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SOVARANI MEMORIAL COLLEGE

NAAC RE-ACCREDITED
JAGATBALLAVPUR, HOWRAH-711408

Estd.-1971

website : www.sovarani.net * e-mail : srmcollege.edu@gmail.com

Ref. No. SMC/02/10/2024

Date 04/10/2024

Invitation for Demonstration of Students Management System and Financial Management system

Sovarani Memorial College invites experienced vendors for live demonstration of their Student Management, Financial Management and related software solutions. The college is seeking efficient, comprehensive, and scalable systems to enhance the management of students and financial management.

Key Requirements:

1. Students Management System

1.1 Students Dashboard:

- a. The students' portal/ dashboard must contain all relevant information required for Banglar Uchcha Shiksha and CU registration systematically.
- b. Ability for students to apply for admission with schedule of fees payment in a new semester, displaying all courses (with names) as per CCF of CU, including payment options.
- c. Application for various types of concessions.
- d. Application for different types of certificates and Police verification.
- e. Application for scholarships and projects.
- f. Option to apply for Exit at the end of even semesters or entry at the start of odd semesters.
- g. Application for the Summer Internship (one-time during the entire course) after each even semester.
- h. Provision for mandatory upload of results in each semester after publication of result and before the distribution of mark sheets.
- i. Payment option of CU Exam fees, Review fees, FSI fees etc.
- j. Application for Subject Change.
- k. Upload photo and necessary documents for student's dashboard.

1.2 Dashboard for Office and Administration:

- a. **Login Portals for Office:** 2 or 3 portals for managing payments, concessions, scholarships, and certificates, as determined by the college.
- b. **Login for IQAC Coordinator:** To access various reports (to be generated by the Students Management System accordingly) required for submission and compilation of data in NAAC, UGC, AISHE, State Government and Central Government.
- c. **Login for Nodal Officer:** For managing and overseeing summer internships.
- d. **Login for Principal:** To access and oversee the overall system.

1.3 Incorporation of different data through MS Excel:

- a. There should be a fees master within the Students Management System that defines various fee heads as specified by the college.
- b. There should be a subject and course master within the Students Management System that defines various courses per semester, in accordance with the CCF and the courses offered by the college.
- c. The software should incorporate CU registration numbers and CU roll numbers and any data through an Excel file provided by the college.

1.4 Required facility relating to Students Management System:

- a. The software should provide the facility to send SMS and emails from the college end.
- b. The whole system with data should be cloud based.

Teacher-in-Charge
Sovarani Memorial College
Jagatballavpur, Howrah



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- c. Online/ Offline students' attendance system course wise should be provided as per course under CCF and CBCS.
- d. Certificate handling (Character, Transfer, College Leaving, Concessions, Attendance, Admission Cancellation etc.)

1.5 Report Generation (In both PDF and EXCEL format)

1.5.1 Reports (Financial)

Fee plan details, Fee receipt, Extra fee entry receipt, Fee challan, Refund fee receipt, Duplicate receipt, Fee collection report (Format provided by the college), Student fee deposit status, Due fee report, Cheque/ DD/ Online/ Cash collection report, Fee challan detail report, User wise fee collection report, Due letter, Expenditure certificate, Advance deposition report, Refund fee report, Concession Report etc.

1.5.2 Reports (Academic + MIS)

Semester/ year wise admitted student list, Student general information, Student subject combination, Student ID card generation, Students' document submitted report, Student promotion list, University registration data, Evaluation record report, Student subject group report, Letter to parent, Student photo extraction, Evaluation sheet (as per format provided by the college from time to time) etc.

2. Financial Management System

2.1 Financial Accounting:

Budget preparation, Integrated with student fees transaction, Integrated with store management, Integrated with fixed asset management, Integrated with library management, Integrated with salary, Ledger Group Creation, Ledger Master Creation, Sub Ledger Creation, Department wise expenditure tracking, Voucher Creation (Journal, Payment, Receipt, Purchase, Sales, Debit Note, Credit Note, Contra Entry), Voucher Modification, Cash Book Entry, Bank Reconciliation

2.2 Reports:

Bank Reconciliation statement, Ledger Statement, Voucher Statement, Voucher Register (Journal, Payment, Receipt, Purchase, Sales, Debit Note, Credit Note), Cash Book statement, Fund Statement, Budget vs Actual transaction, Receipt & Payment statement, Income & Expenditure Statement, Fund Balance

Eligibility Criteria:

- Vendors with extensive experience in higher education solutions and knowledge of the University of Calcutta's CCF system.
- Ability to customize solutions according to the specific needs of the institution.
- Strong customer support and after-sales service.

Submission Details: Interested vendors are requested to submit their proposals for demonstration on or before 15th October, 2024 to the mail principal@smc.edu.in in the below format.

Kaulyifolpa
Teacher-in-Charge
Sovarani Memorial College
Jagatballavpur, Howrah

VENDOR DETAILS

Name and Address of the vendors with phone number and email Id	
Name and Phone No of the contact Persons	
List and description of available software modules.	
Provide references from clients using similar systems, particularly the CCF system	

(SIGNATURE OF THE VENDOR)
(Seal)