

Certification of Service Provision

To Whom It May Concern

This document certifies that Creative Mart Technology (www.creativemart.in) has been providing continuous and comprehensive web and ERP maintenance services for Kharagpur College, Kharagpur since the year 2018. The web- site and ERP system are integral components of the college's digital infrastructure, facilitating seamless administrative, academic, and financial operations.

Web Maintenance:

Creative Mart Technology commenced maintenance of the Kharagpur College website in 2018. Since then, the company has ensured the website is up-to-date with the latest information, providing students, faculty, and stakeholders with an accessible and reliable online presence.

ERP System Maintenance:

From 2019 onwards, Creative Mart Technology undertook the management of the college's Enterprise Resource Planning (ERP) system. The ERP modules maintained encompass:

Sl. No.	Module Name	Sub-Module with Roll	
1	Provisional Admission Process	Online form fill-up	By Applicant
		Form searching by different parameters (like Form No./ students' name & DOB etc.)	By Applicants/Admission Convener
		Selected candidate can take admission through online mode with online payment gateway	By Applicant/Guardian
		Money receipt after provisional Admission with Student-ID	By Applicant
		Admission report	Principal/Admission convener
		Generate fees collection reports	Principal/Cashier
2	Admission Cancellation	Online admission cancellation	By Applicant
3	Post Admission Process	Automatically students' data are updated	Students/office
		Fees are tagged with each student automatically	Students/office
4	Special drive Admission Process	Special drive students can take admission through online mode with online payment gateway	By Applicant/Guardian
5	Student ID Card Generation	Generate Identity card	Data Manager/Cashier/Principal

6	University Registration process	Online data transport to the University	Data Manager/Principal/University Registrar section
7	Fees/Due Collection	After completing 1 st semester admission, the students can take the admission for next semesters by using their ID and DOB	Student/Cashier
8	Fees concession/adjustment	Fees adjustment as permitted by the Governing Body/Principal	Student
9	Report	Fees head-wise collection	Cashier/Principal
10	Pre-online examination	The eligible students can pay the examination fees via college portal, after that they fill-up the university form using the link provided by onlinecollege notice	Students
		Students can login into the Examination portal and download the admit card of the said examination on entering into the examination portal enough before the scheduled time student can download Blank answer- script and print the same. The question paper can be accessible in due time.	Students
		After completing the examination, they can upload the scanned written answer-scripts.	Students
		After completion of the evaluation process the whole tabulation procedure is done online. Final mark sheets are generated from the module	Controller section of the college
11	University Examination system (UG)	<ul style="list-style-type: none"> • Generate Admit cards • Track back log students • Upload marks 	Data Manager of College/Controller of examination
12	Teacher's/staff personal management	Teacher's/staff can fill up their own profile from their own login, Update qualification, publication, patent, no. of workshops attended etc.	Faculty/staff
		Reports of different departments/designation with no. of publication/patent etc.	HOD/Coordinator /Principal
		Teacher's/staff can maintain their leave account	Faculty/staff

		Teacher's can fill up their departmental requisition through college website	HOD/Coordinator /Principal
13	Notice	Notices are displayed in the notice section of the official website of the College	HOD/Coordinator /Principal /Students
14	Tender	All the tenders are displayed in the tenders section of the official website of the College	Principal

