

OFSY™

EDUCATION ADMINISTRATION SYSTEM

Communication is the key to learning. You are a premier institution operating in a pro-technology world. Implementing effective communication systems is the only way you can continue to be the best, over-ride the competition, and stay ahead.

OFSY for Colleges is a complete Online Office Automation software suite for Educational Institutions operating in today's fast-paced, competitive environment. It is totally Integrated with its own Messaging, Accounting, Student Record Manager, College Administration, HRD Modules and more. It has a multitude of new features that will streamline your work processes.

Every Educational Institution is unique in terms of its requirements and priorities. A degree of flexibility is built into this package which allows for easy customisation to suit the unique requirements of your College. OFSY promises to simplify the way students, teachers, staff and management in your College share, access, and analyse

Highlights:

- ✓ A consolidated package that will effectively connect all the departments and processes of your college.
- ✓ Easy to install with minimal investment on IT infrastructure..
- ✓ Communicate easily with contacts internal and external to your institution.
- ✓ Send and receive files, including student records and multimedia files.
- ✓ Access online records and information on just about anything to do with your college.

WHY USE OFSY?

To automate or not to automate? Management gurus advocate automation, and justify it as a necessary investment. On the other hand, investment on software means a never-ending diversion of additional resources towards networking, infrastructure, upgrades, security, maintenance and training at a very high cost to a college's core activity. Most Colleges in India face this dilemma. What then is the solution? Should one automate, and endure the constant flux of capital towards IT? Should one not automate, and possibly risk losing out to newer, technology-savvy colleges?

The answer lies in Application Service. With Application Service, Colleges can have out-sourced access to their mission critical software on a subscription basis. OFSY for Colleges gives you just that. It is a web based, integrated, office automation software and consists of several powerful modules, all of them seamlessly integrated. It allows access to authorised members of your College to communicate, enter, edit and view business information online through the internet irrespective of time and geographical location.

With OFSY your College can now -

- ✓ Deploy software automation **quickly** and inexpensively
- ✓ **Relieve** overburdened and or under-resourced IT staffs.
- ✓ **Stay current** with software and hardware updates. All OFSY updates will be automatically made available to you free of cost.
- ✓ Implement **higher-end education solutions** that will yield rewards and benefits.
- ✓ Manage your college **admissions** and **quota allotments** with ease.
- ✓ **Convert big, upfront capital costs** into predictable fees that are amortised over the life of a multi-year contract
- ✓ Invest on human resources and capital to **build your core service**, not your IT infrastructure.
- ✓ **Do away with unnecessary software modules, and utilise only the modules that your College requires, thus making full use of your investment.**

TECHNICAL INFORMATION

Colleges applications require a stable, scalable foundation, flexible enough to change as and when your institution's needs change. OFSY" adopts a J2EE-compliant, four-tier development architecture, which reflects changes instantly and allows you to to be flexible.

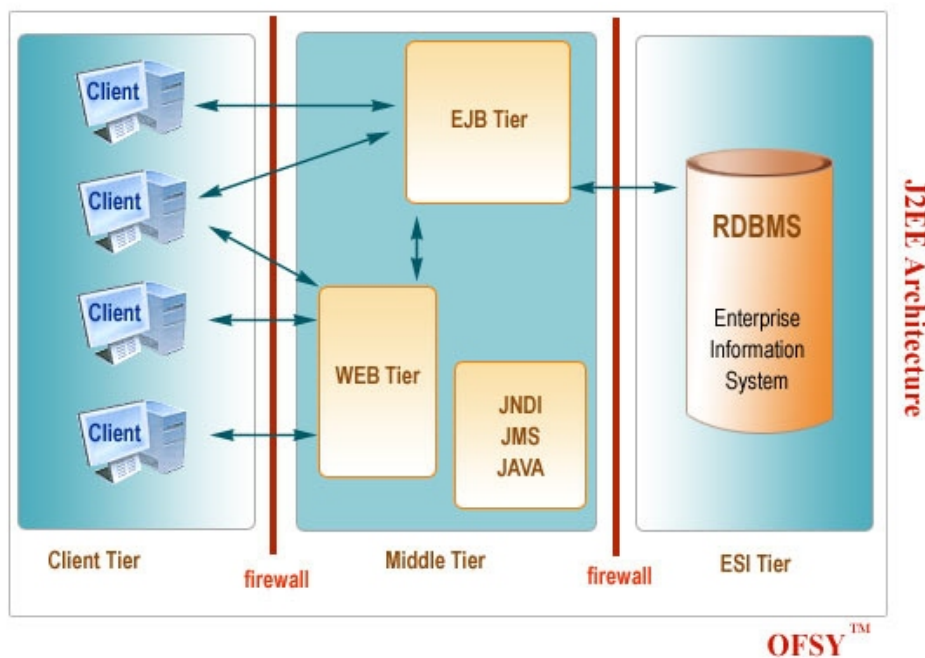
Modes of Access

OFSY users require an operating system installed with a Java and Flash enabled browser. It offers three interesting access options

Option 1 Protected by firewalls, OFSY is hosted at a data centre. Each time you access it, your data is encrypted, ensuring safe transit to the database server.

Option 2 OFSY is individually deployed as part of your internal corporate network.

Option 3 A combination access plan of hosting the database server/ the application server on your internal network.



Security

The internal structure of OFSY" is designed to be secure.

- It is hosted in a secure server environment that uses firewalls and other advanced technology to prevent interference or access from intruders.
- A Multi security system provides for various levels of security between each layer.
- OFSY provides each user in your College with a unique log-in.
- With OFSY, it is possible to view event logs that have taken place on the system.
- You can assign access privileges to users.

MODULES

OFSY for Colleges is specifically designed to cater to the automation needs of your college. It has been developed after a careful study of the educational processes and after hours of interaction with a crosssection of representatives from premier educational institutes. Although all educational institutes carry out similar functions, each College has it's own mode of administration and operations. Keeping this in mind,

OFSY offers a certain degree of customisation in it's modules which are listed below. In order to understand the system's versatility, the modules have been divided into the following categories-

Communication Modules

- ✓ Collaborator
- ✓ Document Management

College Management Modules

- ✓ Admissions Co-ordinator
- ✓ Student Record Manager
- ✓ College Administrator

Student Access Modules

- ✓ Information Management

Administration Modules

- ✓ Human Resources Manager
- ✓ Financial Accounting System
- ✓ Asset Management

OFSY MODULE FUNCTIONS

COLLABORATOR

OFSY's Collaborator module enables parents, teachers, students and staff members to have easy interaction and access to information. It's various Communication tools like e-mail, Messaging and Forums facilitate easy internal and external communication. The Personal Data Assistant is another powerful feature of the Collaborator. The Collaborator thus opens up greater communication avenues for your Institution and empowers users to perform their duties better, irrespective of time and geographical locations.

- **E-mail integration:** Integrates E-mail with instant messaging. Instant messaging helps identify whether contacts have read a message or not. In case of the latter the message can be escalated automatically.
- **Profiles:** This feature helps you to identify the profile of the sender. Once identified, it allows you to perform multiple actions on the sender (within your access rights).
- **Attachments:** Attach up to 2MB of data with your messages. This feature Integrates with other modules of OFSY like the Document Management System, Accounting and College Administration modules
- **Chat:** The chat feature allows real time communication between between authorised users of OFSY. It is an excellent vehicle for inter and intra office communications. It also boasts of a Broadcast feature wherein messages can be sent to all users logged in, which comes in handy during online meetings.
- **IP Messaging :** Send instant shouts, reminders and memos between users of OFSY logged in at a particular time to simplify work processes.
- **Calendar and Scheduler:** An integrated calendar and scheduler will help you to plan your appointments and organise your day.

- **College News:** Allows authorised users to post information related to college events and schedules. Keeps students up-to-date on the latest happenings and events in their Institution.
- **Address Bank:** Store addresses and other contact information for ready mining
- **Actions:** When you Compose a message this feature allows you to specify actions to the recipient of the message. Actions like 'Call back' 'Will call back' etc. can be selected from a convenient drop down box, and can be accompanied with additional information like the date, time and your contact number.
- **Search:** The search option is an indispensable tool for users of OFSY as it enables a fuzzy search of your contacts on various parameters such as First Name, Last Name, Company Name etc.

FINANCIAL ACCOUNTING

The OFSY Accounting System is a complete and powerful accounting package. It takes care of all your accounting needs, right from Planning and Budgeting to standard accounting functions. It has potent tools that give you vital information such as trend lines and indications of your financial health, for giving you accurate information on your Finances. It is integrated with the Billing module making it easier for you to manage your revenue streams.

Budgeting:

- ✓ Plans your expenses by allocating budgets for your college's departments and expenses.
- ✓ It has a unique comparison feature that will give you useful statistics on Actual Vs Budgeted expenditure.

Transaction Accounts Generates a list of all your transaction accounts and the specific accounting group they belong to.

College Fees Keep track of fees received, endowments, scholarship adjustments, fines and arrears. It is integrated with the office billing module.

Accounting Aids

- ✓ Drop down menus make classifying and recording **Journal Entries** surprisingly easy.
- ✓ Maintains **vouchers** for all your receipts and payments.
- ✓ Keep Track of your Daily Transactions for later posting.
- ✓ Auto-generation of Numbers to simplify your accounting work.
- ✓ Monitor your institution's cash flows and performance statistics with **Trend Lines**.
- ✓ Trial Balance.
- ✓ **Balance Sheet:** Automatic sourcing of all your accounts information helps you generate your Balance Sheet with ease.
- ✓ **Cash Flow Analysis :** Analysis of cash generated and spent on various segments and comparison of the same.
- ✓ **Drill down Analysis:** Analyse your fund flow. Also gives you account-wise break-up of your scaling down activity.
- ✓ Set Alarms to warn you of Extensive Expenditure

Financial Health Analysis Analyse your Financial Position through Reports such as the balance sheet, income statement, and statement of cash flows, which summarise the financial status and viability of your institution.

HUMAN RESOURCE MANAGER

The OFSY HRM provides you with an online solution to manage your Recruitment, Employee Development, Employee Maintenance and Payroll activities. Store CV's online, have online tests and record interview scores which can be later mined together to produce results which point to the most suitable candidate. Its separate sections for Contract Staff, Administration Staff and Permanent Employees will help you to manage each staff category as per the specific HR policies and guidelines pertaining to them. The Personnel module deals with the maintenance of employee bio-data, attendance/overtime details. It also reports on absenteeism, leave encashments and more.

- Recruitment
- Contract work
- Direct application facility
- Recruitment listing
- Employer requirement
- Budgeting
- Resource allocation

- Management approval
- Recording of interviews
- Absorption of candidates
- Conversion to employee
- Training schedule
- Payroll management
- Compensation
- Leave request process
- Absence tracking and report
- Memos and disciplinary action
- Holiday listing
- Employee benefits
- Medical grievances /accidents/ IOD records
- Employee exit procedures
- Policy management
- Help desk

ADMISSIONS CO-ORDINATOR

OFSY's Admissions Co-ordinator makes sure that you get through the hectic Admissions season of your academic year with minimal organisational problems. The features in this module are:

Quota : Set, search for and view different quotas defined for admission to a course. It has facilities to include new Quotas and also to modify or delete existing quotas. Management has to define the quotas that a single course could be having. Also there might be different categories associated with this quota. Hence quotas are defined separately and included for a particular course. The quota details include Quota name, code and description.

Centres : Define a new centre. Search and view the different centers available for admission test to a course. It has facilities to include new centres and also to modify or delete existing centers. The management has to define the test centers available for admission test to be conducted. Also there might be different centers associated with different courses.

Eligibility: Search and view the different basic eligibility criteria already defined for admission to a course. It has facilities to define eligibility and also to modify or delete existing eligibility criteria. These eligibility conditions may be used later to short list the candidates before entrance exams.

Seats :Search and view the seats defined in different branches associated with different courses in the institution. It also has links that will lead to forms used for defining new, modifying, deleting seats.

Test Stages:There might be test stages before admission for a course. This form is used to view the definedstages and sub stages for admission to a course. It also has links to add new stages, sub stages or modify ordelete the same.

Sequence : This form is used to set the order in which the stages and sub stages for that course has to take place. Whenever a master wants to define test stages for a course, he can import an entire set of sequence from an already defined sequence for a course. Thus the work of defining the entire sequence again is negated.

Admission Process: Helps easy processing of application forms, direct admissions, online check list of admissions, eligible candidates list etc..

Registration: This facility takes care of the entire registration process, and details the course selections, feepayment, list of registered students, and the summary of seats.

Documents: This form is used to search and view the documents that have to be bought by a student in different stages during admission. It also has links that will lead to forms used for defining new, modifying, deleting documents to be submitted.

Reports: Generates relevant reports such as list of colleges, prospectus report, applied candidates etc.

STUDENT RECORD MANAGER

Student Record Manager handles dynamic information pertaining to student profiles and performances, that can be made available to parents and guardians. Parents can also use OFSY to communicate with their wards, and with teachers. OFSY efficiently manages applications, tracks test scores and sorts admission forms on the basis of different criteria. What's more, it does away with the time-consuming process of manual report generation by giving you consolidated reports on each student on the parameters you request. It's easy data entry and retrieval features make it an indispensable tool for your institution.

Admission:Manage applications, track test scores, interview dates etc. Sorts admission forms on the basis of different criteria to enable easy weeding and cut-off calculations. Option to convert admission form to student profile when a student's admission to the college is finalised.

Student Profiles: Gives you complete profiles of students. Option to eliminate profiles of drop-outs during the year. You also have the option to upload photographs to accompany the profiles as this module supports picture files. Provides a built-in data base of clinical investigations.

Performance Records: Gives you easy access to each student's Curricular progress viz., Semester-wise marks, Internal marks and attendance details. With Privilege access to teachers this module will enable them to enter remarks and notes pertaining to students. This module also helps track students' Extra-curricular activities in a similar manner.

Scholarships and Grants: Helps you to maintain all documents and information pertaining to students who have been awarded Scholarships and Grants. Automatically retrieve academic and performance information pertaining to these students, to track their progress. Also helps you files pertaining to scholarships with ease.

Student Council and Associations: Privilege access given to members of the Student's Council, and Committee Members of Student's Associations to certain areas of the SRM Module will enable them to post Minutes of Council and Association meetings, and any agendas and programmes that they have planned/ finalised. This will also help the Principal and teachers in charge of each club to have a bird's eye view of club activities.

Report Generation: Get consolidated reports on each course, student, class or branch. Intelligent interfacing with other modules gives Parents and students too accurate reports pertaining to academic and attendancerelated information on request.

Three-way interaction: Parents of students can access their reports on their wards academic performance, and attendance records through OFSY. The software supports 3-way communication between students, teachers and parents, on a one-to-one basis, which is completely secure.

COLLEGE ADMINISTRATION

The College Administration module is designed keeping in mind the various responsibilities that form part of your Institution's administrative functions. Through the module's Transaction, Master and Report features, it lets you perform complicated admin functions at the click of a button. Besides taking care of the network of institutions that form part of your orb, this module also lets you schedule meetings with ease as your staff's schedules and time tables will be available online. Besides, the Office and Hostel Management sections which handle Fee Collection is fully integrated with OFSY's Accounting Module, instantly updating it with the day's transactions.

New college/course/ branch:Add records pertaining to a new college or a new course in an existing college, or a new branch in an existing course along with all relevant information. As the forms are pre-built, all it takes is to enter information next to the relevant field.

Fee Structure:Each academic year/ semester brings on the need to edit or revise the previous fee structure. The fee structure forms ensure that the changes are updated instantly. This section is used to search and view different fee fields present for a branch/course. The form will contain a list of pre-defined fee fields which may be grouped on the basis of year/semester. Fee fields may be added, modified or deleted. Again, since the amount of fee type may vary with quota and seat type, a table detailing fee types is displayed where a fee type can be defined for different quotas and seat types with varying amounts. This in turn links with the Admissions module, where quotas and seat types are decided.

Sections and Subjects:Each branch has a no. of sections in each semester/year of the different branches.This feature helps define each of these sections and subjects along with relevant information, or add, modify and delete them if necessary. Synchronisation is used to take care of common fields. E.g., if a subject is the same for two different courses, it will have the same subject code listed under the section.

Attendance:Define the minimum attendance required in each subject for a particular course. The minimum attendance will be defined in terms of percentage. Also the master can set fine amount for students with less than the minimum required percentage. There is also a facility to define different fine amounts for different range of attendance percentage.

Exam Details:This displays details of exam for every subject. There is a minimum mark and maximum mark field for every subject. An "Add/ modify Exam Types" link takes care of cases where each subject will have different types of exam.

Student Registration:This registers students when they initially come into the college. It also checks the documents produced by the student. Thus every student who joins the college has to register himself initially.The details of the student will be reflected from the database.

Student marks: This form is used to enter the marks of every student. As soon as the roll no of the student is filled in, the sem/year and subjects for which he has to appear for will be displayed along with the fields for entry of marks. The forms will be re-loaded with the obtained marks in that sem/year. It allows for various permutations and combinations of students based on the number of attempts and subjects pending, etc.

Raise Fine: This form will be used to raise a fine for a student by different departments in the college. The fine levied here will be displayed in the student fee details. The fine however may not be collected here.

Reports: Displays reports and charts pertaining to all courses, course Vs average % marks, single semester with all marks displayed, single course with average marks, sem/year Vs %avg. marks of the entire batch in that sem/year, and similiar.

Activity Scheduling: Get information on staff schedules and timetables, around which you can plan meetings and appointments. Alarms to direct your attention to overlapping schedules and Flagging to distinguish between internal and external meetings will give you more time to focus on matters of importance.

Office System: The intelligent way to manage your equipment inventory. It also helps you manage back office operations in your Institution effectively. It is interfaced with the Asset Management module for better functionality.

Library Management: Keeps track of Library books available and in circulation, truly a time-saving device. Interfaced with Information Management module and has show-case access to students.

Hostel Management: With all information pertaining to hostel fees and expenses made available online, it facilitates ease of administration, especially where the Management has to exercise control over the running of several hostels. It gives instant occupancy and rent details based on information fed in by the Hostel Wardens.

ASSET MANAGEMENT

OFSY's Asset Management Module facilitates electronic tracking of your Institution's Fixed Assets. Keep track of asset acquisition dates, upgrades and depreciation with the help of carefully maintained asset details. Keep track of documents related to your Assets such as Insurance, Lease and Contract documents online.

Object Identification: Codification of Assets, Design code of object/asset which could universally identify the asset/ Viz. a ISBN number of a book.

Date of acquisition: Record the date on which the asset was acquired so that all future changes such as depreciation's and upgrades can be calculated against this input.

Components: Components list that make up the address, this would be integrated with accounts and planning in case this is a maintainable asset.

Upgrades: Log all updates performed on the asset.

Support: Instant access to support phone numbers/other contact means. Log all support related issues like downtime, reason, response time etc.

Financial information: Receive ready financial information on your asset portfolio

Warranties, Periodic contracts like insurance and lease: A facility to record and trace renewals. Alerts to renew or receive payment on various contracts.

New additions: Additions/Updates /removals that are executed on the asset that alter the value and effect warranty and insurance issues.

Disposals: Record sale of the asset, the log of events would help estimate the selling price, of the asset. Depreciation could be customised based on the depreciation method implemented by your College.

DOCUMENT MANAGEMENT

OFSY's Document Manager is an electronically controlled document management system. It will manage your documents throughout their life cycle - right from it's stage of inception, through creation, storage, reviews, circulation and retrieval to destruction. It incorporates useful and time-saving features such as Archiving, Search, Imaging and Routing.

- **Library services** tell you the status of a document or drawing, its current revision, its effective date, its change history, and where it is used.
- **Archiving** - Previous versions of documents and drawings are automatically archived for tracing and audit.
- **Adding documents** - enables addition of documents to the archive.
- **Locating** - facilitates locating and identifying documents from the archive.
- **Retrieving** - enables the user to retrieve documents from the archive.
- **Access control** - a built in mechanism to ensure that only one user can modify a document at a time.
- **Version control** - A flexible document and part number generator can automatically create and track numbers and revisions the way you prefer.
- **Search** - Information is easy to find using multiple search capabilities or a graphical browser. A powerfully flexible, hierarchical-based indexing and searching capability, based on various parameters.
- **Related attributes** - provision of information related to the document.
- **Routing** - ability to move the document from one user to another in accordance to the work flow.
- **Imaging** - methods of converting paper documents to electronic format.
- **Collection and dispatch** - provision to gather related documents in a coherent collection and dispatch them to targeted audiences.

INTERFACING WITH EXTERNAL DEVICES

✓ OFSY for Colleges can be easily interfaced with external hardware devices such as specialised information devices, identification and billing machines.

✓ **Interfacing with Specialised Information Devices**

✓ OFSY for Colleges is compatible with Smart Cards, or Intelligent ID cards (where identification and basic information about the student is stored on a chip in the cards). This reduces paper copies of student records.

✓ **Interfacing with Billing Devices**

✓ OFSY for Colleges can be configured for Bar code identification. Bar coding helps in rapid and accurate labelling and identification of samples collected by students as part of their course work

✓ OFSY can also be configured to interface with financial instruments like Credit Cards, Debit Cards and Insurance Cards.

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OFSY™

Extending Your Business Reach

Your Complete & Secure One-Stop Solution For Office Automation.

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