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**St. JOSEPH'S COLLEGE OF ENGINEERING**  
(An Autonomous Institution)  
**St. Joseph's Group of Institutions**  
OMR, Chennai - 119



### 6.2.3 Enterprise Resource planning

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## Details about the Management Information System

### Admin Portal

An Admin portal is a secure site where you can easily share and maintain a centralized information management within our institution. The ultimate goal of this portal is for ease communication, collaboration and document sharing for people within the college, so that the staffs and students can access their need at right time through their student and staff portal login access.

**The login and maintenance of Admin portal are briefed in detail in the following steps.**

#### Step 1: Admin login as an administrator

### St-Josephs College Of Engineering

**User Login**

Enter User Name :

Enter Password :

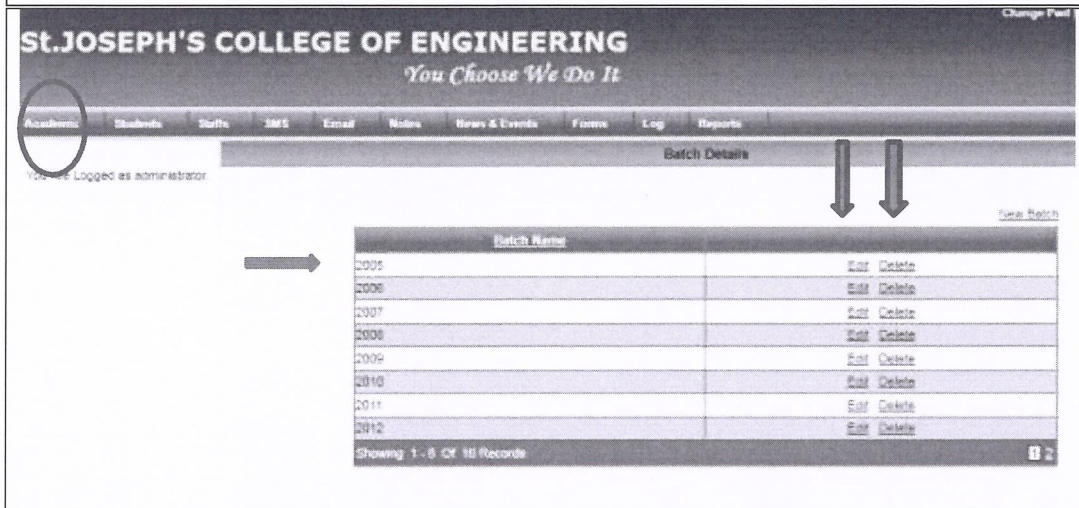
Login

---

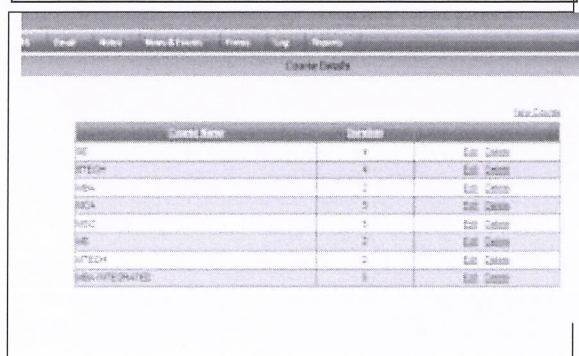
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**Step 2: Regarding academic link**

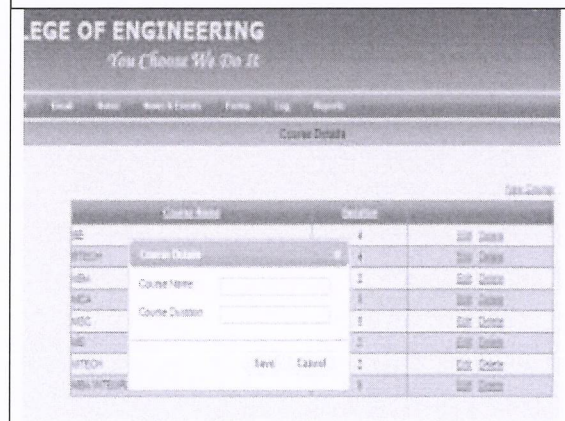
The view showing the full database link for the years. Any edition or deletion work can be done with supporting link given in arrow highlights. Select and enter into particular year with the highlighted link



Once entering into the year. The admin can see the following details about the course and its duration. Here admin can add the new course as highlighted.

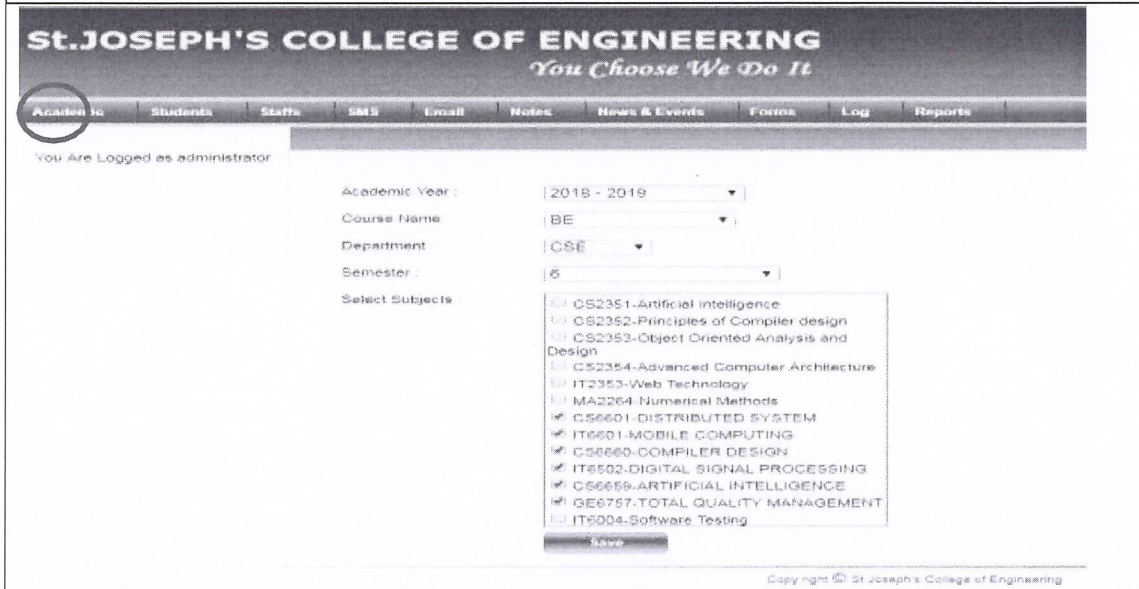


In case of adding new course in a year the admin can add it in edit option as follows.



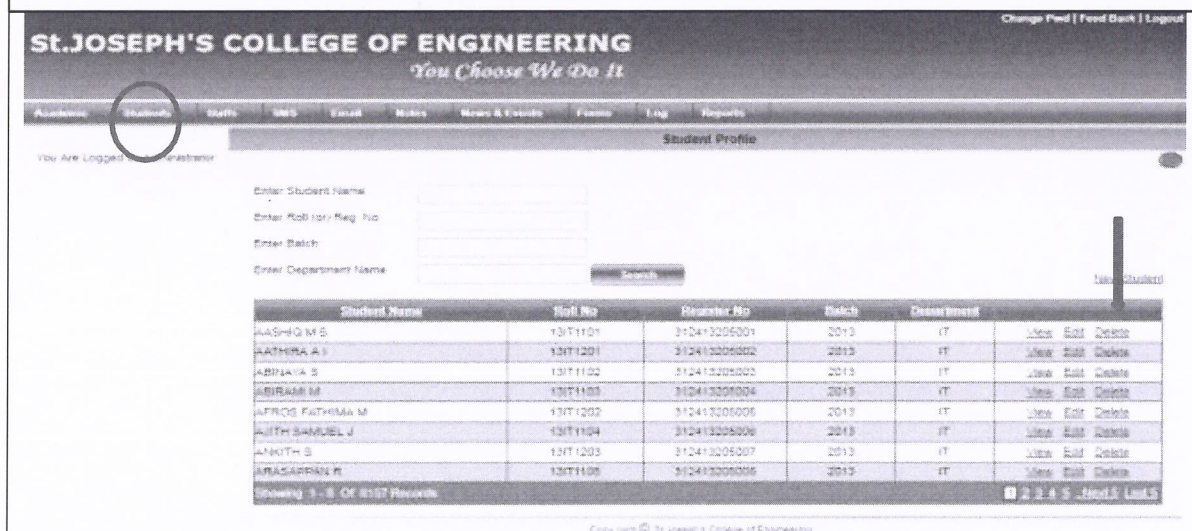


For each semester the subjects for respective semester can be enabled for both student and staff portal access, so that communication can take place effectively



### Step 3: Regarding student link

- a) The admin can view and edit the data base of the already existing students in each course in this link, also they can update new students entry here for the upcoming years with the help of link that is arrow highlighted.





- b) Admin can update the regular attendance details of the students here can view for analysis highlighted and can be communicated to the parents as their progress.

St. JOSEPH'S COLLEGE OF ENGINEERING  
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Academic **Students** Staffs SMS Email Notes News & Events Forms Log Reports

You Are Logged as administrator

Attendance Profile

Enter Student Name:   
 Enter Roll (or) Reg. No:   
 Enter Batch:   
 Enter Department Name:

Search

Student Attendance Entry

Student Name	Roll No	Semester No	Batch	Department	
AASHIQ M S	13IT1101	312413205001	2013	IT	<a href="#">View Attendance</a>
AATHIRA A I	13IT1201	312413205002	2013	IT	<a href="#">View Attendance</a>
ABHINAV S	13IT1102	312413205003	2013	IT	<a href="#">View Attendance</a>
ABIRAM M	13IT1103	312413205004	2013	IT	<a href="#">View Attendance</a>
AFROS FATHIMA M	13IT1202	312413205005	2013	IT	<a href="#">View Attendance</a>
AJITH SAMUEL J	13IT1104	312413205006	2013	IT	<a href="#">View Attendance</a>
ANKITH S	13IT1203	312413205007	2013	IT	<a href="#">View Attendance</a>
ARASAPPAH R	13IT1105	312413205008	2013	IT	<a href="#">View Attendance</a>

Showing 1 - 8 Of 8157 Records

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- c) This view highlights the admin way of viewing the assessment marks and internal marks of the students, so that they can be communicated to their parents easily via portal.

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Academic **Students** Staffs SMS Email Notes News & Events Forms Log Reports

You Are Logged as administrator

Marks Profile

Enter Student Name:   
 Enter Roll (or) Reg. No:   
 Enter Batch:   
 Enter Department Name:

Search

Student Name	Roll No	Semester No	Batch	Department	Test Marks	Internal Marks
AASHIQ M S	13IT1101	312413205001	2013	IT	Test Marks	Internal Marks
AATHIRA A I	13IT1201	312413205002	2013	IT	Test Marks	Internal Marks
ABHINAV S	13IT1102	312413205003	2013	IT	Test Marks	Internal Marks
ABIRAM M	13IT1103	312413205004	2013	IT	Test Marks	Internal Marks
AFROS FATHIMA M	13IT1202	312413205005	2013	IT	Test Marks	Internal Marks
AJITH SAMUEL J	13IT1104	312413205006	2013	IT	Test Marks	Internal Marks
ANKITH S	13IT1203	312413205007	2013	IT	Test Marks	Internal Marks
ARASAPPAH R	13IT1105	312413205008	2013	IT	Test Marks	Internal Marks

Showing 1 - 8 Of 8157 Records

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d) The view of students fee details based on their facilities availed.

St. JOSEPH'S COLLEGE OF ENGINEERING  
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Academic **Students** Staffs SMS Email Notices News & Events Forms Log Reports

You Are Logged as administrator

Select College: St. Joseph's College of Engineering ▼  
 Select Course: BE ▼  
 Select Batch: 2017 ▼  
 Select Department: ECE ▼  
 Select Session: B ▼

View

ID	RollNo	Student Name	Sec	TF	YMF	PTF	HF	PF
1	17EC733	ANISHA S	B	0	0	0	0	0
2	17EC330	ASHER JOSUVA SUNDAR S	B	92000	73000	7000	0	0
3	17EC163	NAVEEN JOE G D	B	92000	73000	7000	0	0
4	17EC310	HARSH V	B	92000	73000	7000	0	0
5	17EC165	INPANTO SAJARNATHAN S	B	92000	73000	7300	0	0
6	17EC120	ISAAC SAMRAJ R	B	92000	73000	7000	0	0
7	17EC155	ISHANURIA RAJALAKSHMI K	B	92000	73000	7000	0	0
8	17EC167	ISHANURIA THIADARRAJ	B	92000	73000	7000	0	0
9	17EC169	JANE CYNTHIA S	B	92000	73000	7000	0	0
10	17EC181	JAYASELWAN P	B	92000	73000	7000	0	0
11	17EC701	JAYASWAROORA S	B	0	0	0	0	0
12	17EC125	JAYVEL B	B	92000	73000	7000	0	0

e) The way the admin can generate and download password as arrow highlighted for the students to access the student portal.

St. JOSEPH'S COLLEGE OF ENGINEERING  
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Academic **Students** Staffs SMS Email Notices News & Events Forms Log Reports

You Are Logged as administrator

Select College name: [---] ▼  
 Enter Student Name:   
 Enter Roll No/ Reg. No:   
 Enter Batch:   
 Enter Department Name:

Generate

Download All

Student Name	Roll No	Register No	Batch	Department	Download Password
CHANDRASEKAR A	14MECS200	312314405018	2014	CSE	Download Password
AADHITHYA S	15CS352	312315104001	2015	CSE	Download Password
AASHIK AHAMED A	15CS310	312315104002	2015	CSE	Download Password
ABDULLI SHAALAN	15CS209	312315104003	2015	CSE	Download Password
ABHISHEK BRINHAS G	15CS167	312315104004	2015	CSE	Download Password
ABINAVIA P	15CS272	312315104005	2015	CSE	Download Password
ABHISHEK MANJEL RAJ P	15CS165	312315104006	2015	CSE	Download Password
ADHARSHY	15CS162	312315104007	2015	CSE	Download Password

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- f) A complete view a admin can view verify for a student, which will be displayed in the student portal while accessing by the students

**St. JOSEPH'S COLLEGE OF ENGINEERING**  
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Academic **Students** Staff SMS Email Notes News & Events Forms Log Reports

You Are Logged as administrator

Student View

**PERSONAL INFORMATION**

Initial		Section	A
Name	AKSHIQ	Gender	
Course	BTECH	Blood Group	
Department	IT	Photo	
Batch	2013	Student Mob. No	
Roll No	19T1101	Student Mail ID	iamakshiq@gmail.com
Reg. No	11281222001		

**GENERAL INFORMATION**

DOB (dd/mm/yyyy)		Date of Admission	
Caste		Admission Allotment	
Community		Government	
Parent Annual inc		Management	
Religion		Overall Rank	
Nationality		Community Rank	
Mother Tongue		Sports Admission	
Member of		Medium of Instr	

**ADMISSION INFORMATION**

--	--	--	--

**PASSPORT INFORMATION**

--	--	--	--

**VISA INFORMATION**

Visa No	
Visa Type	
Expiry Date	

**ACADEMIC DETAILS**

- g) Admin can have the view that the student can view in his student portal about the attendance for each academic day.

**St. JOSEPH'S COLLEGE OF ENGINEERING**  
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Academic **Students** Staff SMS Email Notes News & Events Forms Log Reports

You Are Logged as administrator

Student Attendance View

Student Name : AAASHIQ M S  
Department : BTECH.IT  
Section : A

**Semester : I II III IV V VI VII VIII**

**Leave Details**

SNO	Attendance Date
1	09/01/2017
2	10/01/2017

**OD Details**

SNO	Attendance Date
No. Of On Duty (OD) taken for the semester	



- h) The Admin can ensure the students model assessment here, the exact view will be displayed there in the students portal when he access.

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Change Pwd | Feed Back | Logout

Academic | Students | Staffs | SMS | Email | Notes | News & Events | Forms | Log | Reports

You Are Logged as administrator

**Model Marks View**

Student Name : ABILJO DANISH B  
 Department : BE-CSE  
 Section : A  
 Batch : 2015  
 Semester : S  
 Test Type : Model 1

Subject	Subject Code	Marks	Remarks
Transforms and Partial Differential Equations	MA6351	12 / 100	POOR
Programming and Data Structure II	CS6301	8 / 100	POOR
Database Management Systems	CS6302	33 / 100	NOT SATISFACTORY
Computer Architecture	CS6303	9 / 100	POOR
Analog and Digital Communication	CS6304	35 / 100	NOT SATISFACTORY
Environmental Science and Engineering	IE6301	36 / 100	NOT SATISFACTORY

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#### Step 4: Regarding staff link

Here The Admin can add, edit view and delete the staff members details from all the department, so that they can easily access the staff portal for communicating with students.

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Change Pwd | Feed Back | Logout

Academic | Students | **Staffs** | SMS | Email | Notes | News & Events | Forms | Log | Reports

You Are Logged as administrator

**Staff Profile**

Enter Staff Name:   
 Enter Employee No:   
 Enter Department Name:

[View Staff](#)

Employee No	Staff Name	Gender	Dept. Name	Mobile Number	Email ID	
TMC01	Dr. PARVATHA LARTHINI B	Female	MCA	9444130284		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
TMC02	Dr. FELICI RAJAM I	Female	MCA			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
TMC03	Dr. SHANTHI V	Female	MCA			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
TMC104	KAMALNATH B	Male	MCA			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
TMC07	KARUPPIAH S P	Male	MCA			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
TMC06	MYTHILIN	Female	MCA			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
TMC4	NIKKATH BUSHRA S	Female	MCA	9939930999	feiozbusra@gmail.com	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
TMC101	RAJA GANESH K	Male	MCA			<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

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This is how the admin can generate user name and password for all the staff to access their staff portal.

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Academic | Students | **Staffs** | SMS | Email | Notes | News & Events | Forms | Log | Reports

Staff Password Generation

You Are Logged as administrator

Enter Staff Name:   
 Enter Employee No:   
 Enter Department Name:

Employee No	Staff Name	Gender	Dept. Name	Mobile Number	Email ID	
TMC01	Dr. PARVATHA VARTHINI B	Female	MCA	9444130204		<a href="#">Download Pdf</a>
TMC04	DYFELDI RAJAM I	Female	MCA			<a href="#">Download Pdf</a>
TMC03	Dr. SRANATHI V	Female	MCA			<a href="#">Download Pdf</a>
TMC104	KAMALNATH B	Male	MCA			<a href="#">Download Pdf</a>
TMC07	KARUPPIAH S P	Male	MCA			<a href="#">Download Pdf</a>
TMC08	MYTHILIN	Female	MCA			<a href="#">Download Pdf</a>
TMC24	NIKKATH BUSHRA S	Female	MCA	9939935999	broqbustma@gmail.com	<a href="#">Download Pdf</a>
TMC101	RAJA GANESH K	Male	MCA			<a href="#">Download Pdf</a>

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### Step 5: Regarding centralized SMS facility

a) The Admin can communicate the students via SMS and pass the information.

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Academic | Students | Staffs | **SMS** | Email | Notes | News & Events | Forms | Log | Reports

SMS - General

You Are Logged as administrator

Select College: | St. Joseph's College of Engineering |  
 Select Course: | BE |  
 Select Batch: | 2015 |  
 Select Department: | CSE |  
 Select Section: | C |

Enter SMS Message (For Dynamic Content) #SN# for Student Name #RN# for Roll No

Happy New Year

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b) A view of how admin will upload the mark status for communicating with parents for their ward via SMS

The screenshot shows the 'SMS Mark Status' page. At the top, the college name 'St. JOSEPH'S COLLEGE OF ENGINEERING' and tagline 'You Choose We Do It' are displayed. A navigation menu includes 'Academic', 'Students', 'Staffs', 'SMS', 'Email', 'Notes', 'News & Events', 'Forms', 'Log', and 'Reports'. The 'SMS' menu item is circled. Below the menu, it says 'You Are Logged as administrator' and 'SMS Mark Status'. The form contains several dropdown menus: 'Select College' (St Joseph's College of Engineering), 'Select Course' (BE), 'Select Batch' (2015), 'Select Department' (CSE), 'Select Section' (C), 'Select Semester' (VIII), 'Test Type' (IAE-Unit), and 'Test Name' (IAE-1 Unit 1). There are two text input fields for messages: 'Enter Pass Message (For Dynamic Content) #SN# for Student Name #RN# for Roll No' and 'Enter Fail Message (For Dynamic Content) #SN# for Student Name #RN# for Roll No'. The pass message field contains the text: 'Your Ward is Passed in IAE-I. please ask the student to maintain this.' The fail message field contains: 'Your Ward is failed in IAE-I. Please ask the student to study well.' An 'OK' button is at the bottom.

c) Admin way of sending message to staff members

The screenshot shows the 'Staff SMS' page. At the top, the college name 'St. JOSEPH'S COLLEGE OF ENGINEERING' and tagline 'You Choose We Do It' are displayed. A navigation menu includes 'Academic', 'Students', 'Staffs', 'SMS', 'Email', 'Notes', 'News & Events', 'Forms', 'Log', and 'Reports'. The 'SMS' menu item is circled. Below the menu, it says 'You Are Logged as administrator' and 'Staff SMS'. The form contains three dropdown menus: 'Select College' (St. Joseph's College Of Engineering), 'Select Department' (CSE), and 'Select Designation' (--All--). There is a text input field for 'Enter SMS Message' containing the text 'Happy New Year'. An 'OK' button is at the bottom.



### Step 6: Regarding e-mail link

Here the Admin can contact all the staff and students through E-mail ID and pass the information.

The screenshot shows the website header for St. Joseph's College of Engineering with the tagline "You Choose We Do It". The navigation menu includes Academic, Students, Staffs, SMS, Email, Notes, News & Events, Forms, Log, and Reports. The 'Email' link is circled. Below the menu, the user is logged in as an administrator. The 'SMS - General' section contains a form with the following fields:

- Select College: St. Joseph's College of Engineering
- Select Course: BE
- Select Batch: 2015
- Select Department: CSE
- Select Section: C
- Enter From Email ID: sjce.prabhuda@gmail.com
- Enter Email Subject: Happy New Year
- Email Attachment: Choose file | No file chosen
- Enter Email Content: Greetings

An 'OK' button is located at the bottom of the form. The footer indicates "Copyright © St. Joseph's College of Engineering".

### Step 7: Regarding events and circular news

- Admin can set the time period and content for the events or news to be displayed on the view for student and staff in their portal. The new event/circular can be uploaded via arrow highlighted link

**Events Profile**

[Events View](#) [New Events E](#)

Events Name	Events Description	Start Date	End Date	
ACADEMIC SCHEDULE FOR II & III YEAR -2018-19 EVEN SEM		09/01/2019		<a href="#">Delete</a>
ACADEMIC SCHEDULE FOR FIRST YEAR -2018-19 EVEN SEM		26/11/2018		<a href="#">Delete</a>
ACADEMIC SCHEDULE FOR FINAL YEAR -2018-19 EVEN SEM		26/11/2018		<a href="#">Delete</a>
PG PROJECT REVIEW SCHEDULE -IV SEMESTER PG		25/10/2018		<a href="#">Delete</a>

Circular Profile				
Events Name	Events Description	Start Date	End Date	
SEAT_ARRANGEMENT_AE_4_I/YR		02/03/2019		Delete
SEAT_ARRANGEMENT_AE_2_IYR PG		01/03/2019		Delete
SEAT_ARRANGEMENT_AE_2_IYR UG		01/03/2019		Delete
SEAT_ARRANGEMENT_AE_4_II YR		01/03/2019		Delete
SEAT_ARRANGEMENT_AE_4_III YR		01/03/2019		Delete
SEAT_ARRANGEMENT_AE_4_PG		01/03/2019		Delete
IMPORTANT DATES-ALL YEARS		29/02/2019		Delete
AE IV TIME TABLE		25/02/2019		Delete
AE II TIME TABLE		25/02/2019		Delete
PG ADMISSION CIRCULAR		24/01/2019		Delete
FINAL YEAR NO DUE FORM -2018		12/09/2018		Delete
E BOOKS SUBSCRIBED LIST		01/11/2018		Delete
LOST AND CHANGES IN ID CARD -STUDENT CIRCULAR		19/10/2018		Delete

- 2) The way the admin can post the news or event circular. Here Admin can limit the viewer as staffs or students or both.

## St. JOSEPH'S COLLEGE OF ENGINEERING

*You Choose We Do It*

Academic
Students
Staffs
SMS
Email
Notes
News & Events
Forms
Log
Reports

Circular Entry

You Are Logged as administrator.

Circular Name :

Circular Description :

Select Circular File  No file chosen

(Or)

Enter External link

Circular Type  Staff Only  Staff and Students



**Step 8: Regarding the forms link**

1. Here in this “Form” link the Admin can upload or deleted the already existed form/format, so that the students and staff can access via their portal. The way they upload is given in the next picture.

Date Created	Form Name	Form Description	Delete
1/23/2018 9:04:45 AM	SIC-56	LEAVE FORM(STAFF -VEHICLE ASSIGNMENT SLIP)	Delete
1/23/2018 9:07:49 AM	F48	Work Request Form	Delete
1/23/2018 11:01:11 AM	FORM AC-51	Change Form for Technology	Delete
1/23/2018 11:08:35 AM	FORM AC-51	Change Form for Engineering	Delete
3/20/2018 11:27:27 AM	HOD-523	TRANSPORT REGISTRATION FORM	Delete
6/28/2018 11:42:25 AM	HOD-523	MISS REQUESTION FORM	Delete
7/19/2018 12:08:14 PM	FORM AC-51	On Leave Form (Medical)	Delete
4/20/2018 9:30:00 AM	W1	Work Requestion & Approval Form	Delete
12/1/2017 9:53:20 AM	P11	On Duty Form 2019-19	Delete
3/10/2018 9:58:36 AM	P10	Student Leave Form 2018-18	Delete
1/20/2017 6:37:43 PM	P15	Project Report Form	Delete
6/20/2017 9:16:36 AM	S-18	(1) JOINT DECLARATION by parent and student	Delete
6/16/2017 6:41:42 AM	P11	Sports On Duty Form	Delete
6/20/2017 2:44:53 PM	STV-81	WORK COPY REQUESTION FORM	Delete
6/20/2017 2:46:39 PM	FORM AC-51	CONSUMABLE REQUEST FORM TECHNOLOGY	Delete
6/20/2017 2:48:36 PM	FORM AC-51	CONSUMABLE REQUEST FORM ENGINEERING	Delete
4/16/2017 8:57:37 AM	P7	TC No Due Form(Final year 16-17)	Delete
3/30/2018 3:15:48 PM	P4	Student Joint Declaration by Parent and Student	Delete
1/23/2018 7:50:07 AM	P37	Project Report Form(Deleted)	Delete
4/8/2018 11:31:57 AM	P27	Project Report Form	Delete
1/23/2018 7:36:10 PM	P1	Project Registration Form	Delete
3/20/2018 2:57:18 PM	P25	Placement Registration Form	Delete
3/20/2018 3:17:57 PM	FORM P7	TC No Due Form(Final year 14-15)	Delete

2. The way the Admin can upload the new forms.

3. Here the Admin can manage the forms by placing these forms in the sublink, so that the student can easily identify the category that the form relates to.

SNO	Form Category Name	Can Student Download
1	ABMS FORMATS	✓
2	ACCOUNTS FORMATS	
3	COE FORMATS	
4	GENERAL FORMATS	
5	HOD'S FORMATS	
6	HOSTEL FORMATS	✓
7	LIBRARY FORMATS	
8	OTHER FORMATS	
9	PLACEMENT FORMATS	
10	SPORTS FORMATS	
11	STAFF INCHARGE FORMATS	
12	STATIONERY FORMATS	
13	STUDENTS FORMATS	✓
14	YEAR INCHARGE FORMATS	



### Step 9: Regarding the log link

Here the Admin can manage the overall log of all the data base maintained in the management information system. Here the admin can track whether the particular student or staff have seen the link posted or not and also for how many seconds they were active with that particular link. It gives the day wise report as arrow highlighted.

**St. JOSEPH'S COLLEGE OF ENGINEERING**  
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Academic | Students | Staffs | SMS | Email | Notes | News & Events | Forums | Log | Reports

You Are Logged as administrator

Parent Log Report

Enter Date: 01/03/2019

SNO	Time	Student Name	RollNo	Prof View	Attn View	Mark View	Note View	Event View	Cir View
1	0:5	SRIRAM A	16T124	YES	NO	NO	NO	YES	YES
2	0:14	AYANA SARAH SHAJI	15T353	YES	NO	NO	YES	NO	NO
3	0:35	AAKASH T	16EE138	YES	YES	NO	NO	YES	YES
4	1:29	PAVITHRA K	17EE222	YES	NO	YES	NO	NO	NO
5	1:32	MOHAMED JAWIED A	17EE705	YES	NO	YES	NO	NO	NO
6	2:38	UMESH KUMAR E	16IC232	YES	NO	YES	NO	NO	NO
7	4:4	SUCHITHRA J	15EE193	YES	NO	NO	YES	NO	NO
8	4:40	RAGAMATHI S	16MTBT201	YES	NO	NO	NO	YES	YES
9	5:6	AKASH SHANKAR	18ME152	YES	NO	NO	NO	NO	NO
10	5:28	HARI PRASATH M	16MS209	YES	NO	NO	YES	NO	NO

Here the admin can take the overall absentees in a day and report the year in charge, so that the necessary actions can be carried out like informing the parents about the absentees and the reason for the absenteeism can be traced by the counselor.

**St. JOSEPH'S COLLEGE OF ENGINEERING**  
*You Choose We Do It*

Academic | Students | Staffs | SMS | Email | Notes | News & Events | Forums | Log | Reports

You Are Logged as administrator

Absentee Report

Select College: St. Joseph's college of Engineering

Batch: 2016

Course: BE

Department: CSE

Semester: 6

Enter Date: 08/03/2019

Absentee Report for Batch 2016 & Semester 6 on 08/03/2019

Department: BE - CSE

SNO	StudentName	RollNo	RegisterNo	Section	Type	Code	ParentMobNo
1	BALA GANESH S	16CS113	312316104020	A	ABSENT	91	8938567428
2	BATHALA SIVITH KUMAR REDDY	16CS111	312316104023	A	ABSENT	91	9440279508
3	LIDYA A	16CS181	312316104090	B	ABSENT	91	9841150315
4	NAGARAJAN M	16CS157	312316104108	C	ABSENT	91	9540101040
5	PAUL RICHER J	16CS230	312316104118	C	ABSENT	91	9841748271

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All the above facilities are maintained in centralized manner to facilitate all the staff members to carry on their academic work in an effective and efficient manner.



*You Choose, We Do It*  
**St. JOSEPH'S COLLEGE OF ENGINEERING**  
(An Autonomous Institution)  
**St. Joseph's Group of Institutions**  
OMR, Chennai - 119



## Details about the Management Information System

### Staff Portal

A staff portal is a secure site where you can easily share and access information within our institution, and keep all your staff on the same page. The ultimate goal of this portal is for ease communication, collaboration and document sharing for people within the college, so that the students can access their need at right time through their student portal login access.

**Following are the brief details about the login and access of the staff portal**

#### Step 1:

As a initial step all the staff will be given a staff portal ID and a unique password by the information management team. Using those ID and password the staff can sign in our staff portal as shown in the following picture.

**St-Josephs College Of Engineering**

**User Login**

Enter User Name :

Enter Password :

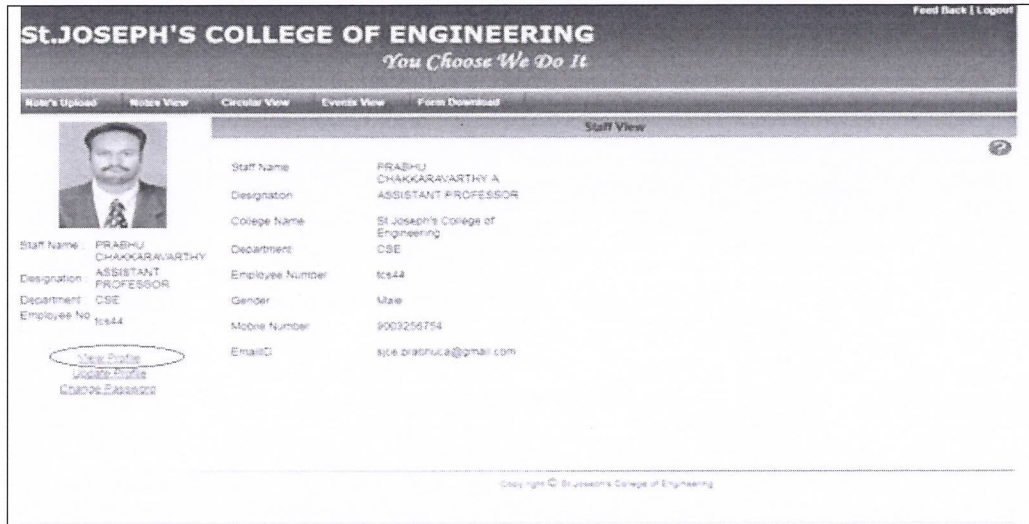
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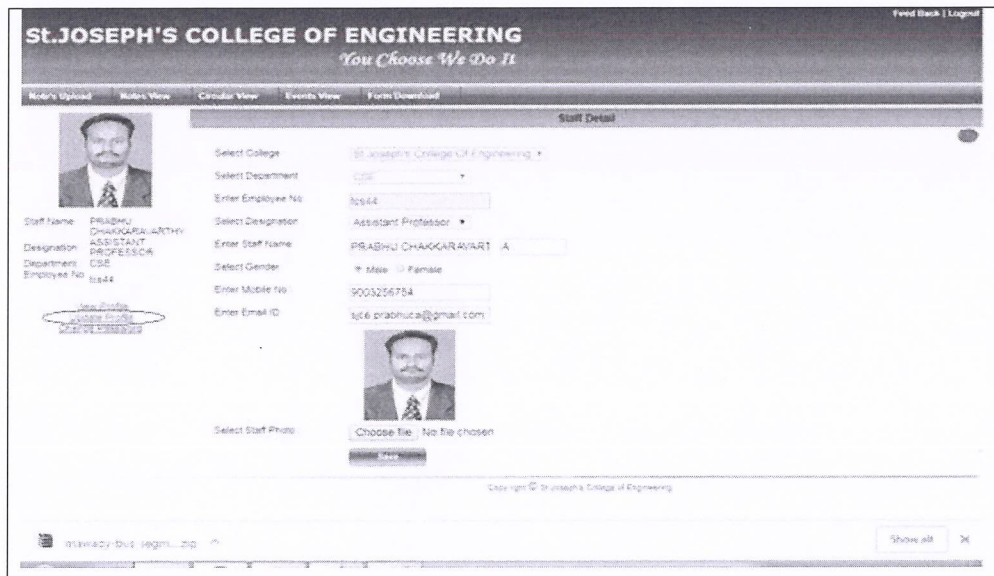
### Step 2:

They need to click on the “View Profile” on the page as marked in the following picture. They can view the details as in the picture which was entered already from the institution database.



### Step 3:

In case staff need to update the profile as per their convenience they can do it with the help of “update profile” link, as highlighted in the following picture.





#### Step 4:

The staff can change their password, initially generated given by information management team and can have their unique password for security and access purpose

The screenshot shows the 'Change Password' interface. At the top, the header reads 'St. JOSEPH'S COLLEGE OF ENGINEERING' with the tagline 'You Choose We Do It'. Below the header is a navigation menu with options: 'Notice Upload', 'Notice View', 'Circular View', 'Events View', and 'Form Download'. The main content area is titled 'Change Password' and features a user profile on the left with a photo and details: Staff Name: PRADHU CHAKKARA/WARTHU, Designation: ASSISTANT PROFESSOR, Department: CSE, Employee No: 11644. Below the profile is a 'View Profile' link and a 'Change Password' link circled in red. The password change form includes three input fields: 'Enter current password', 'Enter new password', and 'Re-Enter new password', followed by a 'Change' button. A footer note reads 'Copyright © St. Joseph's College of Engineering'.

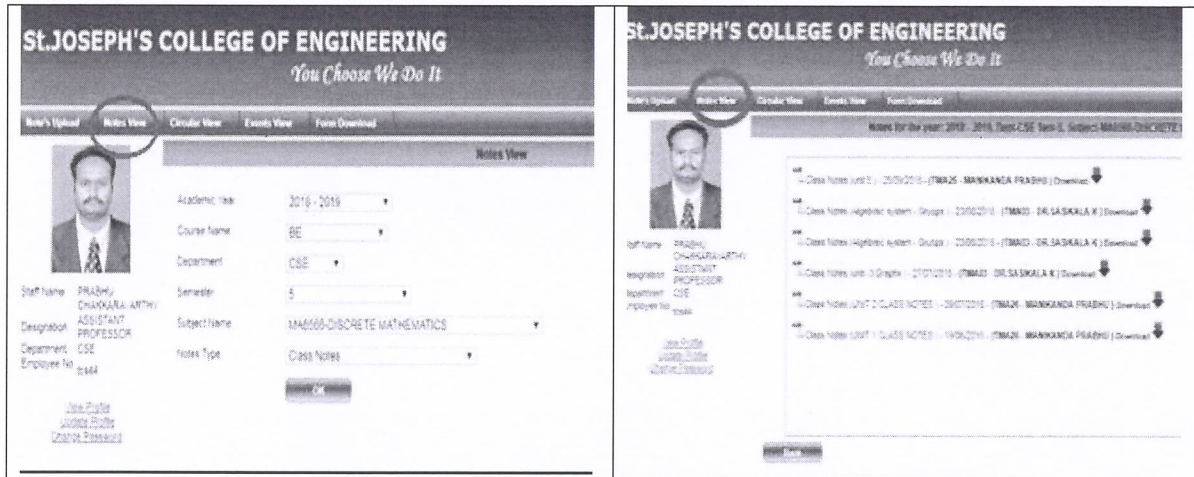
#### Step 5:

All the staff members can upload the necessary details like class notes, question banks, previous year university questions and solutions for respective subjects and departments can be uploaded for students easy access.

The screenshot displays the 'Student Notes Entry' page. The header and navigation menu are identical to the previous screenshot. The main content area is titled 'Student Notes Entry' and contains a form for uploading notes. On the left, the same user profile is shown. The form fields include: 'Academic Year' (2018 - 2019), 'Course Name' (BS & BTech), 'Department Faculty' (a list of departments with 'CSE' selected), 'Semester' (a dropdown menu), 'Subject Name' (CSE601 INTERNET PROGRAMMING), 'Notes Type' (Class Notes), and 'Notes Description' (a text area). At the bottom, there are 'Upload Notes' and 'Cancel' buttons. A footer note reads 'Copyright © St. Joseph's College of Engineering'.

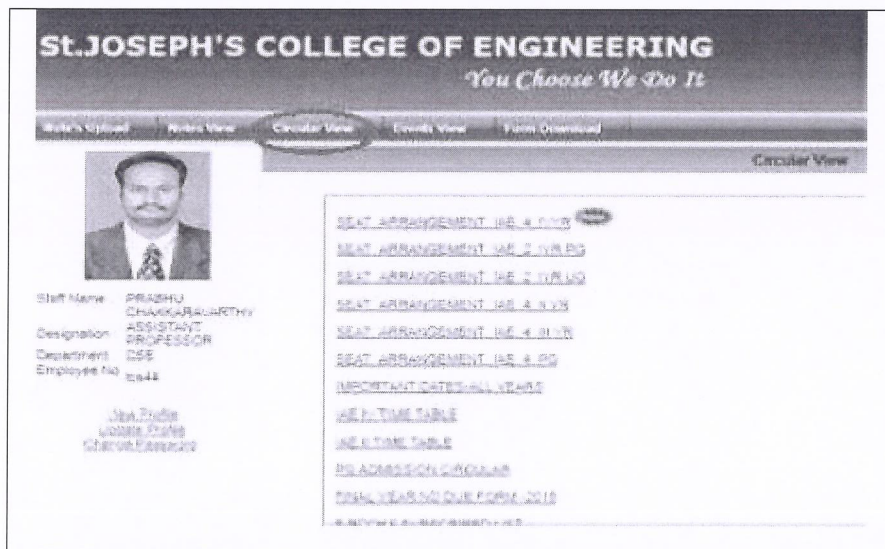
### Step 6:

For the verification and research on future purpose the staff can use the notes view link and make sure that all the details have been uploaded correctly. The view can be seen in the following picture.



### Step 7:

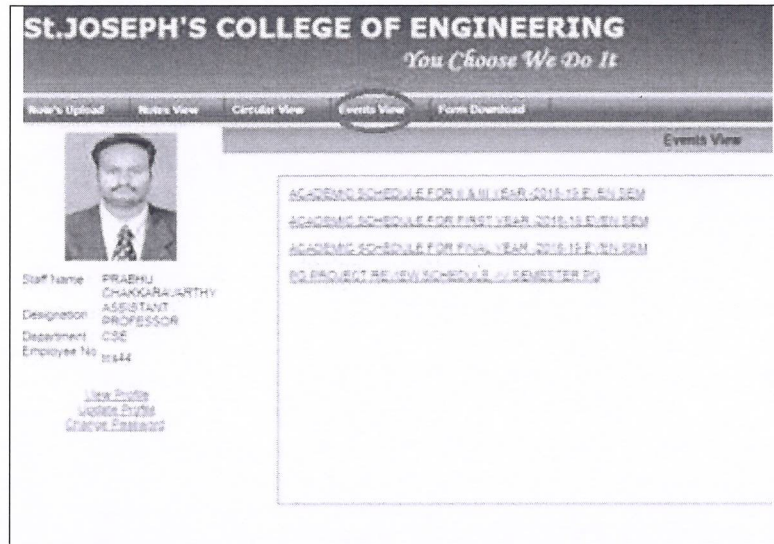
The “Circular View” highlighted in the following picture helps all the staff members to view the announcement and information given by the management.





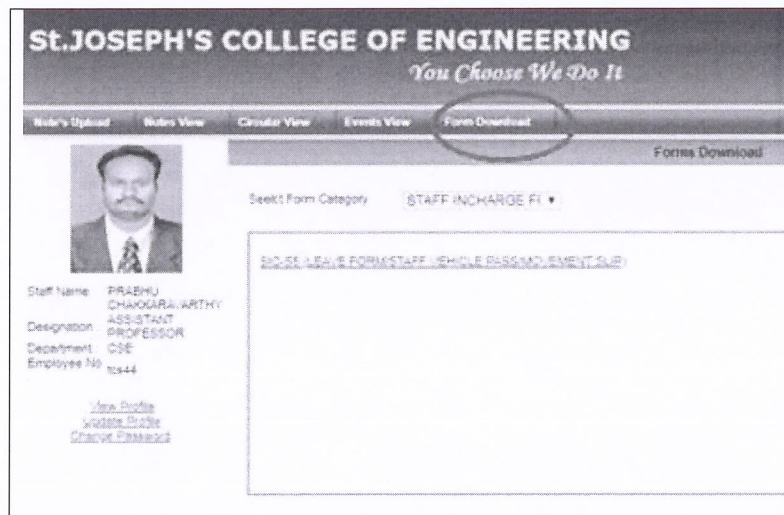
### Step 8:

Planning and scheduling will leave zero gap only when the executives work in align with the management. The event view helps you to be aware of the event and work plan and schedule so that everyone can be prepared and execute the plan successfully. This can be done with the help of “Event view” highlighted in the following picture.



### Step 9:

Staff can download the required form format like staff leave format, permission format, on duty format and so on from the link “form download” as highlighted, so that they can have a smooth progress on their regular work schedule while accessing these services without time wastages.



All the above facilities are maintained in centralized manner to facilitate all the staff members to carry on their academic work in an effective and efficient manner.





## Daily Attendance

### St.JOSEPH'S COLLEGE

Run Date : 19/12/2024

#### Shiftwise Attendance Report for 19/12/2024

S. No.	Emp. Code	Emp. Name	Log IN
Shift : GS 0800 to 1700			
Department : 0008 MECH			
1	10040	Dr.Arunkumar N	07:52
2	10091	Kumar K M	07:09
3	10103	Arun M	07:18
4	10119	Udayakumar A S M	07:33
5	10148	Mariappan J	07:10
6	10152	Dr.Balamurugan L	07:47
7	10160	Gavaskar T	07:15
8	10215	George Sahaya Nixon R	07:29
9	10239	Lionus Leo G M	07:15
10	10605	Dr.Selvam R	07:15
11	10898	Arun K	07:29
12	20161	Vijayanand J	07:21
13	20177	Karthikeyan K M B	07:32
14	20224	Arun Kumar N E	07:19
15	20225	Kasirajan G	07:14
16	20226	Balasubramanian T	07:13
17	20227	Premkumar P	07:43
18	20228	Subramanian M	07:45
19	20254	Ruskin Bruce A	07:20
20	20255	Ganesh M	07:14
21	20361	Muninathan K	07:37
22	20363	Siva M	07:11
23	20426	Elakkiyadasan R	07:15
24	20428	Ashwin Prabhu G	07:15
25	20429	Rangaraja R	07:24
26	20466	Pravinkumar K	07:22
27	20749	Gnanasekaran K	07:18
28	20750	Sakthivel D	07:15

The daily login and logout details of the staff members can be recorded and verified by this biometric software.

## Daily Absentees Record

### St.JOSEPH'S COLLEGE

Run Date : 19/12/2024

#### Shiftwise Absenteesim Report for 29/11/2024

S. No.	Emp. Code	Emp. Name
Shift : GS 0800 to 1700		
Department : 0008 MECH		
1	10091	Kumar K M
2	10103	Arun M
3	10152	Dr.Balamurugan L
4	10200	Dr.Vaddi Seshagiri Rao
5	10215	George Sahaya Nixon R
6	10605	Dr.Selvam R
7	20224	Arun Kumar N E
8	20363	Siva M

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