



## Guidelines - E-Governance

The institute follows robust system by using Information and Communication Technology at all levels of governance to provide services to the students, interact with stakeholders, and communicate and exchange information between different agencies in a speedy, convenient efficient and transparent manner. To make the process smooth, the institutes use world-renowned software "SAP S, Oracle Human Resources Management System, SAP Student and Applicant Portal. Together these platforms enhance the performance and data management of the institute.

The System is **SAP - HANA**, which provides integrated solutions and supports not only for academic services but also for student life-cycle management, financials, operations, human capital management, procurement, and asset management. The Admission Management system of SAP streamlines and automates the admissions procedure for the institute, which is error-free. The Fees Management system obtains useful information, such as dues receipts and fee waivers. By monitoring fee collection and management, we can save a lot of time and work. The materials management module in SAP consists of several components and sub-components including Master Data, Purchasing, and Inventory. SAP Human Capital Management (HCM) is also called SAP-HR. SAP HCM consists of sub-modules like Personnel Administration (PA), Organizational Management (OM), Time, and Payroll that help in employee management. The institute has automated the entire examination and academic teaching-learning activities using SAP. Students' attendance and reports are being shared with various stakeholders directly from the SAP system. Attendance Management.

The institute manages HR function using **Oracle Human Resources Management System (HRMS)**. Oracle HRMS is an integrated suite of applications that supports all aspects of the HR function. Oracle Human Resources (HR) enables the efficient management of workforce data and supports all standard HR activities, including workforce organization, development, and measurement.

### Admission module:

The institutes handle admissions of every class through the admission module in SAP. SAP admission module receives and sends data through multiple integration points (API services) with a strong and robust database. It also supports managing the data in an efficient way. Merit list programs are available in SAP that handles the various parameters of the institutes in a dynamic way. It provides data at different levels like application data, admitted and cancelled student count, vacancy of seats and complete student data.

SVKM'S

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**Academic module:**

In our institution, all academic processes are seamlessly managed through SAP. Being an ERP system, it is ensured that real-time admission data of students is readily available to the academic department.

The academic team utilizes SAP to update the academic structure, create timetables, assign faculties and students to courses, and record attendance for each class. This comprehensive system streamlines administrative tasks and facilitates efficient management of academic operations.

Based on these activities, various reports are generated and shared with different stakeholders. For instance, student attendance reports are regularly communicated to students and parents to keep them informed about attendance patterns. Additionally, faculty workload reports are shared with both faculty members and management to ensure balanced workload distribution and resource allocation.

Furthermore, our Learning Management System (LMS) portal is seamlessly integrated with SAP through API, ensuring that real-time data updates are reflected in the LMS platform. This integration enhances accessibility and accuracy of information for both students and faculty members. Moreover, our exam module relies heavily on the master and transactional data captured by academic team. This dependency ensures that the exam setup and evaluation processes are conducted efficiently and accurately, leveraging the comprehensive data available within the SAP ecosystem.

**Examination module:**

Examination processes are automated in SAP S4 HANA system with integration with various third party software's.

We have Learning Management System, which is used for all academic processes and for capturing Internal marks by faculty for each student. These marks are received in SAP via API. Onscreen marking software is used for online evaluation of semester end exam answer book by faculty and semester end exam marks are received in SAP via API.

Other integrated system includes Question bank Management system, which receives all master data from SAP via API for the purpose of Question paper generation.

Result processing and declaration is also automated.

Online SAP student portal is used for the purpose of display of results.



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Students apply online for reexam for failed module with payment gateway integration. Various MIS and reports are available in SAP as per formats specified by Controller of examinations.

**Student Accounting Module:**

All financial transactions of student are capture in SAP in FICA (Student Accounting Module). Student accounting module taken care of fees collection until refund generation on cancellation or deposit refund on course completion. Across 65000 plus students, count in SAP across all SVKM Institutes. Around more than 550 programs are offered under various institutes. Student wise balance will appear in system at any given time can check. All various types of MIS reports are available in system, for example fees collection report, reconcile report. According to the need of institutes, various smart forms are developed and major process are automate, so that workload of staff will be minimal. Using safe online payment gateways for fees collections. Standardised process has been set for majority of institutes. Required validations are available in system. Student accounting module taken care of fees collection till refund generation on cancellation or deposit refund on course completion

**Finance and Controlling Module:**

**Cash Accounting**

All cash transaction are recorded in S4Hana across All Institutes, across all Sub institutes, Across India.

**Bank Receipts and Payments**

Exam Fees, Library Fes, Gym Fees etc are collected online by NEFT/RTGS/CREDIT DEBIT CARDS/OTHER ONLINE MODES LIKE PAYTM Etc.

Payments to Vendors are made online and transfer of funds within institutes are done online.

**Invoice Booking**

All purchase invoice booking is done through SAP S4HANA and proper documentation of PR/PO/MIGO/MIRO/PAYMENTS/ADVANCES etc. are all done from S4HANA.

**Asset Accounting**

All Assets purchasing, Transfers from one institute to another institute, Sale of Assets, Donation of Assets, Replace of Old asset with New Asset at a discounted value, Reports of All assets et are all done through S4 Hana. Depreciation is also calculated for Thousands of Assets in a few minutes in SAP S4HANA.

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## **GST**

All monthly GST reports of GSTR1 only are generated from SAP S4HANA and GSTR1 Returns are filed every month from S4HANA.

## **TDS**

TDS Returns are generated from SAP S4HANA every month and filed every month.

## **FM Module**

Funds Management is used for budgeting and availability control in SAP. Budgets, as approved by OB, are uploaded at the start of the year. Then at the time of incurring expenditure, availability is checked; if budget is available, then expenditure is allowed. If any important expenditure is necessary which is not included in the year budget, special approval is sought and the same is available for consumption. Residual budgets at the year-end are not carried forward

## **REPORTS**

Daily cash collections, Student outstanding report, Bank balance report, Cash flow statements, Outstanding vendor reports, PR-PO-Goods Receipt-Invocie-payment cycle for purchases, Financial statements, Course wise reports, Standard Standalone and Consolidated Profit and Loss Account, Balance Sheet, Cash Flows, Budget Reports, General Ledgers, Individual and Total Vendors and Customer Ledger Reports, Depreciation calculation reports, Assets Inventory Reports, Outstanding Collections and Payables Reports etc can be generated from SAP S4HANA on Daily, Weekly, Monthly, Quarterly, Half yearly and yearly basis with ease.

## **Materials Management Module:**

SVKM and Its Institutes are spread across various Indian States. To meet the objective of Teaching & Learning, a variety of materials and services are required. These are handled through the SAP MM Module. The MM module has categorized different required Materials from a Revenue and Capital usage point of view. In addition, all the services whether about procurements or Teaching are routed and controlled through the SAP MM module. For this, the SAP MM Dept. maintains updated Material Masters, Service Masters, and Vendor Masters. All 32 Institutes can get access to the required Material Masters and Vendor Masters from a centrally controlled Database, which controls the selection of correct GL's for MM and Correct Vendors for orders.

Various types of reports like Registered Vendor reports, Purchase Register, Stock register, No. of POs generated (Material/Vendor wise), Status of Material/services received or Pending, and

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Purchase Requisition reports including cost data can be easily checked to facilitate purchase decisions.

SAP MM gives live information about financial commitments done by the organization. It also provides budgetary information and effective control on the usage of available Budget and expenditure incurred for the Procurement of Materials and Services executed.

**Project System Module:**

PS Module is used specially for construction of new buildings and for major repairs and renovation work done in colleges. Budget is uploaded at WBS level and consumed for related activities. Once work is over, expenses are settled on to Asset Under Construction and then on final asset. Project scheduling, Project planning, budgeting is handled in PS module

**Human Resource Module in SAP:**

Payroll processing, Form 16 TDS Calculation, PF Reports and various Statutory Reports are available in SAP.

**Human Resource Module in Oracle:**

The institute manages HR function using **Oracle Human Resources Management System (HRMS)**. Oracle HRMS is an integrated suite of applications that supports all aspects of the HR function. Oracle Human Resources (HR) enables the efficient management of workforce data and supports all standard HR activities, including workforce organization, development, and measurement. The faculty annual performance and their academic achievement can be tracked using Oracle.

Modules: Implemented at SVKM

- Recruitment (job posting, selection, interviews, offers send and accepted.)
- Core HR- (Hiring ,promotion, upgradation )
- Time & Absence –Employee self service
- Performance Management – (employee appraisal)
- Learn- employee can enrol to the different sessions which will help to enhance knowledge

**SAP Hana Servers and various Integration Management:**

**SAP Hardware and Software:**

We have a Data Center in Mumbai where our SAP Servers are installed. We use IBM P9 Servers with various combination of processors and storage.

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We have our DR (Disaster Recovery) Servers at our Data centre in Bangalore. We use SUSE and AIX Operating system with SAP Hana 2021 RDBMS. We use Applicant, Student Portal, Solution manager, DMS and PI-PO servers.

**Landscape at Data Centre Mumbai:**

We have S4HANA Database with failover for Production with Development and Quality. DMS (Document Management Server) Production and DEV+QA with MAXDB RDBMS. PI-PO (Process Integration and Process Orchestration) server Production and DEV+QA. Applicant Server in Net weaver 7.5 Production, Development and Quality. Student Portal in Net weaver 7.5 Production, Development and Quality. Solution Manager in Net weaver 7.5 Production. Application servers attached to S4HANA database, PIPO, And Portals. Web dispatcher for Load balancing Production and DEV+QA. SAP Router, Adobe server.

**SAP Integration with Other Servers:**

SAP is integrated with Payment Gateway - PAYU, Automated Email with SMTP Server, SMS Integration with SMS Service Providers, No paper forms for NMIMS Admission, Splashgain for Digital Examination Marking, Oracle HRMS for HR Activity, Java portal for Learning Management System (LMS), CET Admissions, GST Portal : IRIS, SFTP server for Faculty Workload, Payslip and Attendance, SAP DMS : Document Management Server , Management Portal , SAP Applicant Portal for Online Applications and SAP Student Portal.

**SAP Licence Management:**

**We have following licences:**

S/4 Enterprise Management Professional use – 250 nos.

S/4 Enterprise Management Functional use – 115 nos

SAP Payroll Processing - 10 nos

SAP Student Lifecycle Management for SAP S/4 HANA – 100000 nos



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