

ROLES AND RESPONSIBILITIES IN MANAGING NICHE CAMPUS MANAGEMENT SOFTWARE (ERP)



NICHE
KANYAKUMARI
DEEMED-TO-BE-UNIVERSITY

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I. RESPONSIBLE TEAM MEMBERS

Sl.No.	Name	Position	Department
1.	Dr. A. Shajin Nargunam	Director (Academic Affairs)	Computer Science and Engineering
2.	Dr. P.V. Samuel Blessed Nayagam	Associate Professor	Software Engineering
3.	Mr. Jebin Bose S	Assistant Professor	Computer Science and Engineering
4.	Mr. Dinesh R	Assistant Professor	Mechanical Engineering



II. INTRODUCTION

The **NICHE Campus Management Software** is a comprehensive in-house ERP solution designed and developed to meet the operational needs of Noorul Islam Centre for Higher Education. The ERP encompasses various modules, including **Admissions, Academics, Attendance, Examination, Finance, Hostel** and **HR**. This ERP is essential in streamlining the institution's administrative and academic processes, ensuring data integrity, and providing seamless communication among departments.

The success of **NICHE Campus Management Software** can be attributed to the leadership, development, and support of the core team members. This report details the roles and responsibilities of each member, along with their contributions to specific modules and ongoing system maintenance.



III. TEAM MEMBERS, ROLES, AND RESPONSIBILITIES

3.1. Dr. A. Shajin Nargunam

Role and Responsibilities:

- **Project Vision and Strategy:** Defines the strategic objectives for ERP, aligning with NICHE's institutional goals. Oversees the planning and direction for the ERP's scope, design, and development to ensure the system meets academic and administrative requirements.
- **Stakeholder Coordination:** Acts as the primary liaison with various stakeholders, including the administration, faculty, and students, to gather and incorporate feedback into the system design and functionality.
- **Module Oversight:** Provides high-level oversight on all modules, ensuring that features align with NICHE's operational requirements.
- **Quality Assurance:** Ensures that each module meets quality standards for performance, usability, and reliability.
- **Future Enhancements:** Identifies future needs and initiates updates or new module developments as institutional requirements evolve.

Modules Involved:

- Direct involvement in **Admissions, Academics, Examination, and Finance** modules, as they are essential for meeting institutional standards and providing efficient student services.



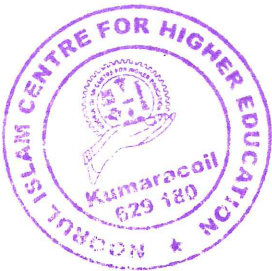
3.2. Dr. P.V. Samuel Blessed Nayagam

Role and Responsibilities:

- **Academic Module Management:** Oversees the design and implementation of the **Academic module**, focusing on course management, student enrollment, faculty scheduling, and performance tracking.
- **Examination Management:** Heads the **Examination module**, handling exam scheduling, hall allocation, result publication, and revaluation processes.
- **Academic Calendar Integration:** Ensures the academic calendar is effectively integrated within the system, enabling automatic synchronization with other modules.
- **User Training and Support:** Provides training and documentation for faculty and administrative staff to use academic and examination features efficiently.
- **Compliance and Reporting:** Ensures that the academic and examination processes adhere to institutional policies and regulatory requirements, generating necessary reports for internal and external stakeholders.

Modules Involved:

- **Academic and Examination Modules:** Plays a critical role in designing workflows and data management processes to ensure streamlined academic operations.



3.3. Mr. Jebin Bose S

Role and Responsibilities:

- **System Architecture and Development:** Designs and implements the technical architecture of ERP, ensuring scalability, security, and efficient data management.
- **Module Development:** Leads the development of core modules, collaborating with academic and administrative heads to implement module-specific functionalities.
- **Database Management:** Manages the database design, ensuring data consistency, security, and efficient querying.
- **Code Review and Optimization:** Reviews code developed by the team, ensuring optimization for performance and maintainability.
- **Security Protocols:** Implements and enforces security measures to protect sensitive data, including encryption and access controls.
- **Troubleshooting and Debugging:** Diagnoses technical issues reported by end-users, ensuring prompt and effective resolution.

Modules Involved:

- Involved across all modules, with a specific focus on **Admissions, Attendance, Finance, and HR** modules, where his technical expertise in data integrity and process automation is crucial.



3.4. Mr. Dinesh R

Role and Responsibilities:

- **System Maintenance and Upgrades:** Ensures that the ERP infrastructure remains updated, with periodic checks and upgrades to support smooth functioning.
- **Server Management:** Manages the ERP servers, overseeing performance, backups, and disaster recovery plans to prevent data loss and downtime.
- **Technical Support:** Provides day-to-day technical support for users, addressing issues ranging from login problems to module-specific errors.
- **Network Security and Access Management:** Implements access controls, and network security protocols, and monitors security breaches or suspicious activity within the ERP system.
- **Performance Monitoring:** Continuously monitors system performance and recommends optimizations to improve speed and efficiency.

Modules Involved:

- Plays a support role across all modules, with a focus on **Hostel, HR, and Financial Management** modules that require specific technical infrastructure.



IV. MODULES AND RESPONSIBILITIES

Module	Primary Responsible	Support Role	Description
Admissions	Dr. Shajin Nargunam, Dr. Samuel Blessed Nayagam	Mr. Jebin Bose S	Manages applicant details, application processing, and enrollment.
Academics	Dr. Shajin Nargunam, Dr. Samuel Blessed Nayagam	Mr. Jebin Bose S, Mr. Dinesh R	Manages course offerings, scheduling, and student enrollment.
Attendance	Dr. Shajin Nargunam, Dr. Samuel Blessed Nayagam	Mr. Jebin Bose S	Manages student attendance logging and reporting.
Examination	Dr. Shajin Nargunam, Dr. Samuel Blessed Nayagam	Mr. Jebin Bose S	Covers exam scheduling, result processing, revaluation, and publishing.
Finance	Dr. Shajin Nargunam, Dr. Samuel Blessed Nayagam	Mr. Jebin Bose S, Mr. Dinesh R	Manages fee ledger, student payments, and financial records.
Hostel	Dr. Shajin Nargunam, Dr. Samuel Blessed Nayagam	Mr. Jebin Bose S	Manages student accommodation details, room allocation, and availability.
Human Resources (HR)	Dr. Shajin Nargunam, Dr. Samuel Blessed Nayagam	Mr. Jebin Bose S	Manages faculty and staff records, payroll, and leave management.
Technical Development	Dr. Shajin Nargunam, Dr. Samuel Blessed Nayagam	Mr. Jebin Bose S, Mr. Dinesh R	Responsible for software architecture, coding, and technical development of all modules.
Maintenance	Dr. Shajin Nargunam, Dr. Samuel Blessed Nayagam	Mr. Dinesh R	Ensures system performance, infrastructure, and technical support across all modules.



V. ONGOING MAINTENANCE AND SUPPORT

The NICHE Campus Management Software team is dedicated to ensuring the software remains secure, reliable, and functional. The maintenance strategy includes:

- **Regular Backups:** Scheduled backups to prevent data loss.
- **Security Monitoring:** Regular checks to address vulnerabilities.
- **User Support:** Providing helpdesk support and addressing user feedback to improve functionality.
- **System Upgrades:** Regular software updates to enhance performance and incorporate new features based on user requirements.
- **Future Enhancements:** Identifying potential system upgrades and additional modules, such as a mobile application for student access.



CONCLUSION

The success of NICHE Campus Management Software is a testament to the dedication and collaboration of its responsible team members. Each individual's role contributes to the ERP's ability to meet the dynamic needs of Noorul Islam Centre for Higher Education. Through proactive planning, technical expertise, and continuous improvement, the ERP team ensures that the ERP serves as a backbone for efficient campus management, ultimately enhancing the quality of services for students, faculty, and staff alike.




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