Application of

E-Governance

In Accounting System AMITY UNIVERSITY MADHYA PRADESH

Fees







Amity University Madhya Pradesh Follow Cloud Based Accounting system

Software For fee Receipt & Refund- Amizone
 Software

- Software For Accounting- Cloud base Accounting software TCS ion
- Fee related Accounting (i.e., Invoicing & Receipt) Automated to Accounting software through Payment Gateway.
- Following Fee Collection Mode Available for Academic Fee, Hostel Fee & Bus fee.
- Offline Demand Draft
- Online- Paytm ,Tech process (Debit Card, Credit card , Net banking & UPI), BBPS (QR Code)



Process of online payment Given Below from Student portal:-

- > Open the link www//fee.amizone.net with their Individual login credential i.e., ID & Password.
- After the login Amizone clicked on the fee details sections, after the click on pay in one installment, there are five payment gateways available to pay the fee smoothly. (Screenshot Attached)
- Payment gateways provide the options for fee acceptance Debit/Credit Card, Net Banking, also QR code generation with Phone-pe, Google pay, Paytm, & through Axis bank challan (Screenshot Attached).
- After Successful Payment, fee Receipt & income Tax Certificate Available for Download.
- If the student suffer any financial problems, Installment options also provided which is the third-party platform i.e., Grey-Quest & Finance peer



| NONE | Amity University I | |
|---|--|-------------------------|
| Hame | Ritome - Seculty Relation | |
| Wy Courses | Option for Security Refund (Academic & Hostel) | |
| terrirator v | (A) Your Application Ferm: Application No | Application Date |
| Security Refund | 1445899 | 23/01/2022 |
| 15MP | Nome of the Student | Employment No. |
| Apply For Transcript | Ma SHEYA BANKA | #2019##177057 |
| agost | Security Deposit | Refund to be made |
| 0 | (5000 (Deduction if any will be adjusted) | Set |
| | Mode of Poyment | Name of the Beneficiary |
| | Electronic Transfer | ARE SHEMA BANKA |
| tame An Courses transitution security Roland table For Transcript orgost | Bonk Nome | Branch |
| | KOICI BANK LIMITED | SUBAT (CRY UGHT) |
| AP ADDA TO | Account No | NEFT / IFSC Code |
| | 055501004024 | ICH200008EI |
| | Switt Code | |

Online Withdrawal/Pass out Security Refund Procedure:

Withdrawal/Pass out security refund applying procedure follows by student:-

•Open the link www//fee.amizone.net with their Individual login credential i.e., ID & Password

•After the login amizone.net clicked on the withdrawal section/Security refund

click apply academic withdrawal/Security refund student may fill the form with all the required details.
All No dues from All Department Get Automated through Amizone.

•After the completion of all the no dues procedure of withdrawals/Security refund, Accounts department processed the refund & credited the refundable amount to student's bank account.

Student Online Grievance Portal:

Open the link www//fee.amizone.net with their 1. Individual login credential i.e., ID & Password

2. After the login amizone.net clicked on the Suggestion box, after the click suggestion box student may post the complaint /suggestion to relevant department. (1st Screenshot for complaint box of Student Portal)

3. After Complaint/Suggestion Raised by Student we Resolve their concern through portal.(2nd Screenshot for Suggestion box for solution)

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Suggestion Box

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Amity University A Home - Suggestion Box

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inbox

Suggestion Box

No Messages

Under Process

Head to Clarify Need to Closed

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| | Welcome N | ir Amit Kumar Prabhat [303702] | . Log |
|--|--|--|--------|
| mzone Home Software Help Desk Library Droblem/Suggestion(s) Task Mgritu- Medical Insurance Oownloads Classroom Recordings Institutional Data Calendar Calendar Personal Profile | Institute Programme Betch Hostel Problem Submission Date Problem Type Problem Description Action Sought Current Status | ASCOJ BA (J&MC) 2020 - 2023 Either day scholar or Hostel room is not allot!! 14 Jul 2021 11:02:40 Fees Fees debited from my bank account but not reflected in your website. Ref no -TECHPROCE/1497340284/0321961071/P update my fees on your website (Resolved) Mr Amit Kumar Prabhat (Assistant Manager-Accounts) Action History | ayment |
| e-Lbrary e-Employee Attendance —Time Office(Beta) —Time Office(Beta) New —ARC Case Study e-Employee Leave | From To Received On Responded On Action Details | Mr Amit Kumar Prabhat (Assistant Manager-Accounts) Ms HIMANSHI SAHU (Student) 14 Jul 2021 11:02:40 15 Jul 2021 09:20:46 Resolved Dear Student, 1 Your transaction status is showing "Failed" as per tech process report, kindly wait Amount will be refunded within 24-48 hours. | |

Fost New Complaint/Sugge

Application of E-governance in Human Resource process for Attendance & Apply of Leave.

- Attendance processed through automated TCS HRMS System, which is linkup Amizone Software through Punching of Employee I-Cards & Apply of Leave for computation of payroll.
- After Payroll processing payment System & approval are also through E-System.
- After Payroll processing ,payment System & Approval are Also through e-System.
- Post payroll Processing ,Salary slip get generated & Available For download.

Raise Leave Application

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| | | | | | | | | tc. | Si⇔N⊺HRMS | | | |
|---------|---|--|--|---|--|--|---|---|--|---|--|--|
| Org- | Setup | Rec | ruitmei | nt. | Emplo | yee Management | Employee Benefits | Leave & Attendance | Employee Movement | | | |
| ise Le | eave | Applic | ation | (N | Aandato | ory Fields) 🙆 | | | | | | |
| ate 📗 | Q Sea | arch | × Dele | ete | ⊜ P | rint | | | | | 0 of 0 | · · · · · · · · · · · · · · · · · · · |
| oyee Ni | umber | | P 40 | 695 | | 6 | | Employee Name : | Sunil Kumar Bhargava | Employee St | tatus : Active | |
| pplica | ation I | Details | 5 | | | | | | | | | |
| ive Typ | P | | | | 1 | G. | | | | | | |
| | | | | | | | | | | | | |
| * Sele | ected | date (s) | : | | | | 0 Days | | | Status | | |
| 0 | F | Febru | lary | 202 | 2 | | | | | Date Applied | 23-Feb-2022 | |
| мо | τu | WE | тн | FR | SA | su | | | | * Purpose | | |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 | | | | Are you travelling out of station | O Yes No | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | Destination Place | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | Are you available on weekoff / holiday | O Yes No | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | Address | NA | |
| 28 | 1 | 2 | 3 | 4 | 5 | 6 | | | | Phone Number | 9928141761 | |
| | Org- ise Lu oyee N opplica ve Typ * Sel 31 7 14 21 28 | Org-Setup ise Leave a oyee Number opplication I ve Type * Selected of Mo TU 31 1 7 8 14 15 21 22 28 1 | Org-Setup Rec ise Leave Applic ate Q Search oyee Number opplication Details ve Type * Selected date (s) Image: | Org-Setup Recruitment ise Q Search × oyee Number oyee P oyee P opplication Details ve Type * Selected date (s): * Selected date (s): Mo TU Mo TU 31 1 2 3 7 8 9 10 14 15 16 17 21 22 23 24 28 1 2 3 | Org-Setup Recruitment ise Leave Application Delete ate Q Search X Delete oyee Number Ø 4695 opplication Details ve Type Ø * Selected date (s): X February 202 Mo TU WE TH FR 31 1 2 3 4 7 8 9 10 11 14 15 16 17 18 21 22 23 24 25 28 1 2 3 4 | Org-Setup Recruitment Employee afe Q Search X Delete Image: Contract of the second | Org-Setup Recruitment Employee Management ise Leave Application Mandatory Fields) Image: Complex and the compl | Org-Setup Recruitment Employee Management Employee Benefits ise | Org-Setup Recruitment Employee Management Employee Benefits Leave & Attendance ise Leave & Application Mandatory Fields Image: Complex and the set of th | Cos con HRMS Org-Setup Recruitment Employee Management Employee Benefits Leave & Attendance Employee Movement Ise Leave Application Mandatory Fields Imployee Benefits Leave & Attendance Employee Movement Ise Leave Application Mandatory Fields Imployee Benefits Leave & Attendance Employee Movement Ise Leave Application Peter Peter Employee Name : Sunit Kumar Bhargava opplication Details Imployee Name : Sunit Kumar Bhargava Verype Imployee Imployee Name : Sunit Kumar Bhargava Selected date (s): O Days Selected Imployee TH FR SA Su Imployee Imployee TH FR SA Su Imployee Imployee Imployee Imployee Name : Sunit Kumar Bhargava Selected Imployee Imployee Imployee Imployee Imployee Imployee Imployee Imployee Imployee Imployee | View View <th< td=""><td>CCS iCN HRMS Org-Solup Recruitment Employee Management Employee Banefits Leave 8 Attendance Employee Movement ise Leave Application Print Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Puble Print Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Vertice Print Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Vertice Print Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Number Perpose Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Number Perpose Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Imployee Name : Sunil Kumar Bhargava Employee Status : Active Imployee Status : Active orge Imployee Name : Sunil Kumar Bhargava Employee Status : Active Imployee Status : Active orge Imployee Name : Sunil Kumar Bhargava Status : Imployee Status : Acti</td></th<> | CCS iCN HRMS Org-Solup Recruitment Employee Management Employee Banefits Leave 8 Attendance Employee Movement ise Leave Application Print Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Puble Print Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Vertice Print Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Vertice Print Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Number Perpose Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Number Perpose Imployee Name : Sunil Kumar Bhargava Employee Status : Active orge Imployee Name : Sunil Kumar Bhargava Employee Status : Active Imployee Status : Active orge Imployee Name : Sunil Kumar Bhargava Employee Status : Active Imployee Status : Active orge Imployee Name : Sunil Kumar Bhargava Status : Imployee Status : Acti |

Attendance Sheet

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| င်င် ကြာ Payroll Current Payroll Year Month : 202202 🏢 🗸 🕽 | | | | | | tcs | ion | Payrol | | | | | C | urrent l | ayroll Y | 'ear Mont | h : 2022 | 02 | - 1 ? |
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| Payroll Computation | Payroll Computation | | | | | | | | | | | | | | | | | grine (ferred) | |
| Create Q Search Go E X | Create Q Search | | | | | | | | | | | | 193 | 0 to 0 | S | | 60 | | 36 |

Entity Selection Compute Payroll O Revert Payroll * Select Entity All Employees .* Skip the employees for whom the selected process is already completed Additional Attribute selection * Action to be taken if Net earning going negative Continue Payroll computation ~ * IT to be calculated on Projected and Actual Savings , HRA, Annual income details ~ Consider/Calculate C Loan Advances Claim Compute Reset ViewDSS

> <u>All payment related process though Automated Environment</u>

- After Accounting for Payment voucher, we start Process for Payment Through our Accounting Software
- Payment Information regarding payments for vendor's & Student's, being uploaded to system i.e., Bank Name, Beneficiary Name, Account No & IFSC Code.
- After all banking confirmations, we Create Payment Information for process the Payment
- After Successful Creation Payment Information, payment reflected in our Bank portal for Payment Authorization.
- After two level authorization, payment Transfer to Beneficiary bank Account & All transaction details upload in our Accounting software i.e., UTR No.

• For information purpose All Payment information automatically shared with vendor & Student through provide Mail id.

New Payment Instruction Accounting Organization" Accounting Company* Creation Date* Period Code* AU J AMITY UNIVERSITY . 23-02-2022 Feb-22 Document Sub Type* Amount* 121904.00000 Payment Instruction ~ Alert!Please ensure you have the individual's explicit consent before viewing his or her personal data. This consent is required for the collection and use of personal data for identified purposes. InterUnit Type \$ Voucher Number **Document Date** \$ Bank Name Bank Account Number Voucher Type SNo N/A Other Payments ACOP/1 02-04-2021 AXIS BANK 010010100496797