

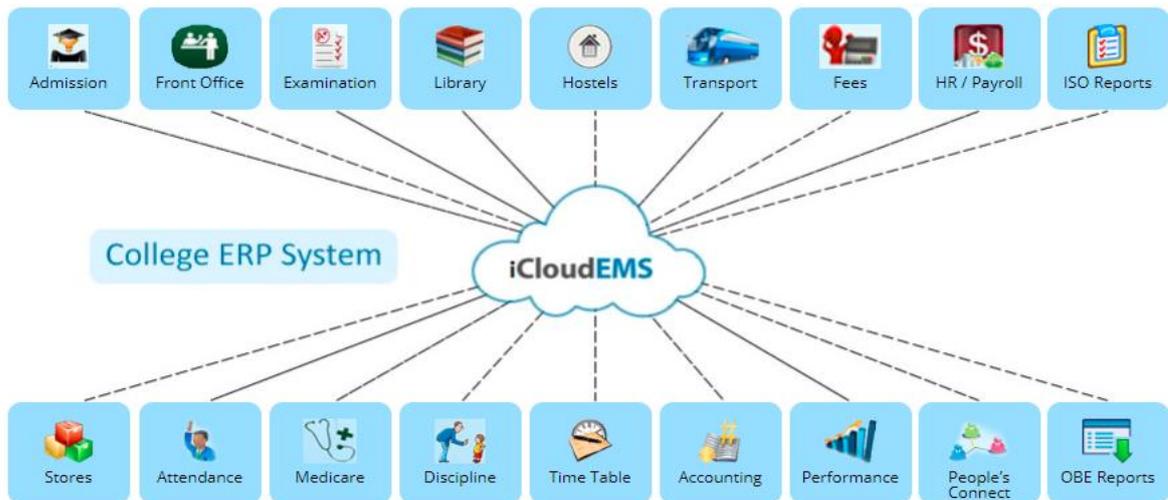


Rajgad Dnyanpeeth's

Rajgad Institute of Management Research & Development, Pune-43

Approved by AICTE, Recognized by DTE (Govt. of Maharashtra), Affiliated to Savitribai Phule Pune University

e-Governance ERP Document



iCloudEMS ERP

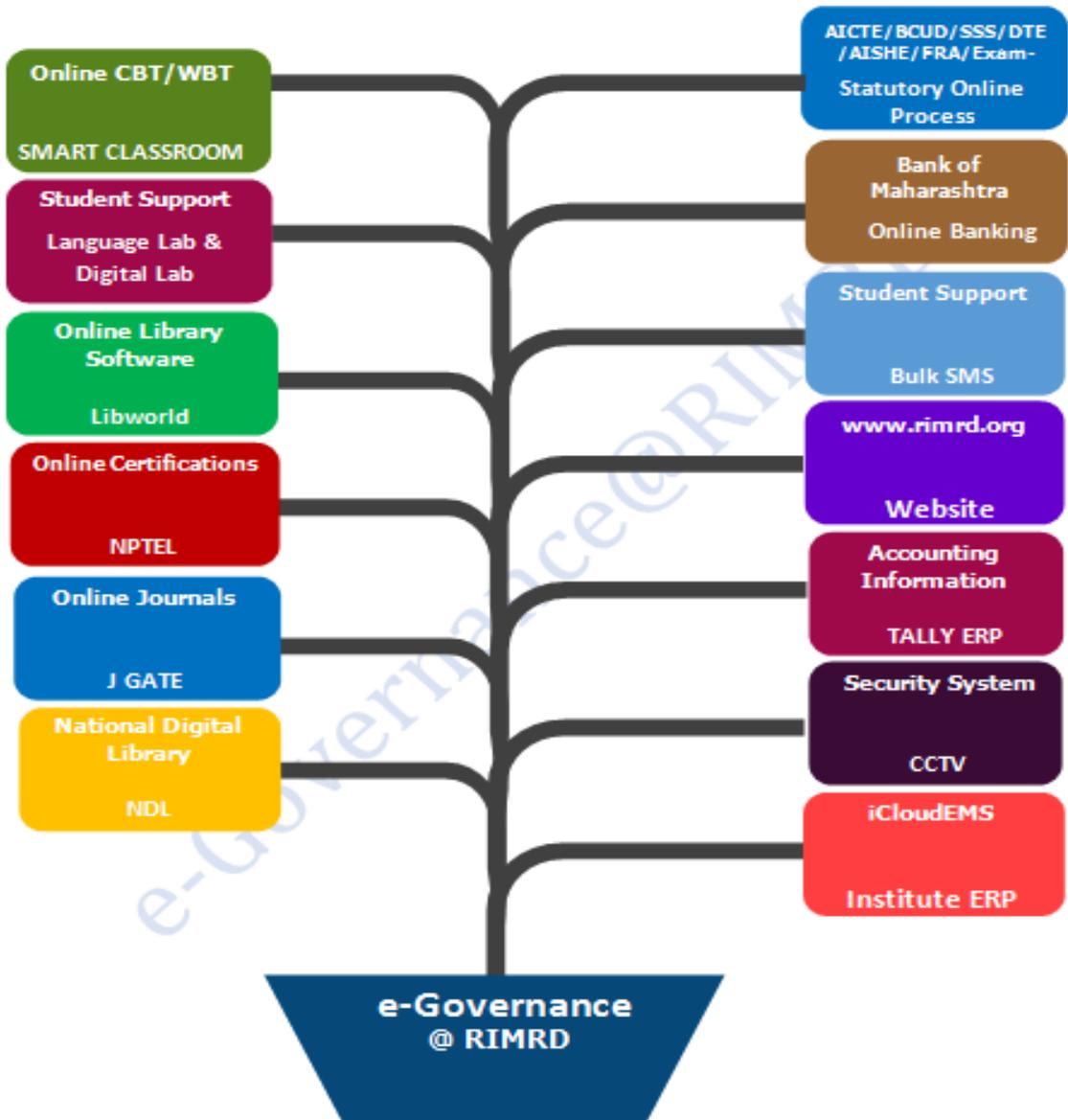
Link for Login:

<http://app.cloueducationerp.com/rajgad>

Modules of ERP

 <p>ADMISSIONS</p>			
Admission Module	Fee Management	Student Management	HR & Payroll
			
Staff & Teaching Management	Attendance Management & Academic Monitoring	Online Feedback & Analysis	ISO & Outcome Based Education Reports
			
University & Governing Body Reports	Purchase and Stores	Finance Module	Student Activity Management
			
Student Registration	Result Processing & Analysis	Examination Seating Plan	Time-Table Scheduling
			
Hostel Management	Library Management	Integration of SMS	Administration Management
			
Staff Attendance	Asset Management	Resource Management	Visitor Management
			
Enquiry Management	Learning Management	Alumni Management	Pre Admission

e-Governance@ RIMRD





CloudEMS

“Academic Module”
For Institutes

CloudEMS **Owner's Manual**

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Getting Ready:

- 12.1. You are advised to type the CloudEMS “url” that you have purchased as your Cloud Campus ERP.
- 12.2. CloudEMS “UT” 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



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

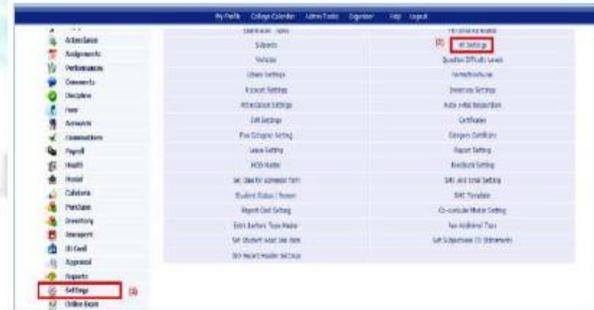
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1. Basic Settings:

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

1.1. HR Settings:

- o 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.



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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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3. Student

- Student is another important module in ERP

3.1. Add Student:



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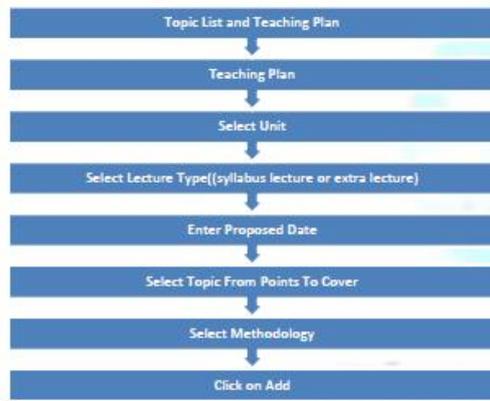


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STEPS



SCREEN

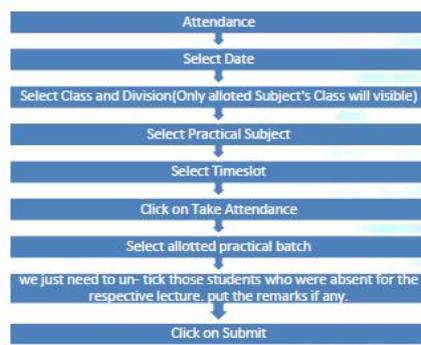


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STEPS



SCREEN



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.

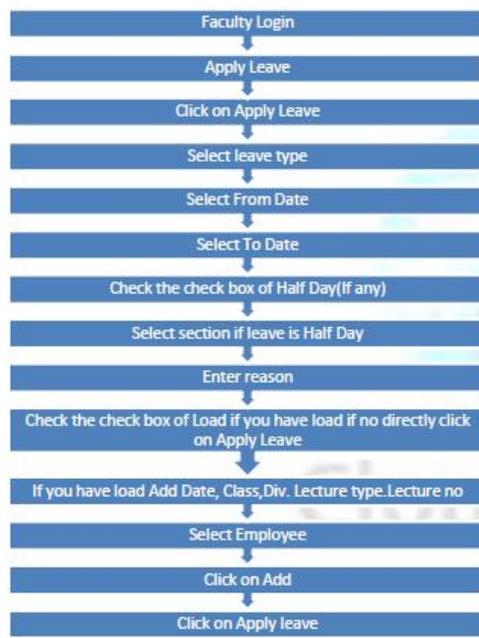
8.2.1. View attendance taken.

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

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Date	Class	Section	Theory/Prac.	Subject	Section No.	Employee ID	Remarks	Apply
23/01/2017	12 Div. Sem 1	Area		English	1	101	Approved	Yes
23/01/2017	12 Div. Sem 1	Area		English	1	101	Approved	Yes

Medical leave: 23/01/2017 to 23/01/2017
 01 Day leave taken (Half Day)

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