Bhoj Reddy Engineering College for Women

(Sponsored by Sangam Laxmibai Vidyapeet, approved by AICTE and affiliated to JNTUH) Vinaynagar, IS Sadan Crossroads, Saidabad, Hyderabad – 500 059, Telangana. www.brecw.ac.in

Report by IT Committee for E-Portal

<u>ACADEMIC MODULE:</u>

1. **College Academic Council:**
   - Add/View/Update/Delete Details of: **Vision, Mission**
   - Add/View/Update/Delete Details of: **About Society/Trust with their members**
   - Add/View/Update/Delete Details of: **About Institute**
   - Add/View/Update/Delete Details of: **Strategic Plan**
   - Add/View/Update/Delete Details of: **College Level Committees**
   - Add/View/Update/Delete Details of: **Accreditation Details**
     - **AICTE**
     - **NAAC**
     - **NBA**
     - **University Approvals**
   - Add/View/Update/Delete Details of: **Audit Reports**
   - Add/View/Update/Delete Details of: **Awards & Certificates**
   - Add/View/Update/Delete Details of: **Service Rules**

2. **Syllabus**
   - Add/View/Update/Delete Details of: **All Branches Regulations**

3. **Academic Calendar**
   - Add/View/Update/Delete Details of: **JNTUH**

4. **Attendance**
   - Add/View/Update/Delete Details of: **Semester Wise**
   - Add/View/Update/Delete Details of: **Branch Wise**
   - Add/View/Update/Delete Details of: **Academic Year Wise**

5. **Class Time Tables**
   - Add/View/Update/Delete Details of: **Semester Wise**
   - Add/View/Update/Delete Details of: **Branch Wise**
   - Add/View/Update/Delete Details of: **Academic Year Wise**
   - Add/View/Update/Delete Details of: **JNTUH University Gold Medals**
   - Add/View/Update/Delete Details of: **Feedbacks**

- Add/View/Update/Delete Details of: **Value Added Courses**
- Add/View/Update/Delete Details of: **Infrastructure**
- Add/View/Update/Delete Details of: **College Level Events**
- Add/View/Update/Delete Details of: **R & D**
- Add/View/Update/Delete Details of: **Medical Facilities**

DEPARTMENT MODULE

1. Add/View/Update/Delete Details of: **Department Vision-Mission-POs**
2. Add/View/Update/Delete Details of: **Courses Offered**
3. Add/View/Update/Delete Details of: **HOD Profile**
4. Add/View/Update/Delete Details of: **Staff Profile**
5. **Infrastructure**
   - Add/View/Update/Delete Details of: **Staff Rooms**
   - Add/View/Update/Delete Details of: **Class Rooms**
   - Add/View/Update/Delete Details of: **Laboratories**
   - Add/View/Update/Delete Details of: **Wash Rooms**
   - Add/View/Update/Delete Details of: **Common Rooms**
   - Add/View/Update/Delete Details of: **Tutorial Rooms**
6. Add/View/Update/Delete Details of: **CO-BT Mapping**
7. Add/View/Update/Delete Details of: **Attainments**
8. **Curriculum Feedback**
   - Add/View/Update/Delete Details of: **Parent Feedback Analysis**
   - Add/View/Update/Delete Details of: **Student Feedback Analysis**
   - Add/View/Update/Delete Details of: **Alumni Feedback Analysis**
   - Add/View/Update/Delete Details of: **Faculty Feedback Analysis**
   - Add/View/Update/Delete Details of: **Employer Feedback Analysis**
   - Add/View/Update/Delete Details of: **Department Advisory Committee**
9. **Department Achievements**
   - Add/View/Update/Delete Details of: Placement Details of Students
   - Add/View/Update/Delete Details of: Faculty Achievements
11. Add/View/Update/Delete Details of: **Department Events Organized**
12. Add/View/Update/Delete Details of: **Department E-Resources**
13. Add/View/Update/Delete Details of: **MoUs**
14. Add/View/Update/Delete Details of: **Industry Institute Interaction**
15. Add/View/Update/Delete Details of: **Internships/Field Projects**

16. Add/View/Update/Delete Details of: **Professional Societies**

17. Add/View/Update/Delete Details of: **Student Magazines**

18. Add/View/Update/Delete Details of: **Best Projects/ Technical Seminars**

STUDENTS ACTIVITIES

I. Campus Life

1. Add/View/Update/Delete Details of: **Student Clubs**

2. Add/View/Update/Delete Details of: **Games and Sports**

3. Add/View/Update/Delete Details of: **Feedback on Institutional Facilities and Services**

4. **Facilities**
   - Add/View/Update/Delete Details of: **Career Services**
   - Add/View/Update/Delete Details of: **Internet Facilities**
   - Add/View/Update/Delete Details of: **Library Facilities**
   - Add/View/Update/Delete Details of: **Feel Safe and Secure**
   - Add/View/Update/Delete Details of: **Sanitation and Hygiene**

5. Add/View/Update/Delete Details of: **Values and Innovations**

AI. Celebrations of Important Days
   - Add/View/Update/Delete Details of: **World Environment Day**
   - Add/View/Update/Delete Details of: **International Women Day**
   - Add/View/Update/Delete Details of: **Teacher's Day**
   - Add/View/Update/Delete Details of: **Engineer's Day**
   - Add/View/Update/Delete Details of: **Yoga Day**

BI. Events
   - Add/View/Update/Delete Details of: **Alumni Meet**
   - Add/View/Update/Delete Details of: **Orientation Day**
   - Add/View/Update/Delete Details of: **Freshers Day**
   - Add/View/Update/Delete Details of: **Farewell Day**
   - Add/View/Update/Delete Details of: **Parent Teacher Meet**
   - Add/View/Update/Delete Details of: **Traditional Day**
   - Add/View/Update/Delete Details of: **Sports Day**

IV. Fests
   - Add/View/Update/Delete Details of: **Technical Fest**
   - Add/View/Update/Delete Details of: **Hackathon**

6. **Student Services**
   - Add/View/Update/Delete Details of: **Learning and Educational Technologies**
   - Add/View/Update/Delete Details of: **Self Learning**
   - Add/View/Update/Delete Details of: **Career Guidance and Counselling**
   - Add/View/Update/Delete Details of: **Student Counselling System**
   - Add/View/Update/Delete Details of: **Student Development Program Certifications [Ex: NPTEL etc] Co-Curricular Activities Innovation Creativity**
   - Add/View/Update/Delete Details of:
   - Add/View/Update/Delete Details of:
   - Add/View/Update/Delete Details of: **Entrepreneurship**
   - Add/View/Update/Delete Details of: **Projects | Mockups | Competitions**
   - Add/View/Update/Delete Details of: **International Exposure**
   - Add/View/Update/Delete Details of: **Scholarships**
   - Add/View/Update/Delete Details of: **Medical Centre**
   - Add/View/Update/Delete Details of: **Career and Employability Skills**

DOCUMENT MANAGEMENT SYSTEM

1. Add/View/Update/Delete Details of: **Define Document Categories**
2. **Scanning and Digitization**
3. **Document Capture Workflow:** Create workflows for document capture, including upload, indexing, version control, and approval processes. Ensure consistency in naming conventions and metadata tagging.
4. Add/View/Update/Delete Details of: **Access Controls and Permissions**
5. **Document Retention and Archiving:** Establish document retention policies in compliance with legal requirements. Configure the DMS to automatically archive or delete documents as needed.
6. Add/View/Update/Delete Details of: **Search and Retrieval**
7. Add: **Regular Maintenance and Updates**
8. Add: **Data Backups**
9. Add: **Monitoring and Auditing**

10. Add/View/Update/Delete Details of: **Student Records** Like Admission applications, Transcripts, Enrollment forms, Academic performance records, Student IDs and photos

11. Add/View/Update/Delete Details of: **Faculty Documents** Like Curriculum vitae (CVs), Employment contracts, Faculty evaluation reports, Research publications, Course materials

12. Add/View/Update/Delete Details of: **Administrative Documents** like Budget reports, Meeting minutes, Policies and procedures, internal memos, and Administrative forms (leave requests, travel requests, etc.)

13. Add/View/Update/Delete Details of: **Course Materials**

14. Add/View/Update/Delete Details of: **Research Papers and Projects**

15. Add/View/Update/Delete Details of: **Financial Records**

16. Add/View/Update/Delete Details of: **Facility and Infrastructure Documents** Like Building plans and blueprints, Maintenance records, Equipment inventory, Safety Protocols

17. Add/View/Update/Delete Details of: **Student Services Documents**

18. Add/View/Update/Delete Details of: **Legal and Compliance Documents**

19. Add/View/Update/Delete Details of: **Library Resources**

20. Add/View/Update/Delete Details of: **Alumni Relations**

21. Add/View/Update/Delete Details of: **Project Documentation**

22. Add/View/Update/Delete Details of: **Marketing and Communications**

23. Add/View/Update/Delete Details of: **IT and Technology Records**

24. Add/View/Update/Delete Details of: **User Feedback and Improvements**

ESTABLISHMENT SECTION MODULE

I. Displays Staff Details Department-wise
- Add/ Delete/Update/View: **New Employee**
- View Employee Dept-wise
- View all Employee List
- View all Employee List (AISHE)
- View Experience and Promotion Details
- Add/ Delete/Update/View: Active Employees
- Add/ Delete/Update/View: Blocked Employees
- Add/ Delete/Update/View: Designation
- Add/ Delete/Update/View: Department

- Add/ Delete/Update/View: Employee Display Order

II. Manage Employee
- View **Leave Balance(s)**
- View: **Dept-wise Leave Balance(s)**
- Add/ Delete/Update/View: **CL Balance(s)**
- Add/ Delete/Update/View: **CCL Balance(s)**
- Add/ Delete/Update/View: **Staff**

BI. Leave Masters
- Add/ Delete/Update/View: **Leave Types**
- Add/ Delete/Update/View: **Public Holidays**
- Add/ Delete/Update/View: **Leave Work Flow**
- Add/ Delete/Update/View: **Bulk Update Leave Work Flow**

IV. e-Leave Reports
- View: **All Processing Leaves**
- View: **All Processing Leaves (Dept-wise)**
- View: **All Processing Leaves (Dates)**
- View: **All Approved Leaves**
- View: **All Approved Leaves (Dept-wise)**
- View: **All Approved Leaves (Dates)**
- View: **All Leaves with any Status**
- View: **Monthly Reports**

V. Leaves
- View: **Emp Wise Availed Leaves Count**
- View: **Emp Wise Availed LoPs Count**
- View: **Emp Wise Availed Leaves**
- View: **Emp Wise Availed Leaves (Dates)**
- View: **Emp Wise Leaves with any Status (Dates)**
- View: **Statistics On Emp-wsie Availed Leaves**
- View: **Statistics On Emp-wsie Submitted Leaves**
- View: **Year-Wise CL & LoP Submitted Leaves**
- View: **Dept-Wise CL & LoP Submitted Leaves**
- View: **Statistics On Monthly Approved Leaves**

DASHBOARD MODULE

It involves tailoring the information and features accessible to different user roles, including Management, Principal, Heads of Departments (HoD), Faculty, and Students. Each role has specific requirements and access privileges.

1. Management:

- Access to high-level strategic data and insights.
- Financial data, including budgets, expenses, and revenue.
- Enrollment and admissions statistics.
- Employee and faculty performance metrics.
- Ability to view reports and analytics on college performance.
- Access to governance and compliance-related information.

2. Principal:

- Overview of academic performance and achievements.
- Access to attendance and discipline reports.
- Curriculum and course information.
- Faculty performance and allocation.
- Ability to communicate important announcements to all users.
- Access to academic and extracurricular event calendars.

3. Heads of the Departments (HoD):

- Detailed academic and administrative control over their respective departments.
- Access to department-specific course schedules and timetables.
- Student enrollment and performance tracking for their departments.
- Ability to assign faculty to courses.
- Access to course materials and assignments within their department.
- Attendance and assessment data for students in their department.

4. Faculty:

- Access to course-specific information, including schedules, syllabi, and resources.
- Ability to manage attendance and grades for the courses they are teaching.
- Course enrollment lists.
- Communication tools to interact with students.
- Access to their own performance and evaluation data.

5. Students:

- Personalized dashboard displaying their class schedule.
- Access to course materials, assignments, and grades.
- View: Attendance records.
- View: Event calendars, including academic, extracurricular, and placement events.
- Access to the library catalog and book reservations.
- View: Career services information and job placement opportunities.

General Requirements for All User Roles:

- Secure authentication and user role management to ensure appropriate access.
- User-friendly interface with easy navigation.
- Mobile responsiveness for access on various devices.
- Data privacy and security measures to protect sensitive information.
- Messaging and notification system for important updates and announcements.
- Reporting and analytics tools to track usage and monitor system performance.
- Accessibility features to accommodate users with disabilities.
- Help and support features for assistance when needed.
- User feedback mechanisms to gather input for continuous improvement.

TRAINING AND PLACEMENT MODULE:

➢ **Announcements:**
  - **Schedule:**

    Schedule includes:
    → SNo/Date/Company name/Time slot/Venue
    → Pre-placement talk details

    Mode   Online / Offline

    → Written Test details
    → Interview Schedule
      ➢ Add Schedule
      ➢ Delete Schedule
      ➢ View Schedule
      ➢ Update Schedule
      ➢ Display Selected Candidates List / Placed information
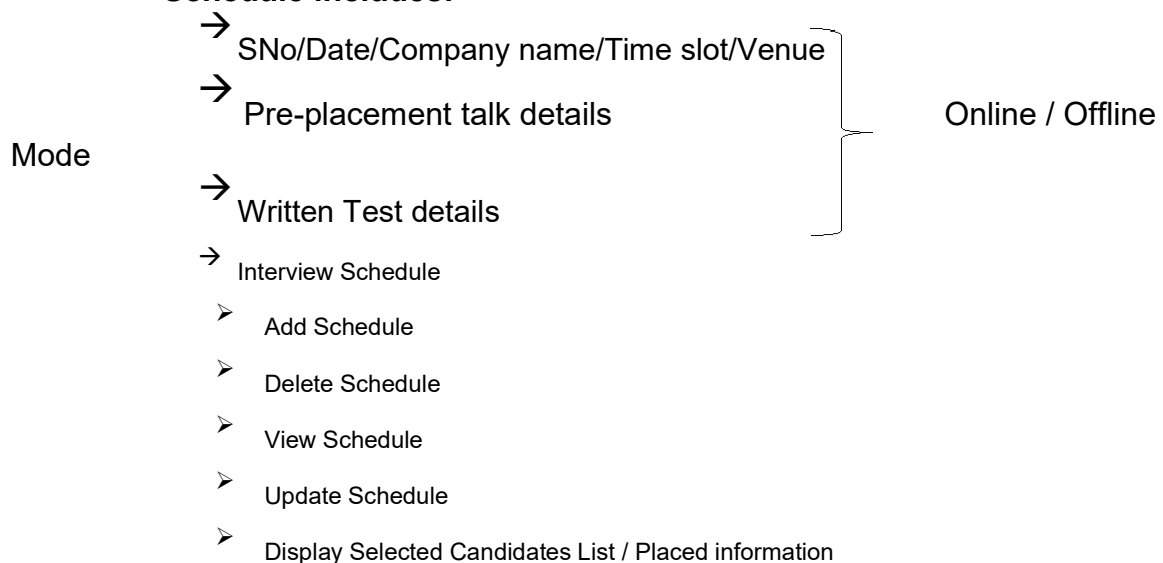
- → Display Branch wise Selected Candidates List
  - → Display Overall Selected Candidates List
  - → Display Branch Result Graph
  - → Display Overall Result Graph
  - → Display Branch wise Comparison Graph
  - → Display Overall Comparison Graph
- ➢ Upload Joining details / Acceptance Letter
- ➢ Give Feedback / Share experiences
- ➢ Queries to TPO

➢ **Companies Visited / Our Recruiters :**
  - ➢ Add Recruiter's information
  - ➢ Delete Recruiters information
  - ➢ View / Display Recruiter's information
  - ➢ Update Recruiter's information

➢ **Companies Data / Companies Placed:**
  - ➢ Add Company Data
  - ➢ Delete Company Data
  - ➢ View / Display Company Data
  - ➢ Update Company Data
    - → No of the students placed in the company
    - → No of students placed in more than one company
    - → Service based/ Product based

➢ **Placement Record:**
  - ➢ Add Placement Record
  - ➢ Delete Placement Record
  - ➢ View / Display Placement Record (Year wise & Branch wise list)

2019-23

List of Companies Visited	List of Students Placed

CSE	ECE	EEE	ETE	IT

  - ➢ Update Placement Record
  - ➢ No. of students doing Internship details

➢ **CRT information / Training for Placements:**

   ➢ Add / Delete / Update / Display CRT information

   ➢ No. of students enrolled

   ➢ Interview Secrets for Campus Placements

   ➢ Campus Selection Process

➢ **Industry Institute interaction / Collaboration with other Institutes:**

   ➢ Add / Delete / Update / Display

   ➢ MoU's

   ➢ MoU Activities

   ➢ Collaborative Activities

➢ **On / Off Campus Drives information:**

   ➢ Add / Delete / Update / Display

➢ **Career Guidance:**

   ➢ Alumni students can also give guidance

   ➢ Guest Lectures can be planed

   ➢ Industry people can also give guidance

   ➢ Add/Delete/View/Display supporting career guidance videos

➢ **Placement Highlights / Placement Milestones:**

2021 Batch Placement Details (as on 25th August 2021)						
Branch	CSE	ECE	IT	EEE	ETE	Total
No.of Offers	274	180	119	96	59	728
No. of Students Placed	166	145	83	76	30	500
No. of Eligible Students	175	165	98	101	43	582
Placements %	94.86	87.88	84.69	75.25	69.77	85.91

2021 Batch Placement Highlights	
1	Highest Package - 45.3 Lakhs
2	3 - Offers with more than 40 Lakhs
3	2 -Offer with in 30 to 40 LPA Payband
4	17 - Offers with in 20 to 30 LPA Payband
5	40 - Offers with in 10 to 20 LPA Payband
6	70 - Offers with in 7 to 10 LPA Payband
7	323 - Offers with in 4 to7 LPA Payband
8	38 - Offers with in 3 to 4 LPA Payband
9	Total 498 (85.56%) students got offers from 50+ Companies

➢ **Contact Us:**

   ➢ Add / Delete / Update / Display TPO information and Team members information (Name, Desgination,Phone number etc..)

➢ **Placement Gallery:**

   ➢ Add / Delete / Update / Display photos

Alumnae Module

Alumnae Association
- Registration
- Executive Body
- Alumnae Contributions

Alumnae Coordination Committee
- Functions
- Composition with Member Details
- Roles and Responsibilities

Various Events
- Planned
- Events Organised
- Events Attended

Library Module

->Add/View/Update New books Arrival List.
-> Add/View/Update Students overdue books List.
-> Add/View/Update Requisition form by the department

Books Recommendation Form Format:

The Following Books Recommended for the College Central Library & Information Centre,
Dept: Date:

S.No	Title	Author	Edi /Year	Publisher	Required Copies	Available copies (filled by library staff)	Copies to be Procured	Cost Approx (Rs)	Total Cost (Rs)	Remarks (Justification)
1										
2										
3										
4										
5										
6										
7										
8										
9										

10										

Recommending Faculty Name   :

 Signature of the Faculty
                    No.of Titles   :

                    No.of Volumes   :

Head of the Department

            Total Cost (approx):

Principal

-> Add/View/Update Status of Project reports of students by department.

S No.	Academic year	Class	Section	Type of project	Titles
Total no. of copies				=	

 ->Library Notifications.
 ->Accessing of E-Journals, IEEE, Jgate Print Journals by Staff and Students.

ADMISSIONS MODULE:

Admissions:

➢ **Manage Programs:**

  ➢ Add Programs

  ➢ Delete Programs

  ➢ Update Programs

  ➢ Display Programs

- **Programs Offered:**

  ➢ UG Program → Branches Offered

  ➢ PG Program

- **Branches Offered:** CSE/CSM/ECE/EEE/IT

  ➢ Add Branch

  ➢ Delete Branch

  ➢ Update Branch

  ➢ Display Branch

➢ **Manage Category:**

  ➢ Add Category

  ➢ Delete Category

  ➢ Update Category

  ➢ Display Category

Type of Category includes:

  A-Category

  B-Category

  ECET

➢ **A-Category: Includes**

- **TSEAMCET:**

  ➢ Add Cut-off ranks

  ➢ Delete Cut-off ranks

  ➢ Update Cut-off ranks

  ➢ Display Cut-off ranks

  → Percentage of seats filled in Phase-I/Phase-II (PDF List can be uploaded)

  → Final allotment list

- **TSEAMCET Spot Admissions:**

  Add Spot admission details

  Delete Spot admission details

  Update Spot admission details

  Display Spot admission details

  - **Spot Admissions details includes the documents like**
    - ➔ Advertisements
    - ➔ Guidelines
    - ➔ Application form
    - ➔ Checklist

➢ **B-Category: includes**

- **Admission:**
  - ➔ Merit List
  - ➔ Checklist
  - ➔ Advertisement   } Add / Delete / Update / Display
  - ➔ Guidelines
  - ➔ Application Forms
  - ➔ Appeal

- **Cut-off Rank details will be** Add / Delete / Update / Display

Sample image:

➢

B-Category(Management Seat)throughmerit among the received applications with JEE(Main)-2022					
Category	CSE	CSM	ECE	EEE	IT
First Rank	46,683	1,53,984	1,88,758	3,28,720	1,60,332
Last Rank	1,52,254	1,79,010	4,72,406	7,47,813	2,51,460

- **TSECET:**

➢ Add Cut-off ranks

➢ Delete Cut-off ranks

➢ Update Cut-off ranks

➢ Display Cut-off ranks

- ➔ Percentage of seats filled in Phase-I/Phase-II (PDF List can be uploaded)
- ➔ Final allotment list

- **TSECET Spot Admissions:**

  Add Spot admission details

  Delete Spot admission details

  Update Spot admission details

  Display Spot admission details

  Spot Admissions details includes the documents like
  - ➔ Advertisements
  - ➔ Guidelines
  - ➔ Application form
  - ➔ Checklist

Eligibility Criteria:

Add Criteria

- ➢ Delete Criteria
- ➢ Update Criteria
- ➢ Display Criteria

Criteria includes:

Eligibility Conditions for A-Category

Eligibility Conditions for B-Category

Eligibility Conditions for ECET

Brochure:

- ➢ Add Brochure details
- ➢ Delete Brochure details
- ➢ Update Brochure details
- ➢ Display Brochure details

Type of Brochures include
- College Brochure
- Placement Brochure
- Department Brochures

- ➢ **About Us: includes**
  - **Why BRECW:**

    Add details like why to choose BRECW
  - **Why to study at BRECW:**
  - **Facts about BRECW:**

Enrollment:

- Add Enrollment details
- Delete Enrollment details
- Update Enrollment details
- Display Enrollment details

Enrollment details includes:
Year wise Enrollments

- Students list
- Percentage of Seats filled

Admitted Students List:

Add Admitted student list

- Delete Admitted student list
- Update Admitted student list
- Display Admitted student list

- **Upload Certificates:**

(i) TSEAMCET-2023 Rank Card and Hall Ticket

(ii) Intermediate (10+2) Marks Sheet

(iii) SSC Certificate

(iv) Study certificates from VI to XII

(v) Transfer Certificate

(vi) Caste Certificate, if applicable

(vii) Residence Certificate, if applicable

(viii) Aadhaar Card Color Photocopy

(ix) Four (6) Passport size colour photographs

(x) A crossed bank demand draft for Rs 80,500 drawn in favour of Bhoj Reddy Engineering College for Women, payable at Hyderabad or Challan can be paid in the college campus towards annual tuition fee and other fee for the first academic year of 2023-24.

} Certificates

- **How to Apply:**
  ### Add/Delete/Update/Display

- **Fee Structure:**

- Add Fee structure details
- Delete Fee structure details
- Update Fee structure details
- Display Fee structure details

- **Scholarship information:**

- Add Fee Scholarship details
- Delete Scholarship details

- ➤ Update Scholarship details
- ➤ Display Scholarship details
- ➤ **Contact Us:**
  - ➤ Add Contact details
  - ➤ Delete Contact details
  - ➤ Update Contact details
  - ➤ Display Contact details

FACULTY-CLASSWORK MODULE

1. **Faculty List**
   Add/update/delete
2. **Faculty Research**
   Faculty Development Programs
   Workshops & Seminars
   - i. Workshops organized
   - ii. Workshops Attended

   Research Publications
   - Books Chapters
   - Conference Papers
   - Patents published

3. **Attainments**

   Update/delete

4. **Feedback**

   view

5. **Mentoring**

6. **Mid marks entry**

   Update/delete

7. **Lab Internals entry**

   Update/delete

Classwork

Attendance :Add/update/delete
- Assignments: Add/update/delete
- Time Tables: Add/update/delete
- Subject Mappings:
- Technical Events: Add/update/delete
- Remedial Classes:

EXAM BRANCH MODULE

This module divided into 2 categories

    A. Exam Branch view

    B. Student

view <u>Exam Branch</u>

<u>View</u>

1. **Student Module**
   - Adding Students (Regular, Rejoin, Lateral)
   - Promoting Students
   - Student Profile
   - Passed out students

2. **Result Analysis**

   Update/delete

3. **Relieving Orders**
   - Spot
   - Lab externals
   - Observer
   - Projects

4. **Approval Notes**
   - Fee
   - Remunerations
   - Repairs
   - Stationary
   - Prints

5. **Faculty Feedback**
   - view

6. **Faculty Account Details**
   - Add/update

7. **Student Verifications**

8. **Transcripts**

9. **Mid marks**

   Entry for faculty: Add/update/delete

10. **Result:** view

11. **Fee Module**
    - All types of fee Reports
    - Day wise report

- Fee payment link enable/disable option

12. Previous Question Papers

1. **College Circulars**
   - Ex: Fee circular (reg, supply, condonation, RC/RV, late fee ect…)
2. **Downloads or Application forms**
   - Bonafide
   - Custodian
   - Nodues
   - TC
   - Course Completion
   - NOC
   - Form 5,7,9
3. **View Results**
4. **Profile Entry**
5. **View Payment links**
6. **View Attendance**
7. **Submit Faculty Feedback**

<u>VISITOR MANAGEMENT SYSTEM (VMS)</u>

A System Requirements Specification (SRS) for a Visitor Management System (VMS) outlines the detailed functionality and features that the system should have. Below is an example of an SRS for a Visitor Management System. Please note that this is a simplified and generic template, and a real-world SRS would typically be more detailed and specific to the organization's needs.

Visitor Management System (VMS) - System Requirements Specification

1. Introduction

1.1 Purpose

The purpose of this document is to define the requirements for the Visitor Management System (VMS). The VMS is designed to streamline and enhance visitor registration and tracking processes within an organization.

1.2 Scope

The VMS will include features for visitor registration, check-in/check-out, access control, and reporting. It will be used by employees and visitors within the organization.

2. System Overview

2.1 System Description

The VMS will be a web-based application accessible from any device with a modern web browser. It will consist of the following modules:

- **Visitor Registration:** Allows visitors to pre-register their visit by providing personal information and purpose of the visit.
- **Check-in/Check-out:** Enables visitors to check in upon arrival and check out when leaving.
- **Access Control:** Integrates with access control systems to grant or deny access to authorized areas.
- **Reporting:** Generates reports on visitor activity, including visitor logs and statistics.

3. Functional Requirements

3.1 Visitor Registration

3.1.1 User Registration

- The system shall allow authorized users (employees) to create accounts with a unique username and password.
- User registration shall include basic user information (name, email, contact number).

3.1.2 Visitor Pre-registration

- Visitors shall be able to pre-register their visits by providing their name, contact information, photo, and purpose of the visit.
- Visitors may pre-register multiple individuals for a single visit (e.g., a group of visitors).

3.2 Check-in/Check-out

3.2.1 Visitor Check-in

- Visitors shall be able to check in by scanning a QR code or entering their unique pre-registration code.
- Upon check-in, the system shall record the check-in time and date.

- Visitors shall be able to check out by scanning a QR code or using their pre-registration code.
- The system shall record the check-out time and date upon visitor check-out.

3.3 Access Control

3.3.1 Access Permissions

- The system shall integrate with the organization's access control system to grant or deny access to authorized areas based on visitor check-in and check-out status.

3.4 Reporting

3.4.1 Visitor Logs

- The system shall maintain logs of visitor check-in and check-out activities.
- Authorized users shall be able to generate and view visitor logs within a specified date range.

- The system shall provide statistical reports on visitor data, including the number of visitors, peak visiting hours, and frequently visited areas.

4. Non-Functional

Requirements 4.1 Security

- The VMS shall implement robust security measures to protect visitor and user data, including encryption of data in transit and at rest.

4.2 Scalability

- The system shall be scalable to handle a growing number of visitors and users.

4.3 User Interface

- The user interface shall be intuitive and user-friendly, accessible from various devices and browsers.

4.4 Performance

- The system shall respond to user requests in a timely manner, with minimal latency.

5. Constraints

- The system shall comply with all relevant data privacy and security regulations (e.g., GDPR, HIPAA).
- The VMS shall be developed using [programming language/technology stack].
- The project budget and timeline are defined as [budget] and [timeline].

6. Glossary

- **VMS**: Visitor Management System
- **QR Code**: Quick Response Code

This is a simplified template for a Visitor Management System SRS. In a real-world scenario, you would need to further refine and customize the document based on

the specific needs and constraints of your organization. Additionally, it's important to involve relevant stakeholders and subject matter experts to ensure all requirements are accurately captured.

flowchart for visitor management system

Creating a flowchart for a Visitor Management System (VMS) can help visualize the processes involved in managing visitors within an organization. Below is a simplified flowchart outlining the key steps and decision points in a typical VMS:

Note: This is a high-level flowchart, and actual processes may vary depending on the organization's specific requirements and the complexity of the VMS.

Here's a flowchart:

1. **Visitor Arrival**: When a visitor arrives at the reception area, the process begins.
2. **Visitor Check-In**: The visitor provides their information (e.g., name, purpose of visit) and is checked in by the receptionist or through a self-service kiosk.
3. **Access Control Decision**: A decision point to determine if access should be granted based on the visitor's check-in status.
   - If access is granted (e.g., the visitor is expected and cleared for entry), the process continues to "Data Entry."
   - If access is denied (e.g., visitor not on the list or not checked in), the process ends with "Access Denied."
4. **Data Entry**: Visitor information is entered into the Visitor Management System, which includes recording the check-in time and date.
5. **Check-In Data Recorded**: The system records the check-in data and triggers the generation of a visitor badge.
6. **Generate Badge**: The system generates a visitor badge with relevant information.
7. **Visitor Badge Issued**: The visitor receives the badge and is now allowed access to authorized areas.
8. **Check-Out Data Recorded**: When the visitor leaves, their check-out time and date are recorded in the system.
9. **Visitor Departure**: The visitor checks out or is manually checked out by the receptionist.
10. **Generate Reports**: The system can generate various reports based on the recorded data, including visitor logs and statistics.

This flowchart provides a simplified representation of the key steps in a Visitor Management System. In practice, additional steps and decision points may be necessary to accommodate specific requirements and security measures of the organization.

EMPLOYEE HUMAN RESOURCE MANAGEMENT SYSTEM

ADMIN:

1. Masters

2. Monthly Deductions

3. Reports

4. Payslips

(In admin only current year records are available, previous year records to be fetched from database and made available.)

1. Masters

- Payscales
- Dearness Allowance(DA)
- House Rent Allowance(HRA)
- City Compensatory Allowance (CCA)
- Professional Tax
  - Add Emp Salary
  - Delete Emp
  - Update Emp Details
  - View Emp Salary Info.

2. Monthly Deductions

- Generate New Monthly Salary
- Monthly Deductions (Bulk)
- Monthly Deductions(Individual)
- Monthly Deductions
- Backup Monthly Salary

3. Reports

- Bank Statement
- Bank Statement(All)
- Pay Bill
- Summary Report
- EPF Report
- LOP & other Deductions

- Late Minutes
- Previous Month Reports

(In summary report , previous years report to be generated and monthwise reports)

- **Late Minutes**
    a. Consolidated Late Minutes
    b. Monthly Late Minutes
    c. Consolidated Late Report

- **Previous Month Reports**
    a. Old Bank Statement
    b. Old Pay Bill

(In previous month reports , reports are available but consolidated reports to be added.).

4. PaySlips
- All Payslips
- Department Wise Payslips
- Individual Payslips
- Individual Payslips(Multiple)

(Here consolidated payslips need to be automated and can be forwarded through proper channel .)

NOTIFICATION MODULE

1. Add Circulars

2.Add Events: Upcoming events, workshops, sports events, cultural activities.

3.Add Academic information: Exam schedules, exam fee payment, college fee payment notifications, exams reschedule dates.

4.Add Admissions notifications: B category like application dates counseling dates and spot admissions.

5.Add Felicitations: Felicitations for the gold medal students, prizes or participation of students in sports, hackathons, workshops, cultural activities outside the college.

6.Add Recruitments: Faculty recruitments notifications.

7.Delete notifications: Delete old dated notifications, but archive all the files

8.View Notifications: View notifications by date,category.

BIOMETRIC MODULE:

1. Login, logout time everyday reports.

2. Indicate absences to do salary calculations for staff.

3. If biometric is given at abnormal time(i.e.,1 hour permissions) should be highlighted.

4. Add Late minutes: Late minutes and dates should be listed in staff and admin login.

5. Staff wise biometric reports, date wise ,month wise biometric reports should be generated.

ACCOUNTS MODULE

In present Slv portal accounts module is perfect according to all requirements by account section.

1. Add student fee year wise for all four years.

2. Add fee type(Tuition fees ,JNTU fees etc.,)

3. Add late fee details

4. View student fee details ,after a student pays the fee, the status will be appeared at the admin window including student details.

5. View Exam fee details: After exam fee is added by exam branch, accounts admin can view the fee and status of the students who paid or not paid the fees.

6. Reports to be generated:

a. Consolidated fee reports

b. Date wise fee paid reports

c. Class wise fee paid/not paid status reports

d. Category wise reports(Paid students list, Pending fee payment student list)

7. Immediate updating of fees should be done at the admin side after the payment is done.

ASSET/STOCK MANAGEMENT MODULE:

Implementing a comprehensive stock and asset management system for an engineering college website can streamline operations, reduce costs, and improve resource allocation. The specific requirements may vary based on the college's size, needs, and available resources. It's important to involve relevant stakeholders in the system's design and continuously refine it to meet evolving needs.

1. APPLICATION USE CASES

This section describes the use cases of the system.

1.1. Ability to Manage Assets Description:

Users would be able to manage the details for assets.

Acceptance criteria:

- Users should be able to add a new asset.
- Users should be able to update an existing asset.
- Users should be able to delete an existing asset.
- Users should be able to view assets based on filtering criteria or using search.
- Users should be able to Import multiple assets from the file(.XLS or .CSV).
- Users should be able to Export the assets(.XLSX, .CSV).
- Users should be able to assign/unassign assets to the user/room.
- Users should be able to view the asset details.
- Users should be able to send asset for maintenance
- Users should be able to extend the warranty.
- Users should be able to send notification (mail) to the owner of the asset.
- Users should be able to add an image of an asset.

1.2. Ability to Manage Asset Category

Description:

Users would be able to manage the asset category.

Acceptance criteria:

- Users should be able to add an asset category like Laptop, Mouse, etc.
- Users should be able to update an existing category.
- Users should be able to delete an existing category.
- Users should be able to view different assets based on category filtering criteria or using a category search.

1.3. Ability to Manage Locations

Description:

Users would be able to manage asset locations.

Acceptance criteria:

- Users should be able to add locations.
- Users should be able to update the existing locations.
- Users should be able to delete existing locations.
- Users should be able to view locations.
- Users should be able to view different assets based on Location filtering criteria or using a Location search.
- Location is associated with Rooms.

- Users should be able to add Room to Particular Location.

1.4. Ability to View Employee Listing

Description:

Users would be able to view the list of employees and their asset usage history.

Acceptance Criteria:

- Users should be able to view all employees list
- Users should be able to view the employee details
- Users should be able to view the history of the assigned/unassigned assets.
- Users should be able to assign/unassign Asset to Employees

1.5. Ability to Manage log Description:

The system would be managing the logs of every action made by the IT supervisor or Employee.

Acceptance criteria:

- Users should be able to view the activity logs for any time duration, for any assets, for any employee.
- Users should be able to export the activity logs.
- Users should be able to perform auditing.

1.6. Ability to Generate Reports

Description:

Users would be able to generate reports based on criteria like status, duration, Asset Category.

Acceptance criteria:

- Users should be able to generate asset reports.
- Users should be able to generate employee reports.

FEEDBACK MANAGEMENT SYSTEM

Managing feedback effectively on an engineering college website is crucial for maintaining a positive online reputation and improving the overall user experience. Here are some key requirements for effective feedback management on an engineering college website:

Modules:

1. Admin
2. Principal

3. HOD
4. Faculty 5. Student

1. **Admin:**
    1. Admin Login
    2. Admin can add new faculty
    3. Admin can View faculty list
    4. Admin can Update faculty data
    5. Admin can Delete faculty
    6. Admin can add student
    7. Admin can Manage Student
    8. Admin can Check feedback given by student
    9. Admin can check average feedback for faculty
    10. Admin can generate action taken reports for faculty based upon the feedback

2. **Principal:**
    1. Login
    2. Give feedback on Curriculum
    3. View Students
    4. View Faculty
    5. View Consolidated feedback for every semester,year and section
    6. View student wise feedback
    7. View action taken reports approved by HOD 8. logout

3. **HOD**
    1. Login
    2. Give feedback on Curriculum
    3. View Students
    4. View Faculty
    5. View Consolidated feedback for every semester,year and section
    6. View studentwise feedback
    7. Validate action taken report received from faculty
    8. Log out

Student wise Feedback Sample:

STUDENT FEEDBACK REPORT   DATE: 7-November-2014
Class wise consolidation report
Grade Marks (<3 : Poor, 3 - 3.5 : Average, 3.5 - 4 : Good, 4 - 4.5 : Very Good, 4.5 - 5 : Excellent)

Academic Year	Course : Semester	Branch	Section	Regulation
2014-2015	B.Tech - 4 Year-1 Semester	IT	None	SCHEME-10

Faculty Name	Subject Name	Points	Grade	Remarks
Sri.K.Srikanth	Object Oriented Modeling and Design (OOMD)	3.80	GOOD	"NO REMARKS"
Sri.K.Bala Chowdappa	Data Warehousing and Mining (DWM)	3.95	GOOD	"NO REMARKS"
Smt.L.Sucharani	Cryptography and Network Security (CNS)	4.30	VERY GOOD	"NO REMARKS"
Sri.V.Suresh	Parallel Processing (PP)	3.00	AVERAGE	"NO REMARKS"
Ms.V.Spoorthy	Mobile Computing (MC)	2.65	POOR	Last day of class, students of scrutiny and practical rise and practice
Sri.Y.Rama Mohan	Cloud Computing (CC)	3.95	GOOD	"NO REMARKS"

4. Faculty:

1. Login
2. Give feedback on Curriculum
3. View the feedback given by the student
4. View action taken report
5. Edit action taken report
6. Submit action taken report to HOD
7. Logout

TEACHER FEEDBACK ON CURRICULUM

Name: Sakthaling Ichangoer	Section: A
Subject: Estimation & costing	Year: 5
Academic Year: 2019-2020	Semester: 1

Grade the degree to which the prescribed syllabus and curriculum augments their defined objectives with

(a) High-3 (b) Moderate-2 (c) Low-1 (d) poor-0

S.NO	CONTENT	GRADE
1	Board of studies is taking care to ensure the current and relevant aspects of the program offered vis-a-vis industrial and social needs.	3
2	Employability is given adequate weightage in curriculum design and development.	3
3	The curriculum facilitates faculty to inculcate / foster creativity and innovation in students.	2
4	The curriculum facilitates students to obtain liberal and holistic education.	2
5	The curriculum has adequate practical component that facilitates student to gain experimental learning and explore.	3
6	Adequate care is taken in the design of curriculum to facilitate problem based learning.	3
7	Stakeholders are given enough freedom to contribute their ideas on curriculum design and development.	2
8	The system followed by the college for the design and development of curriculum is effective.	3
9	The curriculum has been updated from time to time.	3
10	Representatives from business and industry in board of studies ensured curriculum addresses needs of industry and are helpful in designing and improving the courses.	3

Suggestions if any: Conduct workshops on theory of structures.

FEEDBACK ANALYSIS OF TEACHER FEEDBACK ON CURRICULUM

ACADEMIC YEAR 2021-2022

COMPUTER SCIENCE & DEPARTMENT

Grade the degree to which the prescribed syllabus and curriculum augments their defined objectives with

(a)High-3 (b) Moderate-2 (c) Low-1 (d) poor-0

S.NO	CONTENT	GRADE
1	Board of studies is taking care to ensure the current and relevant aspects of the program offered vis-à-vis industrial and social needs.	2.25
2	Employability is given adequate weightage in curriculum design and development.	2.67
3	The curriculum facilitates faculty to inculcate / foster creativity and innovation in students.	2.24
4	The curriculum facilitates students to obtain liberal and holistic education.	2.38
5	The curriculum has adequate practical component that facilitates student to gain experimental learning and explore	2.41
6	Adequate care is taken in the design of curriculum to facilitate problem based learning.	2.7
7	Stakeholders are given enough freedom to contribute their ideas on curriculum design and development.	2.15
8	The system followed by the college for the design and development of curriculum is effective.	2.35
9	The curriculum has been updated from time to time.	2.45
10	Representatives from business and industry in board of studies ensured curriculum addresses needs of industry and are helpful in designing and improving the courses.	2.7
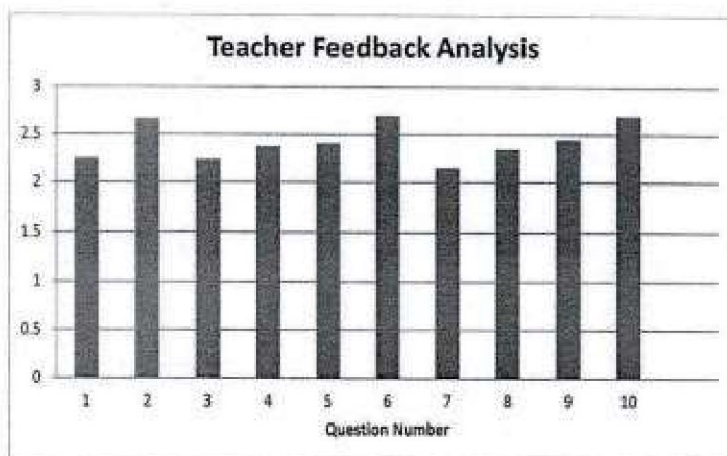
Feedback Analysis of Teacher Feedback on Curriculum in 2021-2022 Academic Year

5. Student:

1. Login

2. Give feedback for each faculty

3. Logout

STUDENTS FEEDBACK ON CURRICULUM

Year & Semester	IV-1	IV-1	Section		A		
Academic Year		2019-20	Department		Civil		

Give grading to which the syllabus augments course in attaining their defined objectives with (a)High - 3 (b) Moderate - 2 (c) Low - 1 (d) Poor - 0

S.NO	Questionnaire	SUB-1 WSM	SUB-2 IHS	SUB-3 RS,RS	SUB-4 TE	SUB-5 EGC	SUB-6
1	Did The course achieve its stated objectives	3	3	3	3	3	
2	Have you acquired the stated skills	3	3	2	3	3	
3	Whether the stated syllabus is adequate to achieve the stated objectives	3	3	3	3	3	
4	Whether the instructor has helped you in acquiring the stated skills?	3	2	2	3	3	
5	Whether the instructor has given the real life applications of the course?	3	3	3	3	3	
6	Whether the tests, assignments, projects and grading were fair?	3	2	3	3	2	
7	The instructional approach (es) used was (were) appropriate to the course?	3	3	3	2	3	
8	The instructor motivated me to do my best work	3	3	2	3	1	
9	I gave my best effort in this course	3	2	1	3	3	
10	To what extent you feel the course outcomes have been achieved?	3	3	2	3	3	
For Lab Courses only		TE	EE				
11	I was provided with adequate orientation and guidance for proceeding with laboratory activities	2	2				
12	The instructor (s) was (were) helpful in assisting with problems and difficulties in the lab	3	3				
13	Space & facilities were adequate for required activities of the lab	3	2				
14	Instructor provided material required for the lab.	3	3				

Suggestions (If any) : kindly provide workshop / and on program in tips.

FEEDBACK ANALYSIS OF STUDENT FEEDBACK ON CURRICULAM

Year & Semester	II-I	Section	C
Academic Year	2021-2022	Department	CSE

Give grading to which the syllabus augments course in attaining their defined objectives with
(a)High - 3 (b) Moderate - 2 (c) Low - 1 (d) Poor - 0

S.NO	Questionnaire	SUB-1 COA	SUB-2 C++	SUB-3 DS	SUB-4 MSM	SUB-5 ADE
1	Did The course achieve its stated objectives	2.75	2.71	2.56	2.81	2.51
2	Have you acquired the stated skills	2.71	2.63	2.56	2.49	2.61
3	Whether the stated syllabus is adequate to achieve the stated objectives	2.56	2.64	2.45	2.58	2.3
4	Whether the instructor has helped you in acquiring the stated skills?	2.81	2.71	2.89	2.68	2.49
5	Whether the instructor has given the real life applications of the course?	2.52	2.78	2.82	2.84	2.71
6	Whether the tests, assignments, projects and grading were fair?	2.65	2.79	2.71	2.74	2.51
7	The instructional approach (es) used was (were) appropriate to the course?	2.75	2.61	2.74	2.51	2.54
8	The instructor motivated me to do my best work	2.62	2.68	2.56	2.62	2.74
9	I gave my best effort in this course	2.63	2.89	2.58	2.73	2.72
10	To what extent you feel the course outcomes have been achieved?	2.51	2.87	2.61	2.78	2.62
	Average feedback of Total Students	2.651	2.73	2.648	2.678	2.565

	For Lab Courses only	ADE	DS	C++		
11	I was provided with adequate orientation and guidance for proceeding with laboratory activities	2.58	2.72	2.56		
12	The instructor (s) was (were) helpful in assisting with problems and difficulties in the lab	2.69	2.69	2.71		
13	Space & facilities were adequate for required activities of the lab	2.74	2.68	2.74		
14	Instructor provided material required for the lab.	2.6425	2.7175	2.665		
	Average feedback of Total Students	2.6425	2.7175	2.665		
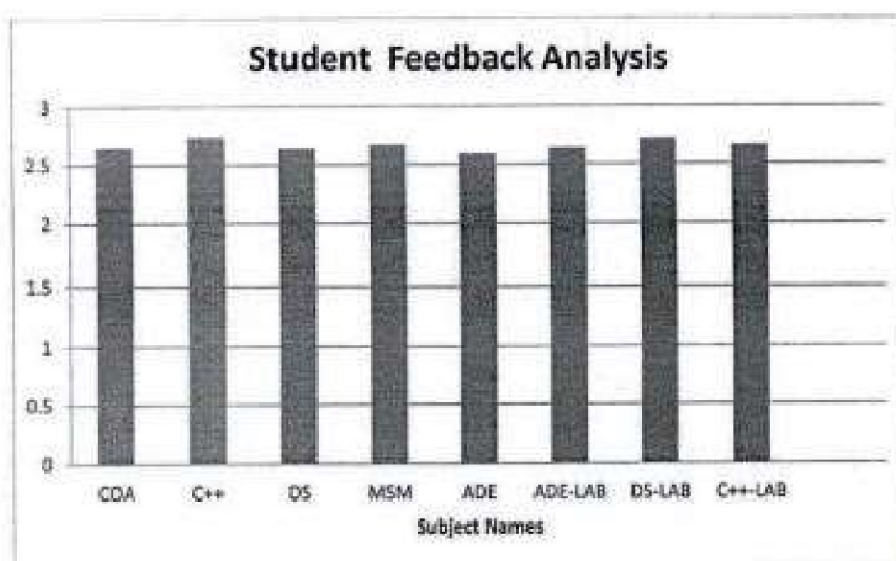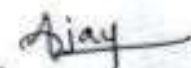
Feedback Analysis of Student Feedback on Curriculum in 2021-2022 Academic Year

6.   Alumini

1. Login

2. Give Feedback on Curriculum

3. Log out

Feedback on Course Curriculum from Alumni

1. How do you rate the syllabus / curriculum prescribed for the study by the JNTUH?

    a) Very good   b) Good   c) Average   d) Poor

2. How far has the syllabus been beneficial for your higher studies and / or Professional development?

    a) Very good   b) Good   c) Average   d) Poor

3. What is the social relevance of the syllabus / curriculum on which the study program was based?

    a) Very good   b) Good   c) Average   d) Poor

4. How far did the syllabus / curriculum equip you for suitable placements in the job markets?

    a) Very good   b) Good   c) Average   d) Poor

5. How far did the curriculum raise the level of your ability to communicate effectively?

    a) Very good   b) Good   c) Average   d) Poor

6. How did the syllabus / curriculum help you in being a sensitive and responsible citizen towards social needs?

    a) Very good   b) Good   c) Average   d) Poor

7. To what extent did the curriculum is relevant to the developmental needs of the nation?

    a) Very good   b) Good   c) Average   d) Poor

8. To what extent did the experimental learning part of the curriculum is relevant to the overall development of the students, especially application of theoretical knowledge in the lab?

    a) Very good   b) Good   c) Average   d) Poor

9. Please give further comments, if any.

Signature   :   Ajay

Name   :   Ajay Charma

Hall Ticket No. :   15QB1A0101

Date   :   2|1|20

Branch   :   Civil

Overall Feedback on Course Curriculum from Alumni
for the Academic Year 2021-2022

S.No.	Questionnaire	Grade
1	How do you rate the syllabus / curriculum prescribed for the study by the JNTUH?	3.5
2	How far has the syllabus been beneficial for your higher studies and / or Professional development?	3.7
3	What is the social relevance of the syllabus / curriculum on which the study program was based?	3.5
4	How far did the syllabus / curriculum equip you for suitable placements in the job markets?	3.6
5	How far did the curriculum raise the level of your ability to communicate effectively?	3.5
6	How did the syllabus / curriculum help you in being a sensitive and responsible citizen towards social needs?	3.5
7	To what extent did the curriculum is relevant to the developmental needs of the nation?	3
8	To what extent did the experimental learning part of the curriculum is relevant to the overall development of the students, especially application of theoretical knowledge in the lab?	3
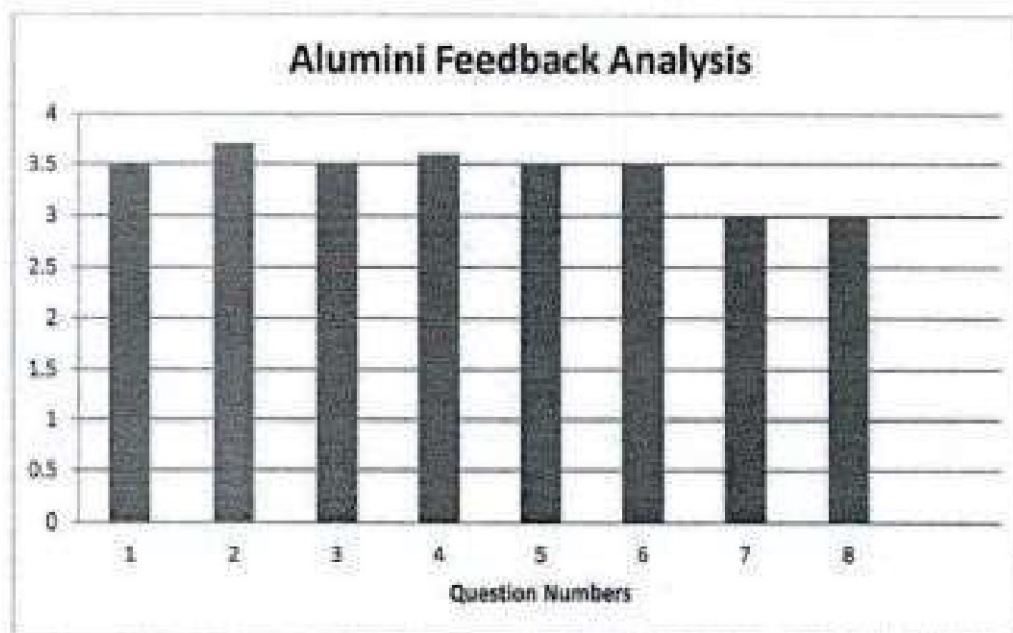
Feedback Analysis of Alumni Feedback on Curriculum in 2021-2022 Academic Year

7. Employer:

1. Login

2. Give Feedback on Curriculum

3. Log out

FEEDBACK FROM EMPLOYER ON PROGRAM CURRICULUM

Name : Vijay Kumar

Company Name : Sri Harsha Construction

Email Id : siharsha.ko8@gmail.com.

Address : B-3-910, Flat. no. 202, Tirumalavishod Residency, Ameerpet, Hyd.

(SA- Strongly Agree (4), ALE- Agree to Large Extent (3), A- Agree (2), ASE: Agree to Some Extent (1), D- Disagree (0))

S.No	Questionnaire	SA	ALE	A	ASE	D
1.	Extent to which the curriculum helps to generate innovative ideas.		✓			
2.	Whether the curriculum enhances Managerial Skills?	✓				
3.	Curriculum effectiveness towards the development of Entrepreneurship.		✓			
4.	Extent to which the curriculum enhances Technical Knowledge and Life Skills.		✓			
5.	Does the curriculum support Modern Tool Usage?	✓				
6.	Program Structure is well organized with links progressing from one course to another steadily for a god comprehension of all courses	✓				
7.	Extent to which the curriculum imparts Problem Solving Capabilities.	✓				
8.	Curriculum Role in Placements.		✓			
9.	Curriculum suits the advancement in the Technologies?		✓			
10.	Curriculum facilitates functioning of a student as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.		✓			

Suggestions/comments if any:

Feedback Analysis of Employers on Program Curriculum for the Academic Year 2021-2022

S.No	Questionnaire	Grade
1.	Extent to which the curriculum helps to generate innovative ideas.	3.42
2.	Whether the curriculum enhances Managerial Skills?	3.25
3.	Curriculum effectiveness towards the development of Entrepreneurship.	3.41
4.	Extent to which the curriculum enhances Technical Knowledge and Life Skills.	3.37
5.	Does the curriculum support Modern Tool Usage ?	3.51
6.	Program Structure is well organized with links progressing from one course to another steadily for a god comprehension of all courses	3.24
7.	Extent to which the curriculum imparts Problem Solving Capabilities.	3.37
8.	Curriculum Role in Placements.	3.51
9.	Curriculum suits the advancement in the Technologies?	3.27
10.	Curriculum facilitates functioning of a student as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.	3.36
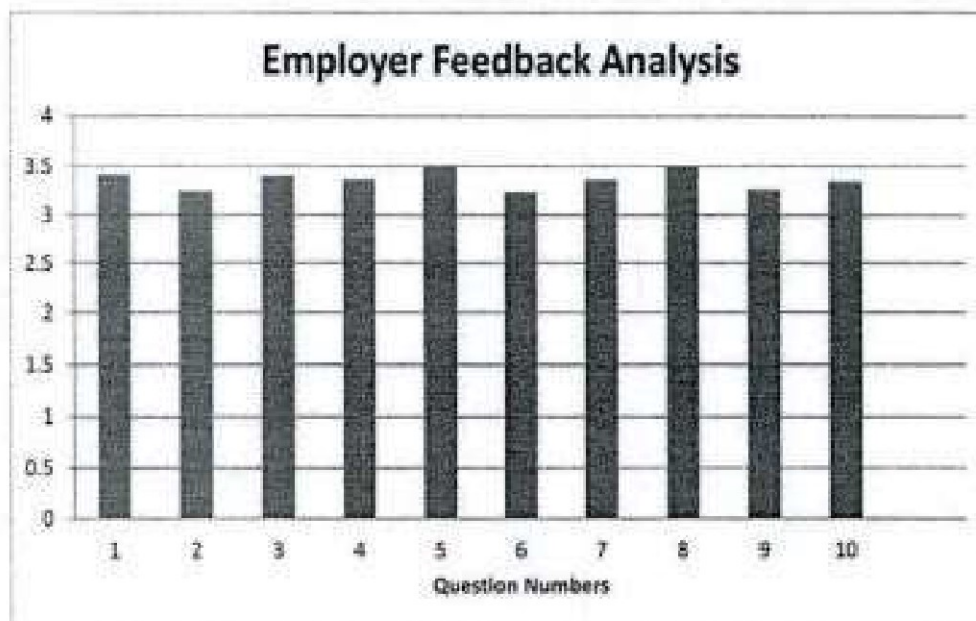
Feedback Analysis of Employer Feedback on Curriculum in 2021-2022 Academic Year

The divisions and their connections between them is shown in figure below

In this first the discipline and its duration is taken and branches are added to corresponding discipline and each branch is divided into number of years given during creation of discipline and to branches, faculty and subjects are added. Under the year module section and semesters are added to it. To the section, subject and faculty are mapped and make ready for the accessing of a particular section. After accessing the reports are generated and saved locally.

DESIGN:

DISCIPLINE

BRANCHES

FACULTY

SUBJECT

YEAR

SECTION

SEMESTER
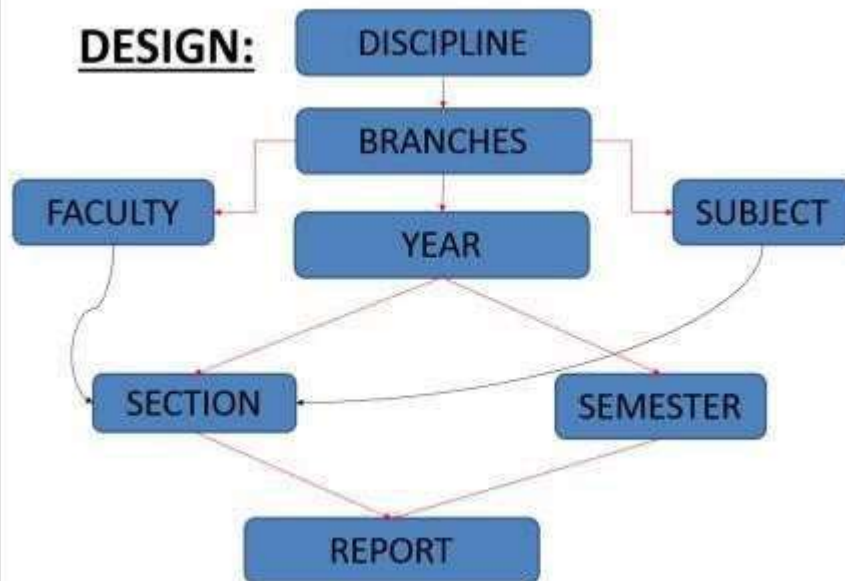
REPORT

Flow Chart for Student Side


```
          ┌──────────────┐
          │   Student    │
          └──────┬───────┘
                 ▽
┌────────────────────────────────────────────────┐
│ Log in to the student portal using the given    │
│ user name and password                          │
└────────────────────┬───────────────────────────┘
                     ▽
┌────────────────────────────────────────────────┐
│                                                 │
│     Gives feedback to the their corresponding   │
│     faculty with 10 common questions to each.   │
│                                                 │
└────────────────────┬───────────────────────────┘
                     ▽
┌────────────────────────────────────────────────┐
│ If any suggestions entered by the students are  │
│ taken                                           │
└────────────────────┬───────────────────────────┘
                     ▽
┌────────────────────────────────────────────────┐
│       Feedback submmited successfully           │
└────────────────────┬───────────────────────────┘
                     ▽
                    ●
```
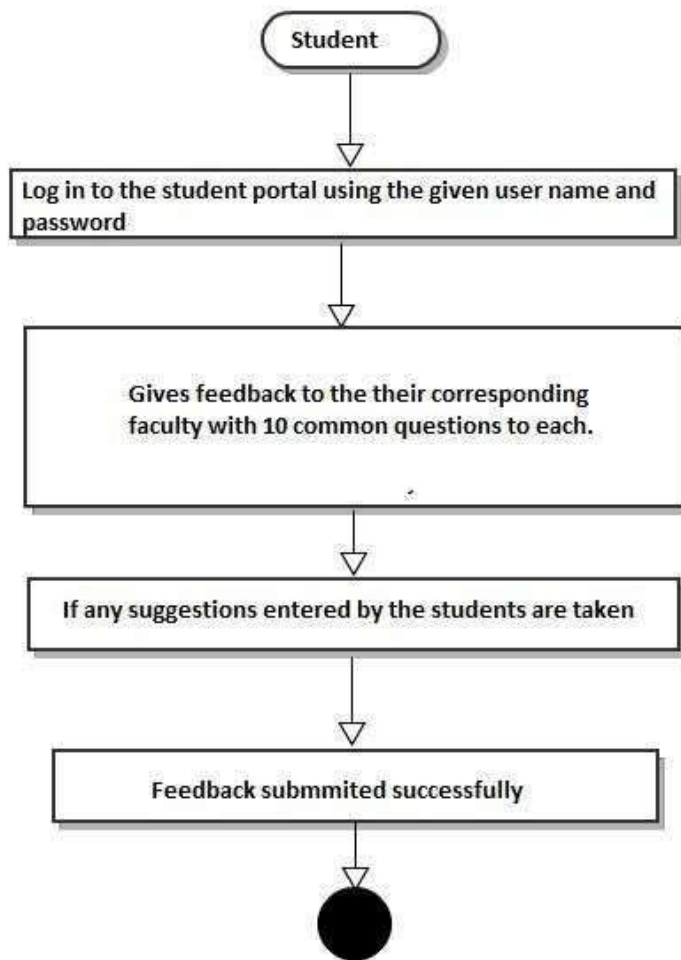
Flow Chart for Administrator Side

```
                    ┌─────────────────┐
                    │  Administrator  │
                    └─────────────────┘
                             │
                             ▼
┌──────────────────────────────────────────────────────────┐
│   Login with administrator credentials into login panel   │
└──────────────────────────────────────────────────────────┘
                             │
                             ▼
┌──────────────────────────────────────────────────────────┐
│   Add college details, Disciplines,                        │
│   Branches,Semesters, Sections, Subjects, Faculty          │
│   details                                                  │
└──────────────────────────────────────────────────────────┘
                             │
                             ▽
┌──────────────────────────────────────────────────────────┐
│   Map the subjects to the semesters and faculty            │
│   to the section                                           │
└──────────────────────────────────────────────────────────┘
                             │
                             ▽
┌──────────────────────────────────────────────────────────┐
│   Selects the section to be accessed by the                │
│   students                                                 │
└──────────────────────────────────────────────────────────┘
                             │
                             ▽
┌──────────────────────────────────────────────────────────┐
│   Start the server for giving the feedback by students     │
│   / Stop the server on completion of giving feedback       │
└──────────────────────────────────────────────────────────┘
                             │
                             ▽
┌──────────────────────────────────────────────────────────┐
│              Generation of reports                         │
└──────────────────────────────────────────────────────────┘
                             │
                             ▽
                            ●
```

Action taken Report Sample:

Bhoj Reddy Engineering College for Women

(Sponsored by Sangam Laxmibai Vidyapeet, approved by AICTE and affiliated to JNTUH)
Vinaynagar, IS Sadan Crossroads, Saidabad, Hyderabad – 500 059, Telangana. www.brecw.ac.in

Computer Science and Engineering

Action Taken Report

Faculty Name: Year: Sem:

Subjects:	Theory/Lab:	Overall Feedback	Dept/Sec:	Same Sub Taught:	Times
	Theory/Lab:	Overall Feedback	Dept/Sec:	Same Sub Taught:	Times
	Theory/Lab:	Overall Feedback	Dept/Sec:	Same Sub Taught:	Times
	Theory/Lab:	Overall Feedback	Dept/Sec:	Same Sub Taught:	Times
	Theory/Lab:	Overall Feedback	Dept/Sec:	Same Sub Taught:	Times

Areas for Improvement

Steps Planned :

Faculty Signature

HOD Observation / Recommendation :

HOD Signature

Stakeholders feedback action taken report
Academic year: 2021 – 2022

S.No	Feedback given by	Feedback / Suggestions	Action Taken	Evidence
1	Employer	Emphasis on Problem Solving and Critical Thinking and also needs to improve their communication skills	Problem solving and Critical thinking questions are the part of all the courses and tutorial question banks are prepared which contains short and long questions to emphasize this issue. Training is conducted by career development centre which can also improve the communication skills of the students	Department advisory minutes and Course Full stack preparation
2	Alumni	Professional Ethics and gender sensitivity related courses need to include in the curriculum.	Make students sensitized the curriculum is designed and it is mandatory to do the courses like Indian constitution, Essence of Indian traditional knowledge and gender sensitization etc.	Bos minutes & UG 20 Curriculum
		More placements required from core companies	More company specific training is given to the students which can help them to place in core companies. Students are place in Core companies like Tata Advanced Systems, Infosys.	Bos minutes & UG 20 Curriculum
3	Students	Need industrial visits for real – world exposure.	Students are encouraged for industrial visit where they can domain exposure	Bos minutes & UG 20 Curriculum
		More training is required to get knowledge on programming	Skill enhancement training programs like SkillUp / Skill Bridge are introduced so students can improve their programming skills	Bos minutes & UG 20 Curriculum
4	Faculty	More value – added courses to be included	1. For the development of employable and life skills Institute conducts learning certification courses like Aeromodelling, Additive Manufacturing technologies etc.	Bos minutes & UG 20 Curriculum

Date: 05-09-2023

To
HOD
CSE Department

Sub: Supply of Stationery material for use at your Department for the Academic
Year 2023-24 from (01-09-2023 to 31-08-2024) – Req

YOU ARE ADVISED TO INFORM THE FOLLOWING DETAILS AGAINST EACH
ITEM.

1. STOCK ON HAND AS ON DATE (PLEASE BE SPECIFIC)
2. QUANTITY REQUIRED FOR USE DURING THE ACADEMIC YEAR 2023-24
   (FROM 01-09-23 TO 31-08-24)

CSE

Sl No	Name of the Items	Allotment of Stationery for I & II Semester	Stock on hand as on date 04-09-2023	Quantity required for use during the Academic Year 2023-24
1	2	3	4	5
01	Alpine Pins	02 boxes		08
02	Bonafide Certificate	14 pads		20
03	Carbon Paper	06 sheets		12
04	Cello tape ½" width	06 No's		08
05	Chalks Dustless - White	24 boxes		36
06	Damper (Round) Plastic	02 No's		04
07	Duster - Glass board Make : Deepak	08 No's		16
08	Duster -White board marker	02 No's		04
09	Envelops 9x4 brown	08 No's		20
10	Envelops Light Green legal 14x10 inches	08 No's		20
11	Erasers	10 No's		15
12	Fevi Stick	08 No's		14
13	File Tags Each Bunch-50 nos	02 bunch's		04
14	Gum Bottle – 150 ml	04 No's		06

Sangam Laxmibai Vidyapeet

To
HOD, CSE, EC
South Block

Date: 26-06-2023

Sub: Issue of cleaning material – Reg

* * *

The following quantities of cleaning material will be issued for maintaining the cleanliness of Ground Floor and First Floor in South Block for six months (July 2023 to December 2023).

S No	Name of the item	Quantity to be issued for six months (July 2023 to December 2023)		Stock in hand as on 26-06-2023
		Ground Floor	First Floor	
1	2	3	4	5
01	Brooms-Coconut	06	06	
02	Brooms-Soft	06	06	
03	Cloth- Yellow	12	12	
04	Cloth-White	06	06	
05	Soap Rin	06	06	
06	Washing Powder	03 kg	03 kg	
07	Naphthalene Balls Each kg – around 140 balls	60	60	
08	Scrubbers	12	12	
09	Plastic Covers (Big) 1 per day Size 27" x17" (4x24)	144	144	
10	Plastic Covers (Small) 6 per day Size 16" x13" (24x24)	864	864	

Asset :

Table Name: asset_master

Name	Type	Unique	Required	Description	Default
id	number	True	True	asset id	Auto Increment
asset_tag	varchar	True	True	asset tag of the company	
company_name	varchar		True	the asset's manufacturer company name	
model	number		True	asset's model name	
description	varchar			asset's description	
warranty	varchar			asset warranty details	0 (Zero)
serial_number	varchar	True	True	asset's serial number	
purchase_date	datetime		True	asset's purchase date	
purchase_cost	number		True	asset's purchase cost	
category_id	number		True	asset's category	
status_id	number		True	asset's status	
employee_id	number			assigned employee id	
room_id	number			assigned room id	

Asset Category :

Table Name: asset_category_master

Name	Type	Unique	Required	Description	Default
id	number	True	True	category id	Auto Increment
name	text	True	True	category name	
description	varchar			category's description	
is_laptop	boolean			to specify category is belonging on laptop	False

Location :

Table Name: location_master

Name	Type	Unique	Required	Description	Default
id	number	True	True	Location id	Auto Increment
name	varchar			Locationname	
description	varchar			Location's description	

Different Users:

1. Lab Assets (Lab Incharges & Programmers)

2. Maintanance Assets (Floor Incharges and Junior Assistant)

3. Projector Assets (Projector Incharges)

4. Library Assets (Library Incharges)

LEAVE MANAGEMENT MODULE:

➤ **Dashboard for Employee:**

- **Year-wise**

1. Actual CLs
2. Availed CLs
3. CL Balance
4. Availed CCL
5. CCL Balance
6. On-Duty(OD)
7. Loss of Pay(Lop)
8. Medical Leave(ML)

➤ **E-Leave:**

1. Apply for Leave

   ->Add Leave Category

   ->Add Leave Type -

   >Add Leave

   ->Add from date

   ->Add from

   Session ->Add to

   date ->Add to

   Session ->No of

   days ->Prefix

   Holidays ->Suffix

   holidays ->Purpose

   of Leave ->Contact

   details

   ->Add Reporting Officer

2. View/Update Drafted Leave

   ->S no/Name & Designation/Applied Date/From Date/To

   Date/No. of Days/Purpose of Leave/View/submit/Delete.

3. View Applied Leave

   - Year Wise

      -> S no/photo/Type & Category/Leave ID/Leave

      Type/Applied Date/From Date/To Date/No. of Days/Purpose

      of Leave/View/submit/Delete

4. View Cancelled Leave

5. View Rejected Leave

6. View Approved Leave

➢ **E-Leave Approval:**

1. Requested for eLeave Approval

2. Requested for eLeave Cancellation

3. eLeave(s) Recommended by Me

4. eLeave(s) Approved by Me

5. eLeave(s) Rejected by Me

6. Leave Substitution Approval

7. Leave Substitution Status

➢ **Establishment Section:**

- **Displays Staff Members Department-wise**
- **Manage Employee**

1. New Employee

2. View Employee Dept-wise

3. View all Employee List

4. View all Employee List (AISHE)

5. View Experience and Promotion Details

6. All Active Employees

7. All Blocked Employees

8. Edit Designation

9. Edit Department

10. Employee Display Order

➢ **e-Leave Admin:**

- **Manage Employee**

1. View Leave Balance(s)

2. Dept-wise Leave Balance(s)

3. Add/Update CL Balance(s)

4. Add/Update CCL Balance(s)

5. View All Staff

- **Leave Masters:**

1. Add Leave Types

2. Add Public Holidays

3. Add Leave Work Flow

4. Print Leave Work Flow

5. Bulk Update Leave Work Flow

- **e-Leave Reports:**
    1. All Processing Leaves
    2. All Processing Leaves (Dept-wise)
    3. All Processing Leaves (Dates)
    4. All Approved Leaves
    5. All Approved Leaves (Dept-wise)
    6. All Approved Leaves (Dates)
    7. All Leaves with any Status

- **Monthly Reports:**
    1. Emp Wise Availed Leaves Count
    2. Emp Wise Availed LoPs Count
    3. Emp Wise Availed Leaves
    4. Emp Wise Availed Leaves (Dates)
    5. Emp Wise Leaves with any Status (Dates)
    6. Statistics On Emp-wsie Availed Leaves
    7. Statistics On Emp-wsieSubmitted Leaves
    8. Year-Wise CL & LoP Submitted Leaves
    9. Dept-Wise CL & LoP Submitted Leaves
    10. Statistics On Monthly Approved Leaves

- **Recruitment Information**
    Add/View/Update/Delete: **Recruitment Info**

RESULT ANALYSIS MODULE:

➢
Result Analysis master:

1. Add New Subject
2. View registered Subjects
3. View/Edit Subjects & Labs count

    ->Add Academic year/Sem/dep./class

    ->view All Registered subjects & Labs count

4. View/Edit Subjects & Labs codes

-> Add Academic year/Sem/dep./class/Subject Type(Theory/lab)

->View Report

5. Upload Result T-sheet(Excel file)

-> Add Academic year/Sem/dep./class/T-Sheet ->upload Result

6. Update RC/RV/supply Results

->Add Academic year/Sem/dep./class/Student ID ->Update Result

->View Updated Result.

7. View/Edit Subjects & Labs count

➢ **Result Analysis Reports**

1. View Class –wise consolidated Reports ->Add Academic year/Sem/dep./class ->View Reports

2. View Subject-wise Reports

->Add Academic year/Sem/dep./class/Subject Type(Theory/Lab)/select subject

3. View Class –wise overall Reports

-> Add Academic year/Sem/dep./class ->View Report

4. View Student–wise overall Reports

->Add Student ID

->View Reports.

Sangam Laxmibai Vidyapeet

Date:

SLV/Accts/Cell phone bills/   /   /

Note Submitted to the Secretary for Approval,

Sub: Payment towards **Cell phone Bills** of All SLV Institutions to
AO (CMTS) BSNL, for the month of _____ Year_____ - **Reg**

Details are

S No 1	Cell phone Number 2	Used by 3	Amount (Rs) 4	Paid Ch.No/Date SLV Stamp 5
EC				
1	9490116667	Principal		
2	9490411252	TPO		
3	9490751910	A & E Section		
	Sub Total			
DC				
4	9490463206	Principal		
SLV				
5	9440033555	L Venkat Reddy		
6	9440033888	L Satyanarayana Reddy		
7	9440896624	SLV Accounts		
	Sub Total			
	Grand total			

Kindly approve payment of **Rs**   /- (Rupees   only) towards cell phone bills of SLV Institutions.

Note: Payable on or before   .

Enclosed Bills:

Accounts Assistant   Executive Officer   Secretary
V.Radhika   E Vijaya Lakshmi   M Rama Reddy

Sangam Laxmibai Vidyapeet

Electricity Note

Date:

SLV/Accts/Electricity/September/20   - /

Note Submitted to the Secretary for Approval.

Sub: Request for approval towards payment of Electricity Bills of EC, PC, JC and
Ramdev Centre for the month of _____ - _____

Ref: Letter from Electricity Department.

With reference to the above subject cited, the details of consumed units and amount
to be paid to the Electricity department is mentioned below:

S No	Bill Address	Particulars	Per unit (Rs)	Consumed Units	Amount Rs (4x5)	Total Bill Amount Rs
1	2	3	4	5	6	7
1.	Bhoj Reddy Engineering College HDS627	Engineering College				
2.	Sangam Laxmibai Vidyapeet HDS723	a) Junior College				
		b) Pharmacy College				
		c) Ramdev Centre				
					Total	

Remarks :

Kindly approve the payment of Rs   (Rupees   only.)
towards electricity bill also sanction to prepare a cheque separately.

Submitted.

Accounts Assistant   Executive Officer   Secretary
V.Radhika   E Vijaya Lakshmi   M Rama Reddy

Enclosed: 1) 2 Bills

Sangam Laxmibai Vidyapeet

EPFO Payment Note

Date:

Note: Submitted to the Secretary for Approval

Ref: SLV/Accts/EPF/ / /

Sub: Payment towards **Employee's Provident Fund** _____ for various institutions of **Sangam Laxmibai Vidyapeet**-Reg.

With reference to the above subject the payment for EPF for the month of _____ Year _____ for SLV Institutions. The details are given below:

_____ Month EPF

S No	Establishment Name		Employee's Share	Administration charges A/C.02 & Employer's Share of A/C.21	Total Amount	Remarks
1	2	3	4	5	6	7
1	Bhoj Reddy Engineering College for Women	EC Teaching				Combination of EC & PC
		EC Non-Teaching				
		PC Teaching				
		PC Non-Teaching				
2	Sangam Laxmibai Junior College for Girls	HS				Combination of HS, JC & DC
		JC				
		DC				
	Total					

(Rupees only)

Hence, it is submitted for payment of Rs /- (Rupees only) through SLV Online Account A/c.05481010188396 towards Employee's Provident Fund.

Submitted for Approval.

Accounts Assistant
V Radhika

Executive Officer
E Vijaya Lakshmi

Secretary
M Rama Reddy

Sangam Laxmibai Vidyapeet

ESIC Payment Note

Date:

Note Submitted to the Secretary for approval

No: SLV/ESIC/52000467550001304/ Accts/20____ /

Sub: Payment towards Employees' State Insurance Scheme (ESIC) for the month of _____ Year _____ for SLV-Reg.

With reference to the above subject the payment for ESIC for the month _____ year _____ of SLV.

Hence, it is submitted for payment of Rs. ____ /- (Rupees ____ only) through SLV Online Account A/c: **054810100188396** towards ESIC.

Enclosed: Statement of ESIC Contributions.

Accounts Assistant	Executive Officer	Secretary
V.Radhika	E Vijaya Lakshmi	M Rama Reddy

Sangam Laxmibai Vidyapeet
FD Note

Date:

SLV/Accts/FD/   /

Note: Submitted to the Secretary for approval

Sub: To deposit the amount in Fixed Deposit for the month of _____ –Reg.

  a) Total Balance available in IDBI Bank as on dated: Rs:

  b) Less: To Invest as Fixed Deposit in **IDBI BANK**   Rs:

                    Balance in IDBI bank   Rs:

Details of the interest rates   as on the date:

Name of the Bank	
Bank	

Fixed Deposit Details given below

S No	Due Month	Amount to be invested	Period	Remarks
1	2	3	4	5

Accounts Assistant   Executive Officer   Secretary
V.Radhika   E Vijaya Lakshmi   M Rama Reddy

Sangam Laxmibai Vidyapeet

EC/DC/Garbage Clearance/

To
The Secretary
Sangam Laxmibai Vidyapeet

Sub: Payment of Garbage Clearance in Bhoj Reddy Engineering College and Degree College

Month	Institutions	Amount (Rs)	Sign of the EO	Sign of the Secretary	Paid Ch No/ Date SLV Stamp
Mar-2023	EC DC Total	5,000 2,000 7,000			

Sangam Laxmibai Vidyapeet

Date:

SLV/Accts/Landline Bills/   /   /

Note Submitted to the Secretary for Approval.

Sub: Payment towards **Landline Telephone** Bills of All Vidyapeet Institutions to AO(Cash) BSNL, for   – Reg

Details are

Sl No	Landline Phone Number	Used by	Amount (Rs)	Paid Ch.No/Date SLV Stamp
1	2	3	4	5
HS				
1	24531742	HS Office		
JC				
2	24530251	JC Office		
DC				
3	24533838	DC Office with Wi-Fi		
PC				
4	24532171	PC Office with Wi-Fi		
MI				
5	24536624	MI Office		
PT				
6	24531726	PT Office		
		Sub Total		
EC				
7	24531725	EC Office		
8	24537282	EC Office		
9	24531719	EC Principal		
10	24531805	EC A & E Section with Wi-Fi		
		Sub Total		
SLV				
11	24531121	SLV Accts & Purchase with Wi-Fi		
12	24532021	SLV Office		
13	24753452	Secretary		
		Sub Total		
		Grand total		

Kindly approve payment of Rs   (Rupees nine thousand eleven only) towards Land Line Phone bills of SLV Institutions.

Note: Payable on or before

Enclosed Bills: 13 Nos

Accounts Assistant   Executive Officer   Secretary
V.Radhika   E.Vijaya Lakshmi   M.Rama Reddy

To
The Secretary
Sangam Laxmibai Vidyapeet

Sub: Payment towards News Paper and Magazine bill.

Month Year	Institutions	Sign of the EO	Ch No Date
	HS		
	JC		
	DC		
	PC		
	EC		
	TOTAL		

To
The Secretary
Sangam Laxmibai Vidyapeet

Sub: Remuneration to M.Indrasena Reddy (Legal Consultant) towards Legal Issues of SLV and its Constituent Institutions (Joining dated 16.03.2023) –Reg

Period	Amount (Rs)	Sign of the EO	Sign of the Secretary	Paid Ch No/ Date
	50,000			

JC, DC, PC, EC / Profession tax/2023-2024
Date:05.08.2023

To
The Secretary
Sangam Laxmibai Vidyapeet

Sub: Payment to profession tax officer, Malapert Circle, Saidabad, Hyderabad
Towards profession tax of all SLV Institutions Staff.

Month Year	Institution	Amount(Rs)	Sing of the E.O	Sign of the Secretary	Ch No Date
	HS				
	JC				
	DC				
	PC				
	EC				
	SLV				
	TOTAL				

Sangam Laxmibai Vidyapeet

Vinay Nagar IS Sadan Crossroads, Saidabad, Hyderabad-500 059, Telangana
Telephone: 2453 2021, Cellphone: 94408 96524, Email:
SangamLaxmibaiVidyapeet@gmail.com
(Educational Society registered under the Telangana Societies Registration Act)
(Registration No 24 of 1955, Dt 31-08-1955)

Date:

To
The Manager
Union Bank of India
Santosh Nagar Branch
Vinay Nagar
Hyderabad – 500059
Telangana.

Sir,

Sub: Payment of Salaries to the Central Staff of Sangam Laxmibai Vidyapeet for
Advise for crediting the amounts to the individual accounts of the staff.

I request you to credit the amount of ₹   (Rupees   only) of the enclosed
cheque No: Dated: against the individual accounts of the Non-Teaching
Staff of the Sangam Laxmibai Vidyapeet towards their salaries for the month of ___
Year _____ as shown in the statement enclosed.

Yours sincerely

M Rama Reddy
Secretary

Encl: 1) Salary Statement
     2) Cheque No: Dated: for   /-

To
The Secretary
Sangam Laxmibai Vidyapeet

Sub: Payment of Special Allowance to the following institutional staff –Reg

Name of the staff	Designation	Month	Amount (Rs)	Sign of the EO	Sign of the Secretary	Paid Ch No/ Date
G.Dayakar Reddy	Vice Principal		3,000			
B Sai Kumar	Plumber		10,000			
B Sai Kumar	Plumber		3,000			
C Basi Reddy	Senior Assistant		1,320			
K Ravi Kumar	Senior Assistant		1,320			

Sangam Laxmibai Vidyapeet
TDS Payment Note

Date:

Note: Submitted to the Secretary for Approval

Ref: SLV/Accts/TDS/   /

Sub: It is submitted that the Tax Deducted at Source (TDS) has deducted from staff salaries for the month of _____ Year _____ .

Details about Staff salaries (92B)

S No	Name of the Firm		Total Amount Rs
1	2	3	4
1	Staff salaries 92B	EC	
		PC	
		DC	

(Rupees   only).

Hence, it is submitted for payment of Rs   /- (only) to SLV Online Account Ac/no 05481010 0188396 towards Tax Deducted at Source.

Submitted for Approval.

Accounts Assistant
V.Radhika

Executive Officer
E Vijaya Lakshmi

Secretary
M Rama Reddy

Sangam Laxmibai Vidyapeet
TDS Payment Note

Date:

Note: Submitted to the Secretary for Approval

Ref: SLV/Accts/TDS/   /

Sub: It is submitted that the TDS has deducted from contract bills for the month of
_____ Year _____.

Details about Contractors and Sub Contractors (94C)

S. No	Pan Number	Date	Name of the Firm	Total Amount	Deducted @ %	TDS
1						
2						
					Total	

(Rupees   only).

Hence, it is submitted for payment of **Rs**   (Rupees   only) to SLV Online
Account No: 054810100188396 towards Tax Deducted at Source.

Submitted for Approval.

Accounts Assistant   Executive Officer   Secretary
V.Radhika   E Vijaya Lakshmi   M Rama Reddy

Sangam Laxmibai Vidyapeet
TDS Payment Note

Date:

Note: Submitted to the Secretary for Approval.

Ref: SLV/Accts/TDS/   /

Sub: It is submitted that the TDS has deducted from Professional fee for the month of _____ Year _____.

Details about Professional fee (94J)

S No	Pan Number	Date	Name of the Firm	Total Amount	TDS %	TDS
1						
2						
				Total		

(Rupees   only)

Hence, it is submitted for payment of **Rs**   (Rupees   only) **SLV Online Account (A/cNo:054810100188396) towards Tax Deducted at Source.**

Submitted for Approval.

Accounts Assistant
V.Radhika

Executive Officer
E Vijaya Lakshmi

Secretary
M Rama Reddy

Sangam Laxmibai Vidyapeet
Transfer Note

Date:

SLV/Accts/Transfer Note/   /   /

Sub: Transfer of funds from SLV   Bank to SLV   Bank -Reg.

Request to approve amount transfer from   Bank to   Bank

Details are as follows:

Sl.No.	Particulars	Amount

Hence request you to approve of Rs   /- (Rupees   only).

from

to

by RTGS vide Cheque No.   Dated:

Submitted.

Accounts Assistant   Executive Officer   Secretary
V.Radhika   E Vijaya akshmi   M Rama Reddy

Sangam Laxmibai Vidyapeet

Dt:

SLV Institutions/Water Charges/   /

Note submitted to the secretary approval.

Sub: Payment towards the **Municipal Water Bills** of SLV Institutions for the month of
_____ Year _____ to **Hyderabad Metropolitan Water Works andSewerage**
Board – Reg

Sl No	Name of the Institutions	CAN NO	Category	Total (KL)	Per Unit			Sewerage Cess	Service Charges	Amount 8+9+10=11
					Unit details (KL)	Rate per Unit	Amount as per slab (6 x 7)=8			
1	2	3	4	5	6	7	8	9	10	11
1	HS	023169526	MSB (Domestic)	25 Plots) (25x9)	25Plots (25x9)225					
2	JC	023160361	Commercial	33	15(0-15)					
					8(16-30)					
					10(31-50)					
3	DC	023141113	Commercial	21	15(0-15)					
					6(16-21)					
4		023146545	Commercial	21	15(0-15)					
					6(16-21)					
5	EC	023104934	Commercial	50	15(0-15)					
					15(16-30)					
					20(31-50)					
6	PC	023119006	Commercial	20	15(0-15)					
					5(16-20)					
									Total	

Kindly approve the payment of Rs   (Rupees   only)
towards **Municipal Water Bills** of SLV Institutions EC, DC, PC for the month ____ Year
___, to Hyderabad Metropolitan Water Works and Sewerage Board. Through SLV
Online Account, A/c:054810100188396 towards municipal water bills.

Enclosed: Water Bills

Accounts Assistant   Executive Officer   Secretary
V.Radhika   E Vijaya Lakshmi   M.Rama Reddy

Sangam Laxmibai Vidyapeet
Xerox Note

Date:

SLV Accounts/Xerox Minosha /SLV/   /

Note Submitted to the Secretary for approval.

Sub: Payment to M/s Minosha India Limited towards Xerox Machine (MINOSHA)
Maintenance Charges of SLV- Reg.

Details are as follows:

Period	Opening reading	Closing reading	No of Copies (3-2)	Rate Per copy	Amount (Rs) (4x5)	CGST (9%) SGST (9%)	Net amount (6+7)
1	2	3	4	5	6	7	8
(RCC)SLV- Office – Machine Serial Number: 3299M420544							
							Total - SLV
EC-Academic Section – Machine Serial Number: G185RB90074							
							Total –EC
EC– Academic Section –Machine Serial Number: G185RB90041							
							Total –EC
EC–West Block – Machine Serial Number:3299M720684							
							Total –EC
DC –Exam branch - Machine Serial Number: 3290MB30197							
							Total -DC
							Grand Total

Kindly approve payment of Rs   (Rupees   only) towards Xerox Machine
(MINOSHA) Maintenance Charges of SLV Institutions.

Accounts Assistant   Executive Officer   Secretary
V.Radhika   E Vijaya Lakshmi   M Rama Reddy

PURCHASE SECTION

Sangam Laxmibai Vidyapeet

/20 -   Date: _____

ADVANCE

ction of **ADVANCE** amount for purchase of _____ required for
_ for _____.-Reg.

itted by the _____, _____dt: _____
ecretary on dt: _____.

ubject cited, the _____ of _____, has submitted
_____ for procurement of _____ required for
or _____, and the Secretary has approved the same
_ (Flag A).

ment are given below:

	Rate	Total Amount Rs	Earlier Purchased details	
			Supplier Name	Rate & Date
	4	5	6	7
Total:				

ve hundred only)

d to sanction an **ADVANCE** amount of Rs._____ (Rupees
_____only)   to   **Mrs/Mr**
towards   purchase   of   above   item   required   for
_____ and account will be settled on receipt of the bills.

Sangam Laxmibai Vidyapeet

Advance Settlement

/20 - /   Date:

ccount for purchase of _____ required for

_____ for _____ .

tion Note on dt:
Secretary on dt:

e subject cited, an **ADVANCE** Note has been submitted on dt:
purchase of _____ required for
_____, the Secretary has approved the same on dt:

ADVANCE amount of **Rs** _____/- sanctioned vide **Cheque**
_____ **to Mrs/Mr** _____ and the
hased from _____

Date	Qty Ordered	Cost Rs	GST	Discount	Amount Rs	MRR; S No & Date
	4	5	6	7	8	9
	Total:					

_____ only)

Sangam Laxmibai Vidyapeet

Advance Settlement

/20 · /   Date:

count for purchase of _____ required for

_____ for _____ -

ction Note on dt:
Secretary on dt:

e subject cited, an **ADVANCE** Note has been submitted on dt:
purchase of _____ required for
_____, the Secretary has approved the same on dt:

ADVANCE amount of **Rs** _____/- sanctioned vide **Cheque**
_____ **to Mrs/Mr** _____ and the
hased from _____

Date	Qty Ordered	Cost Rs	GST	Discount	Amount Rs	MRR; S No & Date
	4	5	6	7	8	9
	Total:					

only)

Sangam Laxmibai Vidyapeet

Sanction Note for Local Purchase

dt:_____

l for purchase of _____ for various _____
_____ – Reg.

ed by the Principal, _____, on dt: _____.
cretary on Dt: _____.

ject cited, the Principal of _____ has submitted
_____ for procurement of _____ of
_____ and approval of the Secretary on Dt: _____ (Flag A).

d Earlier Purchase details are given below:

Size	Quantity Req	Quantity Procured	Earlier Purchase details		Present Approximate Cost
			Supplier name	Rate & Date	
3	4	5	6	7	8

al to purchase the above items from local market.

Sangam Laxmibai Vidyapeet

- /20 - /   Date: _____

rds purchase of _____ for _____ of

_____ –Reg.

submitted by the Principal, _____ on dt: _____.
the Secretary on dt: _____

the subject cited, the Principal of _____ has submitted
_____ for purchase of _____ for _____ required
and the Secretary has approved the same on dt: _____. (Flag A)

the following items were purchased from M/s_____,
_____, dt: _____. The details are given below:

he Item	Qty Req	Qty Procured	Rate Rs	GST	Total Amount Rs
	3	4	5	6	7
Total:					

_____ only)

ed for payment of Rs. _____ (Rupees _____ only)
_____ towards purchase of above items **after making**
al Stores.

Sangam Laxmibai Vidyapeet

Dated:

it of Rs._____ towards arrangement of lunch to _____
_____on the occasion of _____
_____.

ed by the _____ on dt: _____
ecretary on dt: _____

ject cited, the _____ of _____ has submitted
_____, for lunch arrangements to _____ of
the occasion of _____ was conducted on
___, the Secretary has approved the same on dt: _____

d by M/s Mythri Caterers & Tent House (SLV Canteen), after completion of the
de Bill No._____ dated:_____

ts of _____ for the sanction of lunch arrangements are given below:

te of the Event	No. of Plates Ordered	Rate per plate	Amount Rs
2	3	4	5
	Total: (A)		

House Materials	Qty	No of days	Rate	Total
2	3	4	5	6

he payment of Rs _____ (Rupees _____
ari nagar road, Karmanghat, Hyderabad.

Executive Officer   Secretary
(E Vijaya Lakshmi)   (M Rama Reddy)

8)
9)
10)
11)
12)
13)

Sangam Laxmibai Vidyapeet

Payment Note

2022-23/   Date:

printing and supply of **ID cards** (Duplicate) for students of_____Reg.

kind notice that the students of _____ have submitted the
for printing and supply of ID Cards (Duplicate).

ssigned to M/s Raam Digital Studio (present supplier of Student ID cards
he ID Cards have been received by the Purchase Section and given to
wledgement taken in Duplicate ID Card Register.

Bill No &Date	Duplicate ID Cards (Register Sl Nos)	Amount Rs	Remarks
4	5	6	7

_____ only)

etails

anction of Rs _____/- ((Rupees _____
dia Ibrahimpatnam RR Dist towards printing of above ID Cards

Purchase Section Register Proforma

Sl. No	Date	Particulars	Department/ Institution	Requisition Received on	Signature	Enquiries sent to the following firms		Last date of Quotation	Date of Receipt of Quotation	Signature	Quotation opened on		Negotiations Date	P.O Particulars & Date	Supplier's Name	Bills Received on	Bill No./ Date & Amount	Purchase Section Signature	Purchase Officer Signature	Remarks
						Sl. No	Date				Technical Date	Financial Date								

Sangam Laxmibai Vidyapeet

Dt: _____

Sanction for Quotation enquiry

oval for Purchase of_____required for _____of
_____- Reg.

mitted by the Principal, _____ on dt: _____.
Secretary on dt: _____

bject cited, the Principal of _____has submitted requisition on dt:
ase of _____required for _____of
_____and the Secretary has approved the same on dt:_____.

are given below:

Distribution List	Qty Req	Cost Rs.	Total Cost Rs.	Earlier Purchase Details	
				Supplier name	Earlier Rate & date
3	4	5	6	7	8

nt to the following two firms through email:

Name of the firms

Sangam Laxmibai Vidyapeet

toshnagar Crossroads, Saidabad, Hyderabad - 500 059, Telangana

Phone: 040- 2453-1121

/20   -   Date:

Quotation Enquiry

quotation   for   supply   of   _____required   for

_____of_____ – Reg.

e subject cited, you are requested to send the quotation for supply of

_____required for_____of_____,

n below:

Distribution List	Qty Req	Cost Rs.	GST	Total Cost Rs.
3	4	5	6	7

otation in a sealed cover with super scribed "Quotation for supply of

_____required   for

_of_____, and clearly state the Warranty

Cost Rs	(%)	Amount Rs	Price Rs	Cost Rs	(%)	Amount Rs	Price Rs	Cost Rs	(%)	Amount Rs
5	6	7	8	9	10	11	12	13	14	15

Executive Officer
(E Vijaya Lakshmi)

Sangam Laxmibai Vidyapeet

Sanction Note for Purchase Order

Dt: _____

n to place a Purchase Order for procurement of _____ for
_____ of _____ .

d by the Principal, _____ on dt: _____
tary on dt: _____ .

ect cited, the Principal of _____ has submitted requisitions on dt:
ement of _____ for _____ of
and the Secretary has approved the same on dt: _____ (Flag A)

en sent to following _____ firms on dt: _____ for submission of

_____	-	submitted on dt: _____
_____	-	submitted on dt: _____
_____	-	submitted on dt: _____
_____	-	submitted on dt: _____
_____	-	submitted on dt: _____

ived through email & hard copy and comparative statement was prepared by
_____. Based on the comparative statement, the lowest rate quoted
_____ and also the _____ of
_____ because his services were good and the details
/:

rder has been placed on M/s _____
by the firm are given below:

_____ .

ticulars	Qty	Unit Price	Amount	GST	Total Price

Sangam Laxmibai Vidyapeet

I S Sadan Crossroads, Saidabad, Hyderabad - 500 059, Telangana

Phone: 040 - 24531121

_____. _____ /20 - / Dt:

Purchase Order

for procurement of _____ for
___ required for _____ -Reg.

_____. dt:: _____.

e Purchase Order for procurement of _____ for
_____ required for _____.

given below:

Particulars	Qty	Unit Price	Amount Rs.	GST (18%)	Total Price Rs.
2	3	4	5	6	7
Grand Total:					

_____ only)

On or before _____

Sangam Laxmibai Vidyapeet

Sanction Note for Repeat Order

Date: _____

n to place a repeat order for supply of _____ to _____ – Reg.

itted by the _____, _____ on Dt: _____.

ecretary on Dt:_____.

ved by Purchase Section on dt: _____.

LV/Pur//BNPCW/ PO –   -   /20 - / , dt: _____.

subject cited, the _____, has submitted requisition on Dt: _____, and the Secretary has approved the same on Dt:

_____, by following purchase procedure, an order has been placed on M/s supply of _____, vide PO under ref 3rd cited, on telephone pply as per earlier rate. The details of the requirement and earlier rate quoted

me of the Item	Cost Rs	GST (%)	Total Cost Rs
2		8	9

_____ only)

rder will be placed on M/s _____ for

Sangam Laxmibai Vidyapeet

SadanCrossroads, Saidabad, Hyderabad - 500 059, Telangana
Phone: 040- 24531121

/20 - /   Date: _____

Repeat Order

upply of _____ of _____ – Reg.

/Pur/   / PO –   -   /20 - / , dt: _____.

se the repeat order for supply of _____ of _____,
terms and conditions mentioned below:

Name of the Item	Cost Rs	GST	Total Cost Rs
2	3	4	5

l:

ees _____ only)

re _____.

Vinay Nagar, Saidabad, Hyderabad.

Institute Name

Comparative statement for _____

Name of the Block _____

Estimation S nos	works Estimation S nos	Bill S no	Description	Unit	Rate	Estimation			Bill		Difference		Remarks
						Measurements	Amount		Measurements	Amount	Excess (8-6)	Less (6-8)	
1	2	3	4	5	6	7	8		9	10	11	12	13
				cubic meters									
				Lusum									
				sft									
				kg									
			Total				-			-	-	-	
			GST 18%				-			-	-	-	
			Grand Total				-			-	-	-	

Note: Bill Amount arrived by calculating _____ (estimation+excess-less)

Submitted for Approval

Summary		
Actual Expenditure	:	
Estimated Amount	:	
Difference Amount	:	

Maintenance Officer   **Executive Officer**   **Secretary**

N Sirisha   **E Vijaya Lakshmi**   **M Rama Reddy**

Sangam Laxmibai Vidyapeet

Estimation Approval for Repair

Letter No. SLV/MNTS/Estimation for _____ Repair - EC/PC/DC/JC/HS/SLV/2023-24/

Note Submitted to the Secretary for Approval   Date: 12th June 2023

Sub: Estimation for repair of _____ which is fixed _____ building and connected for EC/PC/DC/JC/HS/SLV-Reg.

Ref: 1) Note submitted by Maintenance Section on _____

     2) Approval from the Secretary on _____

With reference to the subject cited, there was an equipment problem in _____ Institute. In this regard, we requested M/s_____ to check.

On _____ he has visited our campus and requested to send the _____ to service center for problem identification, as per the request, issued gatepass, vide gatepass no ____, dated: _____ (vide ref cited).

S No	Name of the item	Earlier Purchased details	Earlier Repairs	Remarks
1	2	3	4	5
1				

After checking, M/s _____, has submitted an estimation on _____, with a cost of Rs _____ for repair (estimation attached herewith). The details are mentioned below:

M/s _____

S No	Name of the item	Cost Rs
1	2	3
1		

(Rupees _____ only)

Hence, it is requested to give an approval for repair of _____ , which is in ___ Institute, as per estimated cost.

Submitted for Approval

Maintenance Officer	Executive Officer	Secretary
N Sirisha	E Vijaya Lakshmi	M Rama Reddy

Sangam Laxmibai Vidyapeet

Estimation Approval Note

Letter No. SLV/MNTS/estimation approval for _____ /2023-24/

Note Submitted to the Secretary for Approval   Dt:

Sub: Request for approval of estimation - _____ EC/PC/JC/HS & SLV - Reg.

Ref: 1) Requisition note submitted by _____ dated:

2) Approval from the Secretary on _____

With reference to the above subject cited, _____ has submitted a requisition for _____ and Secretary has approved the note on _____(Flag A).

The requisition details are mentioned below:

S No	Description	Existing Status	Works to be done
1	2	3	4
1			

Now, the civil work will be assigned to M/s Manu Infrastructures, Hayathnagar, Hyderabad

As per their requirement, Maintenance Section has obtained an estimation from _____ on _____, with an amount of Rs _____.

The estimation details are as follows:

S No	Description	Estimated Cost ₹
1	2	3
1		

Hence, it is requested to give approval for the _____, with an estimated amount of _____

Submitted for Approval

Maintenance Officer	Executive Officer	Secretary
N Sirisha	E Vijaya Lakshmi	M Rama Reddy

Sangam Laxmibai Vidyapeet

Gatepass Approval Note

Letter No. SLV/MNTS/_____ Repair – EC/PC/DC/JCHS&SLV/2023-24/

Note Submitted to the Secretary for Approval   **Date: 7th July 2023**

Sub: Issue Gate pass for _____ which is connected at EC/PC/DC/JCHS&SLV - Reg.

On 28.06.2023, there was a problem in _____ at ____. Mr _____has checked and informed that, ____ need to be repaired.

Hence, we requested M/s _____ to check. He suggested to send equipment to service center for problem identification and also informed that, after checking only estimation will be submitted. The earlier details of motor are given below:

S No	Name of the item	Earlier Purchased details	Earlier Repairs	Remarks
1	2	3	4	5
1				

Hence, it is requested to give an approval to issue a gate pass from Stores to send the ___ for problem identification.

Submitted for Approval

Maintenance Officer	**Plumber**	**Executive Officer**	**Secretary**
N Sirisha	B Sai Kumar	E Vijaya Lakshmi	M Rama Reddy

Stores Officer
H Gracy

Sangam Laxmibai Vidyapeet
Payment Approval for Repair

Note Submitted to the Secretary for Approval   Dt:

Letter No. SLV/MNTS/Payment for _____ - EC/PC/DC/JC/HS/SLV/2023-24/

Sub: Request to release the payment of Rs _____ a _____ Instalment-towards _____ of SLV-Reg.

Ref: 1) Requisition note submitted by _____, on _____
       2) Approval from the Secretary on _____

There was an interruption **in _____ _____ and which was installed at EC/PC/DC/JC/HS/SLV.**

Hence, _____ has sent to service center of M/s _____on ____ for problem identification. After checking it was noticed that it is required for _____.

Hence, the firm has sent an estimation for repair on ____ with an amount of Rs ____. Details **are given below:**

S No	Name of the item	Purchased details	Earlier Repair details	Present estimation for repair
1	2	3	4	5
1				

After estimation approval, it got repaired on _____ and it was working in good ccondition and satisfactory report has been taken from Head of the Institution, EC/PC/DC/ JC/HS & SLV (bill attached herewith). After completion of repair work, the firm has submitted a bill, vide invoice no ___, dated: _____ with a cost of Rs _____. The details are given below:
        M/s _____

S No	Name of the item	Qty	Cost Rs	Repair Register Details
1	2	3	4	
1.				

Hence, it is submitted for sanction an amount of Rs _____   (Rupees ___ only) to M/s ____, towards completion of repair work, also requested to send the amount through RTGS/NEFT. The accounts details are given below:

Bank	Brach	Account No	IFSC	Amount Rs
1	2	3	4	5

Submitted for Approval

Maintenance Officer   **Executive Officer**   **Secretary**
   N Sirisha   **E Vijaya Lakshmi**   **M Rama Reddy**
To
The Accounts Section-SLV, with a request for necessary payment

Sangam Laxmibai Vidyapeet

Payment Note

Note Submitted to the Secretary for Approval   **Dt:**

Letter No. SLV/MNTS/Payment for _____ - EC/PC/DC/JC/HS/SLV/2023-24/

Sub: Request to release an advance payment of Rs _____ a _____ Instalment -towards _____ of SLV-Reg.

Ref: 1) Requisition note submitted by _____, on _____

       2) Approval from the Secretary on _____

With reference to the subject cited, a requisition note was submitted by _____ on _____. Based on the requirement, M/s _____, submitted an estimation on _____, with an amount of Rs _____. This estimation along with the requisition note was approved by the Secretary on _____ (Flag A).

At the time of estimation approval, the contractor requested to release 50% payment as an advance. This request was approved by Secretary on _____ (Flag B).The details are shown below:

       M/s _____

S No	Description	Estimated Amount Rs
1	2	3
1		

Now, it is request to release an amount of Rs _____ as an advance, after deducting TDS of __% i.e Rs _____ to M/s _____, through RTGS. The account details are given below:

S No	Account Name	Bank & Branch	Account No & IFSC Code	PAN	Amount Rs
1	2	3	4	5	6
1					

       (Rupees nine lakhs eighty thousand only)

Submitted for Approval

Maintenance Officer   **Executive Officer**   **Secretary**
   N Sirisha   **E Vijaya Lakshmi**   **M Rama Reddy**

To
The Accounts Section-SLV, with a request for necessary payment

Sangam Laxmibai Vidyapeet

Work Order Sanction Note

Note Submitted to the Secretary for Approval   **Dt:**

Letter No. SLV/MNTS/_____/2023-24/

Sub: Request to release the Work Order towards _____ EC/PC/DC/JC/HS/SLV-Reg.

Ref: 1) Estimation note submitted by _____, on _____

2) Approval from the Secretary on _____

With reference to the subject cited, a requisition note was submitted by Maintenance Section on _____, to release the Work Order to M/s _____, with an amount of Rs _____ towards _____of the existing _____, and the same was approved by the Secretary on _____ (Flag A).

Based on the request, it is requested to sanction, the 50% payment as an advance of Rs _____ (Rupees _____ only), to M/s _____, towards _____ work.

The Work Order will be released after the cheque is sanctioned. The account details are given below:

S No	Account Name	Bank & Branch	Account No & IFSC Code	PAN	Amount Rs
1	2	3	4	5	6
1					

(Rupees _____ only)

Submitted for Approval

Maintenance Officer	**Executive Officer**	**Secretary**
N Sirisha	**E Vijaya Lakshmi**	**M Rama Reddy**

To
The Accounts Section-SLV, with a request for necessary payment

Sangam Laxmibai Vidyapeet

Vinaynagar, I S Sadan Crossroads, Saidabad, Hyderabad - 500 059, Telangana

Phone: 040 - 24531121

_____

SLV/__/WO/   -   /20_/_   Date:

Work Order

To

M/s _____

_____

_____

Sirs,

Sub: Work Order released for _____ of the existing _____ Institute of Sangam Laxmibai Vidyapeet - Reg.

Ref: _____, dated: _____

We are pleased to release the Work Order for _____ Institute of Sangam Laxmibai Vidyapeet, as per the terms and conditions mentioned below:

S No	Description	Unit Rate	Cost Rs	GST 18%	Total Cost Rs
1	2	3	4	5	6
1					

(Rupees _____ Only)

Terms & Conditions

Work Commencement   :

Advance Payment   :

Final Payment   :

Report Submission   :

Executive Officer
E Vijaya Lakshmi

Copy to: 1)
2)
3)

Condemnation Register

S.no/ Date	Name of the Item	Quantity	Received from	Signature	Remarks	Weight

Sangam Laxmibai Vidyapeet

Vinay Nagar Saidabad Hyderabad

No.   Date: ………….…..

Gate Pass

To,

M/s   _____.

The Following material / Equipment of the _____department are being sent to the above

from for _____The details of the material / equipment are given below:

Sl. No.	Description of Material / Equipment	Quantity	To whom issued	Returnable/ Non-returnable	Signature of the Party	Remarks

The party is permitted to take the above mentioned material / equipment as per instructions.

Signature of the   Signature of the   Signature of the
Central Stores   Department   Incharge

Copy to: 1) Security Office
                2) Head of the Department
                3) Party Concerned

Gate Pass Register

Gate pass No/ Date	Name of the Items	Qty	Received from	Remarks	Returnable/ Non-returnable	C S Signature	Receiver's Signature

Repair Register

S.no	Date	Name of the item	Qty	Received from	Signature	Action taken	Estimated Cost	Remarks

Qty	Acknowledgement	Signature	Bill No/Date	Condemnation	Remarks

Institution- wise Material Supplied (monetary value) in --------- 2023

(Stationery, Paper, Electrical, Computers, Plumbing, Consumable, Miscellaneous)

Sno	Department/ Institution	01-04-2023 to 31-07-2023	August -2023								01-04-2023 to 31-08-2023 (3+11)
			Stationery (₹)	Paper (₹)	Electrical (₹)	Plumbing (₹)	Computer spare parts (₹)	Miscella neous (₹)	Consum ables (₹)	Total (4+5+6+7+8+9+10)	
1	2	3	4	5	6	7	8	9	10	11	12
1. Engineering College											
1	Admin & Accounts										
2	Academic & Exams										
3	Library										
4	CSE										
5	ECE										
6	EEE										
7	IT										
8	GBH										
9	TPO										
10	Sports & Games										
	Sub Total										
2. Pharmacy College											
11	Admin & Accounts										
12	Academic & Exams										
	Sub Total										
3. Degree College											
13	Admin & Accounts										
14	Academic & Exams										
	Sub Total										
4. Junior College											
15	Admin & Accounts										
16	Academic & Exams										
	Sub Total										

5. High School										
17	Admin & Accounts									
18	Academic & Exams									
	Sub Total									
6. Ramdev Center										
19	RCC									
	Sub Total									
7. Vidyapeet										
20	Administration									
21	Accounts									
22	Stores									
23	Purchase									
24	Maintenance									
	Sub Total									
	Grand Total									

Senior Stores Assistant   Stores Officer
(S Rajeswari)   (H Gracy)

Executive Officer   Secretary
(E Vijaya Lakshmi)   (M Rama Reddy)

Copy to Principals: EC, PC, DC, JC, HS.

Sl No	Date	Name of the Item	PO No & Date	Details of Suppliers	Quality Ordered	Quality Received	Rate (₹)	Total Cost (₹)	Date of Supply	Invoice No.& Date	Any Discrepancy	Name of the Inspecting Personnel	Signature of the Inspecting Personnel	Date on which Invoice sent to Payment	Signature of Incharge Stores	Signature of Stores Officer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Master Receipt Register of Central Stores of Sangam Laxmibai Vidyapeet

Sangam Laxmibai Vidyapeet

File No. CS/A4 Paper/…………   Date: …………

The Secretary, SLV

Sub: Purchase of A4 Size Papers to Stores – Reg

    With reference to the above cited we request you to procure A4 Size Papers to maintain stock at Stores.

Earlier Procurement Details of A4 papers were given below:

Total Consumption (A4 Paper) during the Year ……. (Jan-…….-Dec-……….) was ……. Reams.

The purchase details during the Year …… are given below:

S No	Month	Make (75 GSM)	Total of Reams purchased	Cost of Each Ream	Amount (Rs)	Supplier Name
1	2	3	4	5	6	7
01						
02						
03						
04						
	Total					

Consumption from ……………. to …………….

Sl No	Date	Particulars	Quantity Procured	Quantity Issued	Balance
1	2	3	4	5	6
01		Opening Balance	-	-	……. reams
		Received Stock	…… reams	-	….. reams

Sl No	Date	Particulars	Quantity Procured	Quantity Issued	Balance
1	2	3	4	5	6
		Remaining balance as on ……………	-	-	… reams

There is a requirement of A4 Papers to maintain the stock at Stores. Kindly give permission to procure …………… **reams** of A4 Size Papers. Hence, it is submitted for approval.

Stores Senior Assistant   Stores Officer   B L Vivek Thakur
(Rajeswari S)   (Helena Gracy)   (Administrative Officer)

Executive Officer   Secretary
(E Vijaya Lakshmi)   (Rama Reddy M)

For necessary action

Purchase Officer
(K Srividya)

Sangam Laxmibai Vidyapeet

Stores

File No. SLV/CS/Electrical/01-…………   Date: ……………

Sub: Requirement of Electrical items at Central Stores – Reg

There is a requirement of Electrical items at Stores on day-to-day base at SLV Institutions/ Departments. The details are given below:

SI No	Name of the items	Consumption 1st Jan – 31st Dec		Average of 2022 & 2023 (3+4)/2	Stock at CS as on ……………	To Procure
		2022	2023			
1	2	3	4	5	6	7
01	AC Modular Power Plug with MCB					
02	China Nails – 1"					
03	China Nail – 1$\frac{1}{2}$"					
04	Flexible Pipe – 1"					
05	Isolator 4 Pole 63 Amps					
06	Jumbo Round Sheets (Holder)					
07	Jumbo Dummy Round Sheets					
08	Pipe PVC $\frac{3}{4}$"					

SI No	Name of the items	Consumption 1st Jan – 31st Dec		Average of 2022 & 2023 (3+4)/2	Stock at CS as on 20-02-2023	To Procure
		2022	2023			
1	2	3	4	5	6	7
09	Starters					
10	Wire 6 Sqm – Blue-06, Red-06, Yellow-06					
11	Wire 4 Sqm - Red-03, Black-03					
12	Wire 2.5 Sqm - Green 02, Yellow-02					
13	Wire 1.5 Sqm - Yellow-02, Blue-01, Green-02					
14	Wire 1.0 Sqm- Red -02, -Black-02, Yellow-02					

Hence it is submitted for approval.

S Rajeswari
Senior Stores Assistant

H Gracy
Stores Officer

J Mahesh
Electrician

B L Vivek Thakur
Administrative Officer

E Vijaya Lakshmi
Executive Officer

M Rama Reddy
Secretary

Copy to: Purchase Section for necessary action.

Sangam Laxmibai Vidyapeet

Note

File No. SLV/CS/Fans/…………   Dt: ……………..

Sub: Ceiling Fans – Repairs – Reg

The following Ceiling Fans received from …………….. and ……………… ….. which are not working are being sent to Stores for repair.

SI No	Inst/Dept	Fan No	Total	Problem	Remarks
1	2	3	4	5	6
01					Entered in Repair Reg-,,,, SI No …….
02					
03					
04					
		Total			

Hence, it is submitted for approval to send the above fans to M/s Sri Sai Electrical Works for repair. If approved gate pass will be issued for the above items.

Stores Officer   Executive Officer   Secretary
(H Gracy)   (E Vijaya Lakshmi)   (Rama Reddy)

Sangam Laxmibai Vidyapeet

File No. SLV/CS/Fans/…………   Dt: …………….

Note submitted to the Secretary

        Sub: Payment for the repaired Ceiling Fans – Reg
        Ref: Repair of ceiling fans letters Dated: …………..

        With reference to the above subject, the following ……..ceiling fans received from PC, and EC of SLV Institutions for repair. The details are as follows:

        On examining, it is found that:

        All these **….** **No's** of Fans had winding and bearing problems, M/s Sri Sai Electrical Works has attended the work and repaired the fans. After repair of fans sent to concerned department and got the report and the same is enclosed.

Sl No	Inst/ Dept	Fan No	Problem	Total No. of Fans	Amount (Rs)	Remarks
1	2	3	4	5	6	7
						Entered in Repair Reg-…….Sl No …….
			Total			

Please arrange to make the payment of Rs ………….. (Rupees … ………only) to **Shri T Venkatesh.**

Submitted for Approval.

Stores Officer   Executive Officer   Secretary
  (H Gracy)   (E Vijaya Lakshmi)   (M Rama Reddy)

Sangam Laxmibai Vidyapeet

Ref No: SLV/Stores/Advance/Imprest amount/…………...   Dt: …………..

Note: Submitted to Secretary

Sub: Advance Imprest amount for the financial year …………... – Reg

The account of advance is already settled on ……………….. Now, I request for an amount of Rs …………… (Rupees ……………… only) towards expenses for usage of personal vehicle for official purpose for the financial year …………... A "Payee A/c only" cheque may be issued in the name of "Helena Gracy Francis".

Stores Officer	Executive Officer	Secretary
(H Gracy)	(E Vijaya Lakshmi)	(M Rama Reddy)

Sangam Laxmibai Vidyapeet

Ref No: SLV/Stores/Settlement/Imprest amount/……..   Dt: …………..

Note

Sub: Settlement of Imprest amount – Reg

Ref: Advance Imprest amount received vide Ch No ……….. Dt: ….

With reference to the above, an imprest amount of Rs ………. (Rupees……………………….. only) vide Cheque no ……………. dated ……………….. was sanctioned to meet day to day expenditure. The amount incurred towards usage of personal vehicle for official purpose are as follows:

SI No	Particulars	Opening balance	sanctioned Amount (Rs)	Total
1	2	3	4	5
1	Imprest amount	.	1.	
		(-) Expenditure incurred		
		Balance Amount		

The amount of Rs …… (Rupees ……………… only) deposited in the SLV Account vide challan No ………….Dated ………..……..

Stores Officer   Administrative Officer   Secretary
   (H Gracy)   (B Vivek Thakur)   (M Rama Reddy)

Encl:1. Usage of Personal Vehicle slips
      2. Challan for Rs …………..

Sangam Laxmibai Vidyapeet

Stores

NOTE

File No. SLV/CS/Plumbing/......-2022-23   Date:..........

Sub: Requirement of Plumbing items at Central Stores – Reg

There is a requirement of Plumbing items at Stores on day-to-day base at SLV Institutions/Departments. The details are given below:

SI No	Name of the item	Consumption		Stock at CS as on	To Procure
			2023		
1	2	3	4	5	6
01	CPVC Pipe – 1"				
02	CPVC Union – 1"C				
03	Ball Cock Set – water tank – 2"				
04	Ball Cock Set – water tank – 1½"				
05	GI Coupling - !"				
06	FA Bit – 1"				
07	FA Bit – ¾ x ½ "				
08	FTA – 1"				
09	Foot valve – 1"				
10	Foot valve – ¾ "				
11	MABT Bit – 1"				
12	MABT Bit – ¾"				
13	Nipple – 1" – 9" Length				

Hence it is submitted for approval.

   H Gracy   B Sai Kumar
Stores Officer   Plumber

E Vijaya Lakshmi   M Rama Reddy
Executive Officer   Secretary

Copy to: Purchase Section for necessary action.

Sangam Laxmibai Vidyapeet

Stores

NOTE

File No. SLV/CS/Plumbing/…-2023-24   Date: …………

Sub: Requirement of Plumbing items at Stores – Reg

There is a requirement of Plumbing items at Stores on day-to-day base at SLV Institutions/Departments. The details are given below:

SI No	Name of the item	Consumption		Stock at CS as on ………..	To Procure
1	2	3	4	5	6
01	Ashirwad Solution – 50 ml				
02	Ball Cock Value – 1"				
03	Ball Cock Value – $^1/_2$ "				
04	Bend – 2 feet (75 mm)				
05	Brass Coupling – $^3/_4$"				
06	Brass elbow – ¾"				
07	Brass Tee – ¾"				
08	Clamp Patti – 1"				
09	Clamp Patti – ¾"				
10	CPVC Coupling – 1"				
11	CPVC Coupling – $1^1/_2$"				
12	Dummy – ½"				
13	CPVC Elbow – 1"				
14	CPVC Elbow – $1^1/_2$"				
15	End Cap – 1"				
16	FA Bit – 1"				
17	Foot Value – 1"				
18	GI Coupling – 1"				
19	GI Elbow – 1"				
20	GI Tee – 1"				
21	GI Union – 1"				
22	Hammer with wooden handle – ½ Kgs				
23	High Polymer Butyl Rubber waterproof Tape				
24	Janata Paste				
25	MA Bit – 1"				

Sl No	Name of the item	Consumption		Stock at CS as on …………..	To Procure
1	2	3	4	5	6
26	Measuring Tape - Small				
27	CPVC Pipe – 1"				
28	CPVC Pipe – 1½"				
29	PVC Connecting Pipe – 2 ft				
30	CPVC Reducer – 1" to ¾"				
31	Saifan Set				
32	Screw Driver- 200 mm (Taparia)				
33	50 mm Pipe Wrench – (Taparia)				
34	25 mm Pipe Wrench – (Taparia)				
35	Tap – (3 in 1)				
36	CPVC Tee – 1"				
37	CPVC Union – 1"				
38	PVC Connecting pipe – 1½"				
39	Waste pipe – 1 1/4"				
40	Foot valve– 1½"				

Hence it is submitted for approval.

S Rajeswari   H Gracy   B Sai Kumar
Senior Stores Assistant   Stores Officer   Plumber

E Vijaya Lakshmi   M Rama Reddy
Executive Officer   Secretary

Copy to: Purchase Section for necessary action.

Sangam Laxmibai Vidyapeet

File No. SLV/CS/Chairs/....-2023-24   Date: ……….

Sub: Repair of S-type chairs of Institutions/departments of .... – Reg

It is submitted that S-type chairs have been received from ……… and ……………………………………………………………………………… of SLV for repair.

The details are given below:

S No	Department/ Institution	Quantity	Problem	Remarks
1	2	3	4	5
01				Repair Reg-… Sl No ….
02				
03				
	Total			

Hence, it is submitted for approval to send the S-type chair wiring works to be attend by Mr Syed Muzeeb of M/s Prince sofa Lining & Cane Works Repairs. Please issue gate pass for the above items.

Submitted for approval.

       H Gracy   E Vijaya Lakshmi
  Stores Officer   Executive Officer

Sangam Laxmibai Vidyapeet

File No. SLV/CS/Chairs/….-2023-24   Date: ……….

Sub: Payment for repair of S-type chairs of various Institutions/ departments of SLV – Reg

With reference to the above subject the following ….. chairs received from ……………. …………………………………………….. for repair. The details are as follows:

1. S Type Chairs –……. Nos (…………../LetterDt ……………)
2. ……….
3. ……….

On examining it is found that

4. For … – wiring for the seat is repaired (Rs ………… for each)
5. For … – wiring for the back rest is repaired (Rs ……. for each)

Mr Syed Muzeeb has attended the work and repaired the chairs. After repair chairs sent to concern department.

S No	Particulars	Qty	Rate (₹)	Amount
1	2	3	4	5
S-type chairs				
01	Seating wiring			
02	Back rest wiring			

Please arrange to make the payment of Rs …………. (Rupees ………………… ……………. only) to **Mr Syed Muzeeb.**

Submitted for approval.

(Helena Gracy)   (E Vijaya Lakshmi)
Stores Officer   Executive Officer

(M Rama Reddy)
Secretary

Sangam Laxmibai Vidyapeet

File No. SLV/CS/Watch/….-2023-24   Date: …………

Sub: Repair of Wall Clock of SLV Institutions – Reg

With reference to the above subject the following **……..** Wall Clocks received from SLV Institutions for repair. The details are as follows:

1. Wall Clocks – …… Nos (..../Letter Dt ………….)
2.   – …… Nos (…../Letter Dt ………….)
3.   – …… No (..../Letter Dt ………….)
4.   – …… No

…………..…………………….………. has checked the clocks and said that movement replacement must be done in this regard he gave the quotation stating that each clock along with the battery @ Rs ……………..

Sl No	Department	Qty	Problem	Rate (₹)	Amount (₹)

Hence, it is submitted for approval to send the above Wall Clocks to …………….. for repair. Please issue gate pass for the above items.

Submitted for approval

 Stores Officer   Executive Officer
(Helena Gracy)   (E Vijaya Lakshmi)

 Secretary
(Rama Reddy M)

Sangam Laxmibai Vidyapeet

File No. SLV/CS/Watch/….-2023-24   Date: …………

To
The Secretary, SLV

      Sub: Payment for the repair of Wall Clocks of …………….. – Reg

      With reference to the above subject, the following items received from ….. .and ………… for repair.

Sl No	Department	Qty	Entry in Repair Reg
1			
2			
	Total		

…………………………….………. has done the repairs of Wall Clocks. After repair, the Wall Clocks sent to Departments and got the reports and the same are attached.

Sl No	Department	Qty	Problem	Rate (₹)	Amount (₹)
	Total				

      Submitted for approval

Stores Officer   Executive Officer
(Helena Gracy)   (E Vijaya Lakshmi)

Secretary
(M Rama Reddy)

Stock Register

Date	Particulars	Receipt	Issued	Balance	Signature