TATA CONSULTANCY SERVICES
Experience certainty.

ION EDUCATION SOLUTION

ION ADMISSIONS SOLUTION SCOPE

Scope of Service and Solution

- **After completion of setup, the following transactions can be done:**
  - Collect applicant data (online)
  - Collect admission fee
  - Perform student admission including document scrutiny

- **After completion of transactions, the following will be available as output:**
  - Generate Student Fee Receipt and report
  - Generate Admission Letters
  - Generate Seat Matrix Allocation
  - Generate Print Ready ID Cards (in PDF format)

	Admission Process
1	**Eforms Configuration**
	Various ways to capture applicant data Ability to define application form using eforms Configure fields required to be captured in eform Configure validations required for the eform Ability to capture scanned image copies of photographs, signatures, thumb impression, marksheet etc. Ability to capture documents in PDF format for Challan, marksheets, resume and any such documents Ability to integrate with Payment Gateways enabling online payment mode for application through netbanking, debit card or credit card Ability to configure success / summary page after form submission Ability to generate login ID and password, and unique application ID for the applicant for the tenant Ability to configure notifications for different application events. Example : Form Submission Ability to configure enquiry process Ability to configure Applications for recruitment to be integrated with HRMS Ability to configure Applications for Assessment / Answersheet / Evaluation process Ability to configure Registration Forms Ability to configure Email and Mobile Number validation on registration Ability to check duplicate application submission Ability to configure Change password feature
	Online Application Form for Applicants
	Apply online using digitized form available on official website Register online using digitized form and complete form submission in parts (Partial form submission using save and next feature) Submit / Upload scanned image copies and documents for Photographs, signature, thumb impression, Challan, resume etc Make payment for application online using scratchcard mode of payment Make payment for application online using Online mode of payment (Netbanking / Credit Card/ Debit Card) Make payment for application online using Challan mode of payment Make payment for application online using Demand Draft mode of payment Receive userId and password / notification on submission of application through Mail or SMS Ability to Login into submitted application to view summary of submitted application Ability to Edit submitted application Ability to Change Password Recover password Download configured PDF from summary page
	Back-office operations
a.	Application Management Applications can be filled in by back-office on behalf of the applicant (optional) using the back-office interface Search (Advanced and Basic) and listing of applications through Application management screen View details of submitted applications Edit details of submitted applications Scrutinize applications and perform actions to change the status of the application like Approve/Reject/On Hold/Send for Correction etc Delete submitted applications View details of deleted applications Retrieve / Re-activate deleted applications View details of payment failure applications Update / Re-activate payment failure applications

	Send Password through mail notification View Audit log of actions performed by the Candidates or Administrator on a submitted application
b.	**Template Management** Applicant data can be uploaded through a standard template in the system using back-office interface, which can be used for capturing data from hard copy forms Send notification to applicants for newly digitized offline applications uploaded through excel Search (Advanced and Basic) and download of applications in excel format Edit/Update details of submitted applications through upload of downloaded applicant data in excel Update / Re-activate payment failure applications through excel upload
c.	**Eforms Settings** Ability to set Start dates and End dates for online applications for Candidates on Application Submit, Edit and Login actions Ability to configure settings to mandate password change for Candidates on first Login Ability to set unique Eform fields as Login user Id and User Passwords for Candidates Ability to set sequence patterns for Online and Offline Applications Ability to configure Scrutiny actions to be performed on Applications Ability to configure Email and SMS notifications to be sent to applicants on Application Events Ability to configure Course type and course for an Eform Ability to configure dynamic tab and tab content (HTML and/or PDF Formats and/or Form Listing) to be displayed on Application summary Ability to pull applications from one form to another Ability to schedule a pre-configured event
2	**Student Admission**
Process	**Sys Admin Setup**
	Configure hierarchical structure of the organization Define & configure different sites, organization departments for which admission needs to take place
	Fee – Setup
	Capture Fee Group, Fee Head, Category, Amount of the different programs and generate the corresponding Fee Structure Map fee structure against a particular session resulting in creation of Fee Schedule
	Admission – Setup
	Configure roll number / registration number / provisional roll number details Capture Admission Process & related work flow Map E form details with core solution
	Academic -- Setup
	Capture award , discipline ,specialization batch, session details of various programs Map program, session & fee details against a particular program
	Admission and Call letter Setup
	Capture letter requirement Design letter under letter master Validate the letter design
	I – Card Setup
	Capture Identity Card requirement Design Identity Card under letter master Validate the Identity Card design
	Initiate Admission Process
	Generate criteria based ODRs as relevant for the organization Pull all approved online applications or upload approved applicant list Provision to send SMS to students at the time of their Provisional/Final Admission
	Process Application
	Process application as per rank or as per the list of shortlisted applicants Process application as per the defined admission process Carryout necessary document scrutiny or verification Allocate applicant to a batch Grant scholarship or fee waiver in applicable cases Generate & Preview Fee Verify & collect admission Fee Generate roll number Generate Print Ready Identity Card Convert applicant to student Generate admission welcome or reject letter
Feature	Provision to capture course, batch, session and fee details of various programs Provision to define the admission process & workflow of a program Provision to configure roll number as per client requirement Provision to design Identity Card for students Provision to design & print letter of welcome or rejection Provision to pull the approved online application as per rank or merit Provision to upload the list of shortlisted applicants Provision to incorporate a checklist of the documents needed to be verified Provision to allocate applicant to a particular batch Provision to assign roll number to applicants

	Provision to grant scholarship, fee waiver or stipend Provision to collect admission fee Provision to collect back dated fee Provision to collect prospectus fee Provision to edit fee Provision to print Identity Card
	Generate reports on final set of students admitted, and details on student wise, fee head wise fees collected to be generated. Reports including: • Category Wise Report. • Student Intake Details Report. • Batch Seat Details Report. • Payment Mode Wise Report. • Course Wise Reports. • Applicant Status Wise Report. • Date wise Admission Report.
	Generate report on Fee Audit Log, and Admission Audit Log (including workflow)
	Provision for generating copy of Fee receipts given to the students

TATA CONSULTANCY SERVICES
Experience certainty.

ION EDUCATION SOLUTION

ION SUPPORT SERVICE SOLUTION SCOPE

iON Support Services modules include:

- TCS iON Human Resource Management Solution
- TCS iON Procurement and Inventory (P&I) Solution
- TCS iON Finance and Accounting (F&A) Solution
- TCS iON Self Service Solution
- TCS iON Reports and Communication Solution

Scope of Service and Solution

- **After completion of setup, the customer will be able to do the following transactions:**

- Finance and Accounting: Manage cash inflows and outflows including
    - General ledger
    - Accounts payable
    - Accounts receivable
    - Taxation
    - Fixed assets
    - Costing across different campuses

- Human Resource Management: Manage the faculty, administrative staff to
    - Keep track of the career development through promotions, appraisals, transfers, etc.
    - Track parameters such as leave, loans, advances, claims and more.

- Procurement and Inventory: Manage the entire procure to pay cycle including
    - Inventory management
    - Centralized purchase
    - Quotation approvals
    - Auto purchase requisitions
    - Budgeting
    - Clear workflows

- **The solution scope includes:**

TCS iON HRMS Solution	
Organization Setup: • Language Master • Holiday Type Master • Calendar Master • Qualification Master • Rating Master • Skill Master • Religion Master • Classification Detail • Country Master • Work Group Master • Relation Master • Holiday Calendar • Eligibility Rules • Eligibility Rule Query • Ledger Integration • Global Parameters • Meta Data Configuration	**Recruitment:** • Vacancy Publication • Advertisement Attributes • EForms Application Data • Application Maintenance • Scrutinizing Applicant Screen • Test Centre Master • Employee Record Creation • CTC Master • Online Requisition • Online Requisition Query • ENGL Master • Quick Employee Record Creation **Fast-Track:** Bulk Action on Applications
Employee Maintenance: • Employee Personal Details • Relation Details • Disciplinary Action • Employee To Site Mapping • Rest Day Master • Employee 360	**Separation:** • Separation Category • Separation Clearance List • Clearance Template Master • Separation Application • Exit Interview • Employee Clearance • Separation Order
Leave: • Leave Master • Leave Credit • Leave Ledger • Leave Application • Leave Application Query • Leave Encashment	**Hierarchy:** • Reporting Hierarchy • Site Hierarchy

<table>
<tr><th colspan="2"><u>TCS iON HRMS Solution</u></th></tr>
<tr><td>Leave Encashment Query
Leave Attendance Routine</td><td></td></tr>
<tr><td>Attendance:
Shift Master
Employee Shift Roster
Shift Rotation
Attendance Data Population
Attendance Query
On-Duty Application
On-Duty Application Query</td><td>Loan / Advance / Asset:
Loan Master
Loan Application
Loan Application Query
Advance Master
Advance Application
Advance Application Query</td></tr>
<tr><td>Transfer and Deputation:
Transfer Application
Transfer Application Query
Deputation Application
Deputation Order
Deputation charge report</td><td>Travel / Claim:
Claim Master
Claim Application
Claim Application Query
Travel Application Query</td></tr>
<tr><td>Promotion:
Promotion Notice Detail
Promotion Criteria</td><td>Performance Appraisal:
Section Master
Goal Category Master
Goals
Goal Measure
Performance Cycle
Appraisal Template Master
Employee To - Appraisal Template Mapping
Employee Appraisal Initiation
Employee Appraisal Query
Bulk Initiate Employee Appraisal</td></tr>
<tr><td>Training:
Training Course Master
Institute & Course Details
Training Calendar
Training Course Budget
Faculty Master
Faculty Training Detail
Employee Training Plan
Training Application
Training Application Query
Training Attendance
Training Details
Employee Feedback
Close Training Course
Feedback Questionnaire Master
Training Specific Questionnaire
Supervisor Employee List
Overall Training History</td><td>SysAdmin Site Management:
Site Type creation
Site Hierarchy creation (Branch, Head Office, Department, Building, Block, Nth level hierarchy)
Customer Logo at Site Level</td></tr>
<tr><td></td><td></td></tr>
</table>

TCS ION PAYROLL SOLUTION

Scope Of Service and Solution

After completion of setup, the following transactions can be done:
- Payroll related transactions

After completion of transactions, the following will be available as output:
- Payslip
- Result reports and widgets

The solution scope includes:

<table>
<tr><th colspan="2"><u>TCS iON Payroll Solution</u></th></tr>
<tr><td>Master Maintenance:
Maintaining employee particulars</td><td>Monthly Payroll:
Configuring payroll system</td></tr>
</table>

TCS iON Payroll Solution

- Maintaining all Statutory parameters
- Maintaining pay–account codes
- Maintaining Loan Interest Rates
- Configuring Grade Base or Employee Specific Pay Codes.

- Computing payroll
- Generating payroll transaction details
- Undoing Payroll

Miscellaneous Payments and Recovery:

- Maintain Direct Payroll Transactions
- Adhoc Payments and Recoveries

Month-end Processing:

- Generating salary voucher
- Updating monthly data
- Post Salary details to F&A

Savings and Income Tax Details:

- Generating yearly income forms
- Projecting income tax liabilities
- Maintaining tax savings – Internal and External
- Detailed employee wise Income tax calculation

PF / Final Settlement:

- Maintain PF Details for the current financial year
- Full and Final Settlement along with Gratuity and Leave Encashment

Reports – ODR:

- PF Monthly
- Consolidated PF Monthly
- Salary Statement
- Variance Report
- ESIC Monthly
- P. Tax Report - State wise
- Professional Tax Monthly
- Bonus
- Direct Payroll screen Report
- Generalized payslip for Admin
- External Savings Details
- Internal Savings Details

Reports:

- Pay Slip
- Form 16
- Form 12BA
- ESIC Challan
- ESIC Form 1
- ESIC-Form-5
- ESIC-Form-7
- Form-27A
- PT-Form-5A
- PT-Form-9A
- Form3A
- Form 6A
- Form-12A
- PF-Combined-Challan
- PF-Form-10
- PF-Form-11
- PF-Form-2 (Revised)
- PF-Form-5
- TDS Challan
- Salary Register
- Salary Register Form-23
- Salary Statement
- Variance Report
- P. Tax Report - State wise
- Professional Tax Monthly
- PF Monthly
- Employee CTC Report
- Employee Financial Details Report
- eTDS Annexure Report
- ETDS Report

TCS iON Procurement and Inventory Solution

Master Data Management:

Vendor Management

- Manage Vendor Profile
- Map vendor to purchase account
- Map vendor to Bank
- Map vendor to payment terms
- Map vendor to site
- Map vendor to items
- Vendor – item – purchase price mapping
- Vendor – item – tax mapping

Account mapping

- Item Type – Purchase Account Mapping
- Item – Purchase Account Mapping
- Service category to account mapping

Service

- Service Category
- Service

Procurement:

- Purchase Requisition (PR)
- Location wise Purchase Requisition
- User based / Value based multi level approval workflow
- Visibility of current stock while requisitioning

Quotation Approval

- Central repository of quotations
- Multi level approval workflow

Purchase Order (PO)

- Central Purchase Order
- Convert Multi Purchase Requisition to Purchase Order
- Single Order for Item and services
- Budget Controls
- Terms and Conditions

TCS iON Procurement and Inventory Solution	
Clause master Adjustment reason Configuration • Business Parameter • Document Sequence • Procurement Hierarchy • Site Exclusion • PCR Configuration • Transaction Type • Budget • Email Notification template • Workflow configuration • Item • Resource Category • Resource Type	• PO Clauses • Taxes, Charges and Discounts • Purchase price visible of procuring items from other vendors • User based / Value based multi level approval workflow • Payment Terms • Amend PO after approval • PO for Imported items • View budget status
Inventory Management: Initial Stock Upload • Upload the initial stock for the items in LI for the first-time go-live • Data synchronization between CI to LI for the initial stock • View the stocks uploaded initially at LI Unplanned Purchases Dispatch • Dispatch the items from one site to another site • View the Dispatches • Dispatch items from against an Indent raised Goods Receipt Note (GRN) • Goods Receipt Note against PO • Goods Receipt Note against Invoice • Batch information • User based multi level approval workflow • Location Receiving bases on Central Purchase Order • Part Receiving of Items/Services Raise Indent • Request between location / HO / Warehouse • Visibility of current stocks • Budget controls Stock Adjustment • Positive and Negative stock adjustment • Adjustment reason at item level • Single level approval workflow • Batch wise adjustment • Current Stock visibility View Inventory • Inventory visibility across site • Inventory visibility of items across sites • Batch wise inventory information • Current stock valuation • Unplanned Purchases • Cash Purchases of item • Current Stock visibility • Batch information Auto Purchase Requisition • Based on Min / Max parameters • Site wise generation Consumption • consumption for a site • Consumption for a item of a batch • Helps in reflecting correct stock in hand • User based multi level approval workflow • Return to Vendor • Reduce stock • Generates debit note on vendor • User based multi level approval workflow	**F&A Integration:** • Bank Master • Accounts Master • Tax Master • Charges/Discounts Master • Payment Terms Master • Payment Voucher generation • Party created in P&I available as Suppliers • Debit Note on vendor for return to vendor

TCS iON Procurement and Inventory Solution	
Stock Take • Physical stock count is recorded • Variance between physical and system stock • Auto adjustment for variance • User based multi level approval workflow	
• **Verticals Integration – (Campus Management System):** • Resource Type • Resource Category • Resource Type to Site Mapping • Catalog Holding	

TCS iON F&A Solution	
General Ledger: • Creation of Journal Vouchers • Creation of Party Journal Vouchers • Creation of various masters that are incidental to the transactions	**Accounts Payable:** • Creation of Purchase Vouchers • Creation of Expense Vouchers • Creation of Payment Vouchers • Creation of Auto Payment Vouchers • Inter Unit Transactions • Creation of Provisional Vouchers • Creation of Debit Notes & Credit Notes • Clearing of Supplier Balances • Creation of various masters that are incidental to the transactions
Accounts Receivables: • Viewing Sales Invoices • Creation of Receipt Vouchers • Creation of Auto Receipt Vouchers • Inter Unit Transactions • Creation of Debit Notes & Credit Notes • Clearing of Customer Balances • Preparing Bank Reconciliation Statements • Creation of various masters that are incidental to the transactions	**Audit:** • Tax Account Mapping Report • Service Account Mapping Report • Party Account Mapping Report • Item Account Mapping Report • Statistical data of Vouchers • Comparison of Created Date And Voucher Date • List of Vouchers Pending for Posting • List of Vouchers Submitted but not approved • List of Vouchers in draft status • List Of Vouchers with self approval Invoice Amount Comparison Report
Taxation: • Generation of VAT Registers • Generation of CST Registers • Generation of Excise Registers • Generation of Service Tax Registers • Tracking of CST Declaration Forms • Generation of TDS Registers	• • Purchase / Sales Register • Bank Reconciliation report • Multi Voucher Printing • Cheque Printing • Schedule VI reports • Drill Down Reports
Upload: • Journal Voucher • Expense Voucher • Payment Voucher • Receipt Voucher • Debit / Credit Note	**Fixed Assets:** • Capitalization of Assets • Sale of Assets • Reclassification of Assets • Split of Assets • Transfer of Assets • Calculation of Depreciation • Maintaining of Asset Register • Creation of various masters that are incidental to the transactions
Budgeting: • Creating a Budget • Comparing Budget v/s Actual	**Others:** • Cash Book • Inventory Integration with F&A • Report in PDF Format

TCS iON Self Service Solution

<table>
<tr><td>Widgets:
Informative Widgets
Actionable Widgets
Analytical Widgets</td><td rowspan="2">Access Level:
Profile Based
User group Based</td></tr>
<tr><td>Quick Links:
Solutions most used functionalities
Student Profile</td></tr>
</table>

<table>
<tr><th colspan="2"><u>Reports and Communication</u></th></tr>
<tr><td>FnA:
Financial Reports
Consolidated Financial Reports
Ledger Reports – Summary & Detailed
Day Books
Cost Centre Report
Supplier / Customer Reports
Inter Unit Reports</td><td>PnI:
Pre-Configured Reports:
Purchase Order Print
Standard
Central Purchas Order
Goods Receipt Note Print
Dispatch Note Print
Unplanned Receipt Note print
Purchase Requisition Print
Site Wise Stock in Hand - As of Date
Site wise Stock In Hand Report
Stock Details Report
Stock Register
Item Ledger Report
On Demand Report library reports:
Internal Stock Issue
Dispatches
Dispatch Material wise
PO Register Report
GRN Register Report
Site wise Purchase Order Details
Site wise GRN report
Vendor Wise GRN report
Accept Stock
View Completed GRN Details
On Demand Reports – Design your own reports for following transactions:
Purchase Order
Goods Receipt Note
Inventory Transaction
Party master
Purchase Requisition
Quotation Details
Store Adjustment
Return To vendor
Consumption
Stock Take</td></tr>
<tr><td>HRMS : On Demand Reports
Employee Information
Daily Employee Leave And Attendance Details ODR
On Duty Details
Leave Ledger
Leave Application Details
Application Details
Vacancy Details
Travel Application Details
Advance Application Details
Employee Claim Details
Site Details
User Mapping Detail Report
Employee Transfer Details
Employee Deputation Details</td><td>HRMS: Pre Configured reports
Employee Attendance Report
Leave Application Report
Monthwise Leave Summary Report
Employee History Details
Master ManPower Report</td></tr>
</table>

Reports and Communication	
• Employee Separation Details • Training Details	
HRMS: Library Reports - Employee Personal Details • Master Man-Power Details • Employee Birth Date Report • Employee Retirement Date Details • Employee Contract Details • Employee Reference Check Details • Employee Family Details • Critical Incident Details • Employee HIS Nomination Details • Employee Qualification Details • Employee Superannuation Nomination Details • Employee Experience Details • Employee PF Nomination Details • Employee Gratuity Nomination Details • Employee Details • Employee Information • Employee Confirmation Details	**HRMS: Library Reports – Attendance** • Absent Day Count Report • Present Day Count Report • Half-Day Present Count Report • Employee Early Departure Details • Employee Late Arrival Details • Employee Attendance and CompOff Details • Employee Attendance and Leave Details • EG/EEG Employee List • Employee Present/Absent/Half Day Details • Employee Onduty/Personal Work Details • Employee Attendance Details • Single Swipe Entries • On Duty Or Personal Work Application Details • On Duty or Personal Work Details Report • On Duty Breakup Details Report
HRMS: Library Reports – Leave • Leave Ledger • Leave Ledger Report • Employee Leave Details • Leave Application Details	**HRMS: Library Reports – Recruitment** • Details Of Candidates Applied • Details Of Candidates Rejected • Man Power Requisition • Vacancy Details • Vacancy Roster Details • Vacancy Header Details
HRMS: Library Reports – ESS • Travel Application Details • Advance Application Details • Claim Application Detail • Employee Claims Details • Employee LTA Claims Details • Claim Application Details	**HRMS: Library Reports – Organization Set Up** • Site Master Details • Work Group Master Details • User Mapping Details
HRMS: Library Reports – Transfer • Transfer Application Detail • Transfer Application Details • Employee Transfer Details	**HRMS: Library Reports – Separation** • Separation Application Details • Separation Order Details • Employee separation Details
HRMS: Library Reports – Deputation • Employee Deputation Details	**HRMS: Library Reports – Training** • Employee Training Details