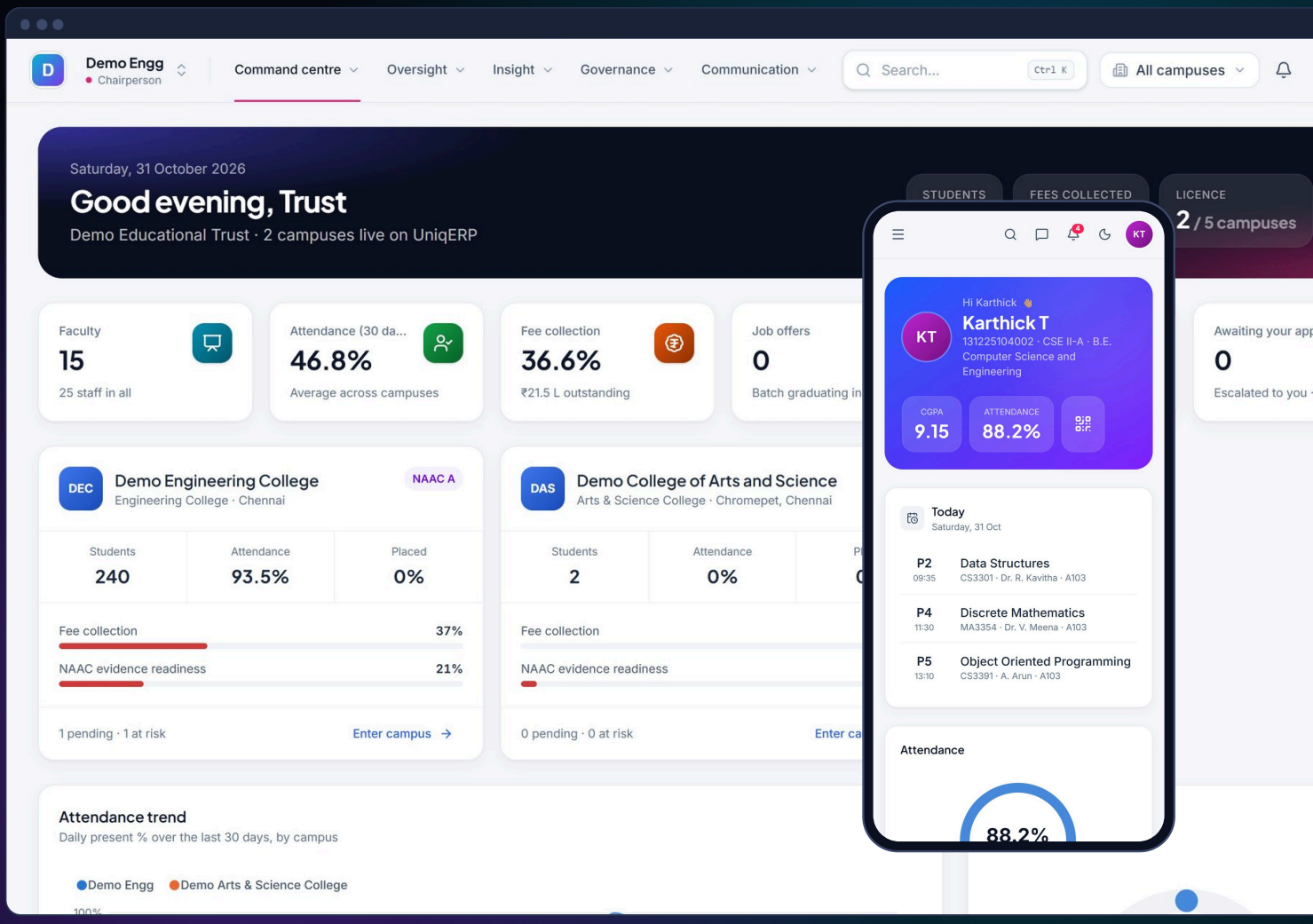
The ASK Company

UniqERP

Every campus. One platform.

The complete management system for colleges, from the first admission enquiry to the final published result.



Admissions | Academics | Examinations | Fees | HR | Accreditation | Mobile app

WHY UNIQERP

Running a college should not mean chasing paper.

Registers, spreadsheets, group chats and month-end reports each hold part of the picture. By the time anyone puts them together, the moment to act has gone.

Today	With UniqERP
✕ Attendance sits in registers and is totalled at month end.	✓ Teachers mark each period. Students, parents and mentors see the same figure straight away.
✕ Question paper deadlines are chased by phone.	✓ Every paper has a deadline, a scrutiny step and a live status on one screen.
✕ Fee dues live in separate spreadsheets.	✓ Every demand, receipt, concession and defaulter is in one live ledger.
✕ Accreditation data is collected in a rush before each visit.	✓ NAAC, NBA and NIRF figures are computed from the daily work of every office.
✕ Approvals wait on someone's desk.	✓ Requests follow a set chain, with response times and automatic escalation.
✕ Management hears about problems after they happen.	✓ Live metrics, alerts and action tracking for every campus.

> **Each office does its daily work in one system. The reports, reminders and accreditation data then build themselves.**

ONE SYSTEM

Everything your college runs on, in one place.

No separate software for each office and no copying data between them. One login, one shared set of records, and every module connected to the others.

Academics

Curriculum and regulations, timetables, attendance, lesson plans, lab registers, projects, outcome-based education

Examinations

CIA schemes, question papers, internal marks, registration, hall tickets, seating, valuation, results

Students

Admissions, student profiles, certificates, mentoring, learning space, clubs, grievances

Finance

Fee structures, fee counter, scholarships, expenses, budgets, treasury, capital projects

People

Staff records, leave, biometric attendance, payroll, appraisal, recruitment

Campus services

Library, hostel, transport, assets, helpdesk, procurement, room booking, visitors, file tracking

Quality

NAAC, NBA, NIRF, AICTE and AISHE data, evidence repository, feedback surveys, academic audit

Leadership

Trust overview, campus comparison, approvals, meetings, reports, compliance calendar, incidents

21 role-based portals

21 automatic background jobs

14 formal document types, QR-verifiable

250+ rules your college can set itself

Screens throughout this booklet show UniqERP with sample data.

BUILT AROUND ROLES

Everyone signs in once and sees their own work.

Each person lands in a portal made for their job, with only the data they are allowed to see. Someone with two roles, such as a teacher who is also a Dean, switches between them with one click.

LEADERSHIP

Chairperson and trust
Every campus on one screen, group finance, HR, placement and IQAC

Principal
Today's exceptions, approvals, staff cover, reports and meetings

Academic office
Curriculum, course allocation, timetables and the calendar

Head of Department
Department results, faculty, course files and question papers

TEACHING AND SUPPORT STAFF

Faculty
My day, attendance, marks, lesson plans, course files and mentoring

Staff self-service
Attendance, leave, payslips, appraisal and requests

STUDENTS AND FAMILIES

Student
Timetable, attendance, results, fees, exams, learning and placements

Parent
Attendance, marks, fees, messages and outpass approvals

Student council
Clubs, events, elections and polls

OFFICES

Exam cell
The full internal and end-semester cycle

Admissions
Enquiries, applications, seat matrix and offers

Accounts
Fees, spending, budgets and treasury

HR
Staff, attendance, leave, payroll and hiring

Library
Catalogue, issue desk, gate register and fines

Transport
Routes, trips, vehicles and documents

Hostel
Rooms, roll-call, outpasses and mess

Student welfare
Early warning, counselling and grievances

Placement
Drives, offers, readiness and training

Research
Publications, patents, funding and startups

IQAC
Accreditation readiness and evidence

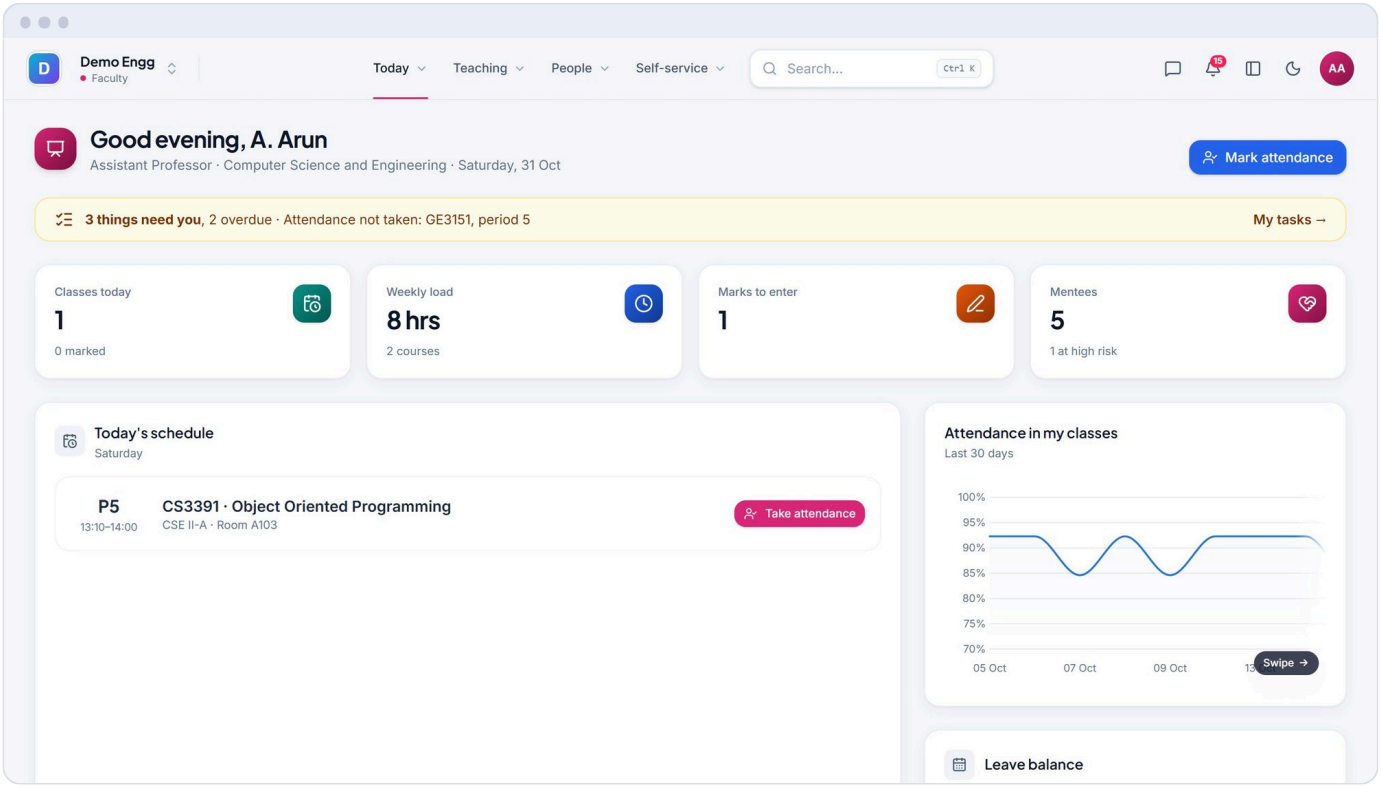
Office administration
Files, assets, helpdesk and purchasing

Your own structure. Roles are editable bundles of permissions, so you can clone a role or create a new one to match how your institution works.

WORKFLOW

Work moves forward without being chased.

UniqERP gives every person a clear list of what needs them today, then follows up automatically.



A teacher's "My day": today's periods, overdue tasks and quick actions

Approval chains
Leave, purchase requests, expenses, budgets and your own custom requests, each with its own approvers and amount limits.

Response times
Every step has a time limit. Overdue requests are reminded, then escalated.

My tasks
One list of what is overdue or due today, with a morning digest for staff.

Automatic reminders
Fees, attendance shortage, unmarked periods, invigilation, exam deadlines, library overdues and more.

Circulars with read receipts
See who has read or acknowledged a circular and remind only those who have not.

Messages and forums
Direct messages, discussion boards and alerts inside the system.

Memos and summons
The trust can issue memos, calls for data and summons, and track each response.

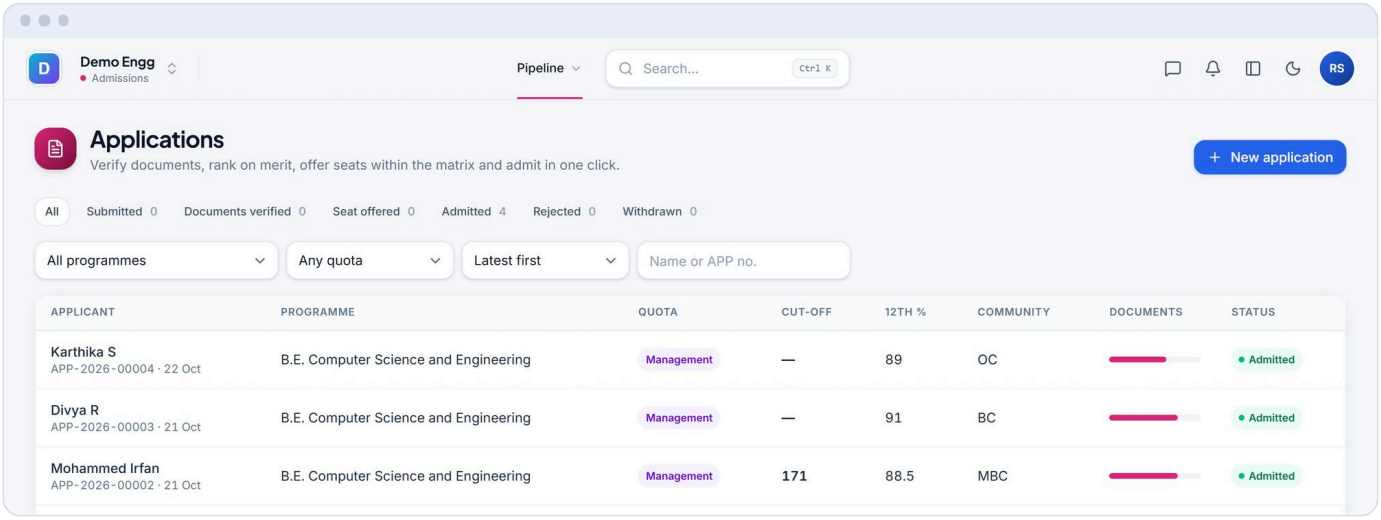
Formal documents
Certificates, minutes, reports and more, issued with a reference number and a QR code anyone can scan to check.

SMS, WhatsApp and e-mail connect through your chosen message provider. Parent alerts and their wording are set by the college.

ADMISSIONS AND STUDENT RECORDS

From first enquiry to a complete student record.

One record follows each student from the admission desk to graduation, so no office has to type the same details again.



Applications with quota, cut-off, marks, document status and stage

Admissions

Enquiries and follow-ups
Log every call, WhatsApp, SMS, e-mail or visit, with the next follow-up date.

Online application form
Applicants upload documents, give DPDP consent and track progress with a code.

Seat matrix
Seats by programme and quota, with fill status updated live.

Verify, offer, admit
Document checks, printable offer letters, and an automatic student record and register number.

Student records and services

Student 360 profile
Personal and guardian details, attendance, marks, fees, hostel, transport, mentoring and achievements.

Certificates
Students request bonafide and conduct certificates. Issued copies carry a QR code.

Leave and On Duty
Requests go to the class advisor. Approved OD updates attendance automatically.

Achievements
Students submit with proof, advisors verify, and the record feeds NAAC and NBA.

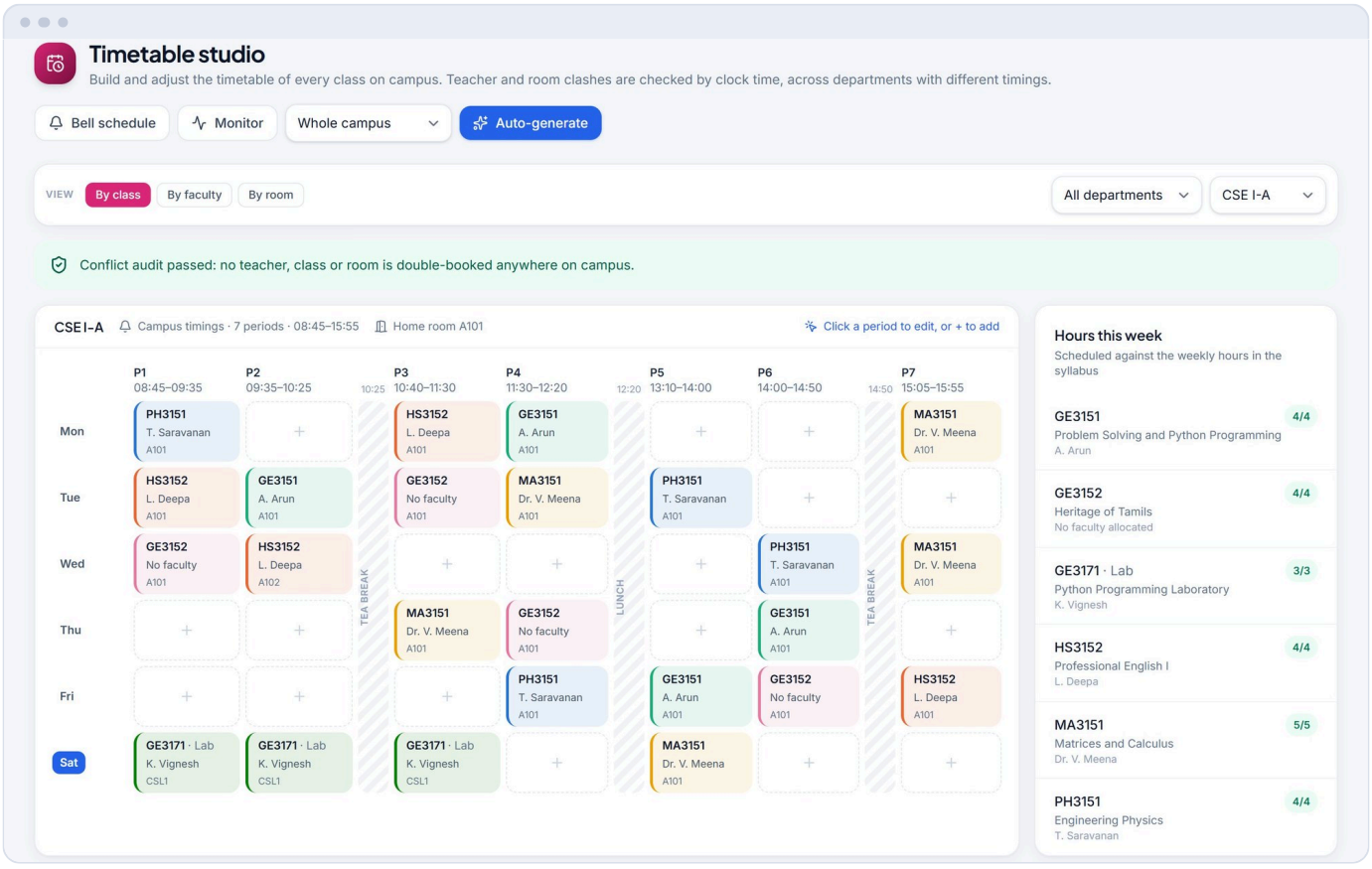
Learning space
Notes, assignments, and quizzes that are marked instantly.

Grievances
Raise a grievance to the right committee and track the response.

ACADEMICS

Plan the semester. Then watch it happen.

Timetables, attendance and teaching records are connected, so the HoD and Principal can see real progress, not last month's summary.



Timetable studio: generated automatically, with clashes checked across departments

Automatic timetables
Places each course's weekly hours, keeps labs as whole blocks and refuses teacher, room or class clashes.

Class cover
See who is away today and get free colleagues suggested for each of their periods.

Lab registers
Batches, experiments, record-note marks and equipment loans.

Outcome-based education
CO-PO mapping, automatic attainment, Bloom's levels and gap actions.

Regulations and curriculum
University or own regulations, credit rules, electives and course equivalences.

Period attendance
Mark by period in a few taps on a phone or computer, with the topic covered.

Lesson plans
Planned against delivered, topic by topic, with one click to reuse last year's plan.

Projects
Teams, weekly logbooks, reviews and rubric marks for mini and major projects.

Course files
A 14-point checklist with live completeness, HoD approval and a printable file.

Feedback and academic audit
Course feedback rounds, action-taken reports and signed semester audits.

THE EXAM CELL, COMPLETE

From the CIA scheme to the published result.

Everything an exam cell does by hand is now a tracked stage, with deadlines, reviews and a clear owner.

PART 1 Internal assessment

1 Set the scheme once

Choose the tests, marks, weights, best-of rules, attendance marks and deadlines. Apply it to the college, a programme or a semester.

2 Roll it out

One click creates the tests in every course, sets their deadlines and tells the teachers.

3 Set and scrutinise papers

Teachers tag each question with its CO and Bloom's level. The HoD approves or returns the paper, and printed copies are logged.

4 Enter marks

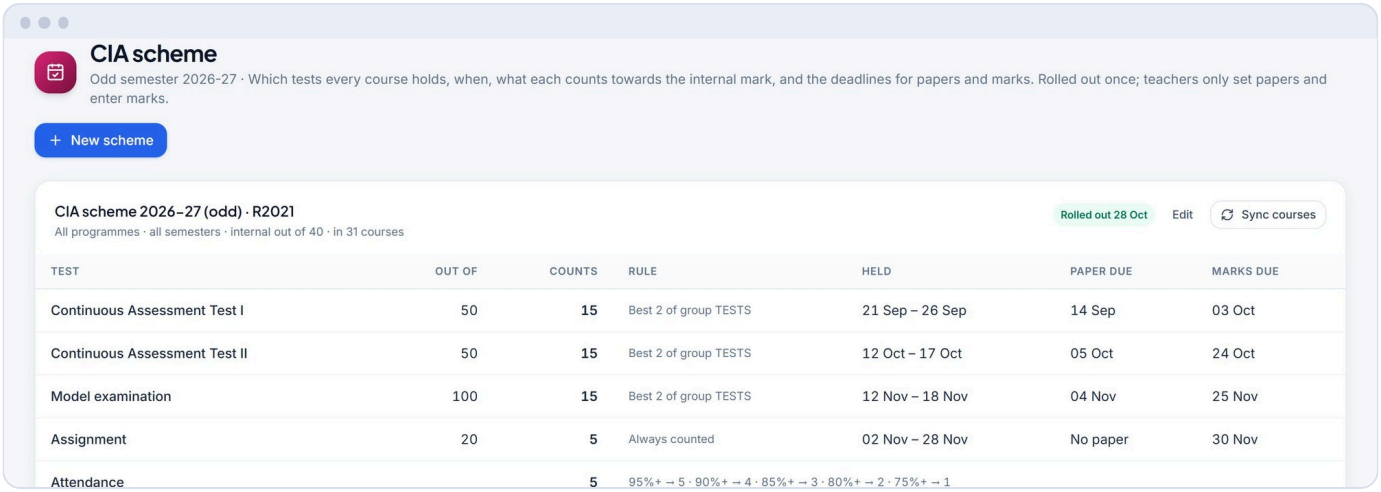
Question by marks, by pasting from a spreadsheet, or by reading a photo of the mark list.

5 Calculate internal marks

Tests are scaled and combined by your scheme. A teacher can change a mark only by giving a reason.

6 Approve and freeze

Teacher to HoD to exam cell. Frozen marks feed results and export as the university upload file.



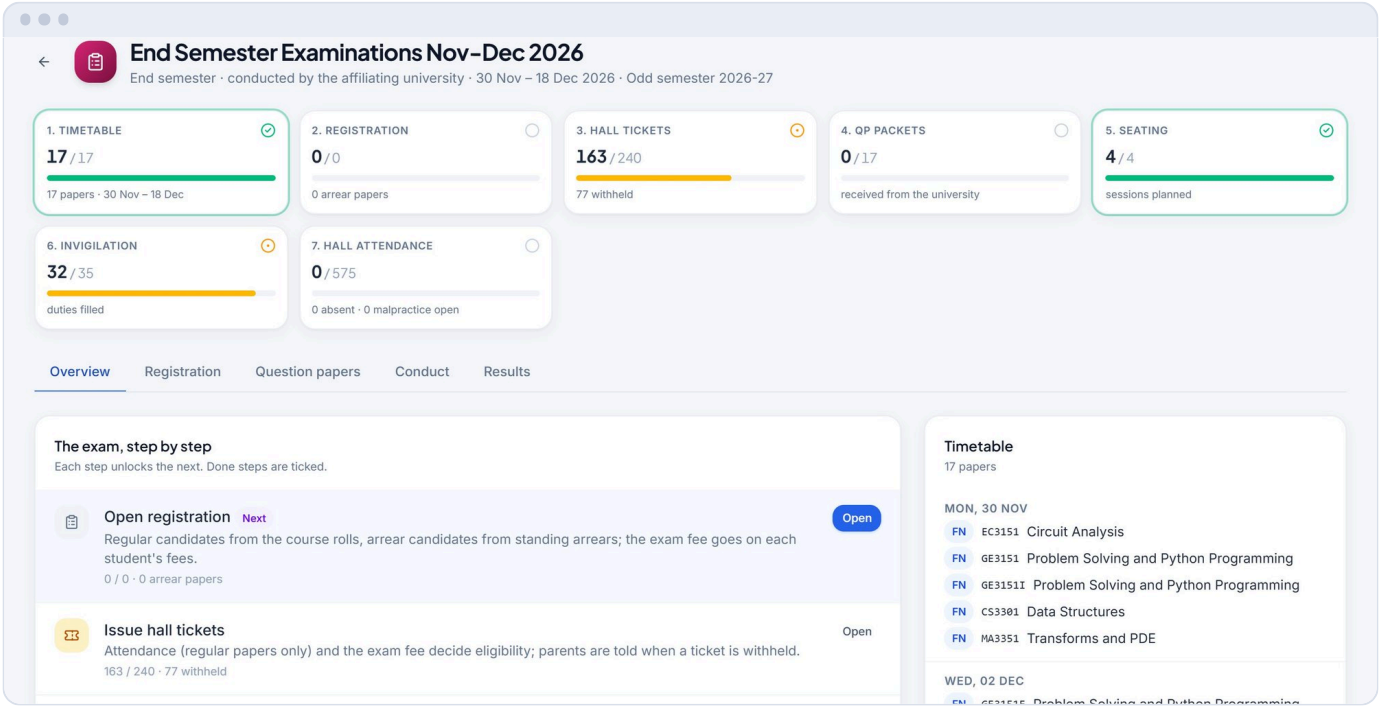
A CIA scheme: tests, weights, best-of rule, attendance marks and every deadline

No more chasing. Teachers are reminded before each deadline. Overdue work is flagged on the exam cell dashboard and escalated to the HoD.

PART 2

End-semester examinations

Each exam gets one page showing every stage and its progress. It works for colleges that set their own papers and for those affiliated to a university.



One exam, every stage: timetable, registration, hall tickets, papers, seating, invigilation, attendance

1 Schedule

Papers are placed by class with the gap you choose, skipping holidays and refusing clashes.

2 Register candidates

Regular students from course rolls, arrears from failed papers. The exam fee is added to each student's fees.

3 Issue hall tickets

Eligibility checks attendance and dues. Students open their own ticket, seat and room.

4 Handle question papers

Appoint internal or external setters for several sets, kept confidential, then select or draw one. University papers get a sealed-packet register, and a broken seal raises an alert.

5 Seat and invigilate

Automatic seating with mixed papers. Invigilators are assigned fairly, avoiding staff on leave, and can request swaps.

6 Run the exam

Invigilators mark attendance and booklet numbers room by room, and report malpractice for the exam cell to decide.

7 Value the scripts

Dummy numbers and bundles keep names hidden. Double valuation is built in, and a third examiner is assigned when two marks differ too far.

8 Publish results

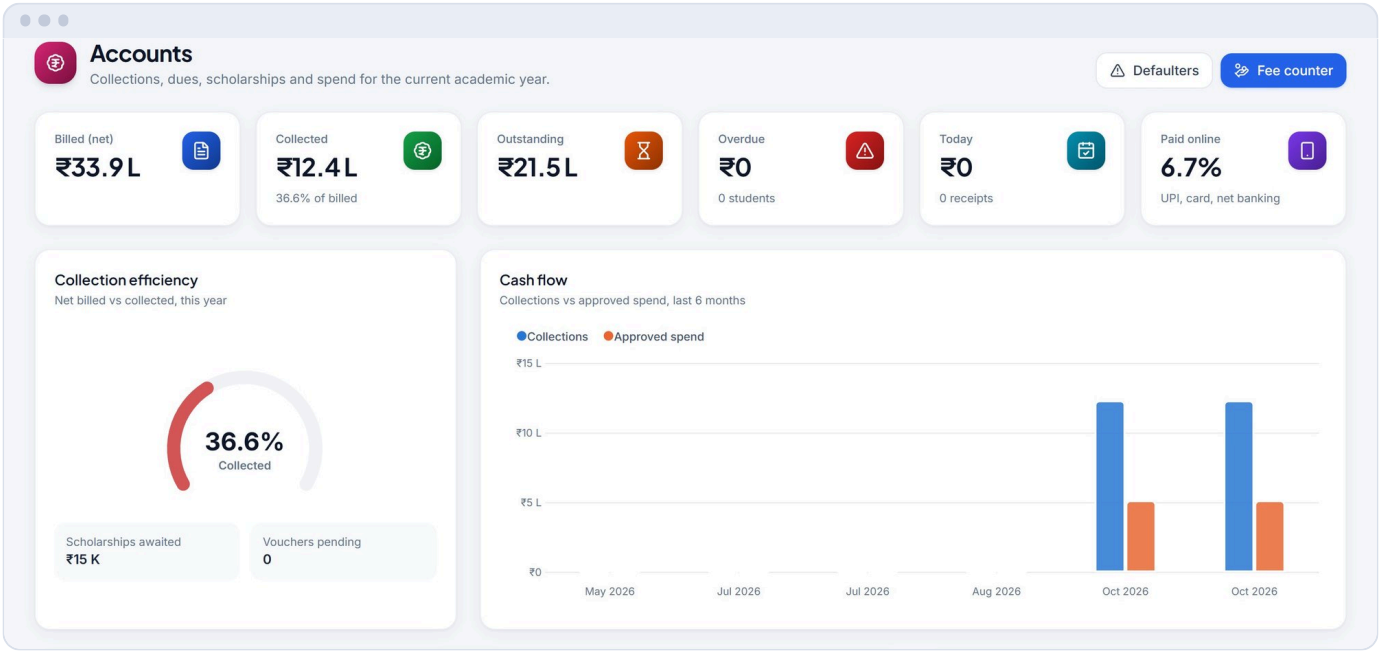
Internal plus external, graded by regulation, with grace marks and withheld results. After Principal approval, GPA and CGPA update and parents are told.

After results Revaluation · Arrears lists · Supplementary exams · Results analysis · Result register export

FEES AND FINANCE

Know where every rupee stands, today.

From billing a fee structure to the trust's cash position, all the money in one connected ledger.



Accounts home: billed, collected, outstanding, collection efficiency and cash flow

Fees

Fee structures
Fee heads by programme, quota and year, billed to every student in one step.

Day book
Every payment on a date, by mode, with the day's total.

Concessions and scholarships
Reasons recorded, with approval for management and trust awards.

Fee counter
Cash, card, UPI, DD or cheque, with printed receipts showing the amount in words.

Defaulters and reminders
Overdue lists by department and year, with reminders to parents.

Online payment
Student payment page, ready to connect to your payment gateway.

Spending and treasury

Budgets
Department proposals, approvals, and spent against budget all year.

Treasury
Bank balances, bills to pay, loans, EMIs and days of cash.

Group view
Every campus's cash side by side, with transfers recorded.

Expenses
Vouchers and vendor bills that go through approval before payment.

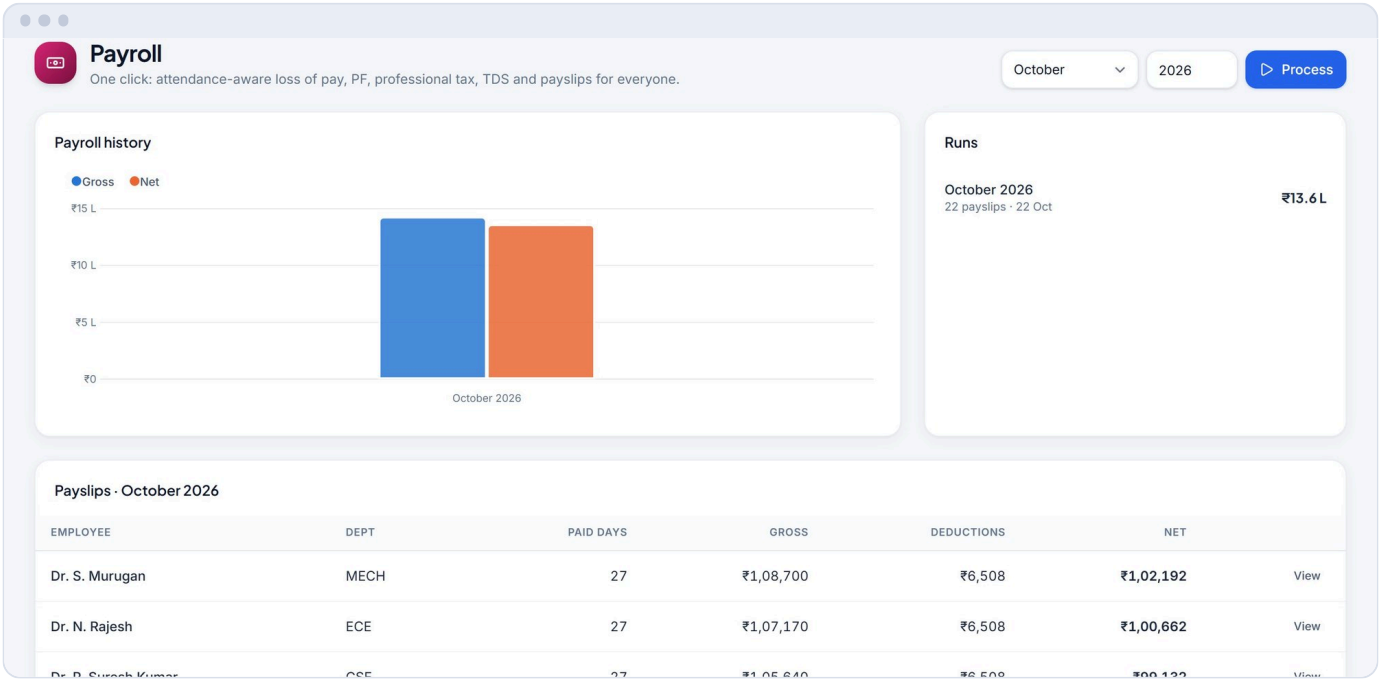
Capital projects
Budget, milestones with photos, spending and progress.

Forecast
Expected fee income and expenses over the coming months.

PEOPLE AND CAMPUS SERVICES

The whole campus, running on one system.

Staff, hostels, buses, books and buildings stop being separate worlds.



Payroll: one click, with attendance-aware loss of pay, statutory deductions and payslips

HR and staff

Staff attendance
Biometric device connection, punch-log upload, or marked by hand.

Payroll
Salary, DA, HRA, PF and loss of pay, with payslips for each employee.

Recruitment
Job openings, applicants and stages, with sanctioned posts against staff.

Leave
Balances, approvals and suggested substitutes for the classes affected.

Appraisal
Self-appraisal with suggested points, reviewed by the HoD and Principal.

Faculty contributions
FDPs, certificates and memberships, verified once and reused for accreditation.

Library
- Catalogue and accession numbers
- Issue, return and reservations
- Gate register and fines

Hostel
- Blocks, rooms and allotment
- Parent-approved outpasses
- Roll-call, visitors, mess ratings

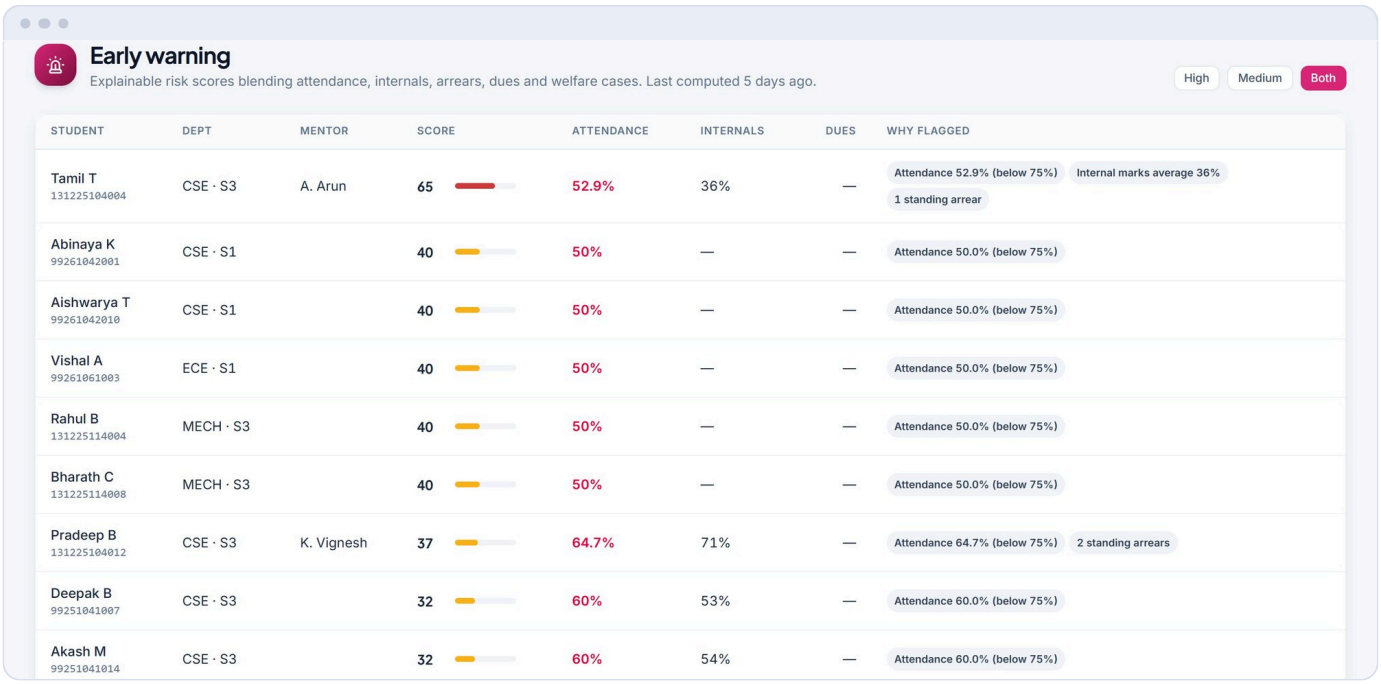
Transport
- Routes, stops and passengers
- Daily trips and delay alerts
- Fuel, service and document expiry

Office
- Asset register and helpdesk
- Indents and goods received
- Room booking, visitors, file tracking

STUDENT SUCCESS

Spot the student who needs help before it is too late.

UniqERP combines attendance, internal marks, arrears, fee dues and welfare cases into an early-warning score, and shows exactly why each student was flagged.



Early warning: every score comes with the reasons behind it

Early-warning scores
Recomputed automatically. Mentors are alerted to students at risk.

Mentoring
Mentees sorted by risk, with meetings, action items and optional parent invites.

Counselling
Confidential cases, sessions and follow-up.

Careers, research and campus life

Placement drives
Eligibility rules, round-by-round progress, offers and packages.

Readiness scores
Based on CGPA, skills and verified certifications, internships and projects.

Resumes
Generated from the student's records, or uploaded by the student.

Research records
Publications filled from a DOI or imported from ORCID, with patents, grants and consultancy.

Research integrity
Retraction checks and self-citation flags.

Incubation
Student startups, mentors, funding and milestones.

Clubs and events
Memberships, event approval and registrations.

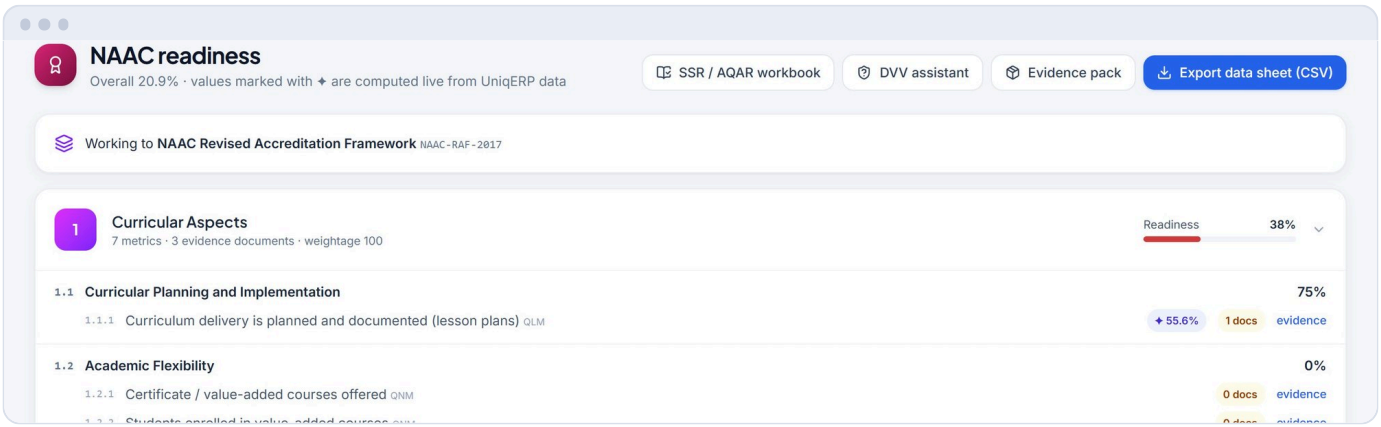
Elections and polls
Student council elections with one vote per position.

Event attendance
QR attendance and automatic event reports with photos.

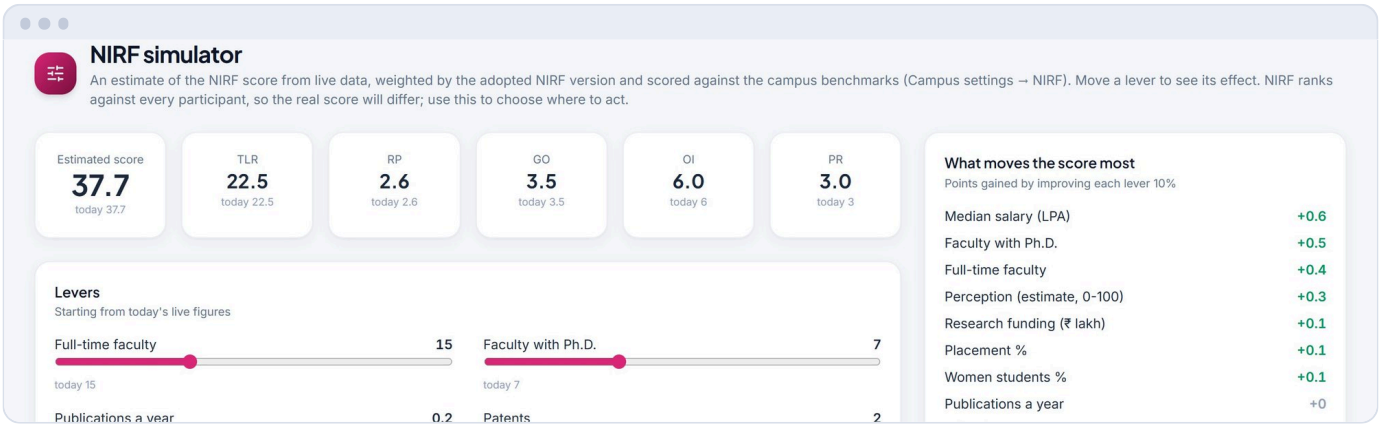
ACCREDITATION AND COMPLIANCE

Ready for the visit, every day of the year.

Accreditation data is the by-product of normal work. UniqERP computes the metrics from live records, so the IQAC checks and explains instead of collecting.



NAAC readiness, criterion by criterion



NIRF simulator: try “what if” values and see the estimated score change

NAAC, NBA and NIRF
Criteria trees with computed values, data status and evidence for each metric.

NIRF simulator
See today’s estimated score and which levers move it.

Evidence repository
Documents tagged to criteria, with maker-checker verification and ZIP evidence packs.

SSR and SAR workbooks
Computed data with write-up boxes, printable and issued with a reference.

DVV clarifications
Validators’ queries tracked against each metric, with responses.

Framework versions
New versions can be adopted as regulators revise them, with evidence carried over. Includes GAPC v4.0 outcome migration.

Government returns
AISHE, NIRF and AICTE formats, a regulatory figures register, and APAAR ID upload.

AICTE mandatory disclosure
A public disclosure page for the college website.

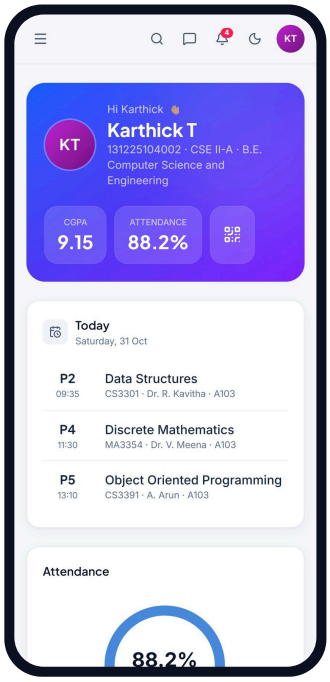
Compliance calendar
Filings and renewals with owners, reminders and escalation.

Surveys and committees
Stakeholder feedback, statutory committees and minutes.

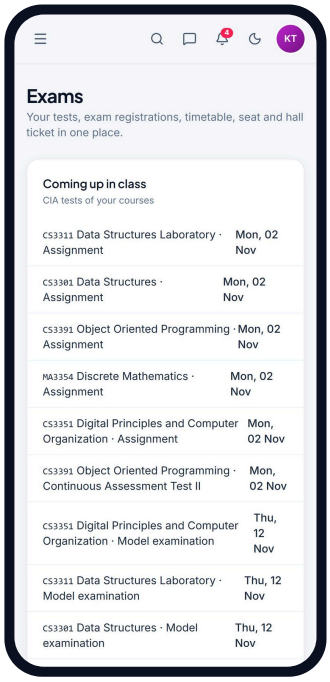
MOBILE

The whole college, in every pocket.

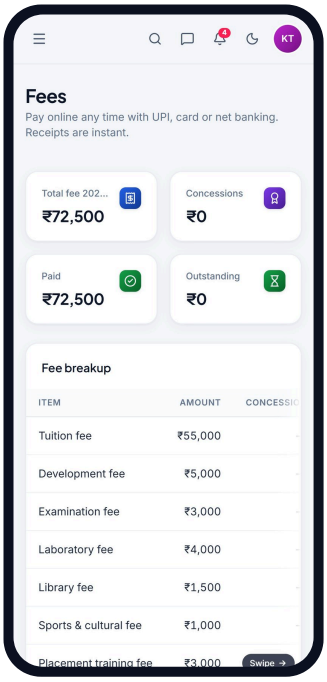
Your institution gets its own branded Android app, with your name and logo. Students, parents and staff can also use UniqERP from any phone browser.



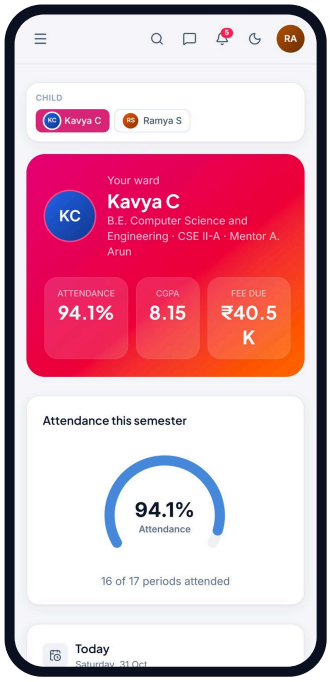
Student home



Exams and tests



Fees



Parent view

Students

- Timetable and attendance
- Results, fees and hall tickets
- Assignments, quizzes and placements

Parents

- Attendance, marks and fees
- Hostel outpass approval
- Messages to teachers

Staff

- Attendance for each period
- Approvals and My tasks
- Leave and payslips

Fingerprint and face sign-in

Secured by the phone's keystore, with an app lock after the time you set.

QR and barcode scanner

For library and gate pages.

Handles poor connections

Clear offline and maintenance screens that recover by themselves.

Push notifications

Every alert reaches the phone, and a tap opens the exact page. Channels can be muted one by one.

Print, save and share

Native PDF saving, downloads and camera uploads.

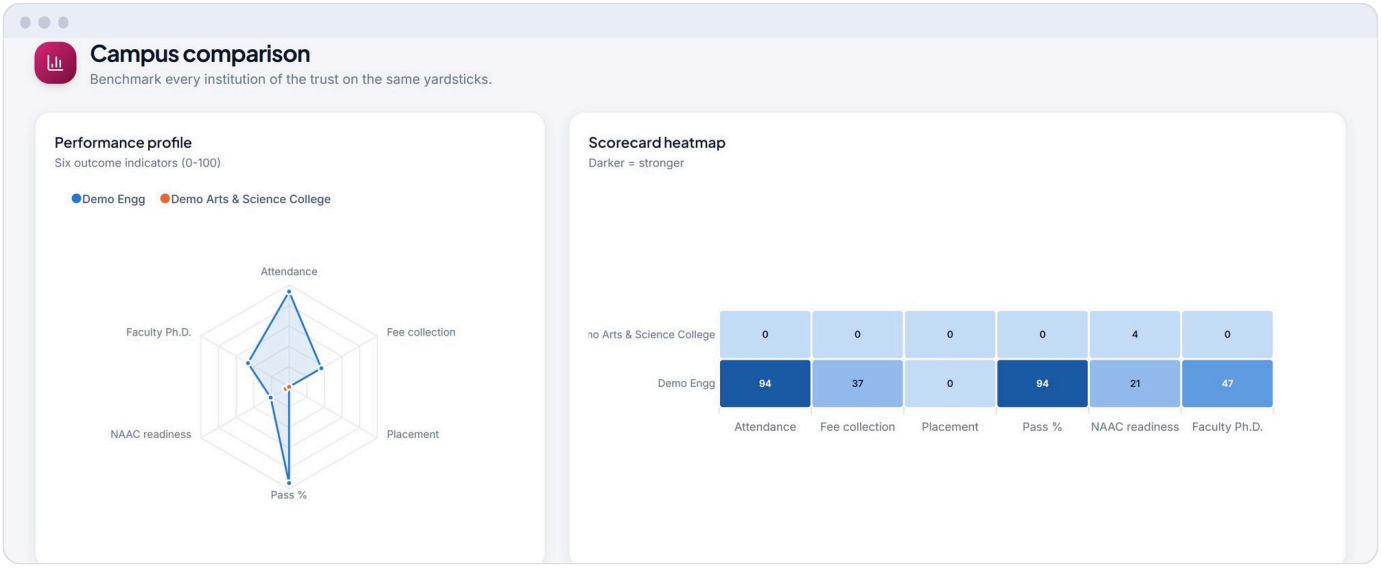
Managed from the website

App name, address, colours and support contacts are set by the trust. No new release needed for a change of address.

MULTI-CAMPUS, SECURITY AND DATA

One trust. Many campuses. Clear control.

UniqERP works for a single college and for a group of institutions under one trust, each with its own rules and data.



Campus comparison on the same yardsticks

For the trust

Trust overview
Every campus's students, attendance, fees and readiness, with a one-click way in.

Trust policies
Set rules for all campuses and decide which ones may vary.

Visits and actions
Campus visit checklists, with every finding tracked to closure.

Reports and board packs
Drafted from live figures, signed off and consolidated for trustees.

Transfers
Move a student or staff member between campuses with their record.

Incidents
Report, acknowledge, escalate and close, with a full timeline.

Security and your data

Separate campus databases
Each campus can have its own database.

Role-based access
Every page checks what each person may see or do.

Audit trail
A record of who did what, when and from where.

Sign-in protection
Repeated wrong passwords are slowed and locked out.

DPDP consent
Applicant consent is recorded with its time.

Easy to move in
Bulk import of people, courses, fees, past results and library books, with a row-by-row preview.

SEE IT FOR YOURSELF

Book a demo.

We will walk you through UniqERP, role by role, and show how it would fit the way your college works.

- Your questions, answered on the live system
- A tour for each role: management, office staff, faculty, students and parents
- How your existing data moves in

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