



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**



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ERP-MANUAL



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)

Tiruvalla, Pathanamthitta, Kerala 689 101



FOR ADVERTISING A FACULTY POSITION (Responsibility of HR)

Please note: System admin has to enable HR manager access rights to the staff designated as HR

→ **Step by step instructions to the HR manager for advertising a faculty position:**

1. Log in to the MIS-PRO portal: www.macfastmis.org with HR credentials
2. HOME PAGE (MIS) > Menu > Human Resources > Career > Career settings > From the drop down menu select **Position Open Close** (IMG. 1)



Image 1

3. In the '*position open close*' page Select appropriate department from the drop down menu

Now existing positions/designations will be displayed (IMG. 2)

4. For opening a position for accepting applications, select the position using the checkbox (as pointed in img 2) and then change the status to open using the buttons at the bottom right hand corner (img.2). Closure date of a position can be assigned - use the 'set date' button.
5. The HR manager can change the status of positions to close in a similar manner.



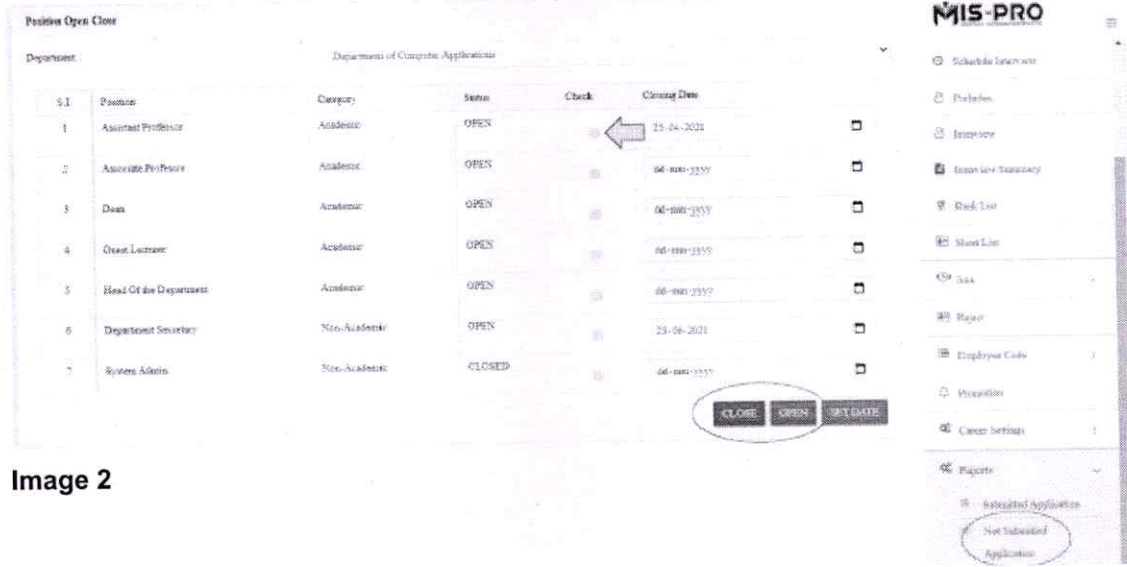


Image 2

Image 3

(If additional positions are required other than the ones displayed then HR may inform the system admin.)

6. The HR can arrange eligibility criterias (will be displayed in the application page of new applicant , after he logs in to MIS-PRO) by: HR > Career > menu> Career setting; and the compulsory details that have to be furnished by the candidate while submitting his/her application by: Career > menu> setting > compulsory TS(teaching staff) / compulsory NTS (non teaching staff)

→ **Step by step instructions to view *submitted* applications or *not submitted* applications (i.e. submission initiated by the applicant but not completed) once applications are being received for a particular position advertised:**

1. HR main page > Career > Menu > Reports > '**submitted application**' or '**not submitted application**' (IMG. 3)
2. Fill in the appropriate details (viz department , position advertised and year) and click on the 'show' button.

Year wise or complete list (by selecting 'all' in the drop down menu against 'year') may be viewed for each advertised position in each department.

If required, the HR manager may download the applications for future reference.

→ **For scheduling an interview of candidates:**

1. Career > menu > **schedule interview**



2. Here, choose the appropriate department/ position and you can view the list of the applicants.

There are two options (buttons) against the applicant - 'schedule' or 'reschedule' which may be used as the situation demands

3. Enter the details for scheduling (or rescheduling) including the date, time and the interviewers name.

Here, the interviewer's name must be selected from the list of existing staff of the institute. (Including external experts is outside the purview of this option. They should be notified separately).

There is also an option for sending a message to the candidate from the portal directing the candidate to respond by email confirming his /her participation in the interview.

4. Rescheduled option (IMG.4) can be used in two cases

- if already the applicant has been notified of an interview but there is a change in date or
- he/she has failed to appear in an already conducted interview or appeared in a previously conducted interview but the HR department wishes another interview.

Once rescheduled, the already scheduled data & interview details of the concerned applicant will be deleted.

The screenshot shows a web interface for scheduling interviews. At the top, there is a form titled "Schedule Interview:" with the following fields: "Category:" set to "Academic", "Department:" set to "Department of Computer Applications", "Position:" set to "Assistant Professor", and "Year:" set to "2021". A "Show" button is located to the right of the form. Below the form is a table with the following columns: "Sl.No", "Application No", "Name", and "Photo". The table contains one row with the value "1" in the "Sl.No" column. To the right of the table, there is a "Reschedule" button circled in red.

Image 4

5. After the interview is scheduled and all candidates are listed, pre-index scores need to be assigned to individual candidates based on the academic and other relevant data submitted by them and cross checked /changes made prior to interview (by certificate verification).
6. Pre-index scoring is based on predefined criteria set by the HR department.
7. Once interviewers are assigned, communication will be send to both the interviewer and candidate (interviewers details will be hidden to candidate)



→ **Duty of Interviewer who is also existing faculty member of the institute during the time of the interview**

1. Log in > main page > faculty academics > menu > interview > select staff (IMG. 5)
2. Give appropriate details of the ongoing interview - category, department, position, year and click the show button (IMG. 6)
3. From the list of candidates, select the assigned candidate and click the start button
4. Here, you can view the marking scheme and the tabular columns for assigning marks as well as the resume uploaded by the candidate.
5. Once the marks are assigned after the interview of that candidate, you can submit the marks.

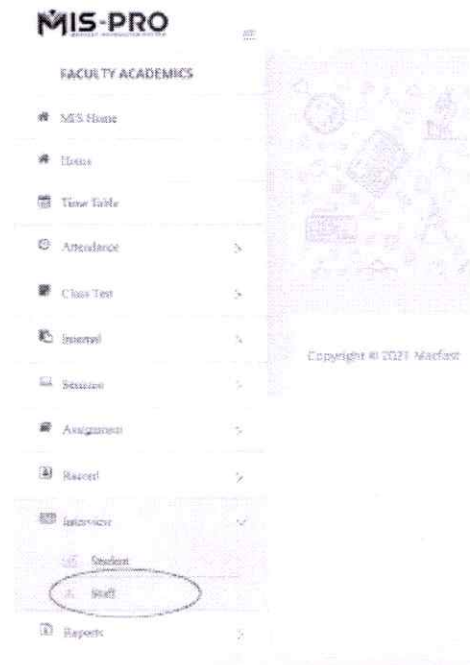


Image 5

Schedule Interview:

Category: Academic Department: Department of Computer Applications

Position: Assistant Professor Year: 2021

Show

Sl.no	Application No	Name	Photo
1	[REDACTED]	[REDACTED]	[REDACTED]

Reschedule

Image 6

→ **Duty of the HR manager after the interview is conducted**

1. Once interview is over and the reviewers have submitted marks of all candidates:
HR main page> menu> career > menu > interview summary
2. Choose the appropriate category. The HR manager can view the average marks obtained by the candidate for each criteria

After verification, the HR manager may **'finalize the interview'** results (click on the button)



3. For generating the rank list: HR > Career > Menu > Rank list> Choose appropriate position for which interview was conducted > click on 'generate' button

Ranklist will be generated based on the pre- index mark and interview summary .

Criteria marks can be reset by the HR department. The marks set will be common for all departments.

4. HR may shortlist the candidate based on the rank list: HR > Career > Menu> shortlist
5. Once the shortlisted candidate(s) conveys confirmation of joining, he/ she may be inducted into the staff list by: HR > Career > Menu> Join > with interview (IMG. 7)

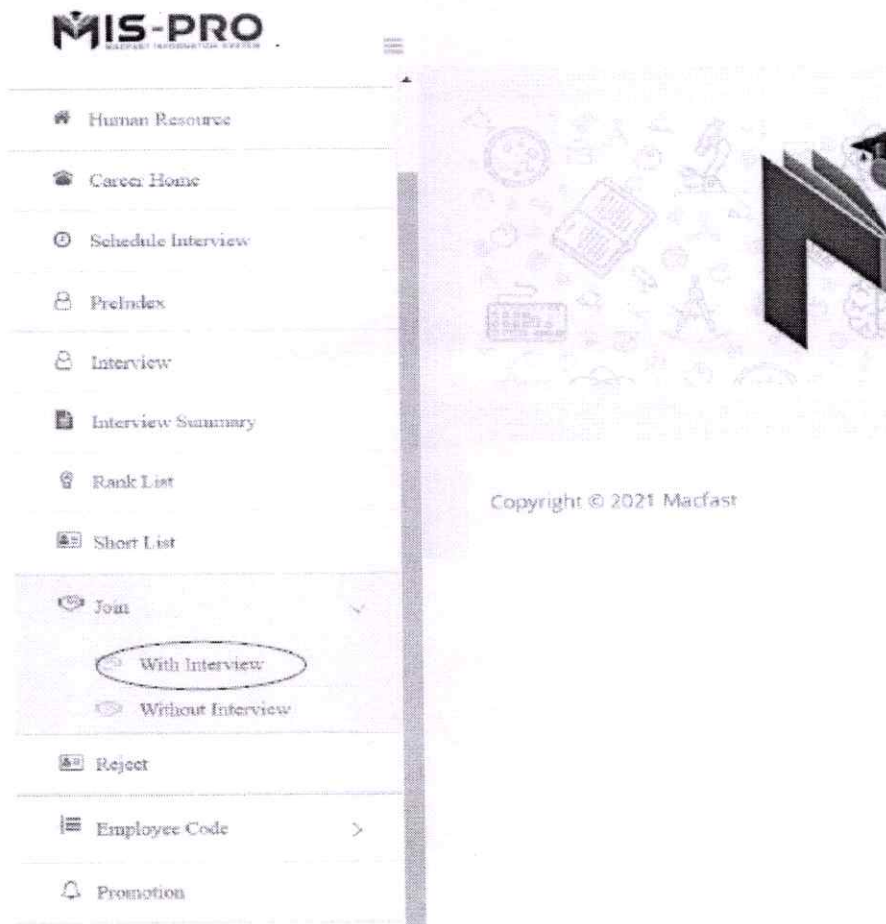


Image 7

6. In the instances when the candidate is being inducted as a staff without an interview, HR manager may do so directly by : HR > Career > Menu> Join > without interview.
7. In either case, after joining an employee HR department may assign an unique employee code by: Career > menu > Employer code. The employee code can be generated manually or automatically based on a predefined pattern.



8. If the applicant is found ineligible after calculation of pre-index marks or after cross checking the qualifications, HR manager may reject the application by: HR > Career > Menu> reject. In the new window that appears type the title of the message as well as the message content and click on send. The mail will be sent to the respective applicant. (This option may be used only if the applicant is ineligible for the advertised position).



INSTRUCTIONS FOR STUDENT APPLICANTS WHO ARE APPLYING FOR ADMISSION TO A PROGRAMME AT MACFAST THROUGH MIS-PRO

Things required before you start with the process:

- 1) Details of 10th, 12th and degree programme (course names, year of joining and passing, mark statements, name of university/exam board etc..)
- 2) Details of other academic and non-academic achievements, membership in NSS, NCC etc. (if any)
- 3) Experience details (if any)
- 4) Scanned copy of your pp photograph (jpg/jpeg; dimensions 200x200 pixels; max. size 30 kb)
- 5) Scanned image of your signature (jpg/jpeg; dimensions 250x100 px; max. size 30 kb) with blue/ black ink on a white surface

Step by step instructions:

1. Visit the website <https://macfastmis.org>
2. Click on "Admission"



The screenshot shows the MIS-PRO login interface. At the top, it says 'MIS-PRO MACFAST INFORMATION SYSTEM'. Below this are two input fields: 'USER NAME' with 'User name' as a placeholder, and 'PASSWORD' with 'Password' as a placeholder. A black 'SIGN IN' button is positioned below the password field. At the bottom of the page, there is a horizontal menu with four items: 'ADMISSION' (circled in red with a black arrow pointing to it from the left), 'FORGOT PASSWORD', 'MERIT APPLICANT', and 'CAREER'.



3. Enter your **personal** email address and click “next”
4. The server sends an email containing OTP to the registered email address. *Check the inbox/ spam of the registered email address.* You can use this OTP for single authentication, valid for 5 minutes only.
5. Enter the OTP that you have received by email and click ‘next’



6. Fill in the details in the page with utmost care

Name*	Name As per F.S./C. Book
Date of Birth*	dd-mm-yyyy Select Date of Birth
Email Id*	Will be already filled Please enter your valid email id
Mobile Number*	Enter Valid Mobile Number Please enter your valid Mobile Number
Community*	Please select
Department*	
Programme*	
Admission Year*	2019-2021
User Name*	User Name Please enter your Username
Password*	Password Please enter your Password
Confirm Password*	Confirm Password

Provide an username & password that you will have to use in future to log in to this site (remember/ write it down somewhere)

7. After filling the form click on ‘save/ submit’ button)



- Close the current tab. Open a new tab and go to <https://macfastmis.org> and sign in using your username and password



- Fill the details with care

Personal Details

Name: Date of Birth: Blood Group:

Marital Status: Nationality: State Of Domestic:

Religion: Caste: Community:

Gender: Mother Tongue: Physically Challenged (Specify):

Permanent Address

Address Line-1: Address Line-2: Town: District: State: Pin Code:

Communication Address

Address Line-1: Address Line-2: Town: District: State: Pin Code:

Select if communication address and permanent address are same

Tele-Phone Number: Mobile Number: Parent/Guardian Mobile Number:

Email Id: Parent Email Id:



10. After you have completed filling the details click on "Save" and go to the next tab. *Always remember to save the entered data otherwise it may be lost in an event of the browser/tab getting accidentally closed.*

A screenshot of a registration form. It contains several input fields: 'Enter Tele-Phone Number', 'Enter Parent/Guardian Mobile Number', 'Email Id', and 'Parent Email Id'. The first two fields have a grey box over them with the text 'Will be already filled'. At the bottom right, there are two buttons: 'Save' and 'Next'. The 'Save' button is circled in blue, and a black arrow points to it from below.

11. On the next page enter your father's and mother's names (compulsory). If you are having siblings or still enjoy the luxury of living in a joint family please feel free to add more people (but not compulsory). **If you are adding only the details of your parents (qualification & occupation not compulsory) then please "delete" the third option**

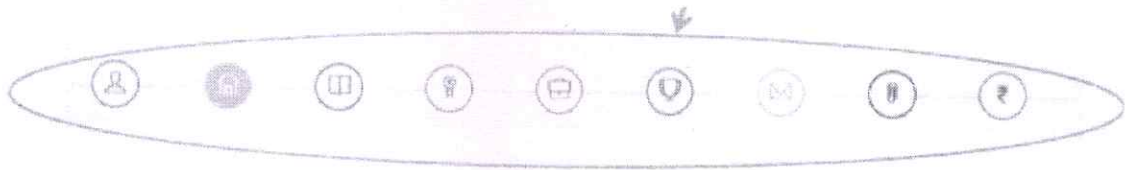
A screenshot of the 'Family Details' form. It has a table-like structure with four columns: 'Relation *', 'Name *', 'Qualification', and 'Occupation'. There are three rows for 'Father', 'Mother', and 'Enter the Relationship'. Each row has input fields for the respective details. At the bottom right, there is a 'Delete' button next to the 'Occupation' field of the third row, and an 'Add More Relation' button below the table.

12. After you fill in the page click on "Save" and go to the next tab.

A close-up screenshot of the navigation buttons: '< Previous', 'Save', and 'Next'. The 'Save' button is circled in blue, and a black arrow points to it from below.



13. You can navigate between tabs using “previous” and “next” buttons provided in all the pages. Additionally, you can make use of the buttons given at the top of the page for navigating among pages.



14. Once you save the details and click “next”, the page to fill the educational qualification details appears.
15. Please carefully fill in the details in the page (details are compulsory). If the examination board/ university (previously studied) followed a grading system, then,
- Give the total grade points (numerical value) you have obtained in the “mark secured” box and the maximum total grade points in the “max” box
 - For “percentage”, the system will convert according to an algorithm. But if you feel there is an error or the conversion is not according to your university/ examination board then you may enter the percentage manually. For this you can follow the grade to percentage conversion formula prescribed by the concerned university/ examination board.
16. Click on “Save” and then “Next”. **Remember to do this on all pages**
17. If you have qualified any eligibility tests/ academic achievements please fill in those details in the page and then click on “Save” and “next” buttons.

Otherwise please click on “delete academic achievements”

In case you happen to be an extraordinary student and have multiple academic



achievements please feel free to use the “add academic achievements” or “add other academic achievements” and the server will be ever happy to accommodate the details.

Provision for entering details of membership in NSS/ NCC etc. is provided in another page (not here)

18. In the next page - if you have any work experience fill in those details. **Otherwise please click on “delete achievements”**. Then click on “Save” and “next” buttons
19. In the next page - please fill in the details regarding non academic achievements and membership in NCC, NSS etc. (if any). Then click on “Save” and “next” buttons
20. In the next page you must give the complete details of two persons (teachers from your previous college or academic mentors) as referees. Then click on “Save” and “next” buttons

Reference (Details of two person who know you better as should not be relatives)

Reference Person 1	Reference Person 2
Person Name <input type="text" value="Enter Name"/>	Person Name <input type="text" value="Enter Name"/>
Address <input type="text" value="Enter Address"/>	Address <input type="text" value="Enter Address"/>
Profession <input type="text" value="Enter Profession"/>	Profession <input type="text" value="Enter Profession"/>
LandLine/Mobile Number <input type="text" value="Enter LandLine/Mobile Number"/>	LandLine/Mobile Number <input type="text" value="Enter LandLine/Mobile Number"/>

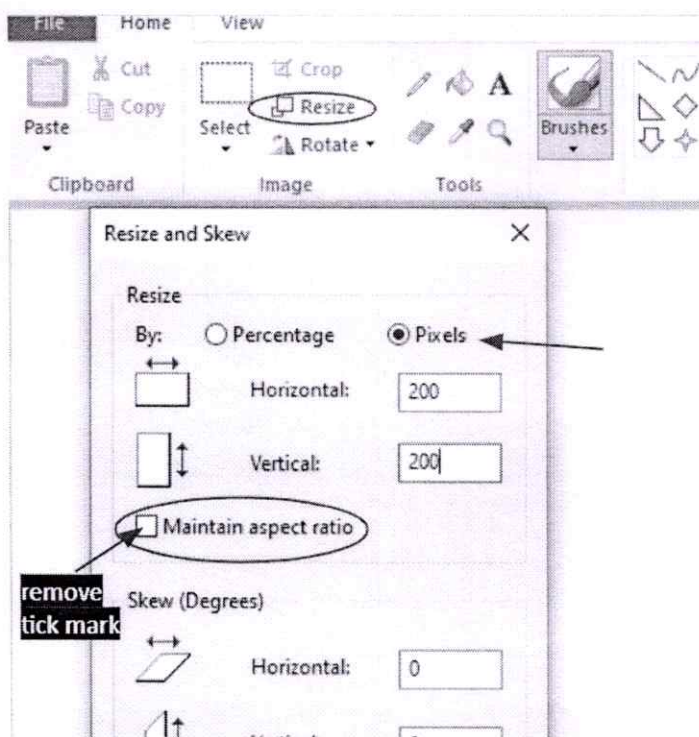
21. In the next page you are required to upload your passport size photograph and signature image in jpeg/jpg format in the prescribed dimensions and file size. (Photo - 200x200 pixels, max size 30 kb; signature - 250 (horizontal)x100 pixels, max size 30 kb). **Uploading of scanned copies of certificates is NOT necessary.**



You may use Microsoft paint computer programme for resizing your images. To open Paint, type paint in the search box on the taskbar, and then select Paint from the list of results and then File > Open > select the folder in which you have saved your image > select your image > open.

Otherwise, directly right click on your image > Open with > Paint. Once you have opened the image in Paint > Resize > change the 'Resize By' option to pixels > uncheck (remove the tick mark) 'maintain aspect ratio' option > give the prescribed horizontal and vertical dimensions > click 'OK' > save as jpeg image.

If the file size is still more than 30 kb, you may reduce the sizes proportionately. i.e., you may give the horizontal and vertical dimensions as 100x100 instead of 200x200. Similarly you can resize the signature image. Always remember to change the 'resize by' option to pixels and uncheck (remove the tick mark) the 'maintain aspect ratio' option.



22. Once you have successfully uploaded your photograph and image, you may click on 'save' and 'next' after selecting the checkbox for declaration.

The screenshot shows two main sections: 'Attachment Details (Photo & Signature)' and 'Attachment Details (Certificates)'. The photo and signature section is marked as 'compulsory'. The certificate section includes fields for 10th Certificate, HSE Certificate, Degree Mark List, and Community, each with a 'Choose File' button and a 'No file chosen' message. A callout box points to these fields with the text 'No need to upload these documents'. Below this is the 'Declaration By Candidate' section, which includes a checkbox for 'I hereby declare that if I am admitted to MACFAST, I will abide by the rules and regulations of the college and will do nothing, either inside or outside the college that will interfere with its administration, discipline and reputation.' and a list of conditions. A red circle highlights the checkbox, with the text 'Remember to check this box'.

23. Fill the next page ONLY if you are applying for another programme, otherwise please IGNORE. Finally click on the "Submit Application" button. Before that, make sure that all the details given are correct. For that you can make use of the navigation buttons given on top of the pages. Go to the NEXT page for FINAL SUBMISSION.

The screenshot shows the 'Apply For Other Programmes' section. It includes a note: 'Note: You can also opt and Apply for more Programmes based on your eligibility before submitting the application.' Below this are dropdown menus for 'Department*' and 'Programme*', both currently showing 'Please select'. A 'Submit Application' button is visible. A callout box points to the dropdowns with the text 'ONLY if you are applying for another programme, otherwise please IGNORE'. Below the screenshot, an arrow points to the 'Submit Application' button, with the text: 'Finally click on the "Submit Application" button. Before that, make sure that all the details given are correct. For that you can make use of the navigation buttons given on top of the pages.'



