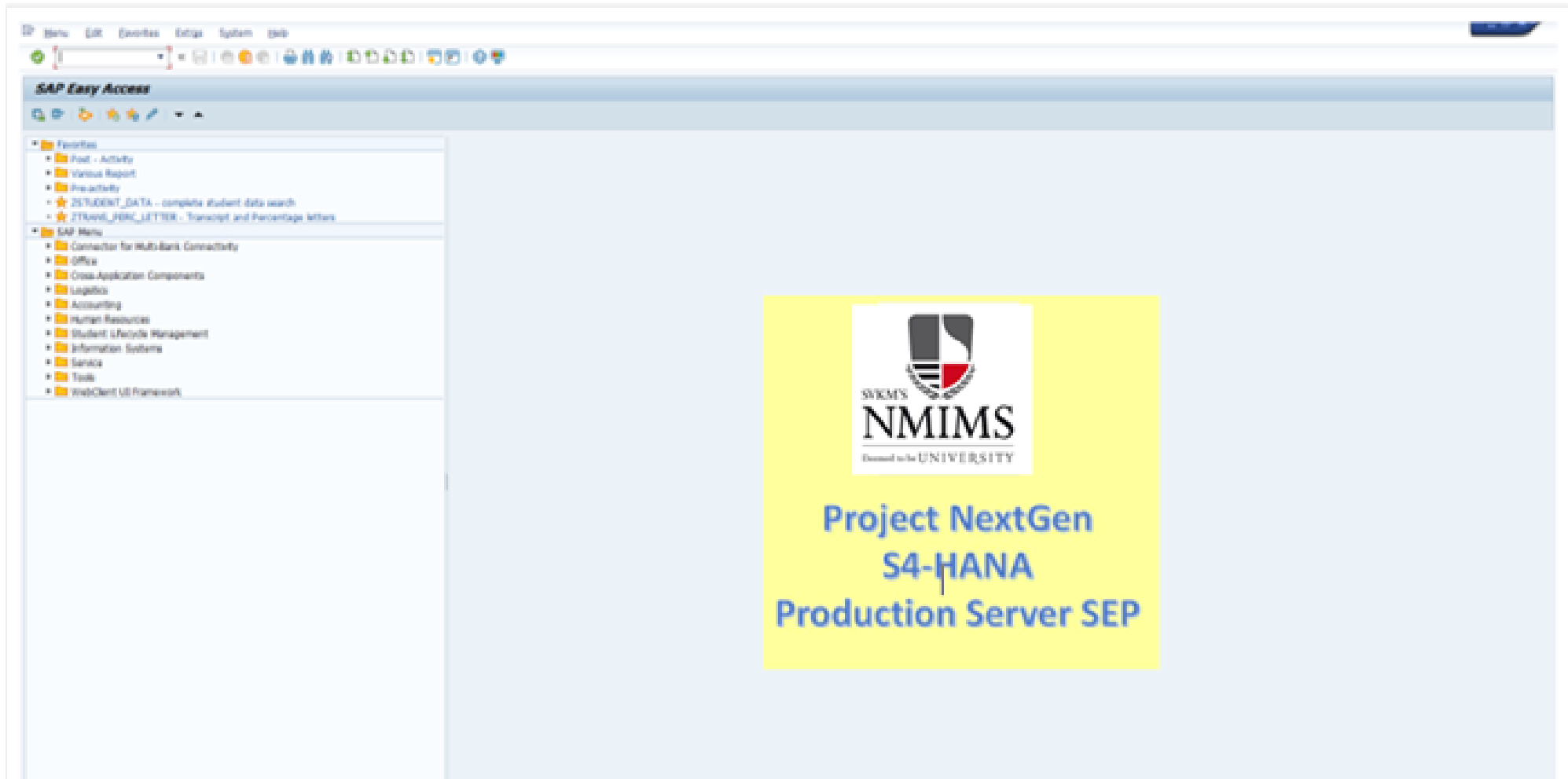
NMIMS Deemed to be University has implemented ERP-E-Governance in various Examination related activities, like Online Generation of Degree Certificates, Online Examination Grievance Redressal Portal, Access to Online Question Bank, On screen Marking System. The UI of the various models implement are as below -

1. AUTOMATED EXAMINATION MANAGEMENT SYSTEM FLOWCHART



2. Examination Enrollment Management:

SAP as ERP system:



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2.1 Student Booking for all subject exams:

ObjectID	Object abtr	Object name	Year	Period
S2662242	812.A0C015	Law of Torts	2023	016
S2662227	8124T0C004	Ancient & Medieval India	2023	016
S2162216	812.A1C002	Law of Torts	2022	016
S2162201	8124T1C001	History I	2022	016
S2662234	812.A0C014	Legal Methods	2023	016
S2162238	8125O1C001	Sociology I	2022	016
S2662283	8125O0C004	Introduction to Sociology	2023	016
S2662211	8125H0C002	General English	2023	016
S2662274	8125O0C004	Indian Political System	2023	016
S2662267	8125H0C002	Philosophy	2022	016
S2162166	8125H1C001	General English	2022	016
S2162208	812.A1C001	Legal Methods	2022	016
S2662203	8121C0C004	Microeconomics	2023	016
S2162224	8125H1C001	Philosophy I	2022	016
S2162231	8125O1C001	Political Science I	2022	016
S2162160	8125C1C001	Economics I	2022	016

2.2 Attendance & QR Code generation

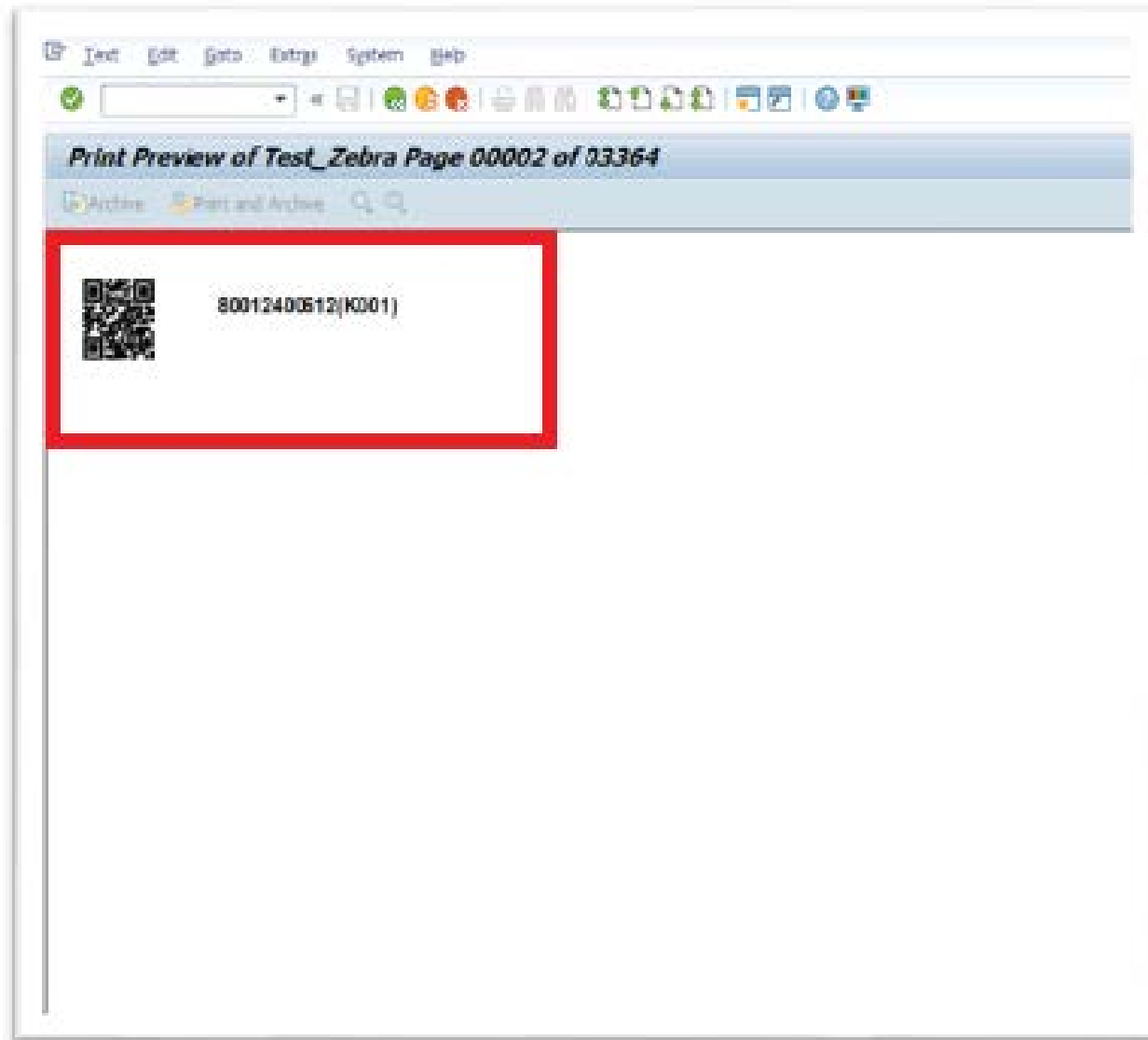
Organization Unit: S0008177 School of Business Management-Bangalore
Program of study: S0300366 MBA (Common)
Academic year: 2023 Acad. Year 2023-2024
Academic session: 33 Trimester III
Exam Year: 2023 Exam Year 2023-2024
Exam Season: 733 Trim 3 Re-exam
Module: S2720129
Assessment:
Offer No.:
Campus: SBM(BLR)

Print Barcode
 QR Barcode - Preview
 QR Barcode - Print
 Attendance List
 Barcode Re-print
 Seating Arrangement List
 QP Headers
 Label for Evaluator
 Ackgmt. list for grade card

Student No. _____ to _____
QR Re-Print - Preview QR Re-Print - Print
Student No. _____ to _____
Printer Selection QP Label Symoptic Label

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QR code




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2. ONSCREEN MARKING SYSTEM (OSM):

The screenshot displays the OSM web application interface. The browser address bar shows the URL: `onscreen.eklavya.in/InstituteAdmin/CollegeStaffHomeInFrame.aspx`. The interface includes a navigation menu on the left with items: Dashboard, Secondary Dashboard, AnswerSheets, Examiner, Result, Report, Institute, and User Logs. The main content area features a "Select Institute" dropdown menu set to "NMIMS-School of Business Management (Mumbai)-(4532)" and a "Go" button. Below this is a "Welcome, NMIMS-School of Business Management (Mumbai)-(4532)" message stating "Your evaluators completed 99% of the paper checking." To the right is a "Time Table" for October 2023, showing dates from 24 to 30. The bottom section is divided into three panels: "Faculty Progress" showing progress bars for Chandan Dasgupta (100%), Neha Sadhotra (100%), Sagnik Bagchi (0%), Nikita Kedia (0%), and Soumyabrato Bagchi (0%); "Evaluation Percentage" showing a 0% donut chart with "Total Count :0", "Present Count :0", "Checked(%) :0", and "Checked Count :8"; and "Reports" listing "Evaluation Dashboard", "Analytics", "UFM Report Count 0", and "Rejected Report Count 0".

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Annotation

0 1/4

1/2 1

2 3

4 5

6 7

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10

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2

Space For Marks	Question No.
	Q1.1

(*) Multiprogramming & time sharing operating system are two different things. In multiprogramming, there are multiple programs running together whereas in time sharing process share the same time while running on operating systems. In multiprogramming, programs are running and we see they are running on same location (they are sharing same resources) whereas in time sharing, two processes are running at same time but they are not sharing information or data on operating system.

→

Questions	Out of	Evaluator Score
Q1.1	1	1
Q1.2	1	0
Q1.3	1	
Q1.4	1	
Q1.5	1	0
Q1.6	1	
Q1.7	1	
Q1.8	1	

Calculate Total Score : 1.00 / 60.00

Reject Paper UFM Finish Paper

Q1.1 :
Discrimination refers to ____t...

Total Pages : 40 Visited : 8 Not Visited : 32

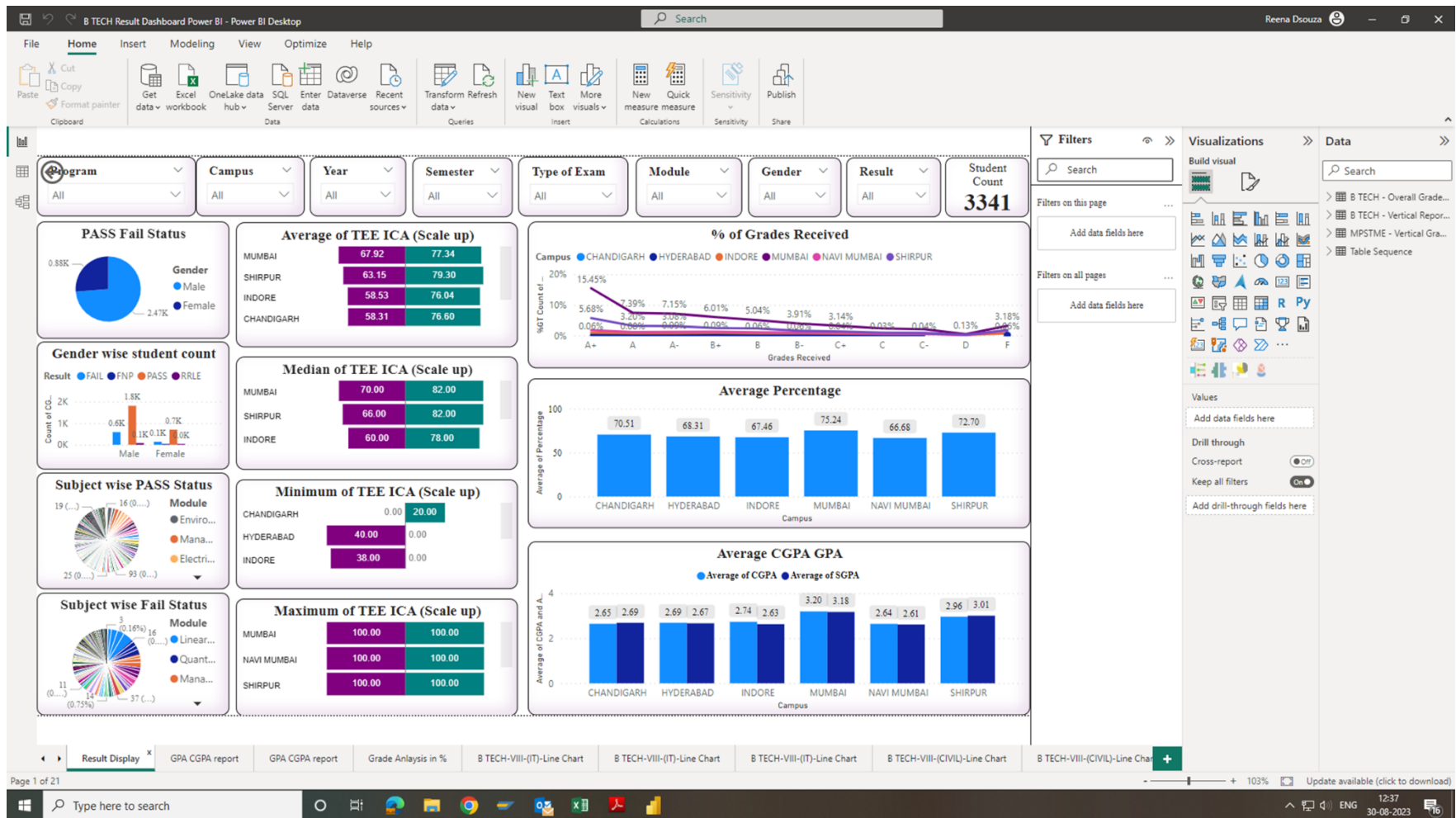
1 2 3 4 5 6 7 8 9 10 11
12 13 14 15 16 17 18 19 20 21 22

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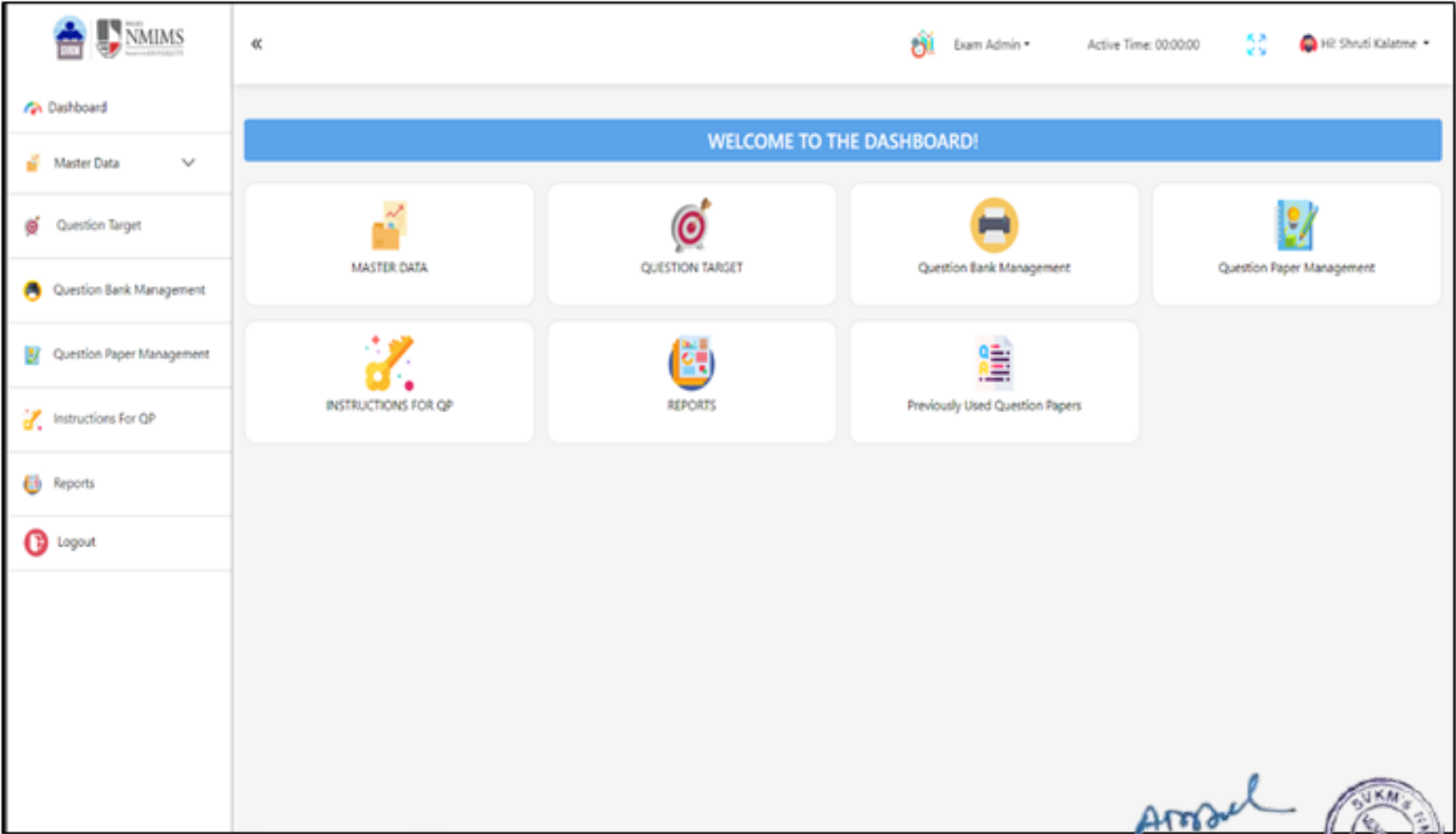
3. RESULTS: (Dashboard)



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4. SCREENSHOT OF QB



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6. ELECTRONIC DELIVERY OF TRANSCRIPTS:



Submit a request

Kindly read [these instructions \(click here\)](#) carefully before you proceed. If you have questions, kindly email support@truecopy.in

Student First Name:

Student Last Name:

Student No/Roll No (As on Grade-sheet)

Student Date of Birth (Format: DD-MM-YYYY):

Gender: Male Female

Year of joining:

Year of passing (actual / projected):

Institute / Department:

Course :

Contact mobile number:

Student Email ID for receiving approved doc:

In Single PDF, scanned copies of all
marksheets & degree / diploma certificate /
ID proof (Aadhar card / Pan card / Passport / College ID)

No file chosen


I accept the [Terms of Service](#)

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7. DIGILOCKER: ACADEMIC BANK OF CREDITS

Government of India | Skip To Main Content | A+ A A- | Light | English

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Document Wallet to Empower Citizens

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Search documents

PAN Verification Record | Covid Vaccine Certificate | Class X Marksheet | Class XII Marksheet | Driving License | Ration Card

State Government

VIEW ALL (36)

- Andaman & Nicobar
- Andhra Pradesh
- Arunachal Pradesh
- Assam
- Bihar
- Chandigarh
- Chhattisgarh
- Dadra and Nagar Haveli and

Central Government

VIEW ALL (83)

- Academic Bank of Credits**
Delhi
- Agricultural Scientists...
Delhi
- AIIMS Mangalagiri
Andhra Pradesh
- AIIMS Rishikesh
Uttarakhand
- AIIMS, Patna
Bihar
- Bank of India
Maharashtra
- CAMS NPS
All States

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7. DIGILOCKER: ACADEMIC BANK OF CREDITS

General Settings | NAD x +

nad.digilocker.gov.in/users/settings/institution_detail#no-back

SVKM's Narsee Monjee Institute of Management Studies, Mumbai

Shiipa Mukund Patil

Institution Details

NAD ID*
NAD003116

Organisation Logo*
Choose File No file chosen
The Logo should be in PNG format, not exceeding 25KB in size. Dimensions should be 150 x 150 pixels.

Institution Title*
SVKM's Narsee Monjee Institute of Management Studies, Mumbai

Institution Address*
SVKM NMIMS, V L Mehta Road, Vile Parle West, Mumbai- 400056, Mumbai

Email Address*
ashish.apte@nmims.edu ✔ Email Id Verified

Phone Number*
02242355555

Save


Ashish
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7. DIGILOCKER: ACADEMIC BANK OF CREDITS

The screenshot displays the NAD Digilocker dashboard. The browser address bar shows the URL `nad.digilocker.gov.in/dashboard#no-back`. The user is identified as Shilpa Mukund Patil. The dashboard features a sidebar with navigation options: Dashboard, Records, Photos, Templates, Settings, Certificate Approval, Certificate Verification, Academic Bank of Credits, and Support. The main content area is titled 'Dashboard' and includes a 'Year' filter. It contains eight data cards: Total Awards Lodged (25520), Awards Fetched (672), Total Degree (24574), Total Marksheet (946), Total Diploma (0), Total Attempts Yesterday / Total Attempts in Last One Month (0 / 122), ABC Accounts Created (26867), and ABC Credit Count (243). On the right, there is an 'Upload Records' button, a 'Notifications' section (showing no new notifications), and an 'Activity' section (listing 1 photo upload, 5 records processed, and DGMST 8 as a template). A user profile dropdown menu is open, showing options like Welcome to NAD, NAD ID, Role, Institution Details, Digilocker Accounts, User Management, Utilities, and Logout.

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7. DIGILOCKER: ACADEMIC BANK OF CREDITS

ABC Registration Status | NAD x +


nad.digilocker.gov.in/abc/confirmation#no-back


SVKM's Narsee Monjee Institute of Management Studies, Mumbai Shilpa Mukund Patil


Academic Bank of Credits


 [Upload Credit Score](#)

Registration Status

 Your request for participation with ABC is **Approved**.

 **Search Credit Records**
Search student Credits based on their ABC ID

 **Upload Curriculum**
Upload course curriculum alongwith PDF Document

 **Credit Exchange**
Mutually agree for credit transfer with University of your choice

For any queries write us at nad.support@digitalindia.gov.in for any queries.

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