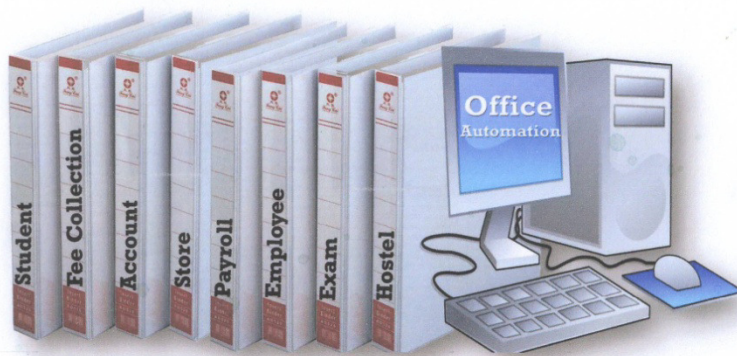


# ERP Document

Computerized MIS/ERP System  
For  
THE PAPER LESS OFFICE



**EDUCARE VERSION 4.0**

Developed By

**a** softwares

To make perfect your system.....



## **A SQUARE SOFTWARE SERVICES**

To make perfect your system.....

---

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---

Emaild –[asquare.help4u@gmail.com](mailto:asquare.help4u@gmail.com)

To,  
The Principal

**Subject: Proposal For Paper Less Office**

Respected Sir,

**"A SQUARE SOFTWARE SERVICES"** is a Software service company providing software consultancy and solutions to Educational Institutes, Education Societies, Colleges, and Schools. Our product **"eduCare (Version 4.0)** will help your institute to carry out day to day activities more efficiently, promptly and in less time which will lead to saving in manpower, time and help transform your institute into an ideal institute in the area.

Yours Sincerely,  
**A SQUARE SOFTWARE SERVICES**

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1.2	About EduCare (College/School ERP) (Version 4.0)
1.3	Terms & Conditions



## 1.1 Company Profile:

- **About Us**

A Square Software Services are engaged in utilizing the latest in software/hardware technology to provide our customers with the most efficient and cutting edge technology solutions.

We are a Software Development Company with the motto **"To make perfect your system"** and specializing in providing customized solutions.

We have delivered many cost effective, high-quality and user friendly software solutions for a wide range of areas like educational (College, School, University etc ), hotels, industrial businesses & technologies (Biometrics, CCTV, Mobile Jammer, I Face etc.)

Our competence and experience ensures that we deliver excellent services and products to our customers. Our team comprises of experienced professionals with a wide spectrum of knowledge & skills.

- **Mission**

It is the vowed mission of "A SQUARE SOFTWARE SERVICES" to provide the best of IT solutions to all Customers using latest and state-of-the-art technology to help in enhancing their business and add value to their systems.

"A SQUARE SOFTWARE SERVICES" has always strived not only to meet the immediate expectations of the customers but also develop a strong and a healthy business relationship, which is mutually beneficial in the long run to both of them.

Since the future of our Company depends squarely on the knowledge, innovation, imagination, skills, teamwork and integrity of our employees, we value these qualities most highly.

We are dedicated to quality of products, quality of service, quality of relationships, quality of communications & quality of our promises.

We are a technology-driven Company, committed to the highest standards of ethics and integrity.

- **Our People**

We are close-knit organized team that consists of drive, dynamic and talented achievers. Among us are professionals in computer graphics, specialist in object-oriented programming languages and analysts with strong mathematical background. We always press on developing innovating solutions and learning new technologies. We can implement the most advanced computer technologies as well as develop new ones. The result is very important for us. We prefer challenging tasks that give us opportunity to work on the edge of our capabilities. We cope with customers' order in the earliest possible date. We work to make our customers feel comfortable and happy carrying out their business tasks.





- **Our Customers**

**Becoming our customer/client you will be able:**

- To generate reports from database for displaying it to a user on the web as a document inside a business system workflow.
- To solve technical problems of any complexity.
- To increase your revenue and achieve fast time to market.
- To concentrate on your major business directions leaving software implementation and integration to our professional and high motivated team.
- To elevate your customers satisfaction through competitive prices.

- **Values**

Quality | Technology | Innovation | Customer Satisfaction | Win together

- ✓ We aim to be the best at what we do. A SQUARE has a dream of evolving into a Global IT Company, ensuring that the solutions being delivered include best practice in I. T. with the chosen area of technology.
- ✓ We operate with complete focus to maximize customer satisfaction.
- ✓ Develop and encourage an environment of mutual respect within company and extending it beyond to clients.
- ✓ Encourage commitment and personal learning of workforce.
- ✓ We are proud to have built our organization on the strong pillars of integrity, honesty, and self-respect.

- **Infrastructure**

A SQUARE is not only equipped with a pool of talent where manpower is concerned, but it also has that infrastructure that assists them achieve their targets efficiently. The company is equipped with the latest hardware and other related peripherals and uses up-to-date software for its efficient functioning.



## 1.2 About EduCare:

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### EduCare (Version 4.0) :

EduCare is a complete software product for college/school office automation solution. EduCare is designed to fulfill all the requirement of educational institutes.

EduCare maintains all information related to student admission, student data, fee collection, account, employee information, staff leaves, payroll, stores details etc.

The office administration and day to day work can be carried out more smoothly efficiently and fast with minimum numbers of administrative staff in office.

#### The software consists of various modules like –

- ✓ Admission Module
- ✓ Student Module
- ✓ Fee Collection Module
- ✓ Account Module
- ✓ Store Module
- ✓ Employee Module
- ✓ Online Leave Management Module
- ✓ Payroll Module
- ✓ Scholarship Module
- ✓ Inward-Outward Module
- ✓ Online File Tracking System
- ✓ SMS Module



**Details of Computerized MIS System - :****□ Student Module -**

<b>Module Name</b>	Student		
<b>Description</b>	Student module maintain all student personal details, education details, student status, document details, student different certificates, roll no generation, L.C. generation and over 40 student reports.		
<b>Using student module we can generate following reports -</b>			
<b>Reports -</b>			
<b>General</b>	<b>Certificates</b>	<b>Statistics</b>	<b>Students</b>
▪ Admission Typewise List	▪ Certificate Register	▪ Classwise Student List	▪ Roll Call List
▪ Student List	▪ Bonafide Certificate	▪ Admission Position Male Female	▪ Student Address List
▪ Student Register	▪ No Objection Certificate	▪ Admission Position List	▪ Management Quota List
▪ Student Label	▪ Birth Date & Place Certificate	▪ Student Summary	▪ Student List For EBC
▪ Subjectwise Student Detail	▪ Character Certificate	▪ Strength Male Femalewise	▪ Student Nominee List
▪ Subjectwise Strength	▪ Passing Certificate	▪ Castewise List	▪ Student I-Card
▪ Subject Taken By Student	▪ Term Cancellation Order	▪ Religionwise List	▪ List of Admitted Students
▪ Student Stream Change	▪ Result Awaited	▪ Caste Categorywise List	▪ Admitted List with Admission Round and Marks
▪ Caste Category wise Certificate List	▪ Transference Certificate	▪ Summery Castewise	
▪ Studentwise List of Submitted Document	▪ Expenditure Certificate	▪ Summery Religionwise	
▪ List of Student Not Submitted Document	▪ No Grant Basis	▪ Admission List	
▪ Document Submission Status	▪ Leaving Certificate	▪ First Last Admitted Student	
	▪ Income Tax Purpose	▪ Categorywise	
	▪ Not Getting Scholarship Certificate	▪ Summery Fee Structurewise	
	▪ Passport Verification	▪ Student List Fee Structurewise	
	▪ Before Exam Appearing Certificate	▪ Citywise Student List	
	▪ Vacation Period Certificate	▪ Student Summary	
	▪ Residence For Passport Application	▪ Summary Caste Categorywise	



**❑ Fee Collection Module –**

<b>Module Name</b>	Fee Collection
<b>Description</b>	Fee Collection module allow you define different fee structure based on student cast category , fee register, fee titles , defining a fee master for particular stream standard, student fee concession, fee receipt printing, fee refund printing etc.
<b>Using fee collection module we can generate following reports -</b>	
<b>Reports</b>	
▪ Receipt For Pri-Printed Stationary	
▪ Fee Receipt	
▪ Refund Receipt	
▪ Fee Master	
▪ Daily Collection Register	
▪ Fee Collection Summary Datewise	
▪ Cash Report	
▪ DD Cheque Report	
▪ Online RTGS Report	
▪ Receiptwise Fee Register	
▪ Detail Fee Ledger	
▪ Fee Ledger For Multiple Years	
▪ Classwise Paid/Pending Fee	
▪ Studentwise Paid Fee	
▪ Total Paid Institute	
▪ Studentwise Paid/Pending Fee	
▪ Fee Structurewise Pending Fee	
▪ Fee Headwise Pending Fee	
▪ Classwise Total Fee Statement	
▪ Studentwise Total Fee Statement	
▪ Fee Refund Register	
▪ Studentwise Concession	
▪ Concession Type wise	
▪ Student Fee Statement	
▪ Daily Fee Register (DFR)	
▪ Student Only Pending Fee	
▪ Student Fee Statement	
▪ Student Paid Pending For All Years	
▪ Management Paid Pending	
▪ Caste Categorywise Paid Pending	





**Account Module-**

<b>Module Name</b>	Account
<b>Description</b>	Account modules including Account entry of cash receipt, cash payment, bank rec bank payment, contra, journal, account posting option – online/offline ,bank reconciliation and account reports
<b>Using account module we can generate following reports -</b>	
<b>Reports</b>	
▪ Voucher	
▪ Cash Book	
▪ Bank Book	
▪ Bank Book as Reconciliation Date	
▪ Day Book	
▪ Ledger	
▪ Trial Balance	
▪ Income & Expenditure	
▪ Receipt & Payment	
▪ Balance Sheet	
▪ Cheque Present But Not Reconciliation	
▪ Cheque Register	
▪ Account Status Groupwise	
▪ Account Status Categorywise	
▪ Traditional Account Reports	

**Employee Module -**

<b>Module Name</b>	Employee
<b>Description</b>	Employee module maintain employee personal information, experience details, service record status, employee different certificate issues, employee promotion, increment etc.
<b>Using employee module we can generate following reports -</b>	
<b>Reports</b>	
▪ Employee Categorywise Summary	
▪ Castewise Summary	
▪ Religionwise Summary	
▪ Qualificationwise Summary	
▪ Employee Castewise List	
▪ Employee Religionwise List	
▪ List of Faculty Left	
▪ Employee Experience Details	
▪ Qualification List of Faculty Member	
▪ Employee Details	
▪ List of Faculty Members	
▪ List of Staff	
▪ Employee History	



Payroll Module –

<b>Module Name</b>	Payroll
<b>Description</b>	Payroll module provide facility to process payroll of employee , adjust salary of employee system generate different reports like monthly and yearly pay sheets, Salary Certificate & Slips, Different deductions like PF, PT deduction, TDS challan, Bank Letters, form 16 in Govt format. System takes care of Permanent, CHB, Teaching, Non teaching, Part Time and Full time staff.
<b>Using payroll module we can generate following reports -</b>	
<b>Reports</b>	
<ul style="list-style-type: none"> <li>▪ Pay sheet</li> <li>▪ Pay sheet Summary</li> <li>▪ Salary Slip</li> <li>▪ Allowance Deduction List</li> <li>▪ Net Pay List</li> <li>▪ PF List</li> <li>▪ PT List</li> <li>▪ IT List</li> <li>▪ LIC List</li> <li>▪ Bank Loan List</li> <li>▪ Paysheet List</li> <li>▪ Salary Adjustment List</li> <li>▪ Employee wise Annual Statement</li> <li>▪ Net Pay Summary</li> <li>▪ PF Summary</li> <li>▪ IT Summary</li> <li>▪ PT Summary</li> <li>▪ Yearly Details</li> <li>▪ Bank Letter</li> <li>▪ PF Letter</li> <li>▪ Proforma No. 5</li> <li>▪ Increment Details</li> <li>▪ Employee Details</li> <li>▪ Form 16 Report</li> </ul>	

Inward – Outward Module -

<b>Module Name</b>	Inward Outward Module
<b>Description</b>	Inward Outward Module Useful for Inward Outward Document Transactions.
<b>Using inward-outward module we can generate following reports -</b>	
<b>Reports</b>	
<ul style="list-style-type: none"> <li>▪ Inward Register</li> <li>▪ Outward Register</li> <li>▪ Monthly Expenses Report</li> </ul>	





Store Module -

<b>Module Name</b>	Store
<b>Description</b>	Store module maintain all the store transactions like issued items to student, employee, office etc., deadstock register, enquiry register etc.
<b>Using store module we can generate following reports -</b>	
<b>Reports</b>	
▪ Enquiry Register	
▪ Quotation Register	
▪ ComparativeStatement	
▪ Purchase Order	
▪ Department StockRegister	
▪ Dead Stock Register	
▪ Stock of Items	
▪ Purchase Register	
▪ Item Issued to Staff	
▪ Department Issued Items	
▪ Student Issued Items	
▪ Receivable Items	
▪ Late return Items	
▪ Lost Items lists	
▪ Consumable Items	
▪ Repair Register	
▪ Goods Receivable	



### 1.3 Terms & Conditions

---

- **Payment & Delivery –**
  - ✓ 50% advance along with confirmed purchase order, 50% against installation and training of the software.
  - ✓ The delivery date will be 1 weeks from the date of purchase order and advance payment.
- **Training –**
  - ✓ Four days training will be given after installation of A SQUARE Educare software product.
- **Support –**
  - ✓ Free one year online/remote support with 05 free site visits will be given after purchasing licensed of Educare software product.
  - ✓ All the hardware problems such as Hard Disk Corruption, Data Corruption, Hard Disk Failure, Operating System Failure, File Deletions, File Corruption, Data Backup Problem, Data Restore Problems, Human Error(man made error created due to improper knowledge of application system, wrong entry effected etc.) will not be entertained by A SQUARE SOFTWARE SERVICES.
- **AMC (Annual Maintenance Charges) –**
  - ✓ 20% of the application purchase cost.
  - ✓ AMC Contains free minor application upgradation with yearly support for application.

Kindly request you to give us an opportunity to make perfect your college system.

Thanking you.  
Yours Sincerely,  
For A-Square Software Services

 a softwares







# e-Granthalaya

A Digital Agenda for Library Automation and Networking

Ver.3.0 (2007)  
(Network Edition)

## User Manual

Prepared by : Ram Kumar Matoria

### Amendment Log

Version No	Date	Change No.	Brief Description	Sections changed
1.0	01/12/2007	-	First Release	-
2.0	15/09/2010		Second Release	-
3.0	04/07/2012		Third Release	
4.0	01/01/2017		Forth Release	

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<http://egranthalaya.nic.in>

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**Ph. 011- 24305487**

## **NOTE**

**You can Start Data Entry of Books in ‘Retro-Conversion’ Under Cataloging Module. For Details, Read “Chaper 5: Cataloging Module – Retro-Conversion” of the User Manual**

## **Modules**

- 1. ADMIN**
  - a. Create User and Library Account
  - b. Create Letter Text for Letters, Reminders, Orders, etc
  - c. Create Subject, Publisher, Vendor Directory
- 2. BOOKS ACQUISITION**
  - a. This Module is used to Automate the Purchasing Process of the Books
- 3. CATALOGING**
  - a. Enter Books Records Direct in ‘Retro-Conversion’ with Catalog, Purchasing and Copy Details in a Single Form
  - b. Update Details of Catalog and Holdings Records
  - c. Generate Bar Code Labels
  - d. Stock Verification
  - e. Change Copy Status
- 4. CIRCULATION**
  - a. Register Members
  - b. Issue / Return of documents
  - c. Send Reminder for Over-Due Books
- 5. SERIALS**
  - a. This module is used for SERIALS Subscription
- 6. MICRO DOCUMENTS**
  - a. This module is used for Articles, Chapter and News Indexing
- 7. BUDGETS**
  - a. Used for Budget Control and Bill Processing
- 8. SEARCH**
  - a. Used for Search



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