



TILAK MAHARASHTRA VIDYAPEETH



ERP MANUAL FOR COLLEGE

TILAK MAHARASHTRA VIDYAPEETH



TILAK MAHARASHTRA VIDYAPEETH

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TILAK MAHARASHTRA VIDYAPEETH

Vidyapeeth Side ERP System Manual

PURPOSE

ACADEMYDESK is exclusive, most vibrant end to end Education ERP software which supports all the processes between Student and Tilak Maharashtra Vidyapeeth (Deemed to University). It is very interactive platform for the Students and Vidyapeeth to execute most of the compliances for the college. College can execute the processes like Admission, Academic, Communication, Certificate, Result and many more.

1. INTRODUCTION TO THE BROWSER:

Click / Double Click to open the browsers like



Google Chrome

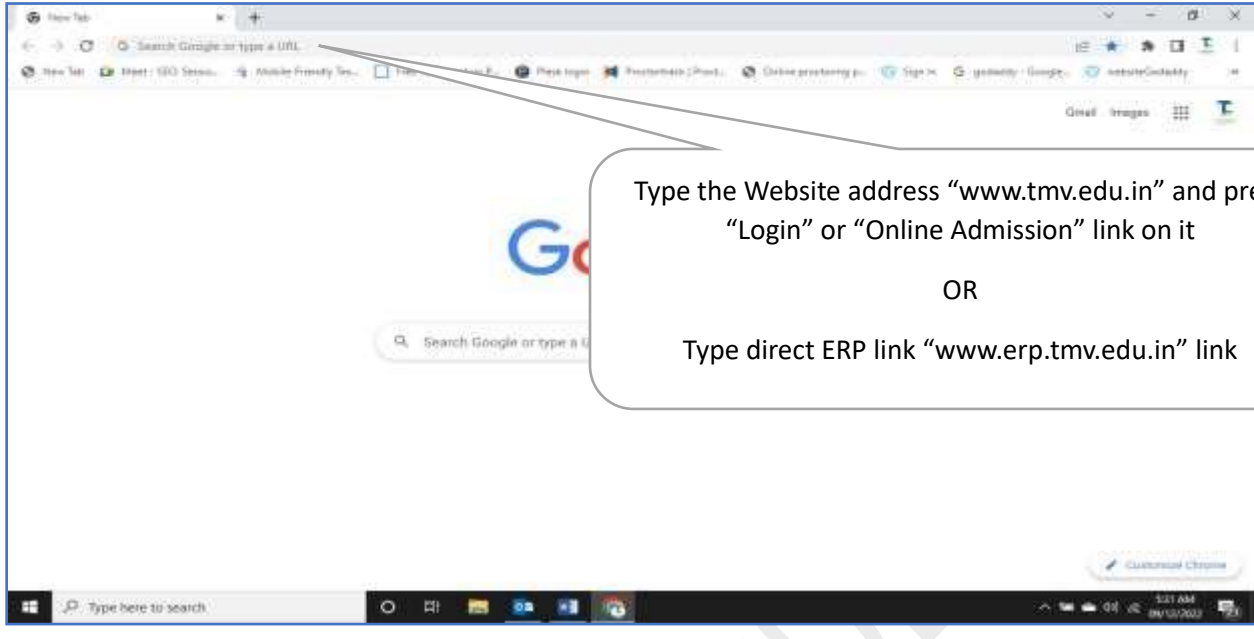


Mozilla Firefox

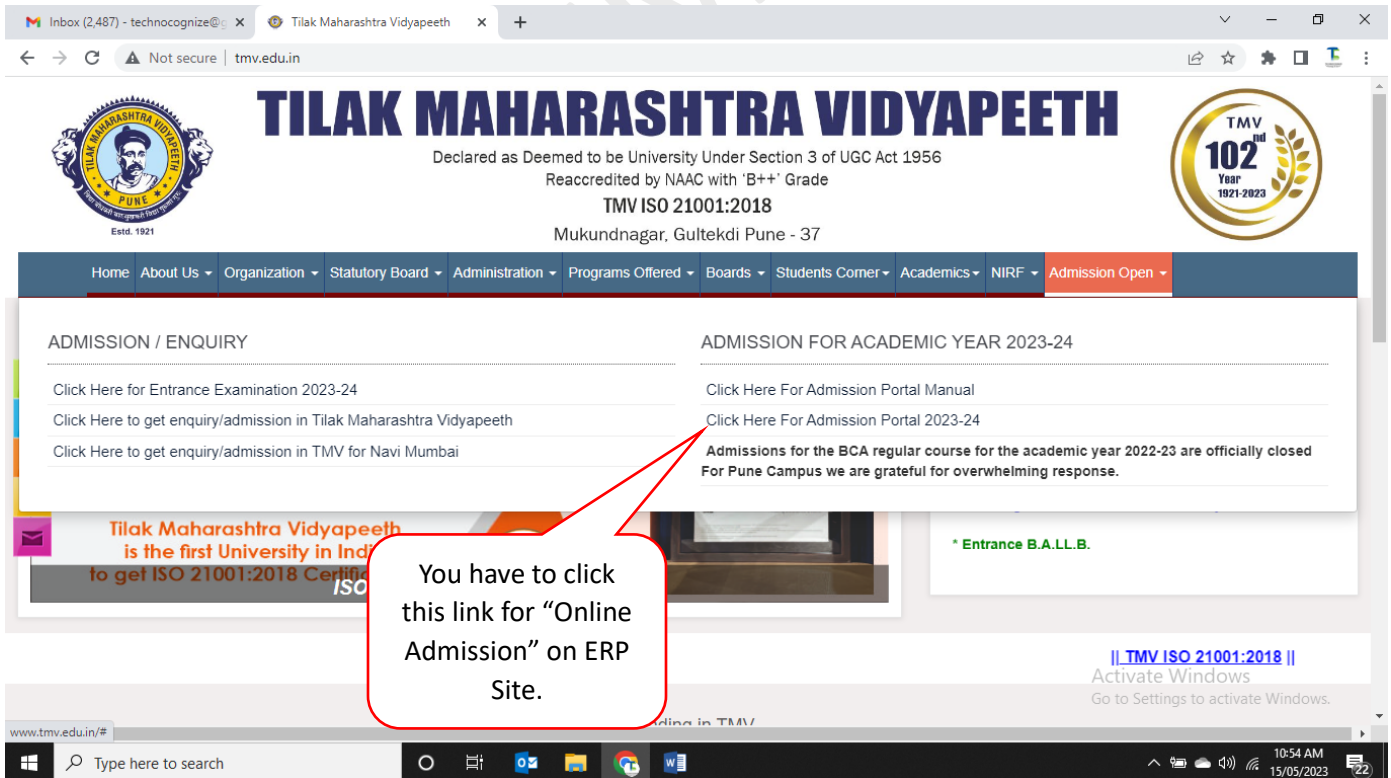
Generally these icons are located on the Desktop/Laptops of the computer.



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VIDYAPEETH WEBSITE





TILAK MAHARASHTRA VIDYAPEETH

2. INFORMATION DISPLAYED FOR ADMISSION:

The screenshot shows the website's home page. On the left, there is a login form with the following fields: Username (with a placeholder 'Enter your username'), Password (with a placeholder 'Enter your password'), and a green 'Login' button. Below the form are buttons for 'New Student Registration' and 'Past Student Registration'. On the right, there is a navigation menu with tabs for 'Calendar', 'Instructions', 'Procedure', and 'Video'. A callout box points to these tabs with the text: "For 'Admission' related information like Admission Calendar, Instructions, and Procedure under this tabs." The background features a large image of the university building and a 'News' section at the bottom.

3) LOGIN

This screenshot is identical to the one above, showing the login form and navigation tabs. A callout box points to the login form with the text: "After registration you have put Campus Username and Password in Login window." The background features a large image of the university building and a 'News' section at the bottom.



TILAK MAHARASHTRA VIDYAPEETH

tmv.academydesk.com/College/CollegeSection.aspx

Tilak Maharashtra Vidyapeeth, Pune

Welcome, ▾



Demo College

Select College Section

Select

- Select
- Under Graduate Course
- Post Graduate Course
- Ph.D Course**
- Diploma Course
- Certificate Course
- Post Doctoral
- M.Phil

Proceed

Select your College Section and click on "Proceed" button

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tmv.academydesk.com/College/EmpLogin.aspx

Employee LogIn

User Name:

Password:

[Forgot your password ?](#)

Put your (Employee) Username and Password, select "ERP" as login for and click on "Sign In" button



TILAK MAHARASHTRA VIDYAPEETH

4) DASHBOARD - EMPLOYEE

Demo College
Declared as Deemed to be University under Section 3 of UGC Act 1956 , Reaccredited by NAAC with B++ Grade , TMV ISO 21001:2008

Your Last Login: 5/4/2023 3:15:39 PM

TOTAL STUDENTS

615 TOTAL COURSE

Attendance

Last Leave Date : to
Balanced Leaves
CL :

You will be able to see all allocated modules links to operate. Kindly note, if you could not able to see any of the link then it may be a chance that your system ADMIN have not given you that authority to operate.

- Dashboard facilitates to view count of total students admitted in your college, total employees of the college and total courses of your college.
- It shows your attendance graph in a month.
- It give your leave status.

Teaching Subject, Assigned Subjects, Time table you can view on Dashboard..

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AcademyDesk
Technology to Education



TILAK MAHARASHTRA VIDYAPEETH

ADMISSION MANAGEMENT SOFTWARE



TILAK MAHARASHTRA VIDYAPEETH

tmv.academydesk.com/College/dashboard.aspx

Tilak Maharashtra Vidyapeeth, Pune

Welcome, Demoemp

Demo College

Declared as Deemed to be University under Section 3 of UGC Act 1956, Reaccredited by NAAC with B++ Grade, TMV ISO 21001:2008

Dashboard

Your Last Login: 5/4/2023

Click on Admission link and it will open all the functionality of Admission module

- Dashboard
- Admission**
 - Add Centre
 - Assign Course to Centre
 - Requisition
 - Fee Structure
 - Publish Admission
- MeritList
- Application Approval
- Online Fee Payments Approval
- Adm. Form Documents
- Offline Fees Payments

Attendance

1615 TOTAL COURSE

Leave Status

Last Leave Date : to
Balanced Leaves
CL :

tmv.academydesk.com/College/NewAdmission.aspx

Tilak Maharashtra Vidyapeeth, Pune

Welcome, Demoemp

New Admission

Home > Requisition

New Admission Requisition	Requisition Status
1	2
Click Here	Click Here

Click "New Admission Requisition" to start the new admission in the system for any desired course in new Academic year

Activate Windows
Go to Settings to activate Windows.

Type here to search

11:09 AM
15/05/2023



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New Requisition

Requisition For Admission : Open

Select Academic Year	Select	
Department	Department Code	Department
		Select
Course For	Select	
Course:		
Proposed Admission Date	From :	To:
Approver	Select	

[Submit](#) [Back](#)

Fill up the Requisition Form

New Admission

New Admission Requisition	Requisition Status
1	2
Click Here	Click Here

View the status of all requisitions you have made until now under "Requisition Status"

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AcademyDesk



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tmv.academydesk.com/College/RequisitionStatus.aspx

Academic Year: Course Code: Course: [Proceed](#) [Reset](#) [Back](#)

Requisition Form List

Academic Year : Course :

Sr.No.	Req.ID	Course Code	Course	Admission Start Date	Admission End Date	Requisition	Status	Action
1	1	003	MASTER OF ARTS (PARANGAT) SANSKRIT - R- SECOND YEA	04/03/2023 05:17:15 PM	04/03/2023 05:17:44 PM	View	InApproval	✎ ✖
2	2	004	BACHELOR OF ARTS (SANSKRIT)- R- FIRST YEAR	04/03/2023 05:19:00 PM	23/08/2023 05:19:04 PM	View	InApproval	✎ ✖
3	3	004	BACHELOR OF ARTS (SANSKRIT)- R- SECOND YEAR	04/03/2023 05:19:00 PM	23/08/2023 05:19:04 PM	View	InApproval	✎ ✖
4	4	122	BACHELOR OF ARTS - JAPANESE - R- FIRST YEAR	04/03/2023 05:19:00 PM	23/08/2023 05:19:04 PM	View	InApproval	✎ ✖
5	5	071	BACHELOR OF BUSINESS ADMINISTRATION- R-FIRST YEAR	08/03/2023 02:44:18 AM	15/03/2023 02:44:22 AM	View	Published	✎ ✖

FEE STRUCTURE

tmv.academydesk.com/College/FeeDetails.aspx

Tilak Maharashtra Vidyapeeth, Pune

Welcome, Demoemp

Fee Structure

Home > FeeStructure

New Fee Structure 1 [Click Here](#)

Assign Fee Structure 2 [Click Here](#)

Fee Status 3 [Click Here](#)

University Exam Fee 4 [Click Here](#)

Other Fee Structure 5 [Click Here](#)

Prepare "New Fee Structure" under this tab

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AcademyDesk

https://tmv.academydesk.com/College/FeeStructure.aspx

34°C ENG 07:46



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tmv.academydesk.com/College/FeeStructure.aspx

tmv.academydesk.com/College/FeeStructure.aspx

Home > Admission > Fee Structure

Create Fee Structure

Demo College

- Dashboard
- Admission
- Academics
- Communication
- Certificates
- Scholarship
- Result Management
- Admin

Fee For *	Select	
Academic Year *	Select	
Batch Year *	Select	
Department *	Department Code <input type="text"/>	Department Select
Course Code *	<input type="text"/>	
Course *	Select	
Course Type *	Select	
Installments *	Select	
Payment Mode	Both	
Fee Payment Date *	From : <input type="text"/>	To : <input type="text"/>

Fill up the New Fee Structure Form. You can prepare

- 1) College Fee
- 2) College Other Fee
- 3) Entrance Exam Fee
- 4) Prospectus Form Fee

and then click on "Proceed" button

tmv.academydesk.com/College/AddFeeStructure.aspx?FeeID=1070

tmv.academydesk.com/College/AddFeeStructure.aspx?FeeID=1070

Certificates

- Scholarship
- Result Management
- Admin

Select No. of Fee Heads

5

Select No. of Other Fee

Fee Details

Sr. No.	Fee Heads	Fee Amt.
1	Academic Support	<input type="text"/>
2	Administrative Charge	<input type="text"/>
3	Admission Fees	<input type="text"/>
4	Balance Fees	<input type="text"/>
5	Cassets - CD	<input type="text"/>

Fee Amount =

Total Fees

Please select Fee Heads in each Drop down box and put the related fee amount for that fee head

Press Calculate and then submit the fee structure



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Fee Structure

Home > FeeStructure

New Fee Structure
1
[Click Here](#)

Assign Fee Structure
2
[Click Here](#)

Fee Status
3
[Click Here](#)

University Exam Fee
4
[Click Here](#)

Other Fee Structure
5
[Click Here](#)

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Assign the Fee Structure to the course under this tab

Select Requisition for Assign Fee Structure

Academic Year: 2022-2023
Department Code: 54
Department: DEPARTMENT OF HOTEL MANAGEMENT

Course Code: 994
Course: HOTEL MANAGEMENT
[Proceed](#) [Back](#)

Fee Structure List

Sr.No.	Req.ID	Academic Year	Branch	Course	Admission Start Date	Admission End Date	Assign Fee
1	13	2022-2023	Other	HOTEL MANAGEMENT	3/20/2023 11:42:00 PM	12/28/2023 11:42:03 PM	Click Here

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<https://tmv.academydesk.com/College/AssignFeeStructure.aspx?reqID=13>





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tmv.academydesk.com/College/AssignFeeStructure.aspx?reqID=13

Gmail YouTube Maps potential College lis...

Demo College

- Dashboard
- Admission
- Academics
- Communication
- Certificates
- Scholarship
- Result Management
- Admin

Requisition No. 13 Academic Year : 2022-2023 Branch : Other Course : HOTEL MANAGEMENT

Sr.No.	Select	Fee Heading	College Fee Type	Semister	Fee Type	Installments	Fee Category	State Fee	Total Fees	Fee	Status
1	<input type="checkbox"/>	College Fee	College Fee	Select	Grant	Yearly	Open	Ind	16000.00	View	Assigned

Select the fee Structure by clicking the check box and then press "Assign" button

[Assign](#) [Back](#)

https://tmv.academydesk.com/College/AssignFeeStructure.aspx?reqID=13# **TECHNOCOGNIZE**

tmv.academydesk.com/College/FeeStatus.aspx

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Admin

Fee Structure List

Academic Year : 0 Course : MASS COMMUNICATION

Sr.No.	Fee ID	Exam fee for	Created Date	Req.ID	Fee For	Fee Category	Installments	Total Fee	Fee	Assinged Status	Action
1	1047		11/04/2023 12:13:42	15	College Fee	Open	Yearly	18000.00	View	Assigned	Edit Delete
2	35		23/03/2023 11:57:28	15	College Fee	Open	Second installment	6000.00	View	Assigned	Edit Delete
3	34		23/03/2023 11:53:29	15	College Fee	Open	First Installment	7000.00	View	Assigned	Edit Delete
4	31		21/03/2023 05:58:46	15	College Fee	Open	Yearly	13000.00	View	Assigned	Edit Delete

Fee Status List you can view under "Fee Status" tab

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https://tmv.academydesk.com/College/FeeStatus.aspx#



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tmv.academydesk.com/College/FeeDetails.aspx

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Welcome, Demoemp

Fee Structure

Home > FeeStructure

New Fee Structure

1

Click Here

Assign Fee Structure

2

Click Here

Fee Status

3

Click Here

University Exam Fee

4

Click Here

Other Fee Structure

5

Click Here

You can put fees for various applications here.

You can Prepare University Exam Fee here

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tmv.academydesk.com/College/CertificateFee.aspx

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Welcome, Demoemp

Other Fee Structure

Home > Other Fee Structure

Other Fee Structure

Fee for

Select

Bonafide Fee

TC Fee

Migration Fee

Eligibility Fee

Transcript Fee

Convocation Fee

Rechecking Fee

Duplicate Marklist Fee

Name Correction Fee

Save Back

Other Fee Structure List

Sr.No.	ID	FeeType	Course	Payment Mode	Fees
1	1	Bonafide Fee		Both	10.00
2	2				20.00
3	3				10.00
4	4				5.00
5	5	Transcript Fee		Both	3.00
6	6	Convocation Fee		Both	2.00
7	7	Rechecking Fee		Both	3.00

You can put fees for various applications here



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tmv.acemydesk.com/College/ApproveAdmission.aspx

Approve & Publish Admission

Select Details

Academic Year: 2022-2023 Department Code: 17 Department: DEPARTMENT OF COMPUTER SCIENCE

Course Code: 044 Course: BACHELOR OF COMPUTER APPLICATIONS- R [Proceed] [Reset] [Back]

Requisition List

Sr. No.	Req.ID	Course Code	Course	View	Status	Action
1	24	044	BACHELOR OF COMPUTER APPLICATIONS- R- FIRST YEAR	Requisition Fee	Approved Published	

Press "Approve" button for approval of admission and then click on "Publish" button for Published the admission on the Index Page of the ERP

tmv.acemydesk.com/College/AddEntranceMarks.aspx

Academic Year: 2022-2023 Course Code: 994 Course: HOTEL MANAGEMENT [Search] [Reset] [Back]

Student Name: [Search] [Reset]

Add Entrance Exam Marks

Sr.No.	Student ID	Student Name	Entrance Marks	Interview Marks	Total Marks	Out of Marks	Action
1	14	SIDDESH DHAWADE	59.00	60.00	119.00	200.00	

https://tmv.acemydesk.com/College/AddEntranceMarks.aspx



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Generate the Merit List for shortlisting the student out of total applications

Sr.No.	Student ID	Form No.	Student Name	Category Type	Category	Group Name
1	1052	1043	SHIMLA SHINDE	Open	Open	Group A SubWCode 22E327-AYURVED DARSHAN- 2 (AYURVEDACHA ARVACHIN ITIHAS) 211 TH-AYURVEDIC FOOD SCIENCE & DIET COUNSELING 314P-MEDICAL NUTRITION THERAPY PART II

- You can view the prepared Merit List under tab “ Merit List status”
- If you integrated the ERP with College Website then you can publish the Merit List on website by operating this button.

Put the name or TRN, PRN, Form No. or Student Name for “Application Approval “ of the admission form

Sr.No.	TRN	Form No.	Student ID	Student Name	Category	Admission Form	Assigned Fee Structures	Form Status
1	997YY200007	5	7	TANMAY TANHAJI DHAWADE	Open	Verified	16000.00+Regular+Yearly+Grant+Select+Open+Ind+College Fee 9000.00+Regular+First Instalment+Grant+Open+Ind+College Fee 7000.00+Regular+Grant+Select+Open+Ind+College Fee	Approved



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tmv.academydesk.com/College/MultiAppApprove.aspx

Student List

Academic Year : 2022-2023 , Batch Year : 2022-2023 , Course Code : 004 , Course : BACHELOR OF ARTS (SANSKRIT)-E- FIRST YEAR ,

College Fee

Select

Sr.No.	TRN	Form No.	Student ID	Student Name	Category	Admission Form	Assigned Fee Structures	Form Status	
1	<input type="checkbox"/>	00422000067	48	1067	PRATIMA RAMCHANDRA PURANDARE	Open	Verified	15000.00+External+Yearly+Grant+Select+Open+Ind+College Fee	Approved
2	<input type="checkbox"/>	00422000069	51	1069	YASH PASALKAR	Open	Verification	18000.00+External+Yearly+Grant+Select+Open+Ind+College Fee	Not Approved
3	<input type="checkbox"/>	00422000072	53	1072	SUBHASH KAILAS DIVEKAR	Open	Verified	18000.00+External+Yearly+Grant+Select+Open+Ind+College Fee	Approved
4	<input type="checkbox"/>	00422000071	54	1071	ADITI SARAF	Open	Verification	15000.00+External+Yearly+Grant+Select+Open+Ind+College Fee	Not Approved

Verification Fee Structure Approval Approval

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Type here to search

11:29 AM 15/05/2023

Fee Structure can be assign to the student and approval of Admission Form can be done

tmv.academydesk.com/College/DVsendRequest.aspx?FormID=54

potential College lis...

Marriage Certificate / Gazette (in case of name change)

Aadhar Card

Passport & Visa

C Form

Residence/Rent/Lease Agreement

Residential Permit

From Date To Date

Msg. for student

Not Approved Back

Verification Link assist you to communicate the shortfall documents to the student to resubmit along with the form.



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ADMISSION REPORTS

Admission Reports

- Application Report [Click Here](#)
- Pending Reports [Click Here](#)
- Student Admission Report [Click Here](#)
- Merit List Report [Click Here](#)
- Admin Approved Report [Click Here](#)
- Category Report [Click Here](#)
- Confirm Admission Report [Click Here](#)
- Student Registration [Click Here](#)
- Upgradation Report [Click Here](#)
- Centre Course [Click Here](#)

Activate Windows
Go to Settings to activate Windows.

FEE REPORTS

Fee Payment Reports

- Daily Fee Register- College Fee [Click Here](#)
- Daily Fee Register- Other Fee [Click Here](#)
- College Fee Collection Report [Click Here](#)
- Other Fee Collection Report [Click Here](#)
- College Fee Pending Report [Click Here](#)
- Feehead wise Collection [Click Here](#)
- Online Fee Payment [Click Here](#)

Activate Windows
Go to Settings to activate Windows.



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ACADEMIC MANAGEMENT SOFTWARE



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COURSE AND DIVISION

New courses, semester, division, Creation & Assign of Batches, Class Teacher Allocation can be done under "Course & Division" Tab.

Sr. No.	Course Group	Action
1	PH	
2	MA(Sanskrit)	
3	BA(Sanskrit)	
4	Diploma(Sanskrit)	

SUBJECTS

Add New Subjects, Assign Subjects to Course, Create various subjects Groups and Assign those Groups to Course can be done under "Subjects" tab

Sr. No.	Subject Type	
1	Core-Allied	✗
2	Core	✗
3	Compulsary	✗
4	Skill Enhancement	✗
5	Ability Enhancement	✗
6	On Job Training	✗
7	Optional	✗
8	Elective	✗
9	Generic	✗
10	Term Work	✗



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SYLLABUS

tmv.academydesk.com/TimeTable/SubjectType.aspx

Subject Type

Home > Academics > Subjects > Subject Type

Subject Type

Subject Type *

Submit Back

Sr. No.	Subject Type	
1		X
2		X
3		X
4	Skill Enhancement	X
5	Ability Enhancement	X
6	On Job Training	X
7	Optional	X
8	Elective	X
9	Generic	X
10	Term Work	X

1 2 3

https://tmv.academydesk.com/TimeTable/SubjectType.aspx#

User can Add New Units, Topics and Subtopics. Add Lecture & Practical's facility also provided in this tab



TEACHING PLAN

dc.academydesk.com/TimeTable/SubjectAllocation.aspx

Subject Allocation [View List](#)

Select Details

Fee Type Branch Course Semester *

Employee Name * No. of subjects/Course *

Proceed

Subject allocation to teacher can be done under this tab

Deccan College Post Graduate and Research Institute

Dashboard

Admission

Academics

Course & Div

Subjects

Syllabus

Teaching Plan

Subject Allocation

Time Table

Student Attendance

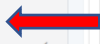
Student Upgradation

Assign Division

Assign Student RollNo.

I Card

https://dc.academydesk.com/TimeTable/SubjectAllocation.aspx





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TIME TABLE

Set Timetable

Home > Academics > Time table > Create Timetable

Details

Academic Year: AcademicYear | Branch: Select | Course: | Div: | Submit

Class Time table, Teachers Time Table can be prepare under this "Time Table" Tab

STUDENT UPGRADATION

tmv.academydesk.com/TimeTable/StudentUpgradation.aspx

Student Upgradation

Home > Academics > Time Table > Student Upgradation

Academic Year: Select | Admission Type: Select | Course Code: | Course : Select | Submit

New and Regular Student can be upgrade to next Academic Year for Next semester or same semester under this "Student Upgradation" Tab



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“ASSIGN DIVISION”, “ASSIGN ROLL NUMBER” TO STUDENT

Assign Student Roll No. [View List](#)

Select Details

Branch: Course: Semister *

Division and Roll number can be assign to the student under “Assign Division “and “Assign Roll number” Link

https://tmv.academydesk.com/TimeTable/AssignStRollNo.aspx

PROFILE

Tilak Maharashtra Vidyapeeth, Pune

Welcome, Demoemp

Profile

Change Password

Logout

My Profile

My Details

Photo [Edit Photo](#)

First Name :	Admin	Middle Name :	Admin
Last Name :	Admin	Date of Birth :	05/01/1980
DOJ :		Department :	Sanskrit and Indological Studies
Designation :	Admin	Qualification :	Bsc
Total Experience :	22	User Type :	Employee
City :	Pune	Pin Code :	411036
Country :	India	State :	Maharashtra
Mobile :	9503571026	Email :	Demo@gmail.com

Activate Windows
Go to Settings to activate Windows.

Type here to search

11:56 AM
15/05/2023



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CHANGE PASSWORD

The screenshot shows a web browser window with the URL `tmv.academydesk.com/College/ChangePassword.aspx`. The page title is "Tilak Maharashtra Vidyapeeth, Pune". A user profile dropdown menu is open, showing options for "Profile", "Change Password", and "Logout". The "Change Password" form contains the following elements:

- Note:** Password must contain Minimum 8 characters atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character
- Old Password:**
- New Password:**
- Confirm Password:**
- Save:**

The interface also includes a sidebar menu with options like Dashboard, Admission, Academics, Communication, Certificates, Scholarship, Result Management, and Admin. The footer contains "Copyright © 2020 TECHNOCOGNIZE" and "AcademyDesk Technology to Education".