

**STANDARD OPERATING PROCEDURE
FOR MONTHLY REPORT**

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Version 1.0

Dated:10-08-2019

Version History

Sl.No	Date	Version	Description of Change	Author
1	10-08-2019	1.0	Business Process Defined for Monthly Report System.	Mr. Ashish Sharma
	10-08-2019	1.0	Verified By	Mr. Nihar Ranjan Sahu
	10-08-2019	1.0	Approved By	Mr. Nihar Ranjan Sahu

1. DASHBOARD

All the reports can be viewed in Dashboard Section. User can search and view departmental reports submitted of any date or month. To view Report, user has to select **From Date** and **To Date**, and status from the form and click/press **show button**. A List of reports will appear in the grid as shown below.

The dashboard features three summary cards at the top: 'Total Reports' with a count of 17, 'Approved Reports' with a count of 4, and 'Unprocessed Reports' with a count of 13. Below these is a search and filter section with dropdowns for Organization (Sikkim Manipal Institute of), Department (ALL), From (03-2019), To (03-2019), and Status (Approved), along with a 'Show' button. The main section displays 'Reports: 4' and a table of report entries. A search bar is located to the right of the table. At the bottom, there are pagination controls showing 'Showing 1 to 4 of 4 entries' and buttons for 'Previous', '1', and 'Next'.

No.	By	Month	Dept	View/Download	Status
1	ANATOMY DEPARTMENT @-2691	March 2019	ANATOMY MEDICAL	View Download	Approved by HOD(BINOD KUMAR TAMANG)
2	MICROBIOLOGY DEPARTMENT @-2699	March 2019	MICROBIOLOGY MEDICAL	View Download	Approved by HOD(Luna Adhikari)
3	PHARMACOLOGY DEPARTMENT @-2705	March 2019	PHARMACOLOGY MEDICAL	View Download	Approved by HOD(Supratim Datta)
4	RESPIRATORY MEDICINE DEPARTMENT @-2710	March 2019	RESPIRATORY-MEDICINE MEDICAL	View Download	Approved by HOD(Prakash Kumar Koirala)

Fig 1: Dashboard

2. Monthly Report Procedure

2.1. Step by Step process to create Monthly Report by department staff using Department ID.

Step 1: Write User ID/Emp Code and Password in the login panel of SMUERP web portal to login. After login scroll down to My Rights Section and press Link: “Academic Monthly Report”.



Fig 2: smuERP login

Sikkim Manipal University

The University was established in accordance with the Sikkim Manipal University of Health, Medical and Technological Sciences Act, 1995 (Act No. 9 of 1995); with the aim of imparting exemplary educational opportunities and healthcare services in the State of Sikkim and country wide. It is the first of its kind in the country with a collaboration of private and public sector.

The major functional areas of the university are -

- » Admission Cell
- » Dew(SMU)
- » Examination Cell
- » Finance(SMU)
- » Human Resource
- » Payroll Division
- » SMU (IT)
- » University Office

more ...

Engineering & Technology

The Sikkim Manipal Institute of Technology was established in 1997 as a constituent college of Sikkim Manipal University and is approved by UGC and AICTE. SMIT has ISO 9001 accreditation vide NS-EN ISO 9001:2000. The engineering college has its own campus at Maltey, Darang, East Sikkim.



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Healthcare Services

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Visited Links

- » SAP Class Master
- » SAP Time Table Master

My Rights

- » Academic Monthly Report

Click this Link

News & Events

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Fig 3: Academic Monthly Report Link

Step 2: Select the **Report Month** from the Report Date Field. Then Click Save and Next to go to step 2.

The screenshot shows the 'Create Monthly Report' interface in SMU ERP v5. On the left is a dark sidebar menu with options: Home, Dashboard, Create Report, Edit Report, and View Report. The main content area has a breadcrumb trail: Dashboard > Create Monthly Report. Below this is a form titled 'MONTHLY REPORT' with the heading 'Enter Monthly Report Details'. The form contains two fields: 'Dept. Name *' with a dropdown menu currently showing 'PHARMACOLOGY MEDICAL', and 'Report Date *' with a placeholder 'mm-yyyy'. A blue button labeled 'Save and Next' is positioned below the 'Report Date' field. A yellow callout box with an orange arrow points to the 'Report Date' field, containing the text: 'Select Month for which the Report needs to be generated.'

Fig 4: Step 1 of Monthly Report.

Step 3: In this step, add **Academic Issues and Development in the Department**. You can add details of **Presentation and Acceptance of papers, visit/Moves**, etc. One box will pop up, add details in there and click **Add Row**. Similarly you can add details of other field. When Done Click **Save and Next Button** to go to next step. You can also upload supported files in upload section.

ACADEMIC ISSUES AND DEVELOPMENT IN DEPARTMENT

SI No	Presentaion and Acceptance of Paper	Add
SI No	Workshops Seminars Conferences	Add
SI No	Visits/Moves	Add

Upload documents realated to academic Issues

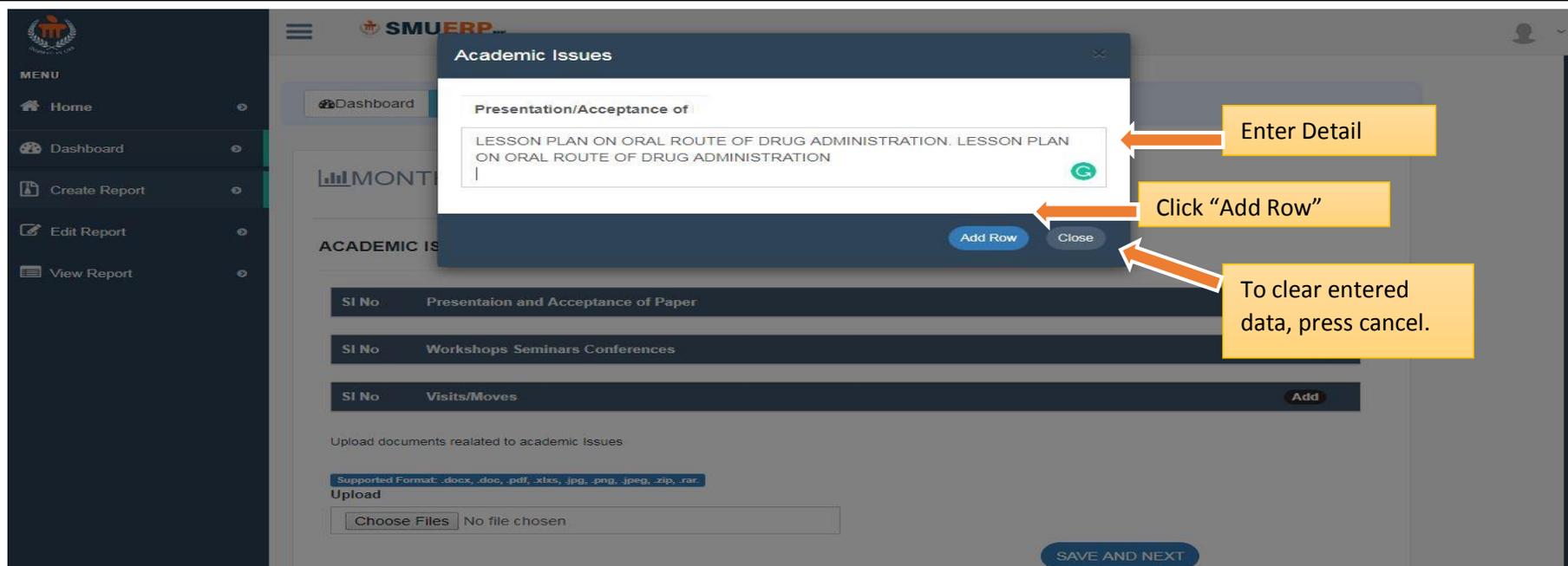
Supported Format: .docx, .doc, .pdf, .xlsx, .jpg, .png, .jpeg, .zip, .rar.

Upload

Choose Files No file chosen

SAVE AND NEXT

Fig 5: Academic Issues and Development in the Department



Step 4: In this Step you can add Non-Academic Issues like **Training and placement, Cultural Activities, Meetings, Student Activities**, etc.

Fig 6: New Entry of Academic Issues and Development in the Department

NON ACADEMIC ISSUES

SI No	Category	Add
	Training & Placement	Add
	Joining Postings Transfers	Add
	Cultural Activities	Add
	Meetings	Add
	Resignation/Reliefs	Add
	Awards/Recognitions	Add
	Faculty/Staff/Members Activities	Add
	Student Activities	Add

Upload documents realated to Non-Academic Issues

Supported Format: .docx, .doc, .pdf, .xlsx, .jpg, .png, .jpeg, .zip, .rar.

Upload

Choose Files No file chosen

PREV SAVE & NEXT

Fig 7: Non-Academic Issues Form

Click **Add button** with respect to the **Non Academic Issues**.

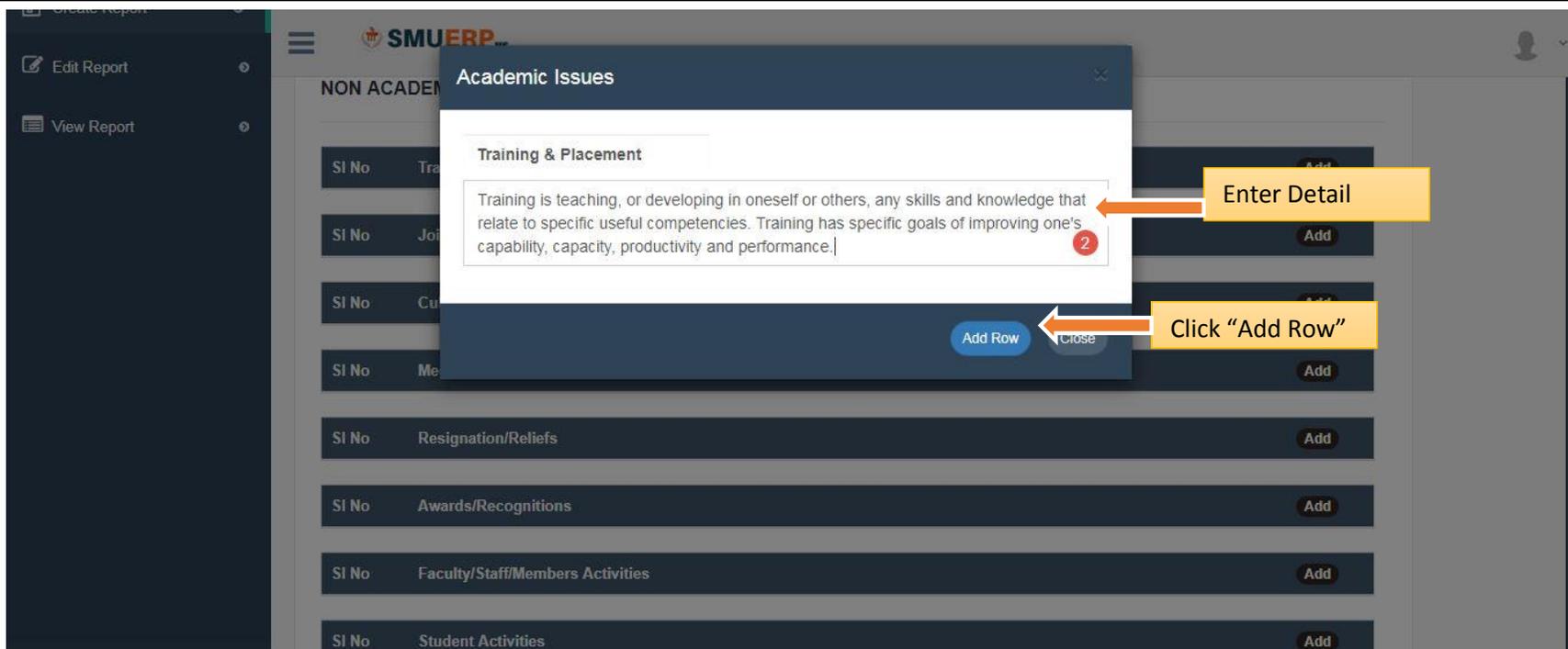
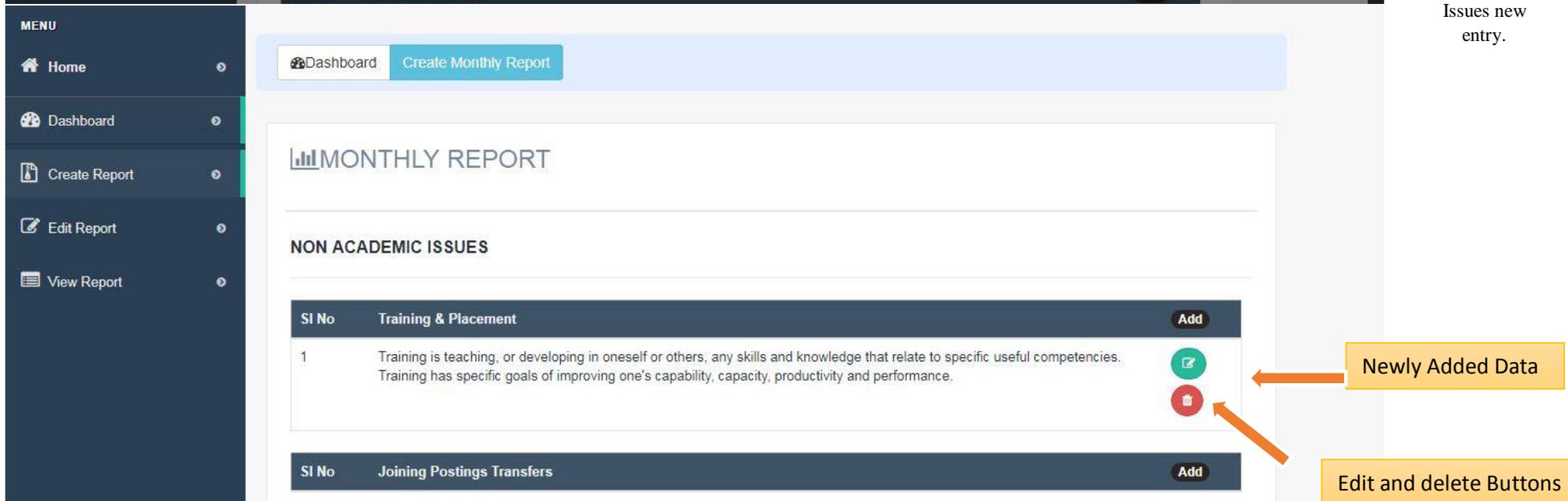


Fig 8: Non-Academic Issues new entry.



Step 5: In this step you have to add **Teaching Schedule Plans** for the given Month. Click **Add Button** to add new entry. After Clicking the button, a box will pop up, after that, add the details like, **Date, Time, Batch, Topic, and Teacher**. And click **“Add Row”** button.

The screenshot displays a web interface for adding teaching schedule plans. On the left is a dark sidebar with a 'View Report' button. The main content area is divided into four sections: 'NON CLINICAL', 'CLINICAL', 'POSTING', and 'ANY OTHER'. Each section contains a table with columns for 'Date', 'Time', 'Batch', 'Topic', and 'Teacher', and an 'Add' button on the right. An orange arrow points from a yellow callout box labeled 'Click "Add"' to the 'Add' button in the 'NON CLINICAL' section. Below the tables is a file upload section with the text 'Upload documents related to Teaching Schedules.' and 'Supported Format: .docx, .doc, .pdf, .xls, .jpg, .png, .jpeg, .zip, .rar.' Below this is an 'Upload' section with a 'Choose Files' button and the text 'No file chosen'. At the bottom right are two buttons: 'PREV' and 'SAVE & NEXT'.

Fig 9: Teaching Schedule Form

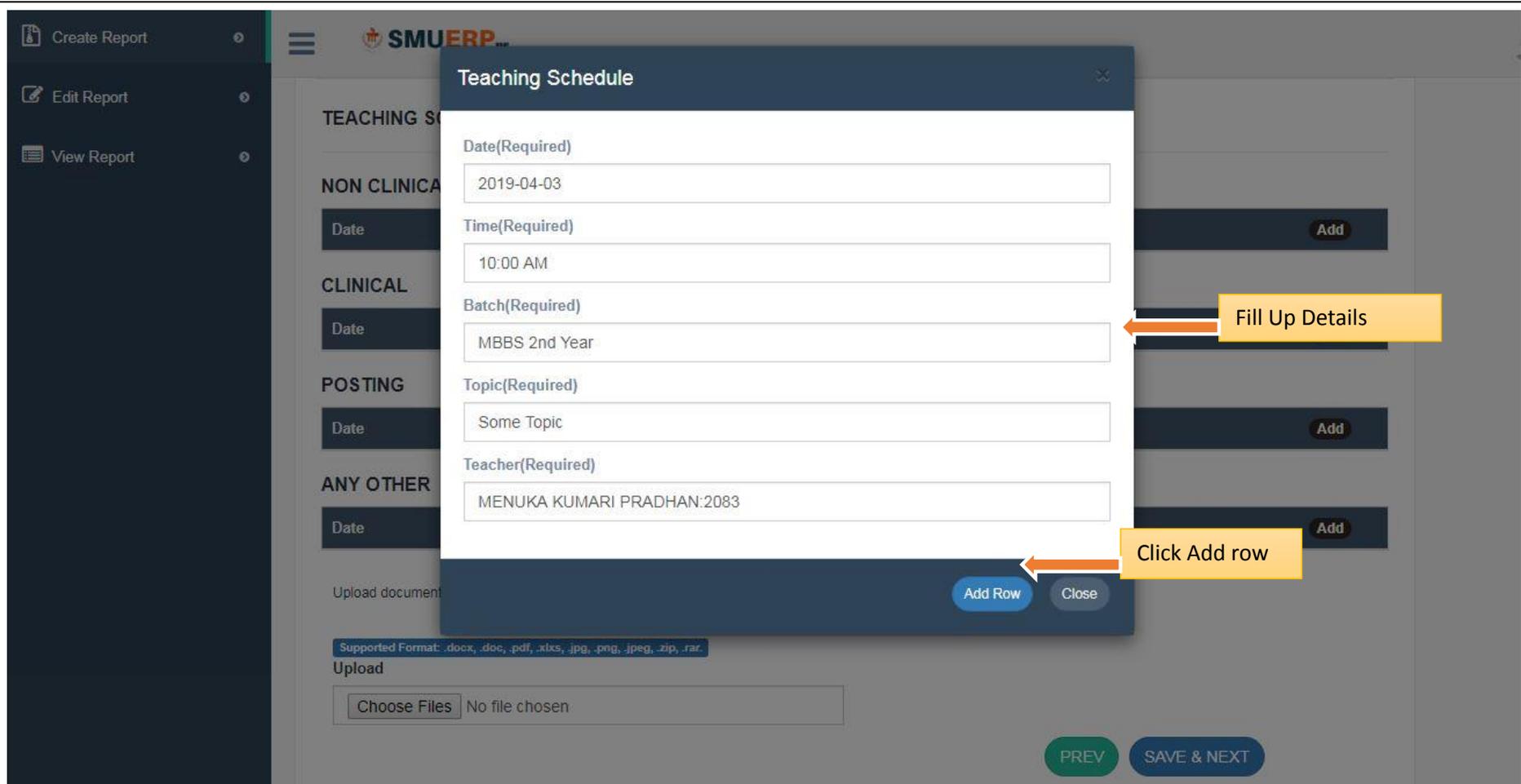


Fig 10: Teaching Schedule new row Entry

NON CLINICAL

Date	Time	Batch	Topic	Teacher	Add
2019-04-03	10:00 AM	MBBS 2nd Year	Some Topic	MENUKA KUMARI PRADHAN:2083	 

Newly entered Teaching Schedule

CLINICAL

Date	Time	Batch	Topic	Teacher	Add
------	------	-------	-------	---------	-----

POSTING

Date	Time	Batch	Topic	Teacher	Add
------	------	-------	-------	---------	-----

ANY OTHER

Date	Time	Batch	Topic	Teacher	Add
------	------	-------	-------	---------	-----

Upload documents related to Teaching Schedules.

Supported Format: .docx, .doc, .pdf, .xls, .jpg, .png, .jpeg, .zip, .rar.

Upload

No file chosen

Click Save and Next

Fig 11: Teaching Schedule update, edit, delete options

Step 6: Like Teaching Schedule, you have to add Teaching Schedule Plan for Next Month. The Process is same as that of Teaching Schedule.

TEACHING SCHEDULE PLAN FOR NEXT MONTH

NON CLINICAL

Date	Time	Batch	Topic	Teacher	Add
------	------	-------	-------	---------	-----

CLINICAL

Date	Time	Batch	Topic	Teacher	Add
------	------	-------	-------	---------	-----

POSTING

Date	Time	Batch	Topic	Teacher	Add
------	------	-------	-------	---------	-----

ANY OTHER

Date	Time	Batch	Topic	Teacher	Add
------	------	-------	-------	---------	-----

Upload documents related to Teaching Schedule for next month.

Supported Format: .docx, .doc, .pdf, .xlsx, .xls, .jpg, .png, .jpeg, .zip, .rar.

Upload

Choose Files No file chosen

PREV SUBMIT

Press Submit to view Report details or press prev button to make any changes

Fig 12: Teaching Schedule Plan for Next Month Form

After Completing all steps you will be shown the entered data in a page. Scroll down to view details there, after scrolling you have to **press finish button**. After clicking finish button only your Monthly Report will be Submitted and accessible by HODs.

TEACHING SCHEDULE FOR NEXT MONTH

1. NON CLINICAL

Slno	Date	Time	Batch	Topic	Teacher
------	------	------	-------	-------	---------

2. CLINICAL

Slno	Date	Time	Batch	Topic	Teacher
------	------	------	-------	-------	---------

3. POSTING

Slno	Date	Time	Batch	Topic	Teacher
------	------	------	-------	-------	---------

4. Any Other

Slno	Date	Time	Batch	Topic	Teacher
------	------	------	-------	-------	---------

Attached Files

PREPARED BY:
Pharmacology Department @-2705

STATUS: NOT APPROVED

Report:



Click Finish button to complete Academic monthly Report. This is the final Step.

Fig 13: Monthly report final page.

You will be redirect to the view Report module on completion of all the Steps. You can view and download reports too in this page. User can edit report in the edit Report Section. Reports which has not been approved, can be editable.

The screenshot displays the SMUERP v5 interface. On the left, a dark blue sidebar menu contains options: Home, Dashboard, Create Report, Edit Report (circled in red), and View Report. The main content area is titled 'Monthly Reports' and shows a report for the 'PHARMACOLOGY MEDICAL Department'. It includes a search bar, a 'Show 10 entries' dropdown, and a table with the following data:

No.	By	Month	Dept	View/Download	Status
1	Pharmacology Department @-2705	March 2019	PHARMACOLOGY MEDICAL	View Download	NA

Below the table, it says 'Showing 1 to 1 of 1 entries' and includes pagination buttons for 'Previous', '1', and 'Next'.

Fig 14: View Report Page

Note: For Editing Report, the user must select Report month for which the report needs to be edited. The Steps for editing report is similar to that of the creating report. User can add, edit, and delete necessary data in Edit Report. Click Save and Next to Confirm changes. Once the report is approved by HOD, it can't be editable.

2.2. Steps by Step Procedure for Head of Department (HOD) to approve the Monthly Report.

Step 1: Login and Monthly Report Link.

Login to the SMUERP Web Portal. After Login. Click Monthly Report Link in My Rights Section.



Fig 15: smuERP login-HODs

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Fig 16: Approve Report Links

Step 2: After Page Redirection. Click on **Evaluate Report** Option to approve pending Reports. Prior to approve, HODs can view Reports and ask for necessary changes to the staff. And then HODs can approve the Report. Once approved, staff will be notified through SMUERP Monthly Report Portal.

The screenshot displays the 'Approve Reports' interface in SMUERP v5. On the left is a dark sidebar menu with options: Home, Dashboard, Create Report, Edit Report, View Report, and Evaluate Report. The main content area has a light blue header with 'Dashboard' and 'Approve Reports' tabs. Below this are 'New Reports' and 'Monthly Report Log' buttons. A text instruction reads: 'Following are the Reports that has been Submitted. To approve click the **Approve** button.' Below this is a table with the following data:

SL No.	EMP NAME	DEPT	Month	View	Approve
1	PAEDIATRICS DEPARTMENT @-2703	PAEDIATRICS MEDICAL	April 2019	View	Approve

Annotations in the image include two orange arrows pointing from yellow boxes below to the 'View' and 'Approve' buttons in the table. The first arrow points from a box labeled 'To view' to the 'View' button. The second arrow points from a box labeled 'To Approve' to the 'Approve' button.

When view is pressed, Report will be shown below. Scroll down and view the Report.

Fig 17: Page for Report Approval

Monthly Report

Department: PAEDIATRICS MEDICAL Month: April 2019

ACADEMIC ISSUES & DEVELOPMENT IN DEPARTMENT

Presentation/Acceptance of Papers

No Entries

Workshops/Seminars/Conference

No Entries

Visit/Moves

No Entries

Fig 18(a): details of Monthly Report.

TEACHING SCHEDULE

1. NON CLINICAL

Date	Time	Batch	Topic	Teacher
2019-04-02	08:50 AM	8th Semester (2015 - Batch)	Thalassemia	Dr Gangaraj Subba
2019-04-09	08:50 AM	8th Semester (2015-Batch)	Anemia in children/nutritional anemia	Dr Chandrika Chettri
2019-04-16	08:50 AM	8th Semester (2015-Batch)	Acute Leukemia in children	Dr Ashish Pradhan
2019-04-30	08:50 AM	8th Semester (2015 - Batch)	Lymphadenopathy and lymphomas in children	Dr S. Dutta

2. CLINICAL

Date	Time	Batch	Topic	Teacher
2019-04-01	11:00 AM	8th Semester (2015 - Batch)	Clinics	Dr Chandrika Chettri
2019-04-02	11:00 AM	8th Semester (2015 - Batch)	Clinics	Dr Sisir Sharma
2019-04-03	11:00 AM	8th Semester (2015- Batch)	Respiratory Care	Dr Ashish Pradhan
2019-04-04	11:00 AM	8th Semester (2015-Batch)	Clinics	Dr S. Dutta
2019-04-01	10:00 AM	6th Semester (2016-Batch)	Clinics	Dr Ashish Pradhan
2019-04-02	10:00 AM	6th Semester (2016-Batch)	Clinics	Dr S. Dutta
2019-04-03	10:00 AM	6th Semester (2016-Batch)	Clinics	Dr Chandrika Chettri
2019-04-04	10:00 AM	6th Semester (2016-Batch)	Clinics	Dr Sisir Sharma

Fig 18(b): details of Monthly Report.

Remark:

Departmental User: One who has unique Department ID can Create Report.

Head of Department (HOD): Approves the Departmental Monthly Report.

- a. Departmental User can create one Monthly Report for a given Month.
- b. Departmental User has privilege to Edit Report, create and View Report.
- c. Departmental User cannot edit report if it is been approved by HOD.
- d. HOD can view, ask for changes to Departmental User or approve the Report.
- e. HOD has privilege to create Report too, but it is recommended that Departmental User to do creation of Report.

Note: For any queries please contact us @ Extention:555