मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद, प्रयागराज – 211004 (उ0प्र0) भारत

Motilal Nehru National Institute of Technology Allahabad, Prayagraj – 211004 (UP) India

No. *1165* /ERP/2024-25   **Date**: March *03*, 2025

Office Order

"SAMARTH e-Gov" is an initiative by the Ministry of Education under the National Mission on Education through Information and Communication Technology (NMEICT-III), with an aim to enable Higher Education Institutions (HEIs) through a digital framework for planning, management, delivery and monitoring of services for students, staff and other stakeholders. Under the project, the HEIs are provided with a fully managed, cloud-based, comprehensive ERP for HEIs of the country.

The implementation of SAMARTH e-Gov in the Institute is planned to be taken up in phase-wise manner in four phases. The following members are at this moment nominated by the Competent Authority of the Institute till further notice for the respective roles for the smooth implementation of the SAMARTH e-Gov ERP :-

Module-wise Administrators

Phase-I

S.No.	Modules	Features	Prerequisites	Module Admin
1.	Organizational Unit Type	➢ Organizational Structure and Profile	-	
2.	Organization Units	➢ Organizational Map/ Organogram	-	
3.	Designation	➢ Details of Designations in the Organization	-	
4.	Employee	➢ Base Employee Data	Employee data should be available	**Module Admin:** A.R. [Admin-I]
5.	Users	➢ Role based access ➢ Login administration	Employee details should be added and mapped with concerned OUs/ department. Official emails should be available for admin account creation.	
6.	Employee Management	➢ Employee Record ➢ Employee Dashboard	Base modules should be configured.	

Phase-II

S.No.	Modules	Features	Prerequisites	Module Admin
1.	Leave Management	➢ Leave Dashboard ➢ Leave Application ➢ Leave applications for approval ➢ Leave cancellation requests	Base and employee module should be configured. Leave balance should be available.	**Module Admin:** A.R. [Admin-I]
2.	Career Advancement Scheme	➢ Career Advancement Scheme, linked with employee profiles/ APAR	Base and employee module should be configured.	
3.	File Management and Tracking System	➢ Manage incoming and outgoing files ➢ Track files ➢ Report generation ➢ File history	Base modules should be configured.	
4.	Minutes and Resolutions Archive and Retrieval System	➢ Depository of minutes and files ➢ Role based access and retrieval	Base modules should be configured. Meeting details should be available.	
5.	Recruitment	➢ Recruitment portal for Faculty positions ➢ Recruitment portal for Non-Faculty positions	OU/ Department should be added. Draft advertisement and Payment gateway details should be shared with SAMARTH.	**Module Admin:** A.R. [Admin-II]
6.	RTI Management	➢ Collection of RTI details from departments/ offices	Base modules should be configured	**Module Admin:** CPIO
7.	Legal Case Management	➢ Records of legal cases ➢ Upcoming hearings ➢ Case decisions	Base modules should be configured.	**Module Admin:** Registrar
8.	Knowledge Management	➢ Publication Records ➢ Patent Records	Base and employee module should be configured.	**Module Admin:** Librarian
9.	Payroll Management	➢ 7th CPC salary structure ➢ Customizable salary structure ➢ Income Tax Declaration/ Deposition ➢ Form 16 and Form 24 reporting ➢ Tax Deduction ➢ Remittances ➢ PF Interest Calculation	Base and employee module should be configured.	**Module Admin:** D.R. [Accounts]

Phase-II

S.No.	Modules	Features	Prerequisites	Module Admin
		➢ Automated recurring and non-recurring salary generation ➢ Multi-level approval mechanism ➢ Employee salary slips		**Module Admin:** D.R. [Accounts]
10.	Finance Supply Chain Management [Budget & Accounts]	➢ Formulation & Allocation ➢ Expenditure Monitoring ➢ DBT ➢ Grants in aid ➢ Budget & Expenditure ➢ Other Charges record ➢ Department access and dashboard	Base modules should be configured. Budget heads and subheads, bank details, budget approval hierarchy details should be available.	
11.	Bill Tracking System	➢ Manage vendor bill payments ➢ Activity logs ➢ Report generation	Base modules should be configured. Bill types and hierarchy of bill approval details should be available.	
12.	Inventory Management System	➢ Stock details ➢ Metadata based ➢ Asset tracking ➢ Vendor management ➢ Report generation	Base modules should be configured. Budget heads subheads and vendor details should be added.	**Module Admin:** A.R. [Admin-III]

Phase-III

S.No.	Modules	Features	Prerequisites	Module Admin
1.	Programme Management	➢ Manage Programmes ➢ Manage Curriculum ➢ Create Course Structure ➢ Seats and fee configurations	Base modules should be configured. Course and Student details should be available.	
2.	Admissions	➢ Student admissions	Programmes should be added. Payment gateway integration kit for taking admission/registration fees.	**Module Admin:** F.I. [Admission]
3.	Student Management	➢ Student profile ➢ Student dashboard	Programme, Courses, and Student details should be added in the system.	

Phase-III

S.No.	Modules	Features	Prerequisites	Module Admin
4.	Time Table Management	➤ Time Table	Programme, Batches, Sections should be created. Students should be alloted in their respective batches and sections.	**Module Admin:** F.I. [Time Table]
5.	Examination Management	➤ Course credit ➤ Examination schedule ➤ Examination registration ➤ Assigning courses to paper setters ➤ Time slots ➤ Examination Centre ➤ Admit card generation ➤ Examination mail to students ➤ Examination attendance sheet ➤ Detention rules ➤ Course grading-evaluation mapping	Programme, Course Structure, Course Selection, Student data, and Academic Settings should be configured. Payment gateway integration kit should be shared for taking fees.	**Module Admin:** F.I. [Examination]
6.	Evaluation & Grading	➤ Programme evaluators ➤ Marks/ grades submission ➤ Calculation of grade/credit ➤ Grade-sheet generation ➤ Generation of award list	Programme, Course Structure, Course Selection, Student data, and Examination Settings should be configured.	
7.	Certificate Management	➤ Certificate generation	Programme, Examination, Evaluation & Grading modules should be configured.	
8.	Research Management [Thesis Submission]	➤ Thesis submission and approval mechanism	Ph.D. Students' details should be added. Research Thesis Submission approval hierarchy details should be available.	**Module Admin:** D.R. [Academic]
9.	Convocation	➤ Convocation management	Programme & OU mapping should be configured in the system. Payment gateway integration kit should be shared for taking convocation fees if applicable.	

Phase-III

S.No.	Modules	Features	Prerequisites	Module Admin
10.	Student Feedback Management	➢ Feedback templates ➢ Generate report	Programme, Courses, and Student details should be configured.	**Module Admin:** D.R. [Academic]
11.	Training & Placement	➢ Company portal ➢ Students portal ➢ Admin portal ➢ Internship and job opportunities ➢ Online posting and application	Programme and Students details should be configured. Training & Placement department mapping should be done. Company and Opportunity details should be available.	**Module Admin:** Professor In-Charge, Training & Placement
12.	Hostel Management	➢ Requests for hostel room allocation ➢ Subscription of Mess, Gym and other facilities ➢ Admin account to manage hostels and process requests ➢ Incident record	Programme, Courses, and Student should be mapped in the system. Payment gateway integration kit should be shared for taking mess/ hostel fees.	**Module Admin:** Chief Warden
13.	Alumni Management	➢ Alumni Registration ➢ Event notification ➢ Alumni feedback ➢ Alumni meets/ seminars ➢ Donation interface (linked with endowment portal)	Base and Programme should be configured in the system. Payment gateway integration kit should be shared for taking Alumni registration fees if applicable.	**Module Admin:** Dean [RG&IA]
14.	Managed LMS/VLE & Online Proctored Examination [On Demand]	To explore the possibility of Managed Learning Management System/ Virtual Learning Environment & Online Proctored Examination Module. *The features & prerequisites of this module are presently not listed in the available SAMARTH e-Gov documents/ website.*		**Module Admin:** F.I. [Examinations]
15.	Online Open Book Examinations [On Demand]	To explore the possibility of Online Open Book Examinations Module. *The features & prerequisites of this module are presently not listed in the available SAMARTH e-Gov documents/ website.*		**Module Admin:** F.I. [Examinations]
16.	Online Proctored Examinations [On Demand]	To explore the possibility of Online Proctored Examinations Module. *The features & prerequisites of this module are presently not listed in the available SAMARTH e-Gov documents/ website.*		**Module Admin:** F.I. [Examinations]

Phase-IV

S.No.	Modules	Features	Prerequisites	Module Admin
1.	Research Project and Grants Management	➢ Research Project Approval ➢ Project Management ➢ Accounts	Base modules should be configured. Settings of FSCM should be confiured.	**Module Admin:** Dean [R&C]
2.	Endowment Management	➢ Online portal for endowment from alumni and public ➢ Payment gateway integration ➢ Issue Tax Exemption certificate under section 80G (2)(a)(iiif) of the IT Act, 1961	Payment gateway integration kit should be shared with SAMARTH for taking contributions.	**Module Admin:** Dean [RG&IA]
3.	Estate Management	➢ Details of estate and buildings, open area, class rooms, storage rooms, roads etc. ➢ Employee housing records	Base modules should be configured. Building details should be available.	**Module Admin:** Estate Officer
4.	Residence Allocation and Management	➢ Employee house allotment	Base and Estate module should be configured. Housing scheme should be available.	**Module Admin:** Chairperson, HAC
5.	Essential Services [Guest House, Conference Hall booking]	➢ Guest House, Transport, Parking, Conference Hall requests status and approval	Base modules should be configured. Details related to conference hall, guest house, parking, transport should be available.	**Module Admin:** Officer on Special Duty
6.	Fleet Management (Vehicle)	➢ Vehicle assignment ➢ Vehicle insurance overdue ➢ Vehicle pollution overdue ➢ Dashboard ➢ Report generation	Base modules should be configured. Vehicle details should be available.	**Module Admin:** Faculty In-charge, [Vehicles]
7.	Health Facilities	➢ Health dashboard ➢ Subscription details ➢ Health record	Base modules should be configured. Health facility should be available in the institution's premises.	**Module Admin:** Medical Officer In-charge
8.	Sports Management	➢ Sports facilities mapping ➢ Sports Membership	Base module should be configured. Sports infrastructure details should be available.	**Module Admin:** President, Student Activity Centre
9.	Security Management	➢ Security facilities ➢ Incident record	Base module should be configured. Security guidelines, helplines, awareness programs details should be available.	**Module Admin:** Officer In-charge, [Institute Security]
10.	Grievance Management	➢ Online portal for filing grievances ➢ Admin Portal to manage grievances	Base modules should be configured.	**Module Admin:** Registrar

Phase-IV

S.No.	Modules	Features	Prerequisites	Module Admin
11.	Training of Trainers	➢ Online platform for training of the trainers ➢ Online quizzes / evaluation	Base and employee modules should be configured.	**Module Admin:** Chairperson, Non-Teaching Training & Skill Development
12.	Core Communication System	➢ Send Bulk/ targeted emails ➢ Send Bulk/ targeted SMS ➢ Send Bulk/ targeted push notifications	Base modules should be configured. Employees and students detail should be added. For SMS services, SMS integration kit should be shared with SAMARTH.	**Module Admin:** Faculty In-charge, Computer Centre
13	IT Service Desk Management (for Computer Centre)	➢ Manage service requests ➢ Self-service portal	Base modules should be configured. ITSD Agent details should be added.	**Module Admin:** Faculty In-charge, Computer Centre
14.	Content Federation System	➢ Federated content publishing for Institute web portal ➢ Role based access to organizational units to post approved content. ➢ Content moderation and approval mechanism	Base modules should be configured.	**Module Admin:** Registrar
15.	Affiliation Management	➢ Affiliation request ➢ Administration of affiliations	Base modules should be configured. Payment gateway integration kit should be shared with SAMARTH. The existing colleges should be added in OUs. The college principals should be assigned respective user roles.	**Module Admin:** Registrar

Note: SAMARTH e-Gov is based on the role-based access control system. The Module Admins will be provided the user roles in the system according to the assigned module. A separate dashboard will be provided to the Institution for reports and analytics purposes.

Therefore, all the members (as per the above list) are requested to provide their valuable contribution for successful implementation of SAMARTH e-Gov ERP in the Institute.

03/03/25

Prof. Ramesh Pandey
Registrar [Oftg.]

No. 1165 /ERP/2024-25   **Date**: March 03, 2025

Copy for information and necessary action to:-

1. The Director

2. All Module Administrators

2. All Deans/ All heads/ P.T.P./ Registrar

3. Librarian/ Sr. Executive Engineer (E)/ Sr. Executive Engineer (C)/ Medical Officer, In-charge

4. Chief Warden/ Chief Proctor/ President, SAC

5. All Faculty In-charges / All Officer In-charges/ All Section Officers

6. All Deputy Registrars/ All Assistant Registrars

7. Notice Board / Institute Website

03/03/25

Prof. Ramesh Pandey
Registrar [Oftg.]
कुलसचिव/Registrar
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