

# ERP Implementation at MGMIHS Navi Mumbai.

Program/ Course life Cycle

Student life Cycle

College life Cycle

## Following are requirement for Automation

1. Online Application / Admission Module
2. Pre-examination Module
3. Post Examination Module
4. Student Profile
5. Officers Dashboard
6. Attendance Module
7. Establishment Module
8. Hostel
9. Calendar
10. Online Payment/Accounts Module
11. Mobile Application Module
12. Store Module
13. Library Management
14. Transport
15. Reports
16. Other Module as per requirement

## Module wise Requirement

### 1. Online Application / Admission Module

- Online Student Registration
- Upload Required Document
- Generate Application/Admission Form PDF
- Application form wise verification & Approval
- Generate Student Unique PRN

### 2. Pre examination Module

- Examination Form Generation
- Inward of Examination Form
- Generate Examination Seat numbers number
- Time table Creation
- Generate Examination Hall ticket
- Online Question Paper Delivery
- Seating arrangement Report
- Barcode system for answer books

### 3. Post Examination Module

- Digitization of answer scripts and onscreen evaluation of answer sheets
- Tracking of student's performance
- Marks submission through online software
- Viewing of result through online system

- Online verification and revaluation system
- Digitization of certificates and mark-sheets and certificate authentication system

#### **4. Student Profile**

- View Student Personal Details
- View Student Photo and sign
- View Student Document
- View Student examination Details
- View Student Fee paid and pending details
- View student subject details

#### **5. Officers Dashbord**

- Application which will help the institute head to have an eagle view over all the activities going on in the application. like principal can directly have a view of total no of Notices sent , Assignment, Number of admission Attendance marked , events assigned etc. Which will give a very clear picture and will him understand the overall summary

#### **6. Attendance Module**

- Class wise Prescribed Periods
- Attendance Of Student For A Selected Subject
- Attendance of Student Less Than Given Criteria
- Attendance of Student for All Subject
- Attendance of Student for each teacher
- Attendance of class for selected teacher
- Subject wise Period Conducted
- No Of Periods Conducted By Teacher

#### **7. Establishment Module**

- Employee Qualification Details
- Employee Experience Details
- Employee Increment Details
- Employee Promotion Details
- Candidate Master / Candidate Experience Details
- Certificate Issue : – Appointment Pay scale
- Certificate Issue :- Appointment Letter
- Certificate Issue :- Experience Certificate

#### **8. Hostel**

- We can generate following reports from the system :
- List of room available in hostel
- Not occupied room list
- Room allocation list
- List of student in hostel
- Leave application list
- No due report

#### **9. Calendar**

- View Event
- Push Event
- Holiday summery
- Examination Schedule at a glance

#### **10. Online Payments/Accounts Module**

- Print cash receipts on Pre printed stationary as well as plain stationary etc.
- The daily fee collection can be automatically posted to accounts saving valuable time of accountants. We can generate following reports from the system :
- Fee Collection
- Daily Fee Register
- Fee Collection Period wise
- Type wise Paid Fees for Selected Period
- Paid Fee
- Total Paid Fees Class wise
- Total Paid by each student
- Total fee collected in a institute
- Pending Fee
- Pending Fees Summary
- Pending Fees Student wise
- Pending Fees Class wise
- Total Pending Fees
- Concession given Student wise
- Concession given Fee type wise

#### **11. Mobile Application**

- E- Services to the student
- Apply Online
- Download Examination form
- Download hall ticket
- View Time table
- View Result
- Online payment
- Update Profile details
- Check out syllabus
- Photocopy of answer book
- Transcript
- Migration
- Revaluation

#### **12. Store Module**

- Purchase order
- Stock of Items
- Purchase register
- Items issued to Staff
- Items issued to Department
- Items issued to Student

### **13. Library Management Module**

- Catalog Management
- Search & Discovery
- Inventory Management
- Checkout/Check-in System
- Security & Access Control
- Library Events & Programs
- Feedback & Surveys

### **14. Transport**

- Vehicle Management
- Route Planning & Optimization
- Student & Staff Management
- Scheduling & Timetables
- Booking & Reservation System
- Payment Management
- Real-Time Vehicle Tracking

### **15. Reports**

- For the above all modules need to generate a report as required Format

## 1. Basis for Charges (Cost Structure)

Vendors should provide a clear breakdown of the charges associated with the ERP implementation based on the following:

### A. License Charges

- **Per-User License:** Pricing based on the number of users (faculty, students, administrative staff, etc.).
- **Module-Based Pricing:** Costs for each module (e.g., Finance, HR, Student Management).
- **Subscription Model:** For cloud-based ERP, provide pricing based on monthly or annual subscription plans (include different tiers based on features).

### B. Customization and Implementation Fees

- **Customization Charges:** Cost for customizing the ERP to meet the specific needs of the college (e.g., custom reports, workflows).
- **Implementation Fees:** Fees for system deployment, configuration, data migration, and integration with existing systems.
- **Consulting Charges:** Any charges for consulting during the implementation phase.

### C. Support & Maintenance Charges

- **Annual Maintenance Cost (AMC):** Provide the cost for ongoing support and updates post-implementation.
- **Training Support:** Cost for user training, including faculty, staff, and administrative users.

### D. Payment Terms

- **Payment Schedule:** Vendors should specify the payment terms, including milestones and deadlines for each payment.

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## 2. Server Configuration & Infrastructure Requirements

### A. On-Premise ERP Configuration (If applicable)

- **Server Requirements:** Provide the technical specifications for servers (e.g., RAM, storage, CPU) required to run the ERP solution.
- **Database Requirements:** Detail the database management system (e.g., MySQL, Oracle) and configuration for scalability and performance.
- **Network Infrastructure:** Specify network requirements, including bandwidth, VPN for remote access, and any other network infrastructure necessary for seamless ERP operation.

### B. Cloud-Based ERP Configuration (If applicable)

- **Cloud Hosting:** Provide details of the cloud service provider, including hosting options (AWS, Microsoft Azure, etc.) and configuration (e.g., virtual machines, storage requirements).
- **Scalability:** How the ERP system can scale with the college's future growth in terms of users, data, and resources.

- **Backup and Redundancy:** Provide information about the backup protocols, disaster recovery options, and the system's ability to recover data in case of system failures.

### C. High Availability & Redundancy

- **Failover Systems:** Specify how the system ensures high availability and minimizes downtime during server failures.
- **Load Balancing:** Describe load balancing mechanisms for handling heavy traffic.

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## 3. Data Security & Privacy Requirements

### A. Data Protection and Privacy Compliance

- **GDPR/FERPA Compliance:** The ERP must comply with applicable data protection laws such as **GDPR** (General Data Protection Regulation) and **FERPA** (Family Educational Rights and Privacy Act) for the protection of student and staff data.
- **Data Encryption:** All sensitive data (personal, academic, financial) must be encrypted using industry-standard encryption protocols (e.g., AES-256 for encryption at rest, SSL/TLS for encryption in transit).

### B. Access Control & Role-Based Security

- **Role-Based Access Control (RBAC):** The ERP must support role-based access control to restrict access to sensitive information based on user roles (administrators, faculty, students).
- **Multi-Factor Authentication (MFA):** Include the implementation of MFA for critical user access, ensuring enhanced security for the system.

### C. Data Backup and Disaster Recovery

- **Automated Backup:** Daily and weekly backup schedules for system data, ensuring no loss of critical information.
- **Disaster Recovery Plan:** Vendors must describe the disaster recovery protocols to restore the system in case of data loss, server failure, or other disruptions.

### D. Monitoring and Auditing

- **Audit Trails:** The ERP system must maintain a log of all user actions, including logins, data changes, and report generation, to track any unauthorized access or malicious activity.
- **Security Audits:** Include provisions for periodic security audits to ensure the ongoing integrity of the system.

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## 4. Initial Training & Support

### A. Training for Administrators

- **System Configuration and Management:** Train IT staff on ERP configuration, module setup, user management, and troubleshooting.
- **Data Migration Training:** Provide training on transferring data from legacy systems to the new ERP.

## B. Training for Faculty & Staff

- **Module-Specific Training:** Provide training for staff and faculty on how to use the ERP for their daily tasks, such as managing student data, finances, attendance, and reports.
- **User Interface Training:** Train users on how to navigate the ERP interface, use the mobile app (if available), and generate reports.

## C. Training for Students

- **Self-Service Portal Training:** Provide a basic guide to students on how to access their academic records, register for courses, make payments, and use any other relevant ERP functionalities.

## D. Ongoing Training Support

- **Post-Implementation Support:** Vendors must provide training documentation, video tutorials, and user guides, along with ongoing training support in case of new features or system updates.
- **Help Desk Support:** Provide help desk support to assist users with any issues encountered during system use.

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## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Compliance with Requirements:** How well the proposal meets the requirements outlined in this tender document.
- **Cost of Implementation:** Total cost, including licensing, customization, implementation, and training.
- **Experience & Reputation:** The vendor's experience in implementing ERP systems for educational institutions, including references and case studies.
- **Technical Expertise:** Demonstrated capability in handling server configurations, data security, and integration with existing systems.
- **Support & Maintenance:** Availability of post-implementation support and training services.

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## 6. Migrate Existing Data

- Provide a detailed plan for the migration of existing data from legacy systems into the new ERP system.
  - Ensure data integrity, accuracy, and consistency during the migration process.
  - Include provision for the cleaning, validation, and transformation of data as needed to fit the ERP structure.
  - Minimize disruptions to ongoing operations during the migration process.
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## 7. Submission Instructions

Interested vendors should submit the following:

- A detailed technical and financial proposal.
- A project timeline for implementation.
- Details of the proposed ERP system and its features.
- A list of team members involved and their qualifications.
- Case studies or references from similar projects (preferably in the education sector).
- Support and maintenance terms post-implementation.