e-GOVERNANCE

Implementation of e-Governance in areas of operation
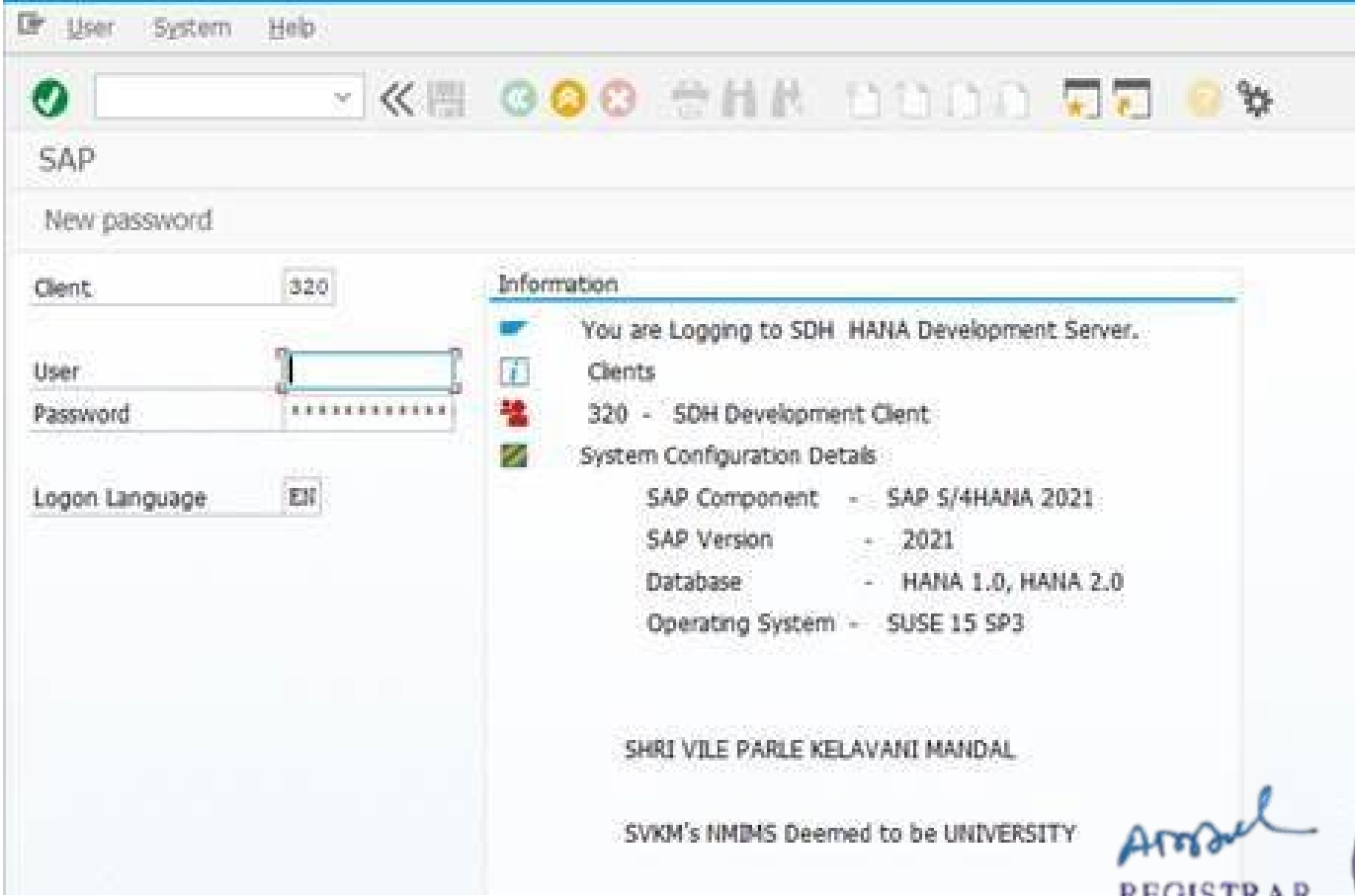
1. ADMINISTRATION

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**

B. Process of raising Purchase Request and Purchase Order

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

SUMMARY DATA ON GREIVANCE / COMPLAINTS

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.
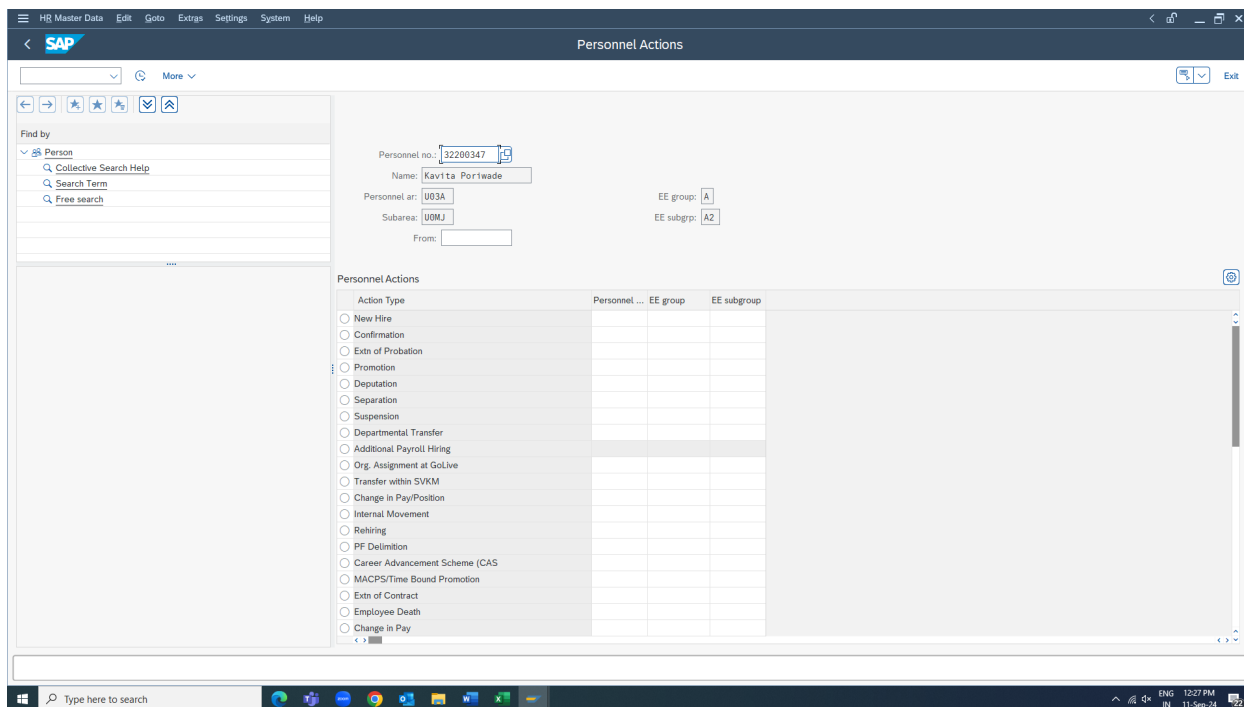
Employee Database Reports:

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.

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

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

HR Master Data

HR Position Report

e-GOVERNANCE

Implementation of e-Governance in
areas of operation

2. FINANCE AND ACCOUNTS

2. FINANCE AND ACCOUNTS

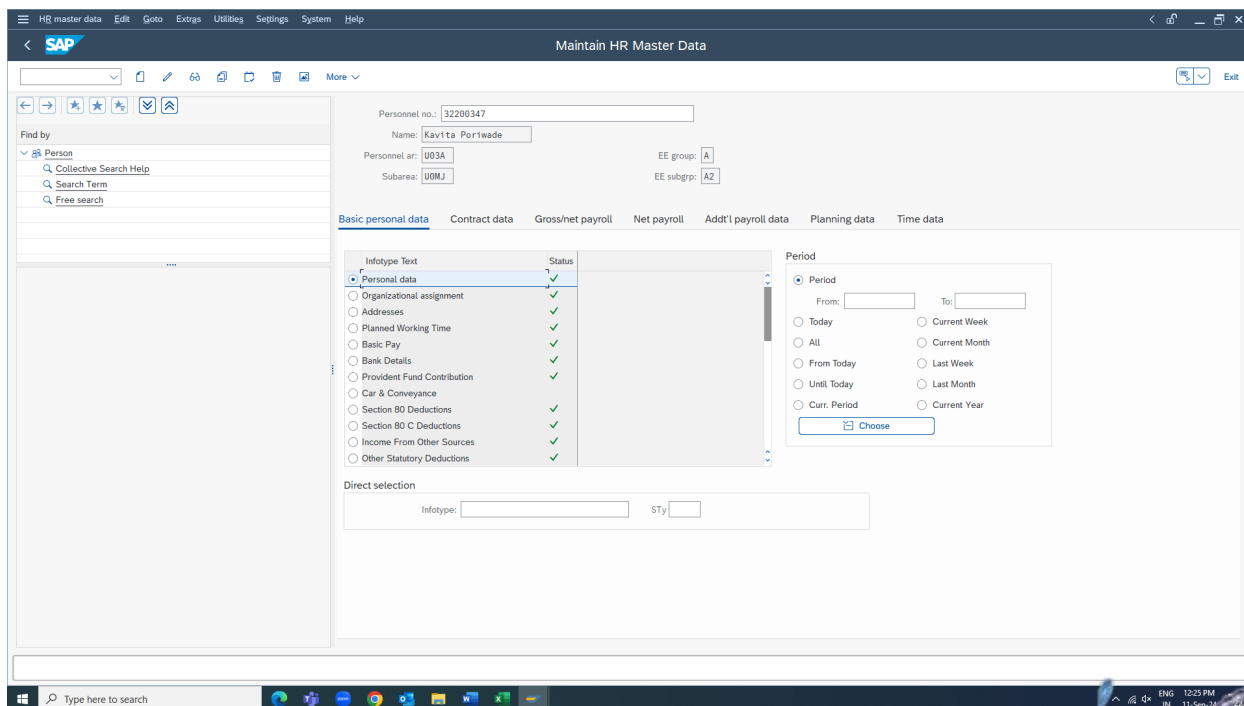NMIMS Deemed to be University has implemented ERP (SAP) - Finance and Accounts Module ensuring the effective functioning and increasing efficiency across all the Finance Related Operations of the University and its constituent schools. The screenshots of the UI of each module regarding the implementation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

Home Page of FINANCE AND ACCOUNTS

FINANCE AND ACCOUNTS

COSTING, PURCHASE & ASSET RELATED MENUS in FINANCE AND ACCOUNTS

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_PL0_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

FINANCE AND ACCOUNTS

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

SAP Easy Access

- ⭐ 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_PL0_86000030 - General -> G/L Account Balances -> G/L Account Balances (New)
  - ⭐ S_ALR_87012309 - Cash Journal
  - ⭐ S_ALR_87012277 - G/L Account Balances
  - ⭐ S_PL0_86000028 - Fin. Statements: Act/Act Comparison
- ∨ 📁 MIS

Project NextGen S4-HANA Production Server SEP

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

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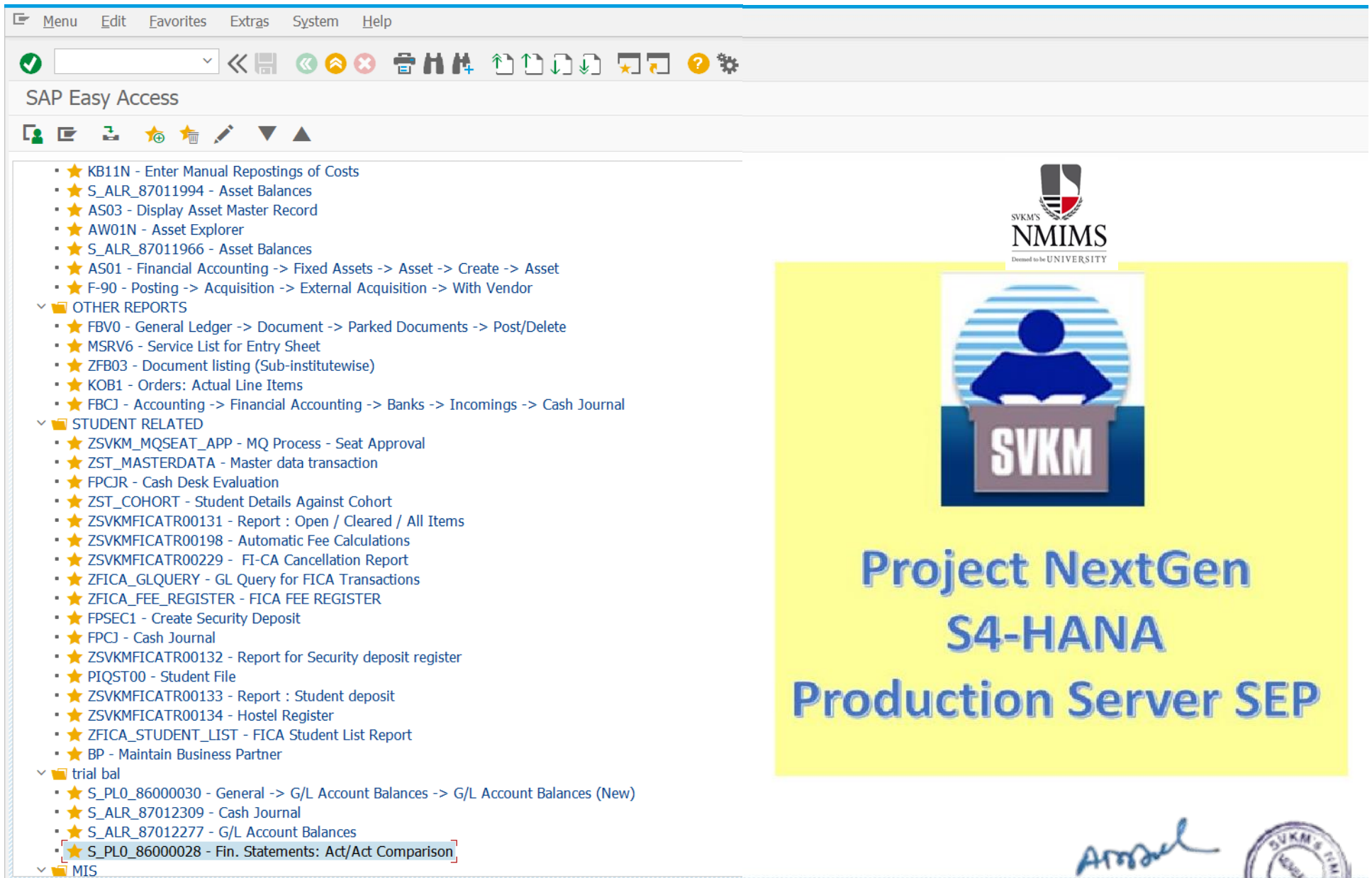## MIS, BUDGET, LEDGER & CUSTOMER RELATED MENUS in FINANCE AND ACCOUNTS

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_AC0_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

SVKM'S
NMIMS
Deemed to be UNIVERSITY

SVKM

Project NextGen
S4-HANA
Production Server SEP

SAP Easy Access Logon Screen

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

e-GOVERNANCE

Implementation of e-Governance in areas of operation

3. STUDENT ADMISSION AND SUPPORT

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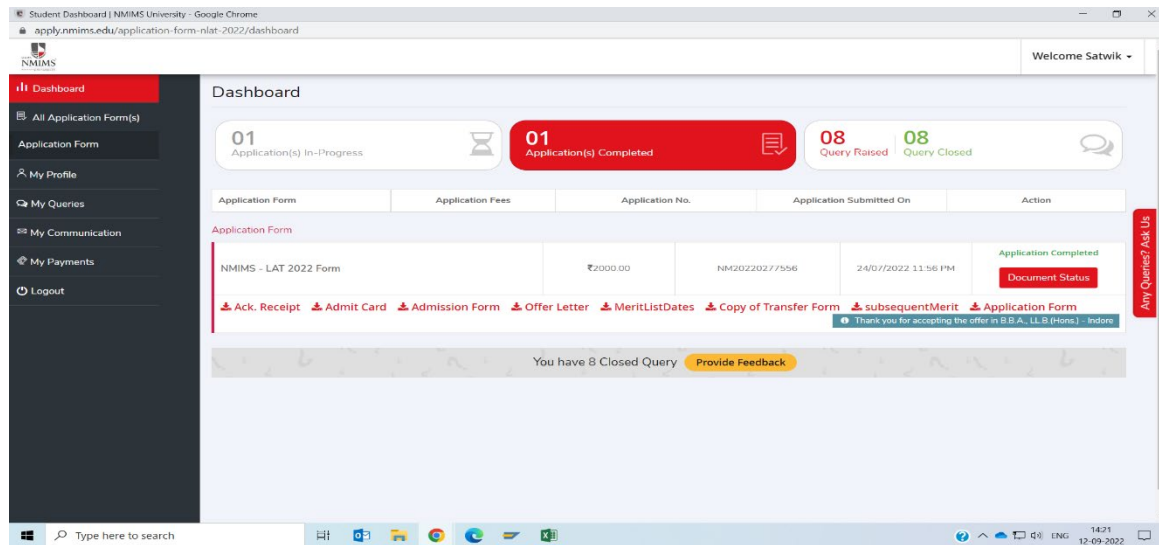Vile Parle (West),
Mumbai-400 056

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.

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

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.

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

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.

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

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.

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.

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

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

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.
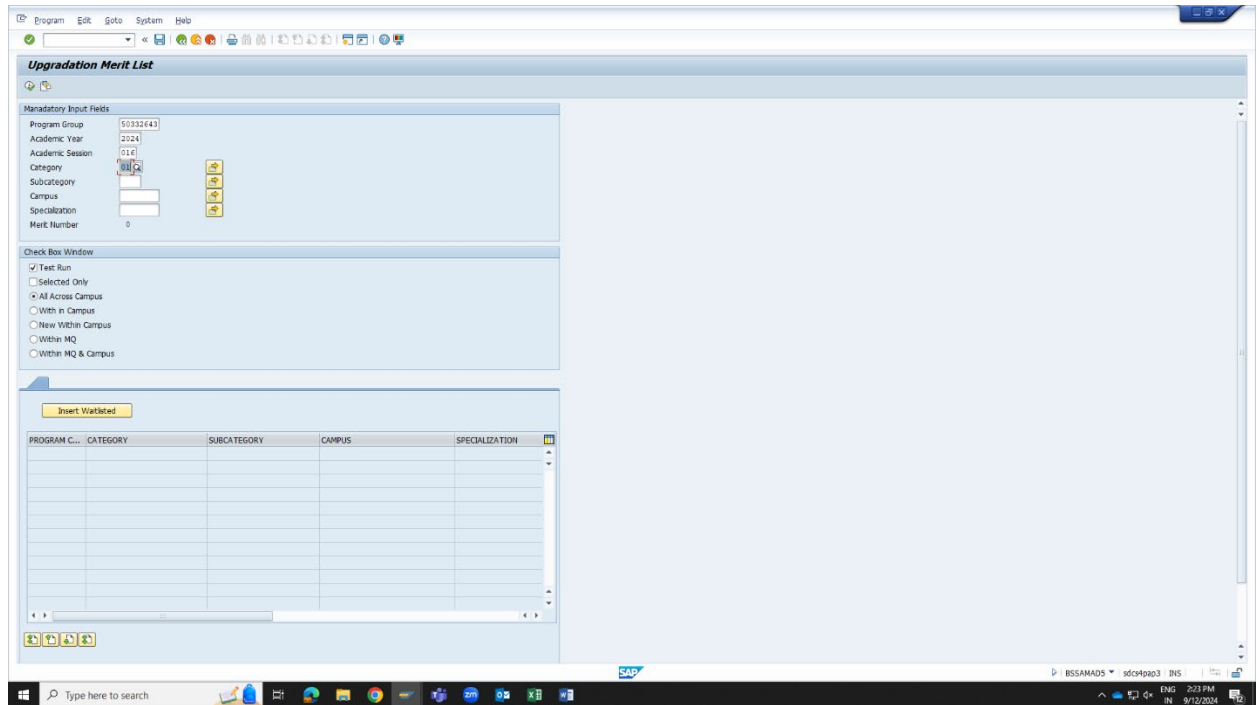
H. POST ADMISSION - STUDENT SUPPPORT PROCESS

➢ 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

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

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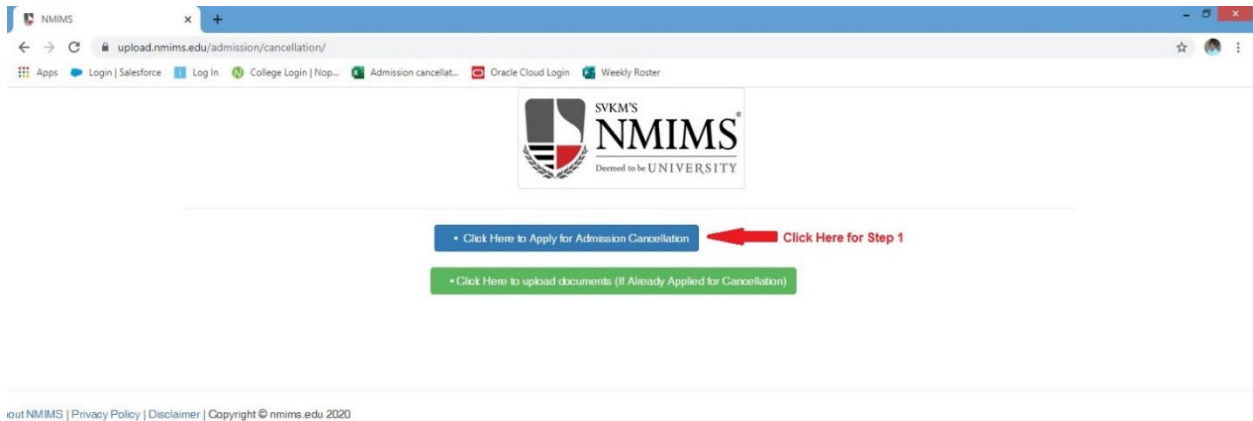
REGISTRAR
SVKM's NMIMS
V L Mehta Road,
Vile Parle (West),
Mumbai-400 056

e-GOVERNANCE

Implementation of e-Governance in areas of operation

4. EXAMINATION

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
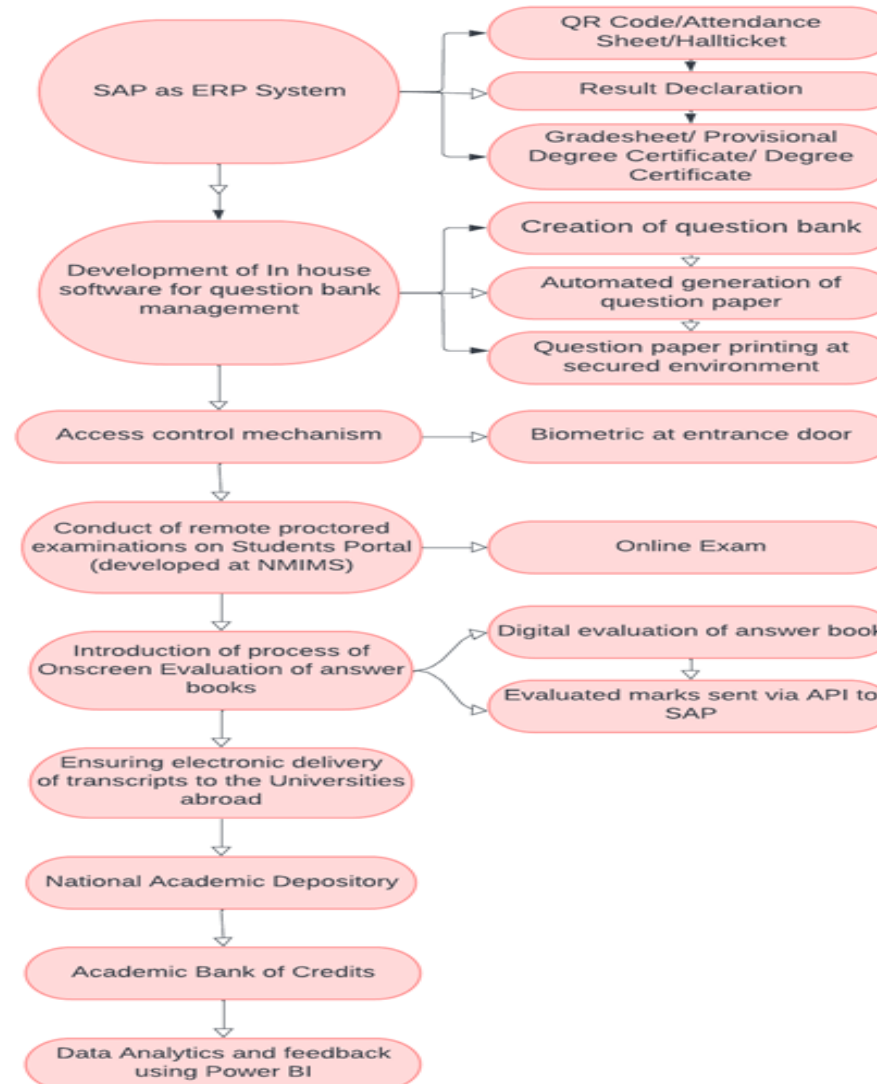
2. Examination Enrollment Management:

SAP as ERP system:

QR Code/Attendance sheet/Hall Ticket → Result Declaration (Portal and email) → Gradesheet/Provisional Degree certificate/Degree Certificate
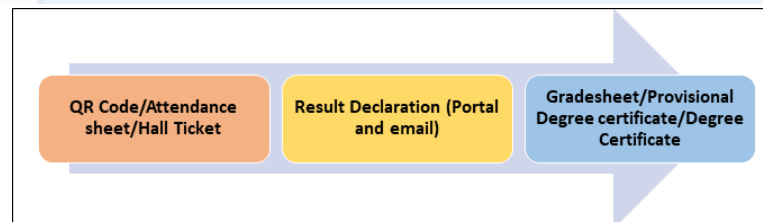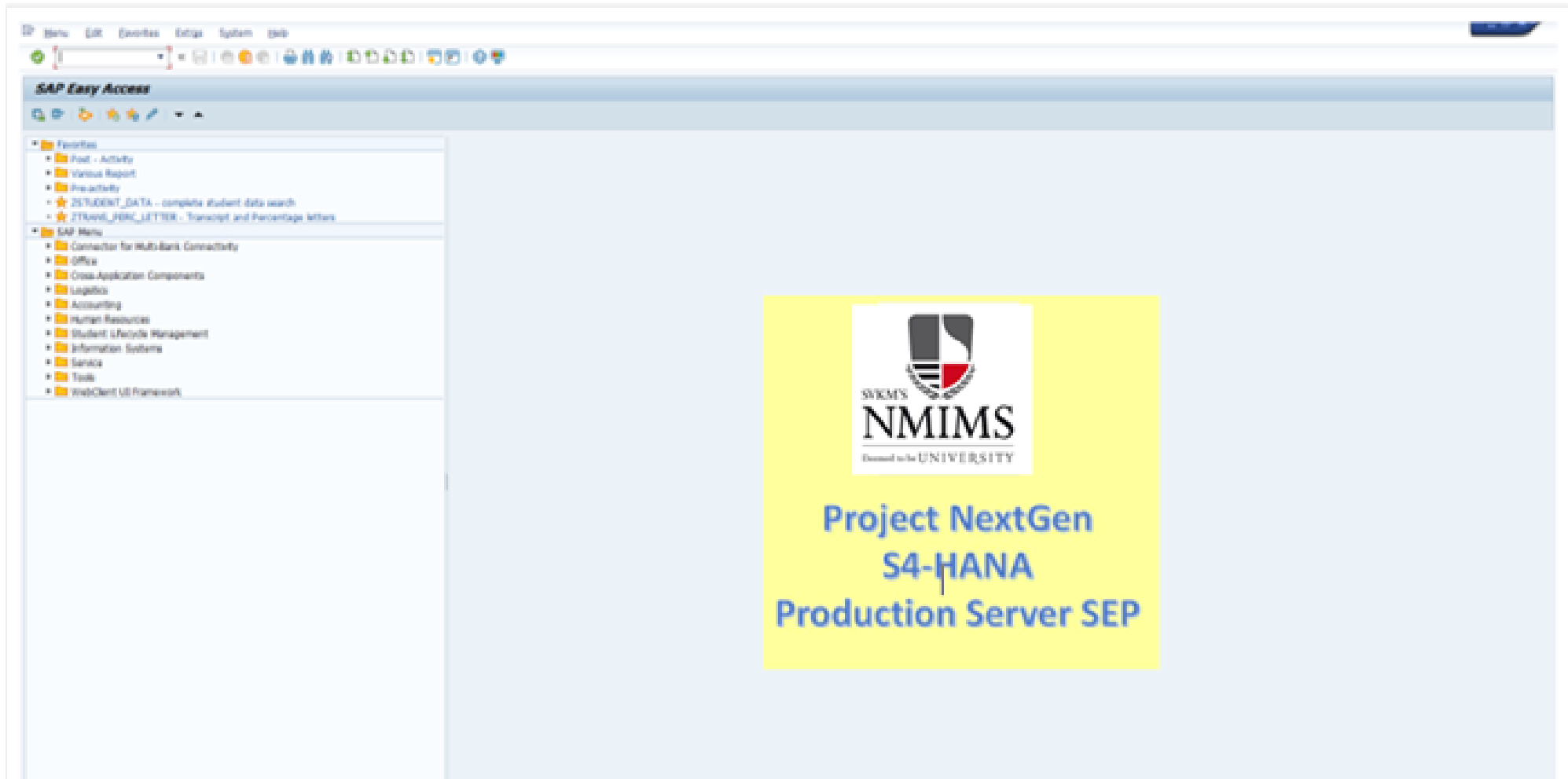
REGISTRAR
SVKM's NMIMS
V L Mehta Road,
Vile Parle (West),
Mumbai-400 056

2.1 Student Booking for all subject exams:

2.2 Attendance & QR Code generation

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

QR code

2. ONSCREEN MARKING SYSTEM (OSM):

Annotation

0   ¼   ½   1   2   3   4   5   6   7   8   9   10

2

Q1.
(a) Multiprogramming & time sharing operating system are two different things. In multiprogramming, there are multiple programs running together. Where as in time sharing process share the same time while running on operating systems. In multiprogramming, programs are running and we so they are run working on same locations. (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.

✓ 1 Q1.1

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 :	Visited :	Not Visited :
40	8	32

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

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

3. RESULTS: (Dashboard)
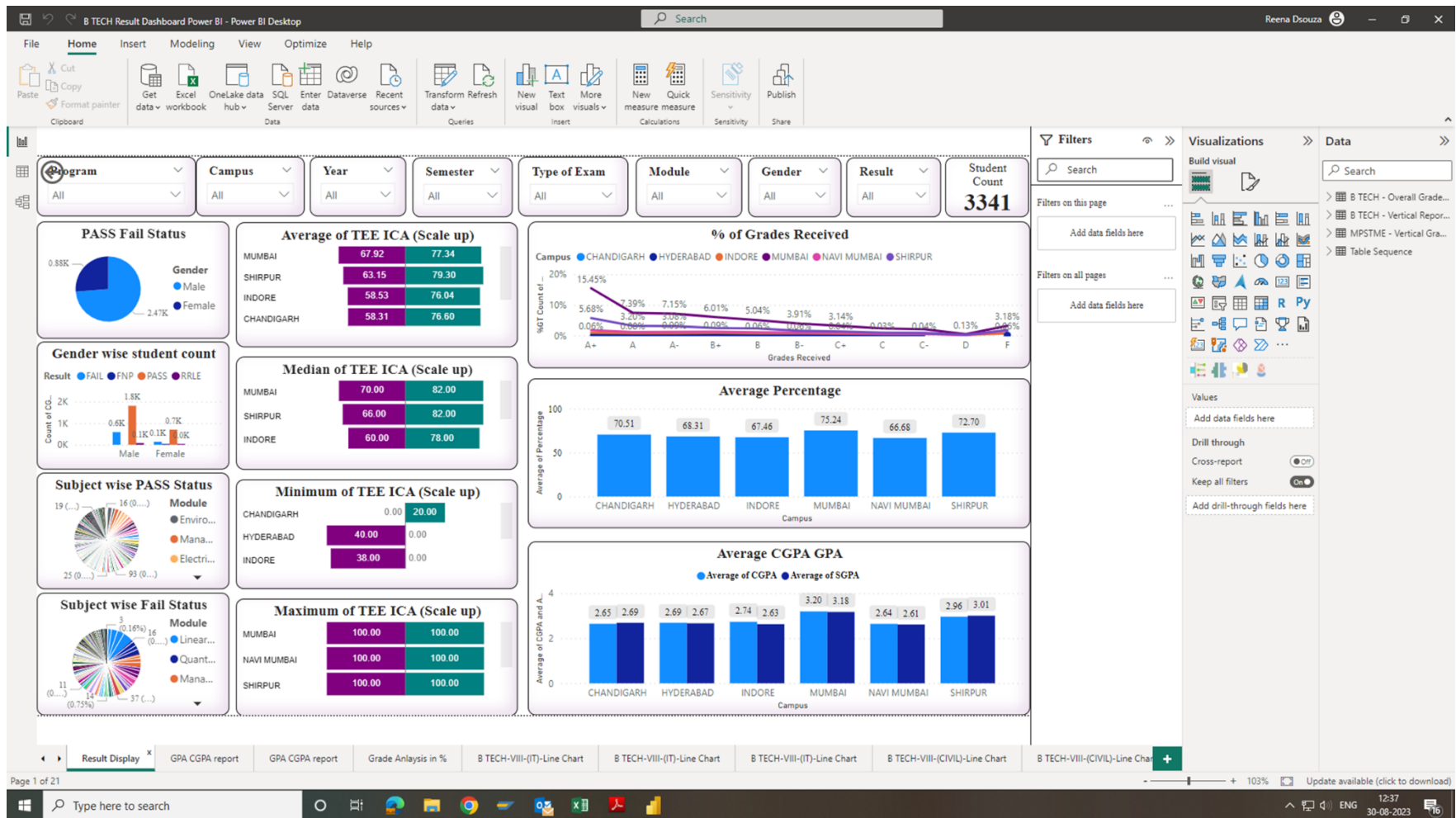
4. SCREENSHOT OF QB

5. DEGREE CERTIFICATE GENERATION THROUGH SAP:
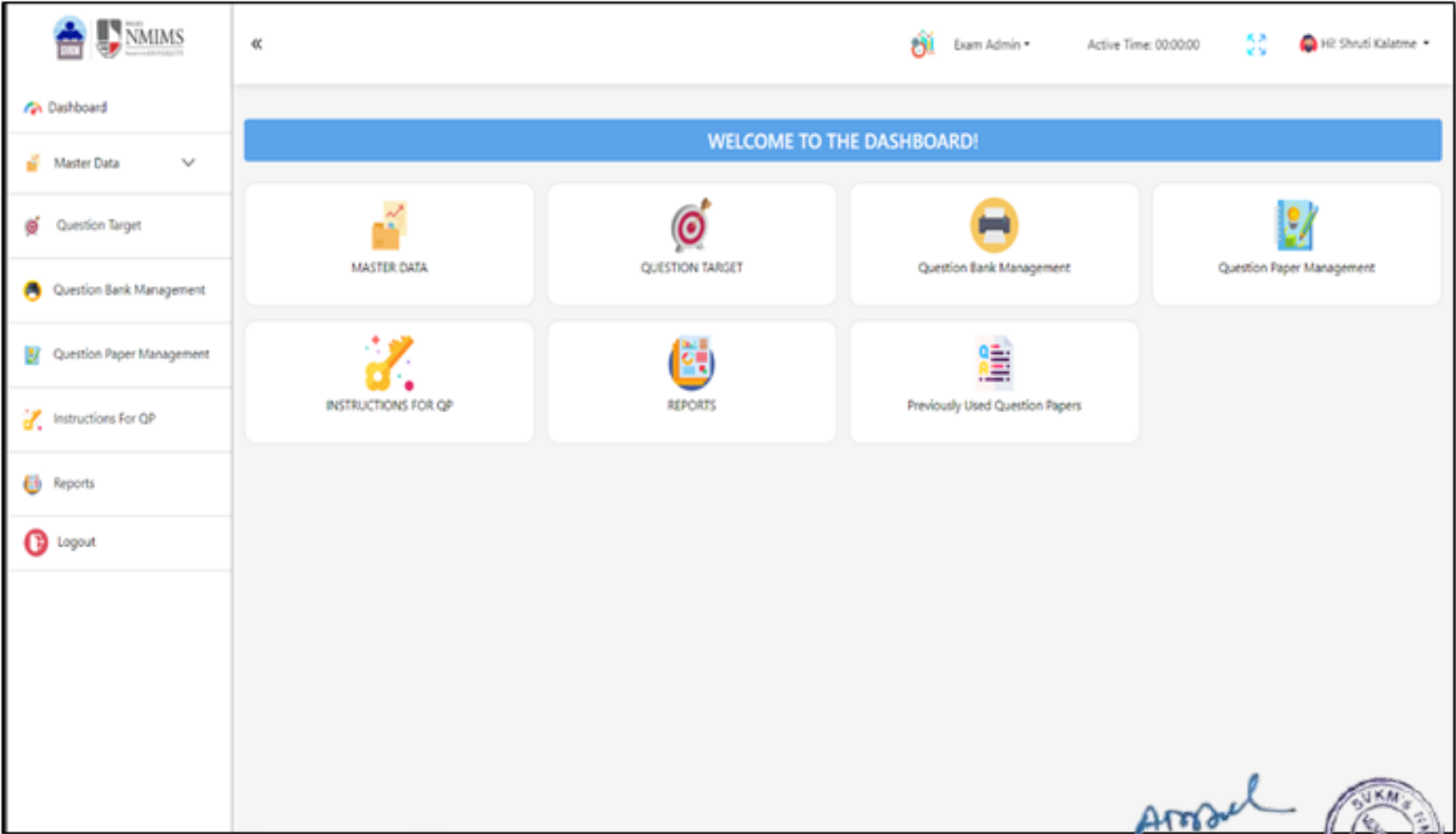
6. ELECTRONIC DELIVERY OF TRANSCRIPTS:

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:	2027
Year of passing (actual / projected):	2027
Institute / Department:	---Select---
Course :	---SELECT---
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)	Choose File No file chosen
	☐ I accept the Terms of Service
	Submit Request

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

7. DIGILOCKER: ACADEMIC BANK OF CREDITS

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

7. DIGILOCKER: ACADEMIC BANK OF CREDITS