



 **OFFICE OF THE DIRECTOR PLANNING & DEVELOPMENT  
DOW UNIVERSITY OF HEALTH SCIENCES**  
Baba-e-Urdu Road, Karachi-74200 Pakistan. Direct No. 92-21-99216065 Fax: 99216065  
Tel: 9215754-57 Ext: 5147 Website: [www.duhs.edu.pk](http://www.duhs.edu.pk), E-mail: [muzaffar.alishah@duhs.edu.pk](mailto:muzaffar.alishah@duhs.edu.pk)  
Ref No: DUHS/P&D/2023/11382 Dated: March 22, 2023

## تصحيح

حوالو ٿيندڙ گھرائڻ جو نوٽيس (اين آءِ ٿي) نمبر: DUHS/  
P&D/2023/11370 Dated: 10-03-2023 جيڪو روزاني ڊان، روزاني  
جنگ ۽ روزاني جيگل ۾ تاريخ 11 مارچ 2023 تي شايع ٿيو  
هيو ۽ ڊائو يونيورسٽي آف هيلٿ سائنسز (DUHS) ۽ سنڌ پبلڪ  
پروڪيورمينٽ ريگيوليٽري اٿارٽي (SPPRA) جي ويب سائيٽ  
تي هيٺ عنوان ڏنل PPMS ID No. T00573-22-0014 تحت اپ لوڊ  
ڪيو ويو هيو.

**HIRING OF SERVICES FOR THE PROVISION, INSTALLATION,  
DEPLOYMENT, IMPLEMENTATION, TRAINING, SUPPORT, AND  
MAINTENANCE OF THE CAMPUS MANAGEMENT SYSTEM  
LEARNING MANAGEMENT SYSTEM LIBRARY MANAGEMENT  
SYSTEM SOFTWARE (REF NO: DUHS/W&S-NIT/108)**

اطلاع ڏنو وڃي ٿو ته واک دستاويزن ۾ ترميم/تصحيح/تبديلي  
ڪئي وئي آهي. سمورا دلچسپي رکندڙ اهل واک ڏيندڙن کي  
گذارش ڪجي ٿي ته هو مهرباني ڪري پنهنجين آڇن کي  
ترميم/تصحيح/تبديل ٿيل واک جي دستاويزن جي مطابق ٺاهڻ.  
پيا سمورا شرط ۽ ضابطو ساڳيا رهندا.

ڊائريڪٽر پلاننگ اينڊ ڊولپمينٽ ڊائو يونيورسٽي آف هيلٿ سائنسز ڪراچي

Epaper Date: 2023-03-25



FOUNDED BY QAUID-I-AZAM MOHAMMAD ALI JINNAH



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Baba-e-Urdu Road, Karachi-74200 Pakistan. Direct No. 92-21-99216065 Fax: 99216065  
Tel: 9215754-57 Ext: 5147 Website: [www.duhs.edu.pk](http://www.duhs.edu.pk) E-mail: [muzaaffar\\_alishah@duhs.edu.pk](mailto:muzaaffar_alishah@duhs.edu.pk)

Ref No: DUHS/P&D/2023/11382

Dated: March 22, 2023

# CORRIGENDUM

Reference to the Notice Inviting Tender (NIT) No. DUHS/P&D/2023/11370, Dated: March 10, 2023 appeared in Daily Dawn, Daily Jang and Daily Jeejal as on March 11, 2023 and uploaded on Dow University of Health Sciences (DUHS) and Sindh Public Procurement Regulatory Authority (SPPRA) website at PPMS ID No. T00573-22-0014.

**HIRING OF SERVICES FOR THE PROVISION, INSTALLATION, DEPLOYMENT, IMPLEMENTATION, TRAINING, SUPPORT, AND MAINTENANCE OF THE CAMPUS MANAGEMENT SYSTEM LEARNING MANAGEMENT SYSTEM LIBRARY MANAGEMENT SYSTEM SOFTWARE (REF NO: DUHS/W&S-NIT/108)**

The bidding document has been amended / corrected / modified. All the interested eligible bidders are requested to please furnish their bid in accordance with the amended / corrected / modified bid.

All others terms and condition will remain the same.

**DIRECTOR**  
Planning & Development  
Dow University of Health Sciences, Karachi

ہفتہ 3 / رمضان المبارک 1444ھ / 25 مارچ 2023ء

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نمبر 84

SATURDAY MARCH 25, 2023



OFFICE OF THE DIRECTOR PLANNING & DEVELOPMENT  
DOW UNIVERSITY OF HEALTH SCIENCES

Bahae-Uluda Road, Karachi-74200 Pakistan. Direct No. 92 21 89218005 Fax: 99216005  
Tel: 9215754 57 Ext: 5117 Website: www.dohs.edu.pk E-mail: mszaffar\_dohs@dohs.edu.pk

Ref No: DUHS/P&D/2023/11382

Dated: March 22, 2023

تصحیح

بھولائے ہوئے نیشنل ڈائریکٹوریٹ آف ہیلتھ سائنسز (این آئی ڈی) نمبر DUHS/P&D/2023/11370 مورچہ 10 مارچ، 2023 جو روزنامہ ڈان، روزنامہ جنگ اور روزنامہ منجھل میں مورچہ 11 مارچ، 2023 کو شائع ہوا تھا اور ڈاؤن لوڈ کیا گیا تھا، اس کی تصحیح کی جا رہی ہے اور اس میں ترمیم کی جا رہی ہے۔ اس کی تصحیح کے تحت اپ لوڈ کیا گیا تھا۔

HIRING OF SERVICES FOR THE PROVISION, INSTALLATION, DEPLOYMENT, IMPLEMENTATION, TRAINING, SUPPORT, AND MAINTENANCE OF THE CAMPUS MANAGEMENT SYSTEM LEARNING MANAGEMENT SYSTEM LIBRARY MANAGEMENT SYSTEM SOFTWARE (REF NO: DUHS/W&S-NIT/108)

اطلاع دی جاتی ہے کہ یوٹی کے دستاویزات میں ترمیم کی جا رہی ہے اور بدل کر دیا گیا ہے۔ تمام دستاویزات کے لئے ایس ایچ ڈی کے مطابق ترمیم کی جا رہی ہے اور اس میں ترمیم کی جا رہی ہے۔ اس کی تصحیح کے تحت اپ لوڈ کیا گیا تھا۔

ڈائریکٹر پلاننگ اینڈ ڈویلپمنٹ ڈاؤن لوڈ کیا گیا تھا



# DOW UNIVERSITY OF HEALTH SCIENCES

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
<b>1. Org Structure &amp; Policies</b>			<b>1. Org Structure &amp; Policies</b>
Org Structure & Policies		1	System should maintain multiple institutions, campuses, faculties, and departments information
Org Structure & Policies		2	The solution must be able to support setting of study intake and academic semester with subject auto enrolment
Org Structure & Policies		3	Allows that Users are assigned to Organization units
Org Structure & Policies		4	Ability to maintain different versions of the organizational unit over time based on date with ability to turn “on” or “off” the organization unit
Org Structure & Policies		5	Define academic program, specialization, sub-specialization courses to be offered, degrees to be offered and pre-requisite requirements.
Org Structure & Policies		6	Define multiple degree programs (e.g. Business / Health Management, MBBS, DBS) in a university catalog using unique codes.
Org Structure & Policies		7	Define minimum/maximum credit hours for each degree program.
Org Structure & Policies		8	Define Core/ Elective courses in each degree program
Org Structure & Policies		9	Define multiple formulas for grading schemes and their associated values.
Org Structure & Policies		10	The solution must be able to support grading scheme settings as per programme
Org Structure & Policies		11	The solution must be able to set/announce dates for course start/end, course add/drop, exams, result declaration, convocation etc.
Org Structure & Policies		12	The solution should manage the users according to role and permission to access can be controlled by campus, faculty, department, section and unit wise etc. for editing and viewing data.
Org Structure & Policies		13	Provision to withdraw students from programme/courses
Org Structure & Policies		14	Allow to define calendar for each campus
Org Structure & Policies		15	Allow to define buildings / Halls / Rooms and relevant details for scheduling
Org Structure & Policies		16	Allow to define office rooms and relevant details.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Org Structure & Policies		17	Define assessment types for each course like quizzes, assignments, mid-term, end-term, class-participation etc.
Org Structure & Policies		18	Define maximum enrollment at the program and section level.
<b>2. Catalog</b>			<b>2. Catalog</b>
Catalog		1	Store institutionally defined data pertaining to a course.
Catalog		2	Track and update course information, as needed, by future effective term without impacting current processes, minimizing data input.
Catalog		3	Track and update course information as needed, by future effective term, without impacting the current process, yet minimizing data input (e.g. course revision date, effective terms).
Catalog		4	Maintain extensive textual information about a course.
Catalog		5	Ability to associate an unlimited number of co-requisites and prerequisites.
Catalog		6	Restrict the scheduling of a course by Term or Campus.
Catalog		7	Ability to utilize system's degree audit with registration prerequisite checking.
Catalog		8	Ability to have course title up to 100 characters in length.
Catalog		9	Ability to use web self-service component to search and drill-down into catalog entries.
Catalog		10	Defines offerings of a course version that allows different course structures at different teaching locations
Catalog		11	Allows courses to be linked to one or more awards
Catalog		12	Allow to offer same course for multiple campuses, organizational units with different course code.
Catalog		13	The solution should allow to maintain multiple course status like approved, pending, declined
Catalog		14	The solution should allow to define multiple course registration rules.
Catalog		15	The solution should allow to define course equivalencies rules.
Catalog		16	The solution should support multiple study areas in a multiple degree course, with the study area linked to the component courses
Catalog		17	Allow to define repeat rules for the course
Catalog		18	Allow to define course by academic program level (graduate, undergraduate)
Catalog		19	System should have the ability to manage the course assessment structure as a university policy at the course level

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Catalog		20	System should have the ability to control instructor privileges for managing the class assessment structure at the course level as well as component level. For e.g., can the instructor update the assessment structure, override calculated marks etc.
Catalog		21	System should be capable of maintaining same course code for different courses for interdepartmental re-use of course codes
Catalog		22	System should have capability of maintaining course contents hierarchy so the topical distribution of course outline can be captured conveniently
<b>3. Class Schedule</b>			<b>3. Class Schedule</b>
Class Schedule		1	Assign to a section any set of start and end dates that fall within the sub-term associated with the section.
Class Schedule		2	Ability for students and faculty/advisors to search class schedule online utilizing dates instead of Terms as well as search by subject, course number, title, days of the week, beginning and ending times, instructor, campus, sub-term, schedule type, and session
Class Schedule		3	Ability to query classes through various elements: term, enrollment, subject course number, title, status, etc.
Class Schedule		4	Link sections (lectures and labs) together in a one-to-one, many-to-one, or one-to-many relationship.
Class Schedule		5	Maintain accurate, up-to-the-minute enrollment counts for viewing online and through self-service components.
Class Schedule		6	Maintain course contact hour information.
Class Schedule		7	Provide on-line monitoring of which classrooms are not scheduled.
Class Schedule		8	Provide a searchable building and classroom inventory file for scheduling purposes.
Class Schedule		9	Provide ability to track section status (e.g. open, cancelled, pending, administrative close, etc.) and associated dates.
Class Schedule		10	Provide ability to view and print a class/grade roster online.
Class Schedule		11	Provide ability to view and Print Enrollment Roster online
<b>4. Admissions Applications</b>			<b>4. Admissions Applications</b>
Recruiting		1	A program table should be created/maintained to include the necessary attributes of programmes offered. This will be the basis for verification of the programme applied for and the printing of transcripts/graduation certificate

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Recruiting		2	The system will perform screening/validity check according to a set of pre-defined criteria such as pre-requisite requirements to ensure that the students/applicants are eligible to register on the courses/programme
Recruiting		3	The system will allow students to change their course/programme choices, and applicants to change their personal information as well. Relevant validity checking will be done on the new course/programme choices.
Recruiting		4	Each course has a limit on its enrolment number and therefore each will have its own quota. A course place will be offered to a student/applicant on a first-come, first-served basis at the end of the application period, by issuing a debit note for the course. The applicant/student can decide to take up the offer for each individual course; the quota will then be taken up. Students/applicants who do not pay the fees by a stipulated deadline will have its quota released back to the system. A second exercise will be conducted to recruit students for the remaining quota
Recruiting		5	Students/applicants who have not met the requirements at the time of application but will likely meet them in due course, maybe given a conditional offer. These students/ applicants should be able to register as normal. System will be able to alert users at the end of the admission exercise to double check these students' eligibility and take appropriate follow up actions
Recruiting		6	The system will also allow users to skip the normal procedures to register students directly subject to verifications such as no double registration on the same course
Recruiting		7	The system should be integrated with the finance system in relation to the students' payment of tuition fees
Recruiting		8	To provide facilities to let students transfer, defer and withdraw from programmes/ courses
Recruiting		9	The system should be able to record the receipt date and the details of the applicants for setting up the records in the database. Details of the applicants will include personal data such as name, address, and contact phone number and so on

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Recruiting		10	The system will perform screening/validity check according to a set of pre-defined criteria such as pre-requisite requirements to ensure that the students/applicants are eligible to register on the programmes/courses
Recruiting		11	The system should be able to maintain different status for students i.e. Active or Non-Active, Special Leave, Postpone Semester
<b>5. Admissions</b>			<b>5. Admissions</b>
Admissions	<b>Admission Setup</b>	1	Solution must provide centralized admissions setup to control the span/year(s) to for managing the application processing start and end dates either for the whole institute or separately by flexible combinations of Campus, Discipline, Career and Faculty
Admissions	<b>Admissions Setup</b>	2	Solution must not restrict administrators from creation and management of admission calendar for future years in advance.
Admissions	<b>Admission Setup</b>	3	Ability to define and manage admission control dates for programs, or combination of program and majors or program and combination of program offering variants such as full time/part-time or evening or morning sessions against which applications are invited. .
Admissions	<b>Admission Setup</b>	4	Solution must allow creation and management of unlimited number of cohorts with distinct start and end dates and allow tagging of it with each program.
Admissions	<b>Admission Setup</b>	5	Ability to control timelines for receiving applications online. These controls should be flexible to enough to support higher levels such as Campus deadlines or as low as a program application deadline.
Admissions	<b>Admission Setup</b>	6	Ability to define customizable Admission Application form comprising of unlimited number of sections supporting unlimited fields of various types such as Edit Box, Picklists, Checkboxes, Text area etc.
Admissions	<b>Admission Setup</b>	7	Solution must have an ability to support multiple application forms and allow them to be associated with combination of disciplines/campuses/careers. etc.
Admissions	<b>Admission Setup</b>	8	Solution must provide ability to manage Admission Applications process for both local and International Applicants with maintenance of different polices such as reservation of seats, currency and application fee rate differences and different program entry criteria.
Admissions	<b>Admissions Setup</b>	9	Calendars can support spanning years.



Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Admissions	<b>Online Admissions Applicant</b>	10	The solution must be able to allow the prospects to create own account to register as applicant online
Admissions	<b>Online Admissions Applicant</b>	11	System must provide an Online web portal where applicants can sign up, sign in and create and manage admissions applications.
Admissions	<b>Online Admissions Applicant</b>	12	System should allow applicants to register for online Applicant Portal via either Phone Number or Email Address or both.
Admissions	<b>Online Admissions Applicant</b>	13	Solution must allow Applicants to submit multiple applications against different programs using Online Web Portal.
Admissions	<b>Online Admissions Applicant</b>	14	Online Web Portal must automatically control the creation and submission of application as per the setup timelines defined at institute, campus, career, program (or group of programs) or combination of these entities.
Admissions	<b>Online Admissions Applicant</b>	15	Online Web portal should allow Applicants to save draft of applications as many times as desired before submitting the application formally.
Admissions	<b>Online Admissions Applicant</b>	16	Solution must support unlimited number of supporting documents upload via Online Web Portal
Admissions	<b>Online Admissions Applicant</b>	17	The solution must allow prospects to fill required information and submit application supporting document online including such as transcript, certification etc.
Admissions	<b>Online Admissions Applicant</b>	18	Solution must support unlimited number of education history records with configurable fields to allow even up to unlimited course level marks/grading information.
Admissions	<b>Online Admissions Applicant</b>	19	The solution must capture the undertaking about the truthfulness and accuracy of the information provided from Applicants via Applicant Portal.
Admissions	<b>Online Admissions Applicant</b>	20	System must ensure the format correctness or completeness of the applications received via Online Web Portal before submission process. The completeness can either be in the form of mandatory sections/fields or in the form of required number and type of supporting documents.
Admissions	<b>Online Admissions Applicant</b>	21	Solution should support automatic trigger of either SMS or Email notifications to Applicants at various stages of the Online Web Portal Process such as signing up, Application submission, application data updates etc.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Admissions	<b>Online Admissions Applicant</b>	22	Solution should support automatic trigger of either SMS or Email notifications to the relevant "Admissions Team" at various stages of the Online Web Portal Process such as signing up of new applicants, Submission of new applications, or data updates in Submitted applications etc.
Admissions	<b>Online Admissions Applicant</b>	23	Ability to allow Applicants a restricted editing of submitted online applications to upload their final result transcript that is sometimes awaited from the awarding Institution(s).
Admissions	<b>Online Admissions Applicant</b>	24	Ability to allow Applicants to upload the supporting documents even after submission such as but not limited to, missing documents or application fee payment receipts etc.
Admissions	<b>Online Admissions Applicant</b>	25	Ability to allow Applicants to view details of submitted application online and extract a printable version of their filled application form.
Admissions	<b>Online Admissions Applicant</b>	26	System should have ability to preserve the submitted data at the time of submission of Application so that any data added after submission can be easily distinguished.
Admissions	<b>Online Admissions Applicant</b>	27	Prospect should be able to download, and print filled admission application form, fee challan, roll number slip and the offer letter from the portal.
Admissions	<b>Admin Portal</b>	28	There must be an interface for administration and academic department to manage student admission processes online.
Admissions	<b>Admin Portal</b>	29	System must have ability to add any backlog of applications data collected via paper-based applications or through recruitment and marketing campaign via Partner Schools, Recruitment Scouts.
Admissions	<b>Receiving Application</b>	30	Provide the ability to create and maintain multiple types of web applications with each type capturing different data based on the rules associated with the application.
Admissions	<b>Admission User Security</b>	31	Solution must have an ability to provide intake wise users data security to manage and process admission application based on combination of campus, career, discipline, programs etc. Each user must be able to create & view only as much applications data and process them as per the issued data security.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Admissions	<b>Admission User Security</b>	32	System must provide administrators with controls to restrict or provide access to different admissions features such as only some users must have provision to such as generating offer letters, sending communications to applicants, entering the application fee payments or viewing supporting documents etc.
Admissions	<b>Receiving Application</b>	33	Maintain an unlimited number of applications for a particular individual to any academic level, with distinct admission decisions for each application.
Admissions	<b>Receiving Application</b>	34	Maintain specific information on international students such as citizenship, country, and visa type.
Admissions	<b>Receiving Application</b>	35	Ability to maintain information on an unlimited number of previous high schools and colleges the applicant may have attended.
Admissions	<b>Receiving Application</b>	36	Provide a one page 'quick entry' page for staff to get a record created immediately in the system for an applicant.
Admissions	<b>Receiving Application</b>	37	Maintain institutionally specific data elements.
Admissions	<b>Receiving Application</b>	38	Record an unlimited number of test scores for each applicant.
Admissions	<b>Application Fee</b>	39	Solution should provide ability to setup various application fee lines each having their own fee rates and applicability rules in form of combination of primary application data elements such as Campus, Career, Program / group of programs, local and international, self-finance or regular or any other application types.
Admissions	<b>Application Fee</b>	40	Ability to support application fee lines definition in foreign currencies to support rules for international applicants.
Admissions	<b>Application Fee</b>	41	System should automatically generate Application Fee invoice after Application has been submitted
Admissions	<b>Application Fee</b>	42	Ability to customize application invoice template for enlisting the assessed fee based on defined rules along with the due date, payment conditions and payment details including bank details and other payment mode related information
Admissions	<b>Application Fee</b>	43	Ability to share the application fee invoice with applicant via email or make it available from the Online Applicant Web portal
Admissions	<b>Application Fee</b>	44	Ability to share/download Application fee invoice for Admissions Finance Team.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Admissions	<b>Application Fee</b>	45	System must support administrative entry of the application fee collection either in individual basis or by uploading a day end collection file for batch of applications.
Admissions	<b>Application Fee</b>	46	Solution should provide ability for Applicant to pay the application fee directly via Applicant portal using Institute/Campus's payment gateway
Admissions	<b>Bank API</b>	47	Ability assist Banks for processing with Application fee collections by providing a real time interface to inquire invoice details or post collected amount directly to the System.
Admissions	<b>Application Fee</b>	48	Solution must provide ability to generate Application Fee payment receipt when payment is entered against application fee invoice. The receipt format must be customizable to personalize the header/footer as per the institute's configurations.
Admissions	<b>Application Fee</b>	49	Solution must provide ability to admin to have access to Application fee payment receipt(s) and applicants
Admissions	<b>Application Fee</b>	50	Applicants must be able to view/download application fee payment receipt(s) from Online Web Portal
Admissions	<b>Application Fee</b>	51	System must assist in differentiating the paid and not yet paid applications so that further processing can only start on the paid applications.
Admissions	<b>Application Fee</b>	52	Ability to generate Application fee accounting lines (GL) for each invoice item as per the chart of account structure of the institution.
Admissions	<b>Evaluating Application</b>	53	Provide history of communication with applicants
Admissions	<b>Evaluating Application</b>	54	Provide ability to generate letters and email to applicants.
Admissions	<b>Evaluating Application</b>	55	Ability to send reminders to applicants to request missing supporting documents.
Admissions	<b>Evaluating Application</b>	56	System must provide communication features to allow collaboration/communication between education institution and prospect.
Admissions	<b>Audit Trail</b>	57	Solution to maintain a log of system generated email and sms notifications that should be available to administrators
Admissions	<b>App Evaluation</b>	58	Solution should provide ability to schedule applicant interviews, assign interview marks and weightage as an Admission Criteria
Admissions	<b>Evaluating Application</b>	59	Ability to reserve administrative sections or administrative fields to store "For Office Use" information with the Submitted Admission Application.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Admissions	Entry Tests	60	Solution must support creation and management of Admission Entrance Test Schedules
Admissions	Entry Tests	61	Solution must provide ability to generate Admit slip for applicants to inform them of admissions test details. Admit slip should be visible on online portal and sent as an email. This will allow Applicants to present admit slip at the venue of admission test as his identity.
Admissions	Entry Tests	62	Ability to enter the Test score with the Admission Application
Admissions	Entry Tests	63	Ability to print test scores of applicants. These test scores can be posted on notice board, social media website or can be used for internal evaluation in excel.
Admissions	Interviews	64	Ability to schedule interviews for applicants and sending them interview invites.
Admissions	Interviews	65	Ability to print interview form and detail for an individual applicant. It will be used to present in front of interview panel or internal processing.
Admissions	Interviews	66	System should provide list of applicants that are appearing for interview with details like venue, dates and time.
Admissions	Admission Processing Modes	67	Ability to categorize program or group of programs based on automated rules such as undergraduate admissions processing via eligibility rules, merit formulas, selection list or following a combination of eligibility/merit rule and subjective assessment for some like post-graduate programs or following a completely subjective evaluation and decision mode like for admitting to short-programs/certifications.
Admissions	Admission Processing Modes	68	Solution must provide ability to setup the admission decision making components based on checklist, Interviews or user-defined components for admission separately for each program (preference).
Admissions	Evaluating Application	69	Provide the ability to create user-defined formulas that are used in rating applicants in specific programs, colleges, majors, etc. Ratings should be stored with the applicant.
Admissions	Evaluating Application	70	Provide the ability to create rules for the calculation and posting of automated admissions decisions by program, college, major, campus, level, etc. The rules should have the ability to include any calculated rating(s) and high school, prior college and test score information.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Admissions	<b>Merit Eligibility</b>	71	The solution must provide ability to assess entry eligibility and calculate merit scores and relative rankings for all applicants belonging to a similar program (e.g., All BS Engg. programs) together.
Admissions	<b>Merit Eligibility</b>	72	System must provision ability to compute multiple eligibilities in parallel while listing merit position in serial. (The highest merit score applicant will have the highest merit position (1) and so on.)
Admissions	<b>Merit Eligibility</b>	73	The system should provide a consolidated administrative view of all of the applicants, their eligibility status, merit score, position and scale based on program (preference) applied.
Admissions	<b>Merit Eligibility</b>	74	Solution must allow administrators to override eligibility and merit of the individual applicants by having explicit choice to decide to override system processed results based on defined rules. A user can choose to change the applicant's eligibility status from "Eligible" to "Not Eligible" and vice-versa.
Admissions	<b>Merit Eligibility</b>	75	Must provide an entry eligibility and merit ranking details report.
Admissions	<b>Seat Management</b>	76	Ability to define discipline/program wise seats for selection
Admissions	<b>Seat Management</b>	77	Ability to provide updated information on seats for a program such as Total Seats, Available Seats, Confirmed Seats and Offered Seats etc.
Admissions	<b>Seat Management</b>	78	Ability for an authorized user to increase/decrease the seats for a program.
Admissions	<b>Selection List</b>	79	Solution must have ability to automatically allocate seats to the candidates in batch, based on their merit ranking and program preference order.
Admissions	<b>Selection List</b>	80	Solution must provide ability to generate subsequent iterations of selection lists, where in each iteration seats vacated are automatically allocated to waitlisted candidates or candidates may get promoted as per the program preference order automatically.
Admissions	<b>Selection List</b>	81	Ability to generate offer letter in bulk as per the configured template that can vary based on the selected program
Admissions	<b>Selection List</b>	82	System should register applicant's response against the offer made.
Admissions	<b>Selection List</b>	83	Administrators must be able to process various trials of selection lists before finalization for example running the selections list process again after updating available seats information.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Admissions	<b>Selection List</b>	84	Ability to convert applicants with admission status 'admission offer accepted' to Students in a batch whilst copying all relevant policies and information in student profile
Admissions	<b>Selection List</b>	85	Must Provide a selection list result report.
Admissions	<b>Processing Applications</b>	86	Ability to perform admission based on Subjective Evaluation of each application
Admissions	<b>Processing Applications</b>	87	Maintains different status for students i.e. Active or Non-Active, Special Leave, Postpone Semester
Admissions	<b>Processing Applications</b>	88	Ability to setup multiple templates for admission decision letters such as Conditional, Offer, Unconditional Offer placement, Rejection Letters and Offer Acceptance Letter etc.
Admissions	<b>Processing Applications</b>	89	Provision feature to share these decision letters to notify applicants via email.
Admissions	<b>Processing Applications</b>	90	Ability to log sent decision letters
Admissions	<b>Processing Applications</b>	91	Ability to maintain chronological audit trail of status changes an application against a program (preference) goes through.
Admissions	<b>Processing Applications</b>	92	Ability to perform matriculation (conversion from applicant to student) in individual basis after receiving acceptance against offer made to applicants to create
Admissions	<b>Reports &amp; Dashboards: Reports Universe</b>	93	Ability to build and generate custom and on demand reports for end-to-end admissions process.
Admissions	<b>Reports &amp; Dashboards: Applications Data Extract</b>	94	Ability to provide a downloadable extract of all or criteria-based admission application data received for a year.
Admissions	<b>Reports &amp; Dashboards: Applications</b>	95	Provide out-of-the-box analytics to monitor applications data received such information on applicant biographical and demographical details, education background, fee status and programs applied etc.
Admissions	<b>Reports &amp; Dashboards: Admissions</b>	96	Provide out-of-the-box analytics to monitor program preferences, admission trends, seat statistics, summary of students admitted by admission category, admission cycle, type, tests, interviews conducted

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Admissions	<b>Reports &amp; Dashboards: Applications</b>	97	Provide out-of-the box analytics to track the evaluation and processing of admission applications such as insights to the admissions decisions, acceptance rate by Campus/Discipline/Program and Merit Ranking Trend Analysis etc.
Admissions	<b>Reports &amp; Dashboards: Applications</b>	98	Must provide Admission Analytics access to relevant stakeholders as per their data access rights, that is showing them their own campus's, department or program's data.
<b>6. Student Information</b>			<b>6. Student Information</b>
Student Information	<b>Biographical Information</b>	1	System should maintain up to 3 email addresses and phone number against a person record.
Student Information	<b>Biographical Information</b>	2	System should maintain unlimited addresses associated with a person.
Student Information	<b>Biographical Information</b>	3	Maintain the Government ID of a person separately from the identification number, while ensuring it is searchable by staff.
Student Information	<b>Biographical Information</b>	4	Record, maintain, and report pertinent information on international students
Student Information	<b>Medical Information</b>	5	Record information regarding disabilities.
Student Information	<b>Information Search</b>	6	Access a student by name, using name search capabilities, Government ID or Student ID.
Student Information	<b>Student portal search</b>	7	Able to view course schedule in a list view or calendar view
Student Information	<b>Student portal search</b>	8	Able to view lecturer, venue, date, time information for each class
Student Information	<b>Student portal search</b>	9	Able to have date range and day range to view calendar view
Student Information	<b>Student portal search</b>	10	Able to perform search for available courses / subjects and view information of each course
Student Information	<b>Contact information</b>	11	Ability to view contact information for students, employees and alumni on-line
Student Information	<b>Work Experience</b>	12	The solution records and maintains work experience and co-op placement as part of registration.
Student Information	<b>Student portal - information</b>	13	Able to access information via Student Center
Student Information	<b>Student portal - information</b>	14	Able to view personal information such as addresses, contact numbers, emails, emergency contacts, extracurricular activities, work experiences, honors and awards online
Student Information	<b>Student portal search</b>	15	Able to view announcements and open enrollment periods



Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Student Information	Academic information	16	Track and maintain an unlimited number of programs, majors, minors and concentrations that a student may be pursuing at the institution from prospect to graduation.
Student Information	Academic information	17	Provide the ability to capture and maintain an unlimited number of curricula -- programs, majors, minors and concentrations for students with status and effective dates captured for historical purposes.
Student Information	Academic information	18	The system should provide flexibility to maintain a complete, accurate and updated record for a student to include his/her study in the university offered in different modes, e.g., in distance learning and/or full-time study, etc.
Student Information	Academic information	19	To provide facilities for maintaining a student record to trace the complete academic history for the pursuit of study within the Institute, whether they have attended full-time or part-time programs/courses
Student Information	External Academic Information	20	The solution records and maintains a person's secondary education details e.g., school, subjects, grades achieved, year achieved, aggregate scores etc.
Student Information	External Academic Information	21	The solution records and maintains a person's tertiary education studies undertaken at other institutions, including course title, level, year/s undertaken, progression status, aggregate scores (e.g., GPA) and individual subject marks and grades, exclusion details
Student Information	Role	22	The solution should be based upon a flexible model enabling all persons of interest to the institution to be modeled as a single individual with multiple distinguishing roles over time.
Student Information	Grading	23	Able to maintain grading information
Student Information	Enrollment	24	The system should also alert applicants on the course choices if there are any associated compulsory/advisory pre-requisites
Student Information	Enrollment	25	Update for a Student's Course Enrollment
Student Information	Student portal - Enrollment	26	Able to add classes to a shopping cart before checking out
Student Information	Student portal - Enrollment	27	Able to drop classes from enrolled classes
Student Information	Student portal - Grading	28	Able to view grade (current and history) online

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Student Information	<b>Student portal - Grading</b>	29	Able to view assignment information such as due date online
Student Information	<b>Degree progress</b>	30	Able to view degree progress report to check progress towards completion of program
Student Information	<b>Payment gateway</b>	31	Able to provide flexibility of payment through credit card and maintain the payment profile for future use
Student Information	<b>Outstanding bills</b>	32	Able to view outstanding payment amount details and payment history
Student Information	<b>Attendance</b>	33	Provide ability to track student attendance by class
Student Information	<b>Honor and Awards</b>	34	The facility should also enable the information on records of student award be included for printing on testimonials, transcripts, etc.
Student Information	<b>Honor and Awards</b>	35	The solution should student records and maintains award types
Student Information	<b>Honor and Awards</b>	36	Once a record has been created, the activities taken place subsequently for the student including award of any advanced standing (credit transfer), financial assistance, course and program information, intended program of award, progress on the course and program, course result grade, top student award on a course basis, award granted, misconduct, disciplinary action, etc. will become part of the student record
Student Information	<b>Academic Standing</b>	37	The system will allow for the recording of details of each disciplinary case during the processing of assignment/examination records
Student Information	<b>Academic Standing</b>	38	The system should provide for facilities to take appropriate follow-up action if there are any sanctions imposed on the students to include such as suspension of study, withholding conferment of academic awards, etc.
Student Information	<b>Academic Standing</b>	39	Provide ability to track manual changes to academic standing.
Student Information	<b>Service impact</b>	40	Provide the ability to take a user-defined population and apply holds to that group.
Student Information	<b>Service impact</b>	41	Positive indicators can be used to provide preferential levels of service
Student Information	<b>Service impact</b>	42	Negative indicators can be used to withhold service
Student Information	<b>Comments</b>	43	Associate unlimited personal text with each particular comment related to a person. Comments should be unlimited in quantity for each person.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Student Information	Comments	44	System must be able to maintain private or public comments of each student
Student Information	Communication	45	System should be able to send email to applicants and students
Student Information	Communication	46	System should be able to send SMS to applicant and Students
Student Information	Communication	47	The solution generates correspondence to prospects & students
Student Information	Communication	48	Ability to generate correspondence via softcopy (email/ letter) or notifications via SMS
<b>7. Registration</b>			<b>7. Registration</b>
Registration	Term Activation	1	Activate a student in a new Term and Session in order to progress him to the next Academic Level in order to allow new Course Enrollments.
Registration	Term Activation	2	Deactivate/Withdraw a Student from a Term and Session.
Registration	Term Activation	3	To handle term withdrawal and freeze cases, student's term can be deactivated.
Registration	Administrative Enrollments	4	Individually enroll Students in one or multiple Class or Section.
Registration	Administrative Enrollments	5	Allow admin to view course enrollments of a student across terms
Registration	Administrative Enrollments	6	Update Course information (Course Name, Course Category, Course Catalog Number) for an individual Student's enrollment in that course.
Registration	Administrative Enrollments	7	Delete a Course Enrollment for individual student enrollments
Registration	Administrative Enrollments	8	Add/update enrollment status, enrollment status date, enrollment reason for individual Student enrollments
Registration	Administrative Enrollments	9	Add/Update credit hours for an individual Student course enrollment
Registration	Administrative Enrollments	10	Simultaneously enroll multiple Students taking the same Class(es) or Section(s).
Registration	Administrative Enrollments	11	Drop Enrollments for students who have not made tuition fee payment.
Registration	Administrative Enrollments	12	Ability for staff to identify sections of a course that are open and do not conflict with a student's current schedule.
Registration	Administrative Enrollments	13	Ability to view real-time enrollment counts for a course section by staff
Registration	Administrative Enrollments	14	Staff can perform add/drop functions based on effective-dated rules, with ability to override errors.

<b>Section</b>	<b>Sub-Section</b>	<b>No.</b>	<b>Campus Management System Features (Annexure A)</b>
Registration	<b>Administrative Enrollments</b>	15	Ability for staff to generate student schedules and bills at point of registration.
Registration	<b>Administrative Enrollments</b>	16	Provide ability to hold or block registration if any discrepancy
Registration	<b>Administrative Enrollments</b>	17	Provide ability to register a user-defined student group into a class or group of classes.
Registration	<b>Administrative Enrollments</b>	18	Provide ability to allow the Registrar (or designee) to indicate which kinds of overrides are possible for specific groups of users.
Registration	<b>Self Service Enrollments</b>	19	To allow a student to enroll in available Classes at his ease via Self Service.
Registration	<b>Self Service Enrollments</b>	20	Allow admin to toggle Self Service Enrollments for a Program
Registration	<b>Self Service Enrollments</b>	21	Allow admin to toggle Self Service Enrollments for a Course
Registration	<b>Self Service Enrollments</b>	22	Allow a student to be able to view Courses which are open for enrollment in the selected Term
Registration	<b>Self Service Enrollments</b>	23	Student should be able to view Course details while browsing courses for enrollment - Credit Hours, Instructors, Enrollment Requirements etc.
Registration	<b>Self Service Enrollments</b>	24	Allow a student to do enrollments in more than one Term or Session, if the enrollment period is open
Registration	<b>Self Service Enrollments</b>	25	Allow Student to add/drop enrollments in a dedicated enrollment time period
Registration	<b>Self Service Enrollments</b>	26	Indicate when the student is registering for courses with conflicting schedules.
Registration	<b>Self Service Enrollments</b>	27	Indicate when the student is exceeding credit hour limits.
Registration	<b>Self Service Enrollments</b>	28	Student should be able to view the Courses in which he got successfully enrolled or in which enrollment failed
Registration	<b>Self Service Enrollments</b>	29	Student should be able to view the Tuition Charges generated as a result of his/her course enrollment
Registration	<b>Self Service Enrollments</b>	30	Ability for students to view their schedules, their account information, and make credit card payments through self-service component.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Registration	<b>Self Service Enrollments</b>	31	Allow the institution's course catalog to be available via self-service for students to view and search for courses, course descriptions, and view prerequisites.
Registration	<b>Self Service Enrollments</b>	32	Process credit card payment for fees and tuition via self-service component.
Registration	<b>Administrative Enrollments, Self Service Enrollments</b>	33	Whenever a student repeats a course, it is tagged as "Repeating" in the system.
Registration	<b>Administrative Enrollments, Self Service Enrollments</b>	34	Record a reason for registration each term a student enrolls.
Registration	<b>Administrative Enrollments, Self Service Enrollments</b>	35	Display the sections causing a time conflict to occur.
Registration	<b>Enrollments Roster</b>	36	Review an enrollment roster for a class administratively or by faculty portal to review enrollments details including marks, grade, attendance health, enrollment status.
Registration	<b>Fee Structure</b>	37	Define tuition and fee assessment rules and use this information during registration and add/drop and have the calculated assessments available to Accounts Receivable/Bursar processing.
Registration	<b>Enrollment Requisites Setup</b>	38	Ability to enable Course Requisite checking for a Course and setup Course Pre-requisites and Co-requisites for a Course
Registration	<b>Enrollment Requisites Setup</b>	39	Ability to enable Course Equivalency checking and setup Course Equivalencies.
Registration	<b>Reports</b>	40	Ability of reporting tool to build and generate custom and on demand reports
Registration	<b>Reports</b>	41	Form that prints the Class Roster for manual marking of attendance
Registration	<b>Gradebook Setup</b>	42	Setup the assessment structure, give each assessment due weightage, max marks, minimum passing percentage, assessment date, re-sit provision etc.
Registration	<b>Gradebook Setup</b>	43	Setting up program stats basis so a valid program level grade can be calculated later
Registration	<b>Gradebook Setup</b>	44	Setup of Grading Policies and Rules for association with Courses, to guide the Grading process.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Registration	<b>Gradebook Setup</b>	45	Setup of a Grading Scale to determine the marks threshold in which specific grade will be given i.e., 90-100 = A, 80-8= B+, 70 to 7= B etc.
Registration	<b>Gradebook Setup</b>	46	Setup of a Grading Model i.e., Bell Curve Relative Grading, Absolute Grading etc.
Registration	<b>Gradebook</b>	47	A view for the Gradebook in which all Students can be graded together.
Registration	<b>Gradebook</b>	48	A view of Class Gradebook, where scores, grades and re-sit can be managed for a single Student.
Registration	<b>Gradebook</b>	49	Instructors can update the assessment structure for the class he is assigned to
Registration	<b>Gradebook</b>	50	Instructors can update Course and Course Component maximum marks if given privilege
Registration	<b>Gradebook</b>	51	Depending on Institute Policy/ Admin, Instructors will be provisioned to add grades for assessments as well.
Registration	<b>Gradebook</b>	52	Auto-determination of whether a student is pass or fail in a course based on the threshold defined by the Institution
Registration	<b>Gradebook</b>	53	Roll-up of marks based on overall marks and weightage of Course and Components
Registration	<b>Gradebook</b>	54	Ability to compute grades of components and course based on the access rights given to instructors
Registration	<b>Gradebook</b>	55	Posting Final Grades for availability to term stats and critical reports such as transcript.
Registration	<b>Gradebook</b>	56	Locking of Gradebook for an Instructor once Submitted
Registration	<b>Gradebook</b>	57	Admin view of Course Gradebook to allow administrative overrides
Registration	<b>Class Grade Roster</b>	58	Class Grade Roster for managing the marks/grades of all enrolled Students in that Class
Registration	<b>Class Grade Roster</b>	59	To manage Course repeat attempts for Students via Class Grade Roster
Registration	<b>Class Grade Roster</b>	60	To override Grading Rule & Policy for Students via Class Grade Roster
Registration	<b>Student Grade Roster</b>	61	Student Grade Roster for managing the marks/grades of a single student's class enrollments across terms
Registration	<b>Student Grade Roster</b>	62	To view term-wise and overall academic stats: CGPA, SGPA, Credits Earned etc.
Registration	<b>Student Grade Roster</b>	63	To manage Course repeat attempts for Student via Student Grade Roster

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Registration	<b>Student Grade Roster</b>	64	To override Grading Rule & Policy for individual students via Student Grade Roster
Registration	<b>Grading</b>	65	Applying repeat codes to students so that the repeat course can take part in term statistics according to the institution Policy/ Admin
Registration		66	Use system-generated, Government ID, or other ID numbers for student identification. Government ID should be stored and not displayed on pages within the administrative system.
Registration	<b>Enrollment Requisite Checking</b>	67	Provide ability to enforce course prerequisite checking during registration and add/drop
Registration	<b>Administrative Enrollments, Self Service Enrollments</b>	68	Indicate when the student is repeating a course at point of registration.
Registration	<b>Self Service Enrollments</b>	69	Provide a self-service component to students for registration adding and dropping that enforces administrative error-checking rules for eligibility.
Registration	<b>Administrative Enrollments</b>	70	Cancel students who have registered but failed to make appropriate arrangements for payment.
<b>8. Accounts Receivable</b>			<b>8. Accounts Receivable</b>
Accounts Receivable	<b>Multicurrency Support</b>	1	Provide foreign currency conversion.
Accounts Receivable	<b>Payment Plans</b>	2	Setup and manage fee Installments and add installment Code, Installment Name, Currency, Effective Dates and Number of Installments
Accounts Receivable	<b>Payment Plans</b>	3	Manage Installment frequency and % based or flat installment amount
Accounts Receivable	<b>Payment Plans</b>	4	Apply fixed or %age-based fee Installments to students
Accounts Receivable	<b>Payment Plans</b>	5	Make ad hoc changes in an Installment structure for certain Students
Accounts Receivable	<b>Payment Plans</b>	6	Include or exclude certain fee in the installment plan
Accounts Receivable	<b>Payment Plans</b>	7	Apply payment plans with the invoice charges to establish a payment plan contract and prorate receivables
Accounts Receivable	<b>Penalties &amp; Discounts</b>	8	Ability to setup buckets or frequency based Late Fee rules varying by program or department
Accounts Receivable	<b>Penalties &amp; Discounts</b>	9	Charge Late Fee to students on late payment of invoice/bill
Accounts Receivable	<b>Penalties &amp; Discounts</b>	10	Ability to setup buckets and frequency based Early Bird Waivers and Discounts for students on early payment of invoice/bill

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Accounts Receivable	<b>Penalties &amp; Discounts</b>	11	Override Late Fee or Early Bird Discount rules for certain students
Accounts Receivable	<b>Student Account Management</b>	12	Provides a comprehensive view of student account encompassing all transactions posted against the student from admission to graduation in different views e.g., Fee head wise grouping, term wise grouping, flat list etc.
Accounts Receivable	<b>Student Account Management</b>	13	For each financial transaction in the student account show Transaction Nature, Amount, Currency, Term/Session, Transaction mode/channel,
Accounts Receivable	<b>Student Account Management</b>	14	For each transaction in the student account, show multiple important dates like, Posting Date, Due Date (for charges), Transaction Date, Accounting Date, Billing Date (for Charges) and Billed Date
Accounts Receivable	<b>Student Account Management</b>	15	For each transaction in the student account, show Transaction Reference, Comments and Related Transactions (For example, payments settling this charge or vice versa)
Accounts Receivable	<b>Student Account Management</b>	16	Authorized users be able to reverse transactions and reversal Date to be shown with the respective transaction
Accounts Receivable	<b>WHT Tax</b>	17	Compute WHT at the time of fee calculation using the configured tax Policy/ Admin for a fiscal year
Accounts Receivable	<b>WHT Tax</b>	18	Exempt certain students from paying WHT tax
Accounts Receivable	<b>Billing/Invoicing</b>	19	Ability to select the nature of charges to be selected in the bills being generated Individually or in Batch
Accounts Receivable	<b>Billing/Invoicing</b>	20	Support for generation and printing of bills via Student Portal for fee calculated against the enrollments
Accounts Receivable	<b>Billing/Invoicing</b>	21	Ability to capture the validity date and expiry of bills
Accounts Receivable	<b>Billing/Invoicing</b>	22	Generate billing statements both on-line and in batch mode, with the option of selecting accounts, or only selected accounts, and all students or only selected students.
Accounts Receivable	<b>Refunds</b>	23	Handle Refund processing for refundable security deposits and excess payments
Accounts Receivable	<b>Refunds</b>	24	Mark certain transactions to be refundable or non-refundable
Accounts Receivable	<b>Accounting</b>	25	Validate account codes used in Accounts Receivable against the Finance System General Ledger.
Accounts Receivable	<b>Accounting</b>	26	Accounting Entries for financial Transactions to be generated as per GL System's Chart of Accounts



Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Accounts Receivable	<b>Accounting</b>	27	Setup of Accounting Lines including GL Segment Label, GL Segment Name, GL Segment Sequence Number, Fixed segment or dynamic segment and Segment Value
Accounts Receivable	<b>Accounting</b>	28	Help ensure that each transaction is entered by date, reference, amount, account number, and description for transfer to the General Ledger.
Accounts Receivable	<b>Accounting</b>	29	Student Accounts Receivable System must provide for a comprehensive account by account analysis showing a student's account balance, missing financial aid amounts, missing payments or portions of payments, and ending balance.
Accounts Receivable	<b>Accounting</b>	30	Provide the ability to publish the accounting entries for consumption by 3rd Party Financial General Ledger System
Accounts Receivable	<b>Accounting</b>	31	Exempt certain type of transactions from accounting lines generation
Accounts Receivable	<b>Adhoc Posting</b>	32	Record an unlimited number of deposits against an account.
Accounts Receivable	<b>Adhoc Posting</b>	33	Manually write-off an account or specific charges on an account.
Accounts Receivable	<b>Adhoc Posting</b>	34	Ability to charge an account a fee for posting of a non-sufficient funds check.
Accounts Receivable	<b>Adhoc Posting</b>	35	Record financial type comments.
Accounts Receivable	<b>Adhoc Posting</b>	36	Post ad-hoc charges, fines, penalties and other financial transactions to individual students
Accounts Receivable	<b>Adhoc Posting</b>	37	Post ad-hoc financial transactions to a batch of students using file upload manually or through file placed on FTP
Accounts Receivable	<b>Financial Aid</b>	38	Post financial aid disbursements
Accounts Receivable	<b>Financial Aid</b>	39	Setup of Waiver, Discount, Scholarship, Stipend etc. and % distribution against Fee Components
Accounts Receivable	<b>Financial Aid</b>	40	Award and disburse financial aid to Applicants and Students in flat or percentage amount
Accounts Receivable	<b>Sponsor Management</b>	41	Apply a specific charge to a group of individuals with the detail code, date, and amount.
Accounts Receivable	<b>Sponsor Management</b>	42	Record payments against an account and to apply those payments to charges using the institution-defined set of rules and priorities.
Accounts Receivable	<b>Sponsor Management</b>	43	Bill and manage student and third-party receivables

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Accounts Receivable	Fee Calculation	44	System should be able to define different fee rates on the basis on student program, campus, batch, academic level, intake, number of courses, nature of courses (academic, internship), repeat courses and person groups/student tags.
Accounts Receivable	Fee Calculation	45	Setup fee with a flat rate for a session or a course
Accounts Receivable	Fee Calculation	46	Setup fee with per unit rate for a session or a course
Accounts Receivable	Fee Calculation	47	Copy the prior term/session's fee structure to the new one
Accounts Receivable	Fee Calculation	48	Charge certain fee only for local students or only for international students
Accounts Receivable	Fee Calculation	49	Define the fee structure based on term type (regular, summer) or term duration (Long/Short/Both)
Accounts Receivable	Fee Calculation	50	Ability to re-calculate the fee upon course add/drop
Accounts Receivable	Fee Calculation	51	Ability to forfeit fee amount depending on the timeline of the course drop or withdraw
Accounts Receivable	Fee Calculation	52	Manage adjustments in fee through setup of calendar for tracking penalties
Accounts Receivable	Fee Calculation	53	Ability to review fee calculation before final posting
Accounts Receivable	Fee Calculation & Posting	54	Ability to assess a student an unlimited number of special fees associated with enrollment in a section.
Accounts Receivable	Fee Calculation & Posting	55	Maintain and apply various tuition rates consistent with business rules. The billing program must interface with the student registration module to generate accurate statements.
Accounts Receivable	Fee Calculation & Posting	56	Calculate tuition based on student enrollment or other criteria
Accounts Receivable	Collections	57	Allow payment transactions to be posted in the system in an adhoc or bulk upload manner
Accounts Receivable	Collections	58	Produce a descriptive receipt, with the option of listing the student's classes and charges.
Accounts Receivable	Collections	59	Support automatic receipt numbering and varying receipt sizes.
Accounts Receivable	Collections	60	Record credit card payment information (card type, account number, approval number, amount charged, etc.) and process credit card payments via the web.
Accounts Receivable	Collections	61	Support partial payments for students and applicants
Accounts Receivable	Collections	62	Should support 'payment priority' to settle specific charges in a sequence

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Accounts Receivable	Collections	63	Allow setup of a base currency for all financial transactions in which reporting can also be done
Accounts Receivable	Collections	64	System should support the posting of different transactions - Charges, Deposit Charge, Tax, Payment, Waiver, Financial Aid etc.
Accounts Receivable	Collections	65	Support different fee streams for students - local, international etc.
Accounts Receivable	Collections	66	Support different payment modes: cash, online, bank, cheque, demand draft, credit/debit card
<b>9. Academic History</b>			<b>9. Academic History</b>
Academic History	Grading Setup	1	Solution must provision creation and maintenance of multiple grading rules such as multiple types of "Letter Grading" Schemes (A1, A, ... OR A+, A, A- ... etc.) or Pass/Fail Grading schemes to cater for all course/program/discipline grading policy variations at institutes.
Academic History	Grading Setup	2	Define the grades permitted within a specific grading mode (pass/fail, normal, audit, etc.) and the effect of each grade on credit hours attempted, earned and completed, and grade point average.
Academic History	Grading Setup	3	Provision to create/update grading categories as per university grading policies.
Academic History	Grading Setup	4	Provide ability to define the effect of each grade on credit hours attempted, earned and completed, and grade point average.
Academic History	Gradebook Setup	5	Provide ability to the teacher to define assessment criteria for each course with weights for each assessment type during the semester
Academic History	Gradebook Privilege Setup	6	Provide ability to control which office/campus/individuals can process grade changes and makeups and other grades related information.
Academic History	Gradebook Assessment Structure	7	Provide an electronic grade book with ability to define grading scales, graded components, their weighting, and logic to select 'best of' X number of quiz grades to be included in a calculation.
Academic History	Gradebook Assessment Structure	8	Ability to define multi-levels of assessment requirements at course level, component level
Academic History	Gradebook Assessment Structure	9	Solution must support an automated grade calculation against every assessment such as quiz, assignments, projects etc.
Academic History	Gradebook Assessment Structure	10	Ability to configure multiple resit attempts for every assessment for a course.
Academic History	Gradebook Assessment Structure	11	Instructors must be able to mark students as absent against an assessment via online faculty portal.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Academic History	<b>Gradebook Assessment Dates</b>	12	Provides flexibility to handle the assignment process for students on different mode of study with a different timetable
Academic History	<b>Faculty Portal: Gradebook</b>	13	Provision to support absolute grades.
Academic History	<b>Faculty Portal: Gradebook</b>	14	Produce class rosters and grade reports for the faculty.
Academic History	<b>Faculty Portal: Gradebook</b>	15	Provide a self-service grade book for faculty to enter in their marks.
Academic History	<b>Faculty Portal: Gradebook</b>	16	Provision to add and update marks by faculty.
Academic History	<b>Faculty Portal: Gradebook</b>	17	Provision to export the grade book marks
Academic History	<b>Faculty Portal: Gradebook</b>	18	Provision to keep track of paper rechecking and result amendment
Academic History	<b>Faculty Portal: Gradebook</b>	19	Provide ability that every faculty member can define grading scale for their respective classes.
Academic History	<b>Faculty Portal: Gradebook</b>	20	Provide ability to enter and store mid-term grades separately from end-of-semester grades.
Academic History	<b>Grade Roster</b>	21	Maintain all grade changes made to a student's academic history records.
Academic History	<b>Grade Roster</b>	22	Record and validate on-line reported grades for a section.
Academic History	<b>Grade Roster</b>	23	Record an unlimited number of grade changes for a student enrollment.
Academic History	<b>Grade Roster</b>	24	System should be able to handle grades of repeat courses and impact on transcript.
Academic History	<b>Grade Roster</b>	25	Provide ability to produce online grade rosters for a range of dates.
Academic History	<b>Gradebook, Grade Roster</b>	26	Enables to create/maintain/amend/transfer assessment parameters, scores and records for students on each programme/course in the system from the existing or from the previous presentation according to the criteria set by the user
Academic History	<b>Grade Roster: Term Stats</b>	27	Provision to calculate semester GPA, Cumulative GPA
Academic History	<b>Academic Standing</b>	28	Provide ability to evaluate the performance using different system e.g., semester, quarter, annual etc.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Academic History	<b>Student Portal</b>	29	Solution must provide an Online Student Web Portal to view details against enrolled courses against each term.
Academic History	<b>Student Portal</b>	30	Students must be able to view published assessment results via Online Student Web Portal
Academic History	<b>Student Portal</b>	31	Students must be able to view published grades against all courses. on Online Student Web Portal
Academic History	<b>Student Portal: Gradebook Assessment Score</b>	32	Allows to enquire/check the assignments scores by users/students online
Academic History	<b>Credit Transfers and Exemptions</b>	33	Enter transfer credit on a course-by-course or block credit basis for an unlimited number of institutions.
Academic History	<b>Credit Transfers and Exemptions</b>	34	Solution must provide complete credit transfer feature to ensure the end-to-end processing by providing ability to capture credit transfer requests, make changes in it after reviewing by authorized user(s), capturing approval against requests for further processing and posting transfer credits to student record by authorized user.
Academic History	<b>Credit Transfers and Exemptions</b>	35	Ability to post credit transfers or course exemptions to student record based on the relevant working experience.
Academic History	<b>Credit Transfers and Exemptions</b>	36	Ability to waive off enrollment requisites by utilizing the approved and posted credit transfer requests.
Academic History	<b>Term Stats</b>	37	Maintain an institutional, transfer, and overall grade point average for each student.
Academic History	<b>Term Stats</b>	38	Solution must support statis computation for programs following reporting based either on CGPA, Percentage or both.
Academic History	<b>Term Stats</b>	39	Ability to store cumulative and term wise marks and percentage statistics for the programs following percentage driven reporting instead of GPA.
Academic History	<b>Term Stats</b>	40	Ability to create and manage program wise user defined grading scale such as (Outstanding, Satisfactory, Unsatisfactory etc.) and to support allocation of these grades as per the overall program statistics. of students.
Academic History	<b>Student Enrollment</b>	41	Record and maintain an unlimited number of courses for a particular academic term.
Academic History	<b>Student Enrollment</b>	42	Display a student's record in chronological or subject order to facilitate academic advising.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Academic History	Student Management	43	Maintain an unlimited number of academic events for a student.
Academic History	Student Management	44	Maintain an unlimited number of degrees and certificates for a student.
Academic History	Student Management	45	Maintain an unlimited number and amount of textual comments.
Academic History	Student Program Management	46	Maintain a historical record of past and current major declarations.
Academic History	Academic Calendar	47	The solution incorporates a number of dates recorded within the academic calendar. These dates are user definable and determine admission and enrolment periods, grading, discontinuation, and withdrawals etc.
Academic History	Enrollment Drop Calendar	48	Provide ability to record nothing or a withdrawal grade if section is dropped prior to the no penalty drop date.
Academic History	Enrollment Drop Calendar	49	Ability to define range-based penalty grades and triggering their assessment and association in case of dropping a course.
Academic History	Reports & Dashboards	50	Ability of reporting tool to build and generate custom and on demand reports
Academic History	Academic Standing	51	Calculate the academic standing (good standing, probation, dismissal) of a student.
Academic History	Academic Standing	52	Provide ability to define academic standing rules and have them vary by program and/or campus
Academic History	Manage Calendar: Scheduling Graduation Ceremony/Attendance	53	Schedule graduation ceremonies and maintain information on attendance.
Academic History	Program Curriculum	54	Provide ability to develop academic programs and requirements in a university catalog.
Academic History	Transcript Generation, Student Enrollment	55	Flag repeated courses for display on a transcript.
Academic History	Transcript Generation, Term Stats	56	Provide ability to control rounding or truncation of GPA, or any other evaluation criteria, on transcript and other reports.
<b>10. Degree Audit</b>			<b>10. Degree Audit</b>

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Degree Audit	Program Curriculum	1	To help students with their study plan for graduation, the system will match the requirements for an award against the progress made so far by the student (including any advanced standing granted and topping-up list approved) and identify the courses and options/alternatives that the student is required to complete for the award
Degree Audit	Program Curriculum	2	Ability to setup Program Curriculum requirements and associate Courses and other requirements necessary for degree completion
Degree Audit	Graduation	3	View all Students of a Program and Batch together in a Graduation Roster
Degree Audit	Graduation	4	View Program stats for all Students in a Graduation Roster - CGPA, Overall Obtained Marks/Percentage, Final Grade etc.
Degree Audit	Graduation	5	Ability to perform Graduation processing in bulk or individually
Degree Audit	Graduation	6	Assign a unique graduation code with graduated students
Degree Audit	Graduation	7	Ability to setup one or multiple resulting degrees for a Program or it's Specialization/Sub Specialization
Degree Audit	Graduation	8	Associate Program Degrees(s) with a student upon graduation
Degree Audit	Reports	9	Transcript as per Actual timeline of courses completion by students
Degree Audit	Reports	10	Transcript as per required and expected timeline of courses completion by students
<b>11. Faculty Management</b>			<b>11. Faculty Management</b>
Faculty Management	Instructor Record	1	Specify the Courses which an Instructor can teach
Faculty Management	Instructor Class Association	2	Ability to search for an available faculty member for scheduling courses.
Faculty Management	Instructor Class Association	3	Give instructors privilege to override course information like overall marks and update the assessment structure i.e., addition of new assessments, update total marks etc.
Faculty Management	Instructor Class Association	4	Give instructors privilege to mark class attendance
Faculty Management	Instructor Class Association	5	Associate Instructors with Classes and assign them privileges to mark assessments, compute grades
<b>12. Faculty Portal</b>			<b>12. Faculty Portal</b>
Faculty Portal	Faculty Portal	1	Allow instructors to access Class Attendance Roster via faculty portal
Faculty Portal	Faculty Portal	2	Allow instructors to view their assigned courses/classes for an on-going Term

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Faculty Portal	<b>Faculty Portal</b>	3	Allow instructor to be able to view all his scheduled classes
Faculty Portal	<b>Faculty Portal</b>	4	Allow an instructor to be able to access Gradebook for his assigned Courses
Faculty Portal	<b>Grading</b>	5	Able to access grade roster to view, add, update final grades
Faculty Portal	<b>Grading</b>	6	Allow privileged Instructors to be able to mark assessment and compute grades in Gradebook
Faculty Portal	<b>Grading</b>	7	Allow privileged Instructors to be able to add new assessment or update total marks/weightage in Gradebook
Faculty Portal	<b>Grading</b>	8	Allow Instructor to be able to add assessment resits for Students
Faculty Portal	<b>Enrollments Roster</b>	9	Able to view Class Enrollments Roster to view details of enrolled/dropped students and see overall marks, percentage, and attendance health.
Faculty Portal	<b>Student Information</b>	10	Able to have access to student information such as personal information, degree progress report and view service indicators
Faculty Portal	<b>Grading</b>	11	Able to access grade book to view and grade assignments
Faculty Portal		12	Able to access class roster to view student who have enrolled, dropped, waitlisted
Faculty Portal		13	Able to view personal information online
Faculty Portal		14	Able to view teaching schedule online
<b>14. Student Portal</b>			<b>14. Student Portal</b>
Student Portal	<b>Person Information</b>	1	Able to view personal information such as addresses, contact numbers, emails, emergency contacts, extracurricular activities, work experiences, honors and awards online
Student Portal	<b>Program Stats</b>	2	Able to view overall academic stats - CGPA, Earned Credits, Overall Grade and Aggregate etc.
Student Portal	<b>Program Toggle</b>	3	Allow student to toggle between different Program if the student studied more than one Program in the institution
Student Portal	<b>Course Enrollments</b>	4	Able to view Term-wise academic stats - SGPA, Earned Credits, Overall Grade and Aggregate etc.
Student Portal	<b>Course Enrollments</b>	5	Able to view course enrollments for the on-going or past Terms
Student Portal	<b>Course Enrollments</b>	6	Able to view grades, marks and aggregate for each course enrollment
Student Portal	<b>Course Enrollments</b>	7	Able to perform search for available courses / subjects and view information of each course
Student Portal	<b>Course Enrollments</b>	8	Able to enroll or drop courses via Self Service Enrollment
Student Portal	<b>Course Enrollments</b>	9	Able to maintain an enrollment cart



Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Student Portal	<b>Class Schedules</b>	10	Able to view all class, exam and miscellaneous schedules
Student Portal	<b>Class Schedules</b>	11	Able to view lecturer, venue, date, time information for each class
Student Portal	<b>Grading</b>	12	Able to view all recently graded assessments
Student Portal	<b>Exam Management</b>	13	Able to generate exam slip
Student Portal	<b>Announcements &amp; Notifications</b>	14	Able to view notifications, push messages and alerts
Student Portal	<b>Announcements &amp; Notifications</b>	15	Able to view announcements and open enrolment dates
Student Portal	<b>Financial Transactions</b>	16	Able to see all outstanding dues
Student Portal	<b>Financial Transactions</b>	17	Able to navigate to complete Financial Account View to see financial transaction history
Student Portal	<b>Financial Transactions</b>	18	Able to view Payments made by the student
Student Portal	<b>Financial Transactions</b>	19	Able to make payments via a Payment Gateway
Student Portal	<b>Waivers</b>	20	Able to view the currently or formerly availed Waivers
Student Portal		21	Able to view grade (current and history) online
Student Portal		22	Able to enroll courses online
Student Portal		23	Able to drop courses online
Student Portal		24	Allow students to access their academic and financial records (e.g., financial data, class schedule, and transcript) through self-service component.
Student Portal		25	Able to view personalized individual course schedule in a list view or calendar view
<b>15. Dashboard Analytics</b>			<b>15. Dashboard Analytics</b>
Dashboard Analytics	<b>Reports &amp; Dashboards: Reports Universe</b>	1	Ability of reporting tool to build and generate custom and on demand reports across modules.
Dashboard Analytics	<b>Dashboards Analytics: Admissions</b>	2	System provides the reporting capability to monitor program preferences, admission trends, seat statistics, summary of students admitted by admission category, admission cycle, type, tests, interviews conducted
Dashboard Analytics	<b>Dashboards Analytics: Applications</b>	3	System provides the reporting capability to track the evaluation and processing of admission applications such as insights to the admissions decisions, acceptance rate by Campus/Discipline/Program and Merit Ranking Trend Analysis etc.

Section	Sub-Section	No.	Campus Management System Features (Annexure A)
Dashboard Analytics	<b>Dashboards Analytics: Financials</b>	4	System provides the capability to monitor billing, collections, transactions, aging and other miscellaneous financial trends
Dashboard Analytics	<b>Dashboards Analytics: Academic Overview</b>	5	System provides the reporting capability to monitor student count, student status, enrollments, course categories, attendance health and overall grades
Dashboard Analytics	<b>Dashboards Analytics: Academic Enrollments</b>	6	Ability to monitor enrollments by courses, academic level sections, departments, and careers
Dashboard Analytics	<b>Dashboards Analytics: Academic Grades</b>	7	Ability to monitor grades data by classes, academic level sections, instructors, and departments
<b>16. Third Party Interfaces</b>			<b>16. Third Party Interfaces</b>
<b>Third Party Interfaces</b>	<b>Interface with Library Management System</b>	1	Ability to bulk Import patrons (students) related fines in Campus management system from Library management system
<b>Third Party Interfaces</b>	<b>Library Management System</b>	2	Ability to bulk Import patrons (students) related fines in Campus management system from Library management system
<b>Third Party Interfaces</b>	<b>HR Systems</b>	3	Ability to import Faculty/Staff details in Campus Management System from HR system.
<b>Third Party Interfaces</b>	<b>ERP Financials (Dynamics 365 Fin &amp; Ops)</b>	4	Ability to create and publish Accounting Entries for import into third-party General Ledger (GL) in Financial ERP D365.
<b>Third Party Interfaces</b>	<b>Learning Management System</b>	5	Ability to export Students, Teachers, Classes and Enrollment details to a Learning Management System (Moodle) based on the IMS LTI standard
<b>Third Party Interfaces</b>	<b>Learning Management System</b>	6	Ability to import student grades in Campus Management System from a Learning Management System (Moodle)
<b>Third Party Interfaces</b>	<b>Banks for Collections</b>	7	Ability to reflect the Bank collections in Campus management system in real time using FTP/file-based method. (Meezan, 1Bill, NIFT)
<b>Third Party Interfaces</b>	<b>Banks for Collections</b>	8	Ability to reflect the Bank collections in Campus management system in real time using APIs
<b>Third Party Interfaces</b>	<b>Student / Faculty Attendance</b>	9	Ability to reflect the student attendance from biometric student system in Campus management system in real time using APIs

S.No	Category	Sub Category	Learning Management System Features (Annexure B)
1	<b>LMS</b>		Learning Management System will be implemented and integrated with Student Information System /CMS
2	<b>Cloud</b>	Infrastructure	LMS system shall be hosted in the Cloud
3	<b>LMS Web App Access</b>	Portals	Student Portal
4		Portals	Faculty Portal
5		Portals	Admin Portal
6		Portal Branding	Web portal branding
7	<b>LMS Mobile Apps</b>	Portal Accessibility	Portal should be accessible from different platforms (Mobile and Laptop).
8		LMS Mobile App	Faculty Mobile App
9			Student Mobile App
10	<b>Courses</b>	Faculty Portal	Setup course dashboard and upload resources and contents
11	<b>Courses</b>	Student Portal	Student must be able to access and view course resources and contents
12	<b>Schedules</b>	Student Portal	Student must be able to view quiz, assignment and other activities schedules
13	<b>Courses</b>	Online Classes	System should support online classes.
14	<b>Assignments</b>	Faculty Portal	Online Assignment Setup
15	<b>Assignments</b>	Student Portal	Students must be able to submit assignment
16	<b>Assignments</b>	Plagiarism Checking	Plagiarism checking in assignments using Turnitin
17	<b>Online Exams</b>	Online Quiz Setup	System should support setup of online exams
18	<b>Online Exams</b>	Faculty Portal	Setup Online Quizzes (Active Quiz) with Start and End Date/Time
19	<b>Online Exams</b>	Faculty Portal	Setup quiz questions with their marks distribution.
20	<b>Online Exams</b>	Faculty Portal	Quiz setup must support different type of questions.
21	<b>Online Exams</b>	Student Portal	Students must be able to attempt quizzes (Active Quiz) in defined timelines.

S.No	Category	Sub Category	Learning Management System Features (Annexure B)
22	<b>Online Exams</b>	Faculty Portal	Faculty must be able to generate summary report to review list of students who submitted/attempted quiz online, once quiz timeline is over.
23	<b>Grading</b>	Faculty Portal	Faculty must be able to grade/mark student submitted quiz and assignment.
24	<b>Grading</b>	Faculty Portal	Faculty must be able to manage gradebook
25	<b>Reporting</b>		LMS system shall provide key delivered reports for effective operational needs
26	<b>Grading</b>	Student Portal	Student must be able to view quiz, assignment and other assessment grades
27	<b>SSO</b>	Single Sign On	Single-Sign On support in Moodle
28	<b>SiS / CMS Integration</b>	API Based Integration	Configuration of LMS APIs for Two-way integration for below data: - Students, Instructors, Courses - Enrolments, Grading

S.No	Category	Sub Category	Library Management System Feature Requirement (Annexure C)
1	Library	Library Management System	Library Management System will be implemented and integrated with Student Information System
2	Cloud	Infrastructure	Library System shall be hosted on the cloud
3	Web Portals	Admin Portal	System shall provide admin portal for administrative tasks.
4		Patron Portal	System shall provide patron portal for patrons.
5	Admin Portal	Acquisition management.	Library System shall allow tracking of Library Items Acquisitions. Acquisitions module which assists librarians with both acquisitions and more generally with budget management. Serials management and reporting modules perform functions that their names would suggest
6	Admin Portal	Catalog management.	Library System shall allow for the maintenance of a library catalogue of borrowable Library Items including physical and digital items. Full catalogue module which enables library staff to capture details of all library items. It should be MARC- Machine-Readable Cataloging Record compliant, meaning data entry and exchange will be greatly simplified.
7	Admin Portal	Bulk Add Books	System shall allow admin to bulk upload books.
8	Admin Portal	ISBN Tagging	System should allow ISBN tagging with books.
9	Admin Portal	Serials	System should allow to keep track of journals, newspapers and other items that come on a regular schedule.
10	Admin Portal	Patrons Information	System shall allow to manage Patrons Information such as contact information and library card numbers
11	Admin Portal	Bulk Upload Patrons	System shall allow to bulk upload patrons using excel and CSV files.
12	Admin Portal	Patrons Library Card	System allow to design library card with barcode and print it for patrons
13	Patron Portal	Advanced Search	Patrons can search book using different advance filters
14	Patron Portal	Book rating and reviews	System should allow Patrons to view and add rating and review for books.

S.No	Category	Sub Category	Library Management System Feature Requirement (Annexure C)
15	Patron Portal	Book Availability	System should allow Patrons to see availability of book. If it is checked out by someone, then system shows return dates.
16	Patron Portal	Book Holds	System should provision selective patrons to apply holds on books via their login. If a hold is applied then within a specific duration, no other patron can check out that book. Hold rules can be configured at patron category level.
17	Circulation	Book Bag	System shall allow a shopping cart for user selection
18	Circulation	Book Reservations	System allow users to check in and check out books.
19	Circulation	Book Renewals	System allow admin to extend return date of a book.
20	Circulation	Borrowing History	System allow admin to view complete borrowing history of a book.
21	Circulation	Circulation Rules	System should allow to define circulation rule for number of book check out allowed at a time and return due date.
22	Fines	Fine Rules	System should allow to define late book return fines.
23	Fines	Fine Payments	System should allow admin to collect payments against fines.
24	Admin Portal	E-mail Overdue Notifications	System shall allow for Notifications using Client SMTP server
25	Admin Portal	E-mail Overdue Notifications	System should allow to setup auto notifications for book overdue.
26	Reports	Reports	Library system shall provide key delivered reports for effective operational needs
27	Online Public Access Catalog (OPAC)		<b>Online Public Access Catalogue (OPAC)</b> module which provides a simple and clear interface for library users to perform tasks such as searching for and reserving items and suggesting new items