



SREE NARAYANA GURU COLLEGE OF ENGINEERING AND TECHNOLOGY PAYYANNUR

REPORT ON REQUIREMENT SUBMISSION FOR NEW CMS TO CALL FOR TENDER

Following are the **minimum** requirements to be provided in each login:

STUDENTS

- 1) Provision for applying duty leaves – approved by tutor, HoD and Principal
- 2) Provision to view their attendance percentage till date, assignment/tutorial marks, series test marks and final sessionals
- 3) Provision to enter feedback
- 4) Submit grievance of any sort to tutor and HoD
- 5) Customize a profile of their own

TEACHERS

- 1) Daily attendance marking of students– hour based
- 2) Edit attendance of a student through the approval of HoD
- 3) Provision to mark assignment/tutorial marks, series test marks
- 4) Auto generation of final sessionals based on the guidelines given by the university
- 5) Generation of reports of attendance for a given period marks of series tests and attendance / tutorials
- 6) Generation of series test and assignment question paper based on a format to submit to their respective module coordinator
- 7) Provision to approve the question paper of series / assignment / tutorial of the subjects they are assigned as module coordinator
- 8) Generate the personalized feedback report submitted by the students
- 9) Apply various leaves of different types
- 10) Provision to upload duty certificate in case of duty leaves
- 11) Lab staff must be able to upload the stock register

TUTORS

- 1) Generate the consolidated cumulative attendance report
- 2) Generate the result analysis after each series test
- 3) Provision to view the list of faculty who are yet to mark the attendance of their respective class
- 4) Generate the university result analysis based on the pdf uploaded by admin
- 5) Provision to mark certain dates as special for their respective class
- 6) Provision to view the profile of each students
- 7) Generate the consolidated mentoring report as and when required
- 8) Divide the students in to batches for lab, project etc

HOD

- 1) View any reports of any class at any time such as attendance, result analysis, mentoring, feedback, timetable, weak students based on a criteria, profile of any student, faculty subject etc
- 2) Assign roles of tutor and other in-charges at department level
- 3) Approval of series and assignment / tutorial question papers approved by module coordinator
- 4) Provision to apply leave and to approve the leave of department faculty
- 5) Duty leave certificate uploaded by the faculty must be able to view by HoD and should have an option to approve or reject it
- 6) Provision to view the stock register of each lab

ADMIN

- 1) Upload the students list every year
- 2) Make any changes in the students list at anytime
- 3) Upload the subject allotment of all staff in a prescribed format
- 4) Timetable generation
- 5) Enabling and disabling of the feedback in time
- 6) Upload the university result of each department when declared

EXAMINATION MODULE

- 1) Generation of seating arrangement for series and university exam based on the
- 2) Generation of attendance sheet, hall chart and notice board chart for each exams
- 3) Generation of duty list based on the faculty timetable and auto allocation of invigilation list
- 4) Provision to upload the university question paper after each exam
- 5) Generate the duty count of each faculty based on specified criterion

PRINCIPAL AND ADMINISTRATIVE OFFICER LOGIN

- Both the login should be made as Super admin
- In addition, Principal should have provision to approve all the leaves sanctioned by HoDs
- Duty leave certificate uploaded by the faculty must be able to view by Principal and should have an option to approve or reject it