

## **CloudEMS**

## "Academic Module" For Institutes

## Owner's Manual

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# CloudEMS



#### **Introduction:**

Congratulations, and thanks for choosing "CloudEMS" as your campus management solution. To fully enjoy your purchase, please read this manual carefully and retain it for future reference, and use this software only as directed.

We would be happy to serve your institution to enhance your productivity; to simplify your process complexity; to adhere better communications; quick availability of secure & accurate real time information; to help in enabling the top management to make effective managerial decisions. With the sentence, "We honor great Education & We honor great & We hono

Maintaining a smooth operation at your Campus, Cloud NextVision now offers you a new style of performance and production with CloudEMS. Ideal for performance and report generation, CloudEMS is a highly scalable, secured and complete solution for your campus that contains more than 40 Modules. If you have an internet and a login, you can operate it from anywhere.







# CloudEMS



#### **Main Features:**

- i. Three Layers of Data Storage and security systems
- ii. Welcome to a new Cloud world, where your campus and resources are ready for a new transformation, with same old tools.
- iii. Easily record your performances, and share your information at a right place on Cloud







### **Getting Ready:**

- 12.1. You are advised to type the CloudEMS "url" that you have purchased as your Cloud Campus ERP.
- **12.2.** CloudEMS "UI" shall appear on your screen.
- **12.3.** Then follow following steps to log-in.

### **STEPS**

- 1. Select a Branch (eg. Engg., Med, etc.)
- 2. Type respective user name.
- 3. Type the password.
- 4. Select Access type
- 5. Click Submit

## Screen Shorts

User Name:	admin		Enter us
Password:	•••••	-	Enter Pa
Branch:	Engineering	-	Select br
Access Type:	Current Data	Ŧ	
	Submit		

Once you get your log-in, then you have to do the "Basic Setting" to run the ERP successfully.



### **1.Basic Settings:**

- o Before set your ERP live, your administrator has to set the basic settings.
- To set your basic setting you need to click the "SETTINGS" Button on the left panel of your screen.

#### 1.1. HR Settings:

- Being an Educational Institute, your main functional area is your academic. Thus, here we propose you to set the Academic Areas for a smooth operation.
- o Choose "HR SETTINGS" from the list.





#### 1.1.1. Create Department:

- Creating department is a basic tool to run the software. For adding employee and student, who are the main resources for an Educational Institute.
- Department shall be used in many other functions in this ERP such as Pay Roll, Fees, Allotment of subjects etc.



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#### 1.1.2. Create Designation:

• After creation of Department we need to create the Designation for smooth





#### 1.2. Classes & Sections Settings:

• An Educational Institution's core segmentation is its classes, division and Sections,

without this the operation may fails.

• To add classes and divisions into the systems.



1.2.1. Add Sections:

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- To add classes and divisions this basic setting is necessary.
- It also mandatory to run your ERP.



1.2.2. Add Classes:

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• To define classes of your institutions. After adding sections you need to follow



the following steps.

#### 1.2.3. Add or Edit Division









#### 1.3. Subjects:





1.3.1. Add Subjects:

• How to add Subjects







### 2.Employee:

• Employee is the basic part of ERP, so we have to add employee First.

#### 2.1. Add Employee:

• After All the basic settings you can add Employee.



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#### 2.2. Employee Search:

• After adding employee you can search employee, you can edit single employee's basic







Employee can edit his full profile from his own login by click on Update profile. By click on Edit profile all text box will be editable.

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#### 2.3. Edit Employee:

• Admin or faculty who has the access of edit employee can edit employee's all information.









### 3.Student

• Student is another important module in ERP





#### 3.2. Student Search:

- Search particular student in the ERP.
- Edit or fill the full admission form of student.







#### 3.3. Edit Student:

• Admin or faculty can edit students all the information.

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Student >> Edit Student >> Sturch Student >> Select fields > Edit

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#### 3.4. Student Roll Call List:

3.4.1. To generate roll call of student.

**STEPS** 











3.4.2. View Roll Call List:

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#### SCREEN

#### **STEPS**



#### 3.5. Reports:

• In admission reports we can generate different types of reports such as student report or general

Information report.



#### **SCREEN STEPS** Library Hostel Purchase Inventory Transport Reports **ID** Card Appraisal Reports Settings Training and Placement Reports Admission Reports Administry Reports Examination Reports Using this report writer, you can get any kind of report 2 student performan Students Strength Reports Class-wisk/overall strength of the College Class-wise/thdert-wise/Teacher-wise Attendance Regards Statest Attendance Brissel **Admission Reports**

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#### 3.5.1. Admission Report:

The form will display the following fields

- Student report.
- $\circ$  Other report.
- Admission registers report.
- General information report.
- Student data in excel.
- Last year admission register.
- 3.5.1.1. Student Report:
  - You can see the details of the student shift wise and also you can see the student count.







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#### Other Report: 3.5.1.2.

Next one is other reports, select the other reports from the list, it displays the PNS numbers with respect to the class, branch, and student count.








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3.5.1.4. General Information Report:



#### SCREEN

#### **STEPS**





<u>STEPS</u>		SCREEN
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Admission Reports	Inventory     Transport     D Card	
	Reports Settings	
Last Year Admission Report	Reports	Ļ
Select Department	Admission Reports	Administry Reports
➡	Examination Reports	Using this report writer, you can get any kind of report 2 student performance
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generate admission register	tode for Annual Annual Annual F	and Gain Carp Conjunct Expressing -

3.5.1.5. Last Year Admission Report:



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Mother's Name	ANITA									
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# 4.Roll Wise Set UP:

• Roll Wise set up is important for giving the access of modules to particular employee.





VISION

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# CloudEMS



# **5.HOD Master:**

- After adding subject, employee and giving the access of modules to the employee next step is allot and sharing of employee to the particular subject.
- So faculty can fill the session plan and take attendance for his subject only.



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## 5.1. Departmental Staff:

- You can assign role to particular staff or you can Share a faculty with other Department.
- 5.1.1. Assign Role to Faculty:













5.1.2. Share Faculty:



#### SCREEN

#### **STEPS**



Select Department	FE Civil FE Electrical FE Maths FE Regular FE Second Shift FE NON -TEACHING Not Applicable	Ţ	D NXT VISION
	Submit		

i. Eg.Vijay Katkar is from IT Department and now you want to share him with E&TC and Computer department Click on Submit.



#### 5.2. Allot Subject:

- Allot particular subject to particular faculty for taking attendance for only his allotted subject.
- You can do allotment from HOD login for his department only.

## Allotment for Theory Subject:



SCREEN

#### **STEPS**





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- Allotted Subject will display in below list.
- Edit: For edit the allotment.
- Delete: For Deleting the allotment. You can delete the allotment only when if your attendance and timetable is not linked with that allotment.

#### Allotment for Practical Subject:

• Before allotment of Practical batches you have to create practical batches

**Create Practical Batch:** 

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#### **Batch Details:**

• You can see the batch details by click on batch details or delete the student from the batch.

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You can delete particular student from batch

#### Link Batch:

• After creating batch you have to link batches with particular practical subjects.





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#### **Update Batch:**

If you want to update the practical batch click on Update Batch. 



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Allotment for Practical Subject:





#### Allotment for Elective Subject:

• For allotment for elective subject first create elective group of elective subjects.

#### **Create Elective Group:**



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You can delete particular student from group.



### Update Elective Group:



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#### Allot Elective Subject:





# **6.Topic List and Teaching Plan:**

- For taking attendance it is necessary to create Teaching plan
- Prerequisites: Subject Should allotted to that faculty
- Access of attendance module should given to that particular faculty









- i. **Note:** If you want to add topic names in bulk then just add semicolon at the end of the topic name. Adding semicolon will enter the topic name line by line.
- ii. You can edit or Delete topic list by click on edit or delete respectively.
- iii. If teaching plan linked with topic list then you can't delete topic list in that case delete teaching plan first and then delete topic list.

#### 6.2. How to Create Teaching Plan:

- After creating topic list now we can create Teaching Plan.
- Before Creating Teaching Plan we have add Units.

#### 6.2.1. Add Units

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#### 6.2.2. Create Teaching Plan:

• After creating Topic list and Units now we can create Teaching Plan.







#### Note:

- i. Points to cover (topic names in green color indicates that topics are already planned)
- ii. Methodology: You can select multiple methodologies by holding ctrl key with down or up arrow key.
- iii. (The topic number will be generated automatically and the conducted date will be generated automatically once the attendance is taken with respect to teaching plan)

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#### 6.2.3. Add Reference Book:







#### 6.2.4. Copy Teaching Plan:

- You can copy teaching from one faculty to another if both are from same department.
- Prerequisite: Topic list, Session Plan should be prepared for one class.





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Eg. We have prepared session plan for BE COMP Sem 1 Div: B for subject: Elective-I(Data Mining Techniques and applications)-I.

Now We will copy above teaching plan to BE Comp-2nd Shift Sem 1 Div: C for subject: Elective-I(Data Mining Techniques and Applications)-I

Now teaching plan, Topic list, Reference book copied to BE Comp-2nd ShiftSem 1 Division C.

Note: For coping teaching plan you no need to create topic list, units and reference book. All these fields are get copied

from subject for which teaching plan is already created.

6.3. Report: <u>STEPS</u>
<u>SCREEN</u> <u>SCREEN</u>







# 7.Timetable:

- Timetable you can prepare timetable for institute.
- Timetable structure require for taking attendance.
- Before preparing timetable you have to do some basic settings.

## 7.1. Timetable Structure:





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Note: You can select multiple holidays by selecting ctrl + click on that holiday name.

# 7.1.2. Add Time slots for Preparing Timetable

 We can set time slot for department wise (same time slot for all classes in that department) or Class wise (different time slot for different classes in that same department) by click on Add/Update Lecture Timings Class wise.



### 7.1.2.1. Add /Update Lecture Timing Department Wise:



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# Note:

- i. Time Slot should be in 24 hr format.
- ii. Do not Enter break timings
- 7.1.2.2. Add Update Lecture Timing Class Wise:

# **STEPS**



**SCREEN** 



# 7.1.3. Add Break Timings:

• After preparing timetable timeslots you need to add break timings



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# 7.2. Prepare Time Table:

- Once we have allotted the subjects to respective teachers and Set time slots, now we can prepare the time table, Print Class wise, Room wise and Individual Timetable.
- Time Table can be prepared from Admin login or Faculty which have access of Time Table Module



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### Delete The Record From Time Table:





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## Show Availability:

• By click on Show Availability you can see which teacher and Room is free for that selected time slot.







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# 7.2.2. To View Room Wise Timetable



7.2.3. To Print Class Wise Time Table:





7.2.4. To View Teacher Wise Time Table:







7.3. Reports:

7.3.1. Class Time Table



# CloudEMS



# STEPS



7.3.2. Lab/Room Timetable:



# STEPS



7.3.3. Individual Timetable:



# **STEPS**



8.Attendance:

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# 8.1. Take Attendance:

• You can take attendance for theory, practical and Elective Subject.





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# Note:

You can also update Attendance.

Click on Attendance >> Select the date, Class, Division, Subject and Timeslot for which you want to update the attendance.

Attendance which already taken will display in green Color, Update attendance and click on Submit.

### Attendance for Practical Subject (Batches):



# STEPS



### Note:

If you want to update the batch,

Attendance >> Select date, Class, Div, Subject >> Take Attendance.

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Same process you have to follow for Take attendance for elective groups.

# 8.2. Reports:

Now we will go through the attendance report.

The form will display the following fields:

- 1. View attendance taken.
- 2. First day report.
- 3. Subject wise report.
- 4. Attendance based on percentage.
- 5. Attendance Based on Percentage Subject wise.
- 6. Attendance monitoring.
- 7. Academic monitoring.
- 8. Extra lecture report.
- 9. Attendance deleted report.

# 8.2.1. View attendance taken.

• The list of class whose attendance was taken on the respective date will be displayed.







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Note:

• Admin Can delete any taken attendance where as Faculty can delete his attendance only.

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# 8.2.2. First Day Report:

• This report will display the details of student with respect to the department and date.



8.2.3. Subject Wise Report:

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• It will display the attendance report subject wise percentage of students.



# 8.2.4. Attendance Based on Percentage



• Here we can see the attendance percentage of students, below or above a particular range of date.



### STEPS

# **SCREEN**

8.2.5. Attendance Based on Percentage Subject wise:



• Report will display subject wise attendance percentage of students.



# **8.2.6.** Attendance Monitoring:

• Attendance monitoring report will display all subject's Percentage and avg. attendance between that date range.



# **STEPS**



# 8.2.7. Academic Monitoring:

• Academic monitoring report which mainly indicates the teacher staff who have taken the lectures.









## 8.2.8. Extra Lecture Report:

This report will display how many lectures taken bet. Selected date range



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**SCREEN** 

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# 8.2.9. Attendance Delete Report:

• This report will display all deleted attendance

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# **STEPS**



# **STEPS**



# **9.Apply Leave:**

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- In this module a staff (Teaching or Non Teaching) belonging to a department can apply for leave. The Leaves with PUD NXT VISION be recommended by department's HOD & then finally approved by the respective authority Eg. Registrar /Principal.
- Prerequisites: Now the Employee/staff can apply leave. He can see how many types of leaves he is allowed.

Check the Leave Summary will display Total Leaves Allotted, taken and Remaining.









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### Note:

- If you want to apply back dated leave then take access from HOD or Registrar.
- If there is no leave balance, Lave can go -ve. It will consider as LWP.
- Check the check box LWP if you want to take leave as LWP.
- On duty leave can be applied on fly. It does not need any setting in the Leave Management





### **Delete Leave:**





### How To Apply Comp Off

• Comp Off should assigned to respective faculty.





### Access Of apply Back date leave:








#### Steps to sanction leave from Final Authority login:





# 10. Feedback

• For taking feedback from student you have to do some basic settings.

## 10.1. Feedback Settings:

10.1.1. Feedback turn Setting:



-SELECT GLASS

Mont Dathers +





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Note:

• Feedback turn setting not visible then click on student viewable feedback first.

#### 10.1.2. Subject Allowed For Feedback:

• You have to select subject for particular class for feedback.

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#### 10.1.3. Student Viewable Feedback:

• Student can view feedback in this format.



## STEPS



10.2. Feedback Report:

**Teacher vise report:** 



#### **Student Suggestion Report:**

#### 10.2.1. Teacher Wise Report:

• In this report you can view feedback faculty wise.







#### Note:

• Same process for practical subject and respective teacher.



### 10.2.2. Student Suggestion Report

• You can view suggestions given by student





## **11. Examination:**

• There are some basic settings for Examination.





## For Adding Sub Exam Type:





### **11.2.** Prepare Schedule:

## **STEPS**







### 11.3. View Schedule:





**Note:** You can Edit the schedule by click on Edit.

#### 11.4. Examination Attendance:

• For adding marks Examination attendance is necessary.



## **STEPS**







### STEPS



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#### 12.1. Reports:

- There are different types of examination reports.
- Exam wise student marks
- Dept/Class wise Performance Report
- Class Wise Exam failed /absent student report
- Remedial Test Report
- Supervision report
- End term submission report
- End term unit test marks
- Result Analysis Report

#### 12.1.1. Exam Wise Student Marks:

• In this report faculty can view student's exam wise marks.

## **STEPS**

## SCREEN



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If student is absent it will display as A

#### **12.1.2.** Dept/Class wise Performance Report

• This report will display class wise or department wise report of that particular faculty.







12.1.3. Class Wise Exam failed /absent student report:

• This report will show list of absent and failed student for selected subject.



## STEPS



#### 12.1.4. Remedial Test Report:

• You can view the result of remedial test.



## STEPS



**12.1.5.** Supervision report:



## STEPS



#### 12.1.6. End Term submission Report



## STEPS



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_									

## 12.1.7. End Term Unit Test Marks:





## STEPS



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#### 12.1.8. Result Analysis Report:

This report shows all unit tests' result of semester.



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# 13. ID Cards:

• You can Print ID cards from ERP.



If you want to print attendance for single student:







# **14.** SMS Template:

• For sending SMS you have prepare SMS Template





#### For view Template:





#### 14.1. Send SMS



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**NOTE:** (NOTE – G parameters are automatically retrieved from the database Where as P parameters are needed to be entered such as DATE)

You can also remove student from the list by click on remove. As shown in last screen shot.



## 15. Assignment:

#### 15.1. Assigning Assignment:

- Faculty can assign a assignment to student and student can view his assignment from his own login.
- Faculty can upload all types of document like PDF, PPT, word file, Excel etc.








## 15.2. View Assignment:



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## 15.3. Create Group

• If faculty wants to assign assignment group wise the first create group then assign assignment group wise.



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## **15.4.** List Group:

• Faculty can view the list of groups.







- For assigning assignment group wise procedure is same as assigning assignment class wise just select the created group.
- You can also assign the assignment single student wise in last window.

Assignments											
Assigning Assignments	View Assignments	Create Group	List Group								
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# **16. Online Examination:**

• You can assign the examination

## 16.1. Student:

• You can view the list of students.

## 16.1.1. Student:











Note: For removing student check the check box of selected student and click on remove.



#### 16.1.3. Document:









- You can add single questions also instead of click on import excel enter Option number Click on Add.
- Add question enter Options select correct answer click on Submit.



## 16.3. Test Manager:

• You can create test and assign to particular batch.

## 16.3.1. Instruction:

• You can add instruction for student for particular test.



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16.3.2. Test:





