

HirotoIND:CollegeManagementSoftware

The only software needed to run your College Management.

We would like to thank you for purchasing **College Management Software**! We are very pleased you have chosen **College Management Software** for your institution, you will not be disappointed! Before you get started, please be sure to always check out these documentation files. We outline all kinds of good information, and provide you with all the details you need to use **College Management Software**. **College Management Software** can be used with hansom school, college, university, training/coaching institute.

System Requirements

To installing **College Management Software**, Your web server must be running **PHP 5.4 or higher** and **MySQL 5.1 or higher**. We have tested it with Windows, Mac and Linux but for optimum performance we will recommend to use **Linux with Apache web server**. Below are a list of items you should ensure your host can comply with.

- PHP 5.6+
- MySQL 5.1+
- MySQL SQL_MODE must not contain ONLY_FULL_GROUP_BY mod_r
- rewrite Apache
- MBString Extension M
- YSQLi
- Extension fileinfo
- Extension Zip Extension
- CURL Extension (recommended)
- PHP max_execution_time should be at least 60 seconds for smoother installation

*In most hosting accounts, these extensions are enabled by default. But you should check with your hosting provider.

After installation **College Management Software** to work properly, you must make a few directories/files writeable. Below are a list of directories/files you should ensure that have write permissions.

- installation_dir/application/config/config.php installation_dir/application
- n/config/database.php installation_dir/application/config/autoload.php in
- stallation_dir/application/config/license.php installation_dir/temp
- installation_dir/backup installation_dir/backup/database_backup installat
- ion_dir/backup/temp_uploaded
-

- installation_dir/uploadsinstallation_dir/uploads/<all_its_sub_directories
- >

UsingCollegeManagementSoftware

CollegeManagementSoftware-GeneralOverview

Before start using College Management Software consider a general scenario of typical school of class 1 to 12th, each class has sections like Section A, Section B. There will various subjects for different classes like some subjects are theory and some are practical. Exams are created using these subjects and classes.

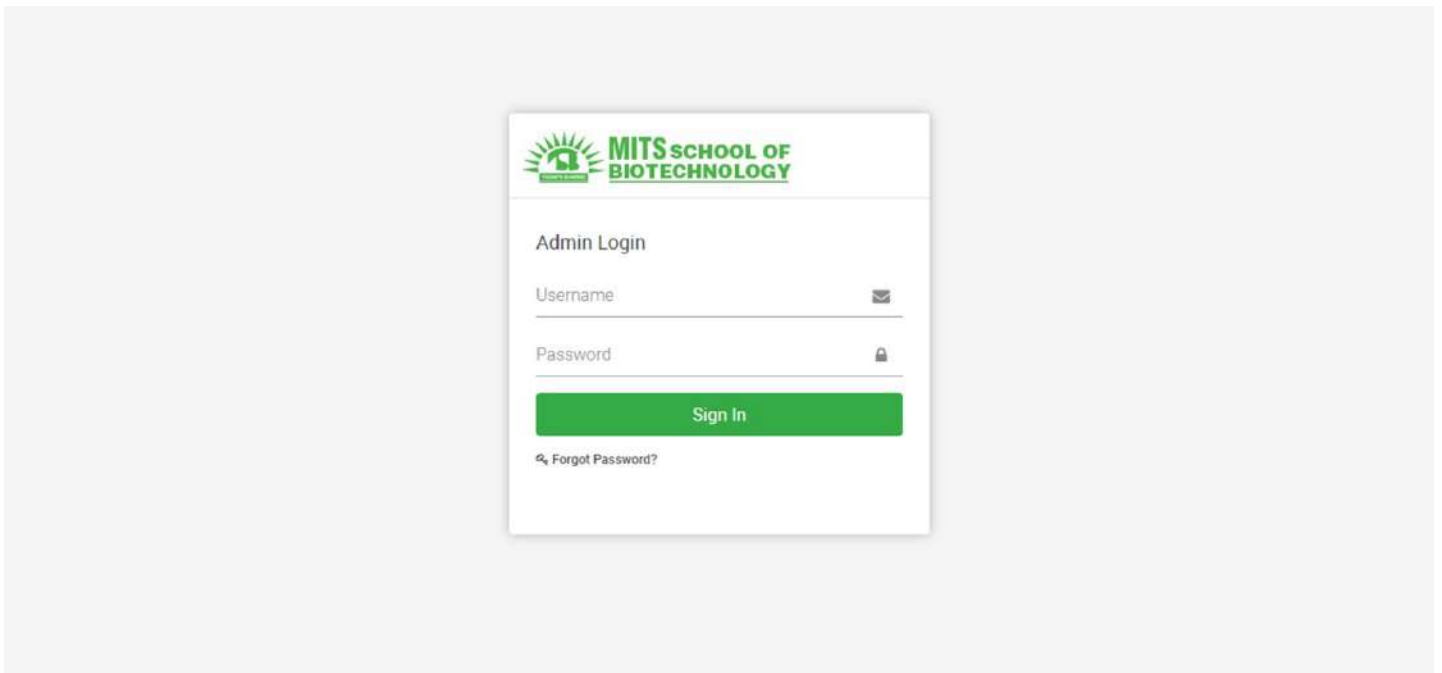
Students enter in classes by new admission or promoted by their previous class after successful passing of previous class. During course of student we will charge fees to students and collecting them at monthly or onetime basis. We like to record attendance of our students. Our school may be providing transport facility to student. Our school have library for students have to maintain books inventory. Our school have hostels and providing hostel facility to our students. Obviously your school has teacher to teach and manage students. We like to communicate our teachers, students and parents. We like to record all the expenses done in our school like miscellaneous bills, salary payment etc. After everything we like to analyze various reports based on our school.

If you are using College Management Software for a training centre then may be you like to admit students in two classes, since version 5 we have introduced multi class feature where you can admit a single student in two classes simultaneously.

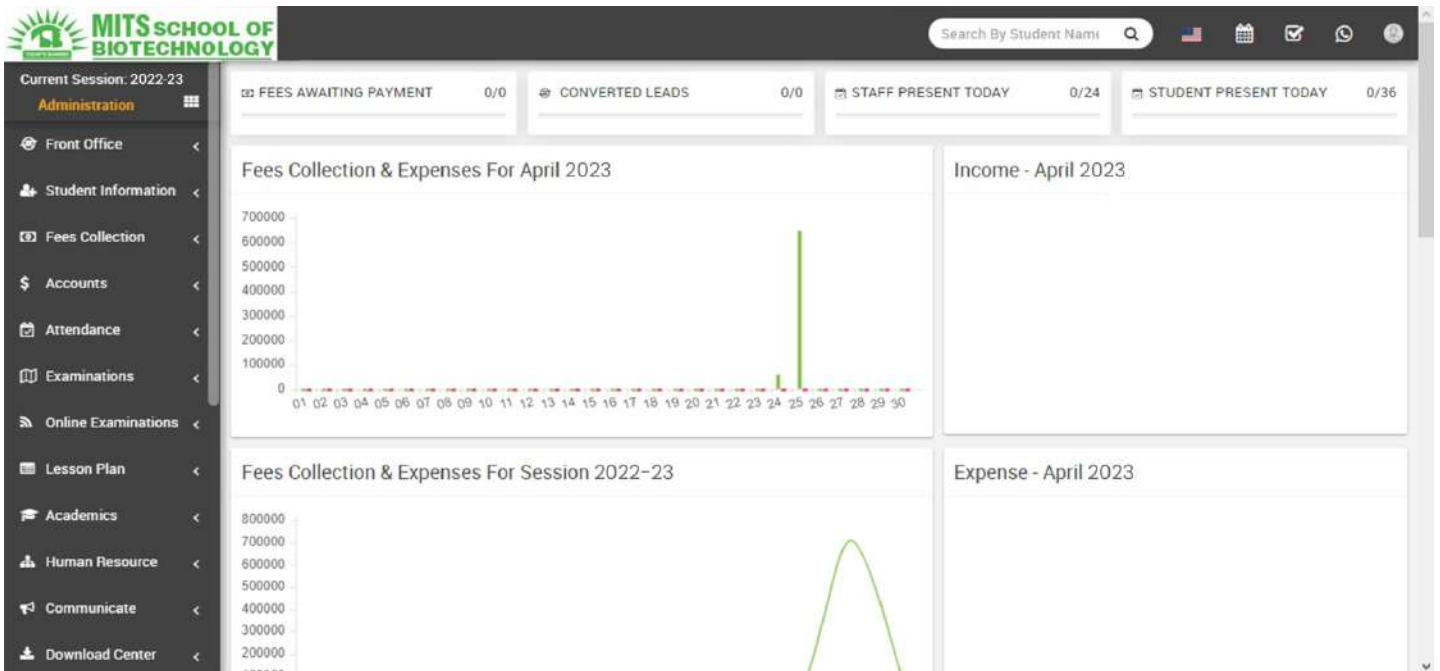
Apart from above we also like to provide access to our College Management Software to other users like Teachers, Accountants, Librarians, Students and their Parent. For these College Management Software have 8 inbuilt user's roles - **Super Admin, Admin, Teacher, Accountant, Librarian, Receptionist, Student and Parent**. Virtually you can create unlimited number of user roles for staff members.

AdminPanel

Log into Admin Panel through URL - <http://www.hirotoind.com/nsakcet/erpsite/site/login>



After successful login you will reach to Admin Dashboard. Below you can find navigational overview of user screen.



Admin Panel consist 27 modules listed below -

1. **Front Office-**
for all reception/front office related activities like enquiries, calls, visitors, postal receive/dispatch
2. **Student Information-**
for all the information related to student like student search, profile, student admission, student history
3. **Fees Collection-** for all the details related to student fees collection, fees master creation, fees dues, fees reports
4. **Income-** for all the income other than fees collection can be managed here like add income, search income, income head
5. **Expenses-**
for all the expenses related to school can be managed here like add expenses, search expenses, expense head

6. **Attendance**-formanagingstudentattendanceandattendancereport
7. **Examinations**-
formanagingalltheexamsconductedbyschoollikecreateexam,scheduleexam,exammarksentry,marksgrade
8. **Academics**-
formanagingalltheparameters/masterdatarequiredtorunschoollikeclasses,sections,subjects,assignteachers,classtimet
able,promotestudenttoupperclass
9. **HumanResource**-
foralltheinformationrelatedtostaffmemberscanbemanageherelikestaffsearch,profile,attendance,payroll,leaves
10. **Communicate**-itworkslikeanoticeboardbasicallyamessagingssystemforcommunicationtostudents,parentsandteachers
11. **DownloadCenter**-
formanagingdownloadabledocumentslikeassignments,studymaterial,syllabusandotherdocumentsneedtodistributestud
entsandteachers
12. **ZoomLiveClasses**-
forstudentszoomliveclassesandforstafflivemeetings.Itsaddonextensionandshouldbepurchasedseparately
13. **Homework**-teacherscangivehomeworkhereandfurtherevaluate them
14. **Library**-allthebooksinyourlibrarycanbemanagehere
15. **Inventory**-managealltheassetsofyourschoolwithstocksandstoreunderinventorymodule
16. **Transport**-formanagingtransportationservicelikeroutesandtheirfares
17. **Hostel**-formanaginghostels,hostelroomsandtheirfares
18. **Certificate**-designandgeneratestudentcertificateandIDCardhere
19. **FrontCMS**-
managefrontpublicsiteofCollegeManagementSoftwareherebycreatingpages,menus,events,gallery,news
20. **Alumni**-formanagingallpassoutstudentsoralumnirecordsandevents
21. **Reports**-allthevariousreportsrelatedtodifferentmodulescanbefoundhere
22. **SystemSettings**-
configureCollegeManagementSoftwareherefordifferentsettingslikeschool,sessions,adminpassword,SMS,Pa
ypal,backup/restore,languages
23. **Calendar&ToDoList**-trackandmanagealldaily/monthlyactivitiesandcreateyourtaskintodolist
24. **Chat**-chatfortwo-waymessagingstaffandstudents
25. **OneClickUpdater**-toinstallnewinsystem

To understand how College Management Software works first we need to configure and setup it for our school. In this whole documentation we will consider our sample school which is Mount Carmel School.

Steps to setup your school-

1. In the Admin panel go to **System Settings > General Setting** in upper right side click on **Edit** button to update your school data.

The screenshot shows the 'General Setting' page in the MITS School of Biotechnology administration system. The page is divided into several sections:

- General Setting:** Includes fields for College Name (MITS SCHOOL OF BIOTECHNOLOGY), College Code (MITS), Address (MITS SCHOOL OF BIOTECHNOLOGY 2(P), INFOCITY, PATIA, CHANDAKA INDUSTRIAL ESTATE, BHUBANESWAR-751024), Phone (+91-7978528311 / 8599885998), and Email (principal@msb.ac.in).
- Session:** Includes Session (2022 - 23) and Session Start Month (AUGUST).
- Attendance Type:** Includes Attendance (Day Wise, Period Wise, Biometric Attendance) and Language RTL Text Mode (Disabled, Enabled).
- Devices:** Includes a field for Devices (Separate By Coma).
- Language:** Includes Language (English) and Language RTL Text Mode (Disabled, Enabled).
- Date Time:** Includes a field for Date Time.

The sidebar on the left contains the following navigation options:

- Administration
- System Settings
 - General Setting
 - Session Setting
 - Notification Setting
 - SMS Setting
 - Email Setting
 - Payment Methods
 - Print Header Footer
 - Front CMS Setting
 - Roles Permissions
 - Backup / Restore
 - Languages
 - Users
 - Modules
 - Custom Fields
 - System Fields
 - Student Profile Update

- Update your **School Name**, **School Code** (School Code is your school affiliation / accreditation no), **Address**, **Phone**, **Email** (for remaining settings please check System Settings section) now click on **Save** button to update record.
- For updating your school print logo (used in fees receipt and payslip print) go to **System Settings** > **General Setting** in lower left side click on **Edit Print Logo** button (it is recommended for logo to use .png image with transparent or white background and around 200px x 200px in size). Now drag and drop or select your logo file. By clicking on **Edit Admin Logo** and **Edit Admin Small Logo** you can set logo for admin panel. **Edit App Logo** to set logo for mobile app.
- For automated SMS messaging add any one of available SMS Gateway with the required details from **System Settings** > **SMS Setting**.
- To enabling online payment in **Parent Panel** and **Student Panel** update your payment gateway account details for this, go to **System Settings** > **Payment Methods** select your appropriate payment gateway and add your payment gateway account details then click on save button and enable it from right side box.
- At this point we have completed basic setup of our school. Now we will add our academics in College Management Software like **Classes**, **Sections**, **Subjects**, **Teachers**.
- For adding classes go to **Academics** > **Classes**, before adding classes first add **Sections** from **Academics** > **Sections**. Select **Sections** comes under a **Class** when you adding a **Class**. **Classes** can be added from left side **Add Class** form and added classes can be seen right side **Class List**. Add all classes running in your school here.

The screenshot shows the MITS School of Biotechnology software interface. On the left is a navigation menu with 'Administration' and 'Academics' sections. The 'Academics' section is expanded, showing options like 'Class Timetable', 'Teachers Timetable', 'Assign Class Teacher', and 'Promote Students'. The main content area is split into two panels. The left panel is titled 'Add Class' and contains a 'Class' dropdown menu, a 'Sections' dropdown menu with a checkbox for 'B.E.', and a 'Save' button. The right panel is titled 'Class List' and contains a search bar, a table with columns for 'Class', 'Sections', and 'Action', and a 'Records: 1 to 1 of 1' indicator. The table shows one record: 'CIVIL' under 'Class' and 'B E' under 'Sections'.

8. For adding sections go to **Academics > Sections**, Sections can be add from left side **Add Section** form and added section can be see right side **Section List**. Add all section name used in your school here. e.g. Class 1 has 3 sections A, B, C and Class 2 has only A, B section then we will add 3 sections A, B, C here. After adding sections, select section comes in a Class when you adding Classes.
9. For adding Teachers go to **Human Resource > Staff Directory**, Teachers can be add from top right corner **Add Staff** button. At this page you can add any staff by selecting its role. If we are creating teacher then we should select Teacher as role and designating as role.
10. For adding subjects go to **Academics > Subjects**, Subjects can be add from left side **Add Subject** form and added subjects can be see right side **Subject List**. Add all subjects including theory and practical in your school here. Subjects can be assign through Subject Groups to their classes in next step.
11. For assigning subjects to their classes go to **Academics > Subject Group** enter Subject Group then select Class and Section then select all subjects you want to include in this class and section as group now click on **Save**.

The screenshot shows the MITS School of Biotechnology software interface. On the left is a navigation menu with 'Administration' and 'Academics' sections. The 'Academics' section is expanded, showing options like 'Class Timetable', 'Teachers Timetable', 'Assign Class Teacher', and 'Promote Students'. The main content area is split into two panels. The left panel is titled 'Add Subject' and contains a 'Subject Name' text input field, radio buttons for 'Theory' and 'Practical', a 'Subject Code' text input field, and a 'Save' button. The right panel is titled 'Subject List' and contains a search bar, a table with columns for 'Subject', 'Subject Code', 'Subject Type', and 'Action', and a 'Records: 0 to 0 of 0' indicator. The table is empty and displays a message: 'No data available in table' with an illustration of a printer and a document.

12. Great! you have completed your **College Management Software** setup. Now further we will understand working of all the modules 1 by 1 in detail.

FrontOffice

This module has 7 sections-

1. Admission Enquiry
2. Visitor Book
3. Phone Call Log
4. Postal Dispatch
5. Postal Receive
6. Complain
7. Setup Front Office

First we will **Setup Front Office** then we will manage student **Admission Enquiry**, **daily Visitors Book**, **Phone Calls**, **Postal and Complain**.

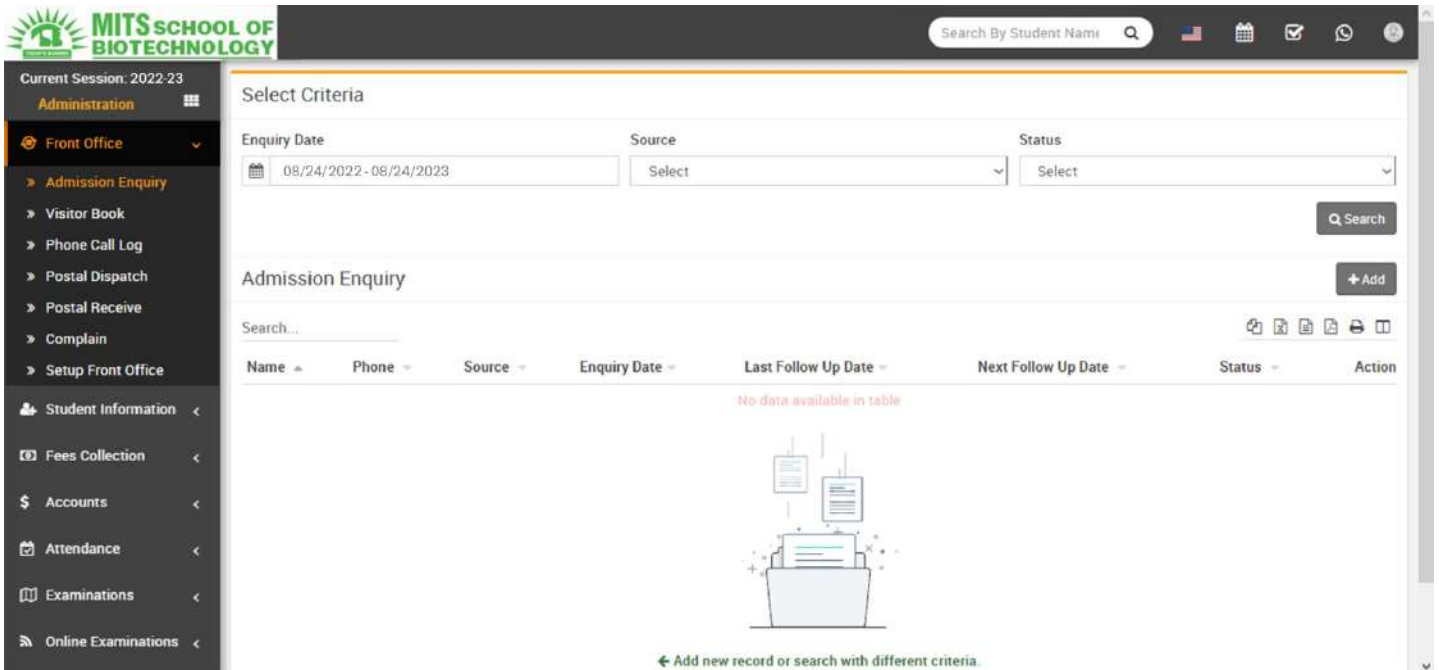
- **Setup Front Office** - Go to **Front Office** > **Setup Front Office** here you will add **Purpose**, **Complain Type**, **Source**, **Reference** data which will be used in different sections of Front Office. Enter **Purpose** then **Description** and click on **Save** button. All Purpose can be seen on the right side of this page.

The screenshot displays the 'Setup Front Office' interface. On the left is a sidebar menu with 'Front Office' expanded, showing options like 'Admission Enquiry', 'Visitor Book', 'Phone Call Log', 'Postal Dispatch', 'Postal Receive', 'Complain', and 'Setup Front Office'. The main content area is divided into two panels: 'Add Purpose' and 'Purpose List'. The 'Add Purpose' panel has fields for 'Purpose', 'Source', and 'Description', with a 'Save' button at the bottom. The 'Purpose List' panel shows a table with three entries: 'FRONT', 'SECURITY', and 'GATE', each with an 'Action' column containing edit and delete icons. A search bar and navigation icons are at the top right.

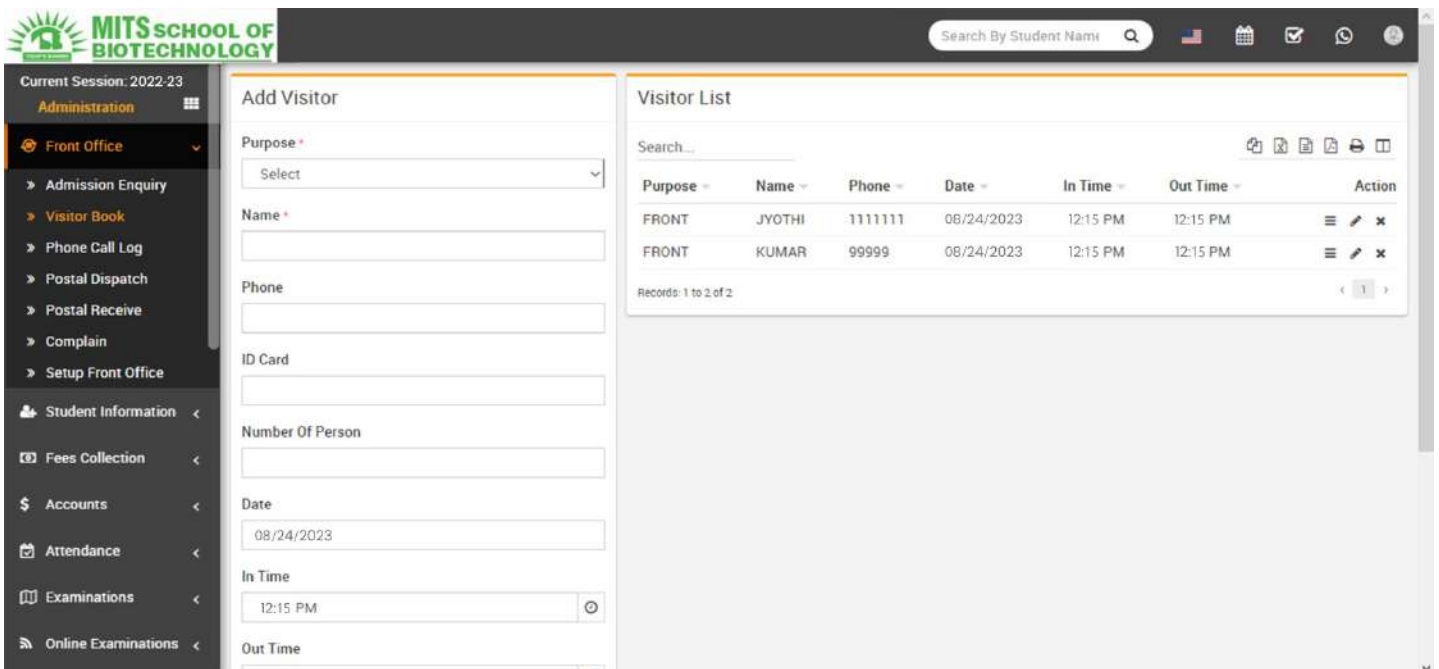
Follow the same procedure to make entries for **Complain Type**, **Source** and **Reference**.

- **Admission Enquiry**- Admission Enquiry feature is dedicated for managing all student admission related leads and enquiries. It is basically a lead management for student admissions. Go to **Front Office** > **Admission Enquiry** Here you can see all active Admission Enquiry. Admission Enquiries that have passed their next follow-up date is marked as red. You can also search/filter Admission Enquiry by Enquiry Date, Source or Enquiry Status. To add New Enquiry click on + **Add** button. Here enter **Name**, **Phone**, **Email**, **Address**, **Description**, **Note**, **Date**, **Next Follow Up Date**, **Assigned**, **Reference**, **Source**, **Class** and **Number Of Child** then click on **Save** button. To edit or delete enquiry simply click on **Edit/Delete** button from **Action** column. To follow existing enquiries click on **Follow Up** button from Action column. Here you can

enter **FollowUpDate**, **NextFollowUpDate** then person **Response** and your any **Note**. From right panel of this window you can check **Summary** of this enquiry. You can also change status of this enquiry from **Status** dropdown.



- Visitor Book-** In Visitor Book we will keep records of all persons coming in school reception for any purpose, e.g. student mother has come to meet their child, a book company executive comes for general enquiry etc. Go to **Front Office > Visitor Book** enter **Purpose, Name, Phone, ID Card, Number Of Person, Date, In Time, Out Time, Note** and **Attach Document** then click on **Save** button. All Visitors details can be seen right side of this page.



- Phone Call Log-** Here we will keep all records for Incoming/Outgoing Phone calls from reception. Go to **Front Office > Phone Call Log** enter **Name, Phone, Date, Description, Next Follow Up Date, Call Duration, Note** and **Call Type** then click on **Save** button. All Phone Call Log details can be seen right side of this page.

The screenshot shows the 'Add Phone Call Log' form on the left and the 'Phone Call Log List' table on the right. The form includes fields for Name, Phone, Date (08/24/2023), Description, Next Follow Up Date, Call Duration, and Note. The table on the right has columns for Name, Phone, Date, Next Follow Up Date, Call Type, and Action. A single record is visible for JYOTHI with phone number 11111, dated 08/24/2023, and call type 'Outgoing'.

- **PostalDispatch-**

HerewewillkeepallrecordsforallPostalitemsdispatchedfromschooltooutside.Goto**FrontO?ce>PostalDispatch**enter **To Title,ReferenceNo,Address,Note,From Title,Date**and **AttachDocument**thenclickon**Save**button.AllPostalDispatchdetailscanbeseerightsideofthispage.

The screenshot shows the 'Add Postal Dispatch' form on the left and the 'Postal Dispatch List' table on the right. The form includes fields for To Title, Reference No, Address, Note, From Title, Date (08/24/2023), and Attach Document. The table on the right has columns for To Title, Reference No, From Title, Date, and Action. The table is currently empty, displaying a message: 'No data available in table' with an illustration of a printer and the text 'Add new record or search with different criteria.' Below the table, it says 'Records: 0 to 0 of 0'.

- **PostalReceive-**HerewewillkeepallrecordsforallPostalitemsreceivedinschoolfromoutside.Goto**Front O?ce>Postal Receive** enter **From Title, Reference No, Address, Note, To Title, Date** and **AttachDocument**thenclickon**Save**button.AllPostalreceivedetailscanbeseerightsideofthispage.

The screenshot shows the 'Add Postal Receive' form on the left and the 'Postal Receive List' table on the right. The form includes fields for From Title, Reference No, Address, Note, To Title, Date (08/24/2023), and Attach Document. The table on the right has columns for From Title, Reference No, To Title, Date, and Action, with one record showing 'DELHI' and '212'.

- Complain**-HerewewillkeepallComplainrecordscomingtoreceptionorfromonlinefrontsitecomplainpage. Goto FrontOffice>ComplainenterComplainType,Source,ComplainBy,Phone,Date,Description,Action Taken,Assigned,NoteandAttachDocumentthenclickonSavebutton.AllComplaindetailscanbeseerightsideofthispage.

The screenshot shows the 'Add Complain' form on the left and the 'Complain List' table on the right. The form includes fields for Complain Type, Source, Complain By, Phone, Date (08/24/2023), Description, and Action Taken. The table on the right has columns for Complain #, Complain Type, Name, Phone, Date, and Action, but it is currently empty with the message 'No data available in table'.

StudentInformation

Thismodulehas9sections-

1. StudentDetails
2. StudentAdmission
3. OnlineAdmission
4. DisabledStudents
5. MultiClassStudent

6. BulkDelete
7. StudentCategories
8. StudentHouse
9. DisableReason

First we will add **Student Categories**, **School House** then take **Student Admission** then **Online Admission**, **Students Details**. If you want to add additional fields in student admission form then you can use **CustomFields** feature for this go to **System Settings > Custom Fields** and add your desired fields in Student. If you also don't want any default fields in student admission then you can disable it from **System Settings > System Fields** and disable student system fields.

- **StudentCategories-**

Go to **Student Information > Student Categories** Add all student categories here. Student categories can be Spot, Manager or Consling.

The screenshot displays the MITS School of Biotechnology system interface. The top navigation bar includes the school logo, a search bar for student names, and utility icons. The sidebar menu is expanded to 'Student Information', with 'Student Categories' selected. The main content area is split into two panels: 'Create Category' and 'Category List'.

Create Category Panel: Contains a text input field for 'Category', a 'Save' button, and a 'Category *' label.

Category List Panel: Features a search bar, a table of existing categories, and a 'Records: 1 to 3 of 3' indicator.

Category	Category Id	Action
Counselling	5	
Spot	6	
Mgt	7	

- **StudentHouse-**

Go to **Student Information > Student House** Add all student house here. Student house is also another type of grouping of students.

- **Student Admission-** Go to **Student Information > Student Admission** add student basic details **Admission No** (if you want to use auto generation of student admission number then enable it from **System Setting > General Setting**), **Roll No** (this roll number is just for reference purpose, when you will generate student admit card from examination module then a roll number will be auto generate for corresponding exam), select **Class and Section, First Name, Last Name, Gender, Date Of Birth, Category, Religion, Caste, Student Mobile Number, Email, Admission Date, Student Photo, Blood Group, Student House, Height, Weight, As on Date**, if this student has sibling and already study in this school then click on **Add Sibling** button and select sibling (note that if student has more than one sibling study in school then you do not have to select all the siblings just select any one sibling and system automatic detect other siblings), add student **Father, Mother** and **Guardian** details. Now click on **Save** button to complete student admission, if you want to add more details of student like **Student Address Details, Transport Route Details, Hostel Details, Miscellaneous Details, RTE** (Right To Education- in some countries there is a government funded scheme under which student get free education and government pay fees for the students) and **Upload Documents** then click on **Add More Detail** button. Student admission, admits students in by default in current selected session.

To importing bulk students for admission click on upper right side **Import Student** button. Now select class and section and browse **.csv** and click on **Import Students Data** file to import student data. Using student import you should enter unique student admission number because even if you have enabled auto generation of student admission number. You can download sample.csv file by clicking upper right **Download Sample Import File** button. Note that by importing bulk student you have to update student record for proper admission record.

The screenshot displays the MITS School of Biotechnology web application. The top navigation bar includes the school logo, a search bar for students, and utility icons. The left sidebar shows the 'Administration' menu with 'Student Information' expanded to 'Student House'. The main content area is split into two panels: 'Add Student House' and 'Student House List'.

Add Student House Form:

- Fields: Name, Description
- Buttons: Save

Student House List Table:

Name	Description	Student House Id	Action
HOSTEL		2	[Edit] [Delete]
RESIDENTIAL		3	[Edit] [Delete]

Records: 1 to 2 of 2

- **Student Details-** Go to **Student Information > Student Details** select **Class** and **Section** and click on **Search** button to get student list under this class-section. You can also search student by keyword in **Search Input Box** and click on **Search** button. After search you will get student list below. There are two views here one is **List View** and **Details View**. Every row has three buttons in right side **Show** (to see

student profile), **Edit** (to edit student profile) and **Add Fee** (to add student fees). Click on **Show** button to open student profile. Student profile page provides **360° View** of student, consist student basic details, address details, parent / guardian details, miscellaneous details, fees details, exam details, documents and timeline related to student. You can check student and their guardian login credentials by clicking on **Login Details** link. If any student get admitted by mistake and we need to **Disable** student then you can click on red color hands down icon button. After clicking it a window will appear and ask you to select for disable reason for this student, just select disable reason. To send student/parent password click on 3 dot icon button.

Student Admission

Roll Number: Class: Section:

First Name: Last Name: Gender: Date of Birth:

Category: Religion: Caste: Mobile Number: Email:

Admission Date: Student Photo: Blood Group: Student House:

Height: Weight: As on Date: [+ Add Sibling](#)

Parent Guardian Detail

Father Name: Father Phone: Father Occupation: Father Photo:

Mother Name: Mother Phone: Mother Occupation: Mother Photo:

MOHAMMAD ABDUL SABEENA AFROZ

Admission No: 00016102173200

Roll Number: Y21MPA140003

Class: M.PHARMACY

Section: M.PHARMACY

RTE: No

Gender: FEMALE

Profile | Fees | Documents | Timeline

Admission Date: 08/24/2023

Date of Birth: 09-06-1999

Category: Counselling

Mobile Number:

Caste: OC

Religion:

Email:

Address

Current Address:

Permanent Address:

Parent / Guardian Details

Father Name: MOHAMMED ABDUL LATHEEF

Father Phone:

- Online Admission-** Go to **Student Information > Online Admission** Through online admission students can register themselves from front site. To use online admission first it should be enabled from System Settings > General Setting. Online admission form can be access directly from [url http://yoursite.com/online_admission](http://yoursite.com/online_admission). To use it in front site you must add this url in any menu from front cms.

Current Session: 2022-23
 Administration
 Front Office
 Student Information
 Student Details
 Student Admission
 Online Admission
 Disabled Students
 Multi Class Student
 Bulk Delete
 Student Categories
 Student House
 Disable Reason
 Fees Collection
 Accounts
 Attendance
 Examinations

Search By Student Name

09/26/2023 + Add Sibling

Parent Guardian Detail

Father Name Father Phone Father Occupation Father Photo

Mother Name Mother Phone Mother Occupation Mother Photo

If Guardian Is Father Mother Other

Guardian Name * Guardian Relation Guardian Email Guardian Photo

Guardian Phone * Guardian Occupation Guardian Address

Add More Details +

Save

After student record submission from front site it will be displayed in Student Information > Online Admission page.

Current Session: 2022-23
 Administration
 Front Office
 Student Information
 Student Details
 Student Admission
 Online Admission
 Disabled Students
 Multi Class Student
 Bulk Delete
 Student Categories
 Student House
 Disable Reason
 Fees Collection
 Accounts
 Attendance
 Examinations

Search By Student Name

Student List

Search...

Reference No	Student Name	Class	Father Name	Date of Birth	Gender	Category	Student Mobile Number	Enrolled	Action
No data available in table									

← Add new record or search with different criteria.

Records: 0 to 0 of 0

To admit/enroll this student just edit this student by clicking Edit button from Action column. At student edit page enter required details of student then click on Save if you just want to save student's submitted record but to admit / enroll student you must click on Save And Enroll button. After this student will be admitted and can be viewed in Student Admission > Student Details. If you want to delete online submitted details of student then just click on Delete button from Action column.

- **Disabled Student**- Go to **Student Information > Disabled Student** there you can view all Disabled Students.

The screenshot shows the MITS School of Biotechnology administration interface. The top navigation bar includes the school logo, the current session (2022-23), and a search bar for student names. The left sidebar lists various administrative functions, with 'Student Information' expanded to show 'Multi Class Student'. The main content area is titled 'Select Criteria' and features dropdown menus for 'Class' and 'Section', along with a 'Search By Keyword' field. Below the search form are 'List View' and 'Details View' options. A table with columns for Admission No, Student Name, Class, Father Name, Disable Reason, Gender, Mobile Number, and Action is displayed, but it is empty, showing the message 'No data available in table' and an illustration of a printer.

- Multi Class Student-** Go to **Student Information > Multi Class Student** here you can add a student in another class-section. Basically this feature is for training or coaching centres where a student can be admitted in singing class and dancing class simultaneously. Multi class feature is not for schools or colleges. Multi class feature is still in experimental stage and we recommend to not use multi class feature with multi session. Multi class feature is online available for admin and student panel.

This screenshot shows the same MITS School of Biotechnology administration interface, but with the 'Multi Class Student' option highlighted in the left sidebar. The main content area is currently blank, indicating that the user has navigated to this specific feature.

- Bulk Delete-** Go to **Student Information > Bulk Delete** here you can delete single or multiple students. Note that after deleting students from here will delete from system and further student will not be rollback.

The screenshot shows the MITS School of Biotechnology system interface. The top navigation bar includes the school logo, a search bar for student names, and utility icons for flags, calendar, checkmarks, and a refresh button. The left sidebar menu is expanded to 'Student Information', with 'Disable Reason' selected. The main content area displays a 'Select Criteria' form with two dropdown menus for 'Class' and 'Section', both currently set to 'Select'. A 'Search' button is located to the right of the dropdowns.

- **DisableReason-**

Goto **Student Information > Disable Reason** here you can enter master entries for reasons for disabling students.

The screenshot shows the MITS School of Biotechnology system interface. The top navigation bar is identical to the previous screenshot. The left sidebar menu is expanded to 'Student Information', with 'Disable Reason' selected. The main content area is split into two panels. The left panel, titled 'Add Disable Reason', contains a 'Name' input field and a 'Save' button. The right panel, titled 'Disable Reason List', contains a search bar, a table with two rows of data, and a pagination control. The table has columns for 'Name' and 'Action'.

Name	Action
HANDI	
MANI	

Records: 1 to 2 of 2

FeesCollection

This module has 9 sections-

1. CollectFees
2. SearchFeesPayment
3. SearchDueFees
4. FeesMaster
5. FeesGroup
6. FeesType

7. FeesDiscount

8. FeesCarryForward
9. FeesReminder

First we will prepare our **Fees Structure** for Current Session by configuring **Fees Type, Fees Group, Fees Master** and **Fees Reminder** then we will **Collect Fees** of students then we will understand and review various fees reports by using **Search Fees Payment, Search Due Fees**.

Lets understand how we will create fees structure in College Management Software by using **Fees Type, Fees Group & Fees Master**. **Fees Type** means different types of fees can be collect by school e.g. Admission Fees, April Month Fees, May Month Fees, June Month Fees, Exam Fees, Dress/Uniform Fees, Library Fees, Sports Fees, Transportation Bus Fees, Picnic Fees etc. **Fees Group** Fees Group is use to make grouping of different Fees Type Then you can assign/allocate this Fees Group to whole class-section or a particular student. When you assign/allocate a Fees Group on a class-section or a particular student all Fees Type under this group with their Fees Master amount will be applied directly. You can assign/allocate multiple Fees Groups on a class-section or a particular student. Suppose we have created a Fees Group with the name Class 6 (2 Instalments) and added Fees Types Admission Fees (\$1000), 1st Instalment (\$5000), 2nd Instalment (\$5000) then assign/allocate this Fees Group Class 6 (2 Instalments) on those students only who want to pay fees in 2 Instalments. You can create another Fees Group with the name Class 6 (1 Instalments) and add Fees Type Admission Fees (\$1000), Full Instalment (\$9500). You can also create another fees group with the name Class 6 Transport Fees and add Transport Fees as Fees Type and assign/allocate on those students who use transport facility. **Note: Fees Type and Fees Group are not dependent on Academic Session but Fees Master is created session wise so you need to enter Fees Master data for every session.**

- **Fees Type**- Goto **Fees Collection > Fees Type** add all your Fees Type here with Fees Code. All Fees Type can be see at right side of this page.

The screenshot shows the MITS School of Biotechnology software interface. On the left is a navigation menu with 'Fees Collection' expanded to show 'Fees Type'. The main area is split into two panels. The left panel is the 'Add Fees Type' form with fields for Name, Fees Code, and Description, and a Save button. The right panel is the 'Fees Type List' table showing one record: 'College Fee' with Fees Code '1'.

Name	Fees Code	Action
College Fee	1	[Edit] [Delete]

- **Fees Group**- Goto **Fees Collection > Fees Group** add all your Fees Group here. All Fees Group can be see at right side of this page.

Current Session: 2022-23

Administration

- Front Office <
- Student Information <
- Fees Collection**
 - Collect Fees
 - Search Fees Payment
 - Search Due Fees
 - Fees Master
 - Fees Group**
 - Fees Type
 - Fees Discount
 - Fees Carry Forward
 - Fees Reminder
- Accounts <
- Attendance <
- Examinations <

Add Fees Group

Name *

Description

Save

Fees Group List

 Search

Name
Action

Counselling

Mgt

Spot

Records: 1 to 3 of 3

< 1 >

- **FeesMaster**-Goto**FeesCollection**>**FeesMaster**addallyourfeesamountforcurrentselectedsessionhere. Select **Fees Group** then **Fees Type** then **Due Date** then enter **Amount** means fees amount forselected session then select Fine Type like percentage or fix amount now click **Save**button. All FeesMaster with Fees Group and Fees Code with amount can be see at right side of this page for currentselectedsession.

Toassign/allocateFeesGroupclickonAssign/ViewbuttonfromActioncolumn.NowatnextpageselectClass then Section and click on Search button. Now select the students on which you want toassign/allocatethisFeesGroupthenclickonSavebutton.

Add Fees Master : 2021-22

Fees Group *
Select

Fees Type *
Select

Due Date
[]

Amount *
[]

Fine Type
 None
 Percentage
 Fix Amount

Percentage * Fine Amount *
[] []

Save

Fees Master List : 2021-22

Search...

Fees Group	Fees Code	Action
Counselling	1 R0.00	[edit] [delete]
Mgt	1 R73000.00	[edit] [delete]
Spot	1 R73000.00	[edit] [delete]

Records: 1 to 3 of 3

- **Fees Discount-** Go to **Fees Collection > Fees Discount** add all your Fees Discount here with DiscountName,DiscountCode,AmountandDescription.All**FeesDiscount**canbeseeatrightsideofthispage.Toassign/allo catediscountclickonAssign/ViewbuttonfromActioncolumn.

Assign Fees Group

Class: B.PHARMACY Section: B.PHARMACY Category: Select Gender: Select RTE: Select

Search

Mgt	Roll Number	Student Name	Class	Father Name	Category	Gender
<input type="checkbox"/>	Y21BPH140001	BATTULA SAMANVITHA	B.PHARM	B. SRINIVASA REDDY	Counselling	FEMALE
<input type="checkbox"/>	Y21BPH140002	DEVANABOYINA DEEPIKA	B.PHARM	D.POTHU RAJU	Spot	FEMALE
<input type="checkbox"/>	Y21BPH140003	GADDIPATI INDRA VARMA	B.PHARM	G. RAMA KRISHNA	Mgt	FEMALE
<input type="checkbox"/>	Y21BPH140004	KANKI VAMSI	B.PHARM	KANKI YESURATNAM	Counselling	MALE
<input type="checkbox"/>	Y21BPH140005	KORADA AKHILA	B.PHARM	KORADA GOVINDA RAO	Mgt	MALE
<input type="checkbox"/>	Y21BPH140006	LODAGALA DEEPAK SAI	B.PHARM	L.MURALI KRISHNA	Mgt	MALE
<input type="checkbox"/>	Y21BPH140007	MANDA SASI	B.PHARM	M. RAMI REDDY	Counselling	FEMALE
<input type="checkbox"/>	Y21BPH140008	MOHAMMAD IMRAN	B.PHARM	MOHAMMAD USMAN	Mgt	MALE
<input type="checkbox"/>	Y21BPH140009	PALLE MARY SARALA	B.PHARM	PALLE RAMU	Mgt	FEMALE

OnNextpageselectClassandSectionthenclickonSearchbutton.AfterSearchselectstudentsonwhichthisdiscounttha vetobeappliedthenclickonSavebutton.

The screenshot shows the 'Add Fees Discount' form on the left and the 'Fees Discount List' table on the right. The form includes fields for Name, Discount Code, Amount, and Description, with a 'Save' button at the bottom. The table on the right has columns for Name, Discount Code, Amount, and Action, and contains one record with a discount code of 1 and an amount of 13000.00.

- Collect Fees-** Go to **Fees Collection > Collect Fees** select **Class &Section** & click in **Search** button to get student list under this class-section. You can also search student by keyword in Search Input Box and click on **Search** button. After search you will get student list below. Click on **Collect Fees** button to go to collect fees page. Here you can see student details including student picture then next you can see all assign/allocate fees details. Collecting fees is very simple just click the + button from Action column a modal window will appear, here select **Date** then **Amount** will be auto fetch by balance for this Fees Invoice. You can enter any amount for **Partial Fees** payment, then select **Discount Group** or enter **Discount**(if any) then enter **Fine**(if any) then **Payment Mode** then **Note** then click on **Collect Fees** button. Now fees has been collected & **Revert** button visible for reverting this fees. For printing **Fees Receipt** click on **Print** button from Action column.

The screenshot shows the 'Select Criteria' form for searching fees payment details. It includes dropdown menus for Class, Section, Category, Gender, and RTE, with a 'Search' button at the bottom right.

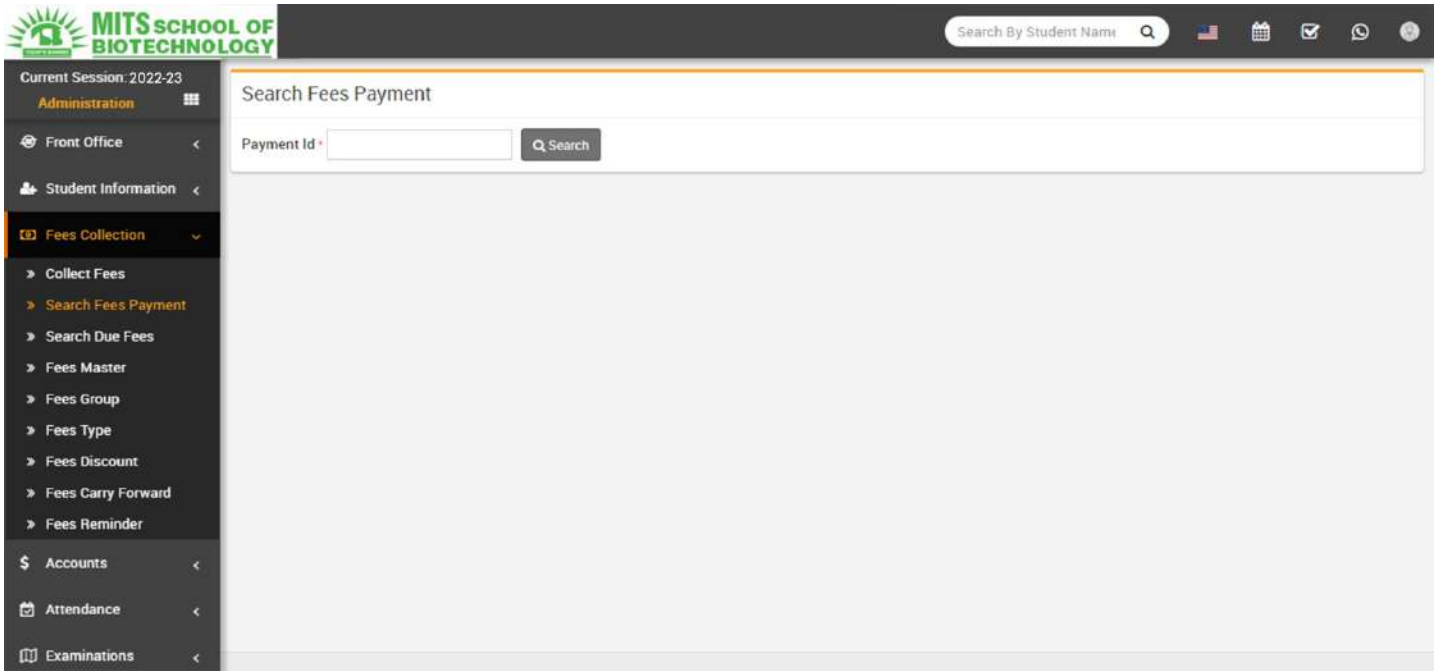
- Search Fees Payment-** Go to **Fees Collection > Search Fees Payment** for searching any fees payment details through **Payment ID** enter **Payment Id** & click search button you will get the details for this payment id.

The screenshot shows the MIT School of Biotechnology system interface. The top navigation bar includes the school logo, the current session (2022-23), and a search bar for student names. A sidebar on the left contains navigation options: Administration, Front Office, Student Information, Fees Collection (highlighted), Accounts, Attendance, and Examinations. The 'Fees Collection' menu is expanded, showing options like Collect Fees, Search Fees Payment, Search Due Fees, Fees Master, Fees Group, Fees Type, Fees Discount, Fees Carry Forward, and Fees Reminder. The main content area is titled 'Select Criteria' and contains a search form with three dropdown menus for 'Class', 'Section', and 'Search By Keyword'. The 'Search By Keyword' dropdown is expanded, showing search criteria: 'Search By Student Name, Roll Number, Enroll Number, National Id, Local Id Etc.'. There are two 'Search' buttons at the bottom of the form.

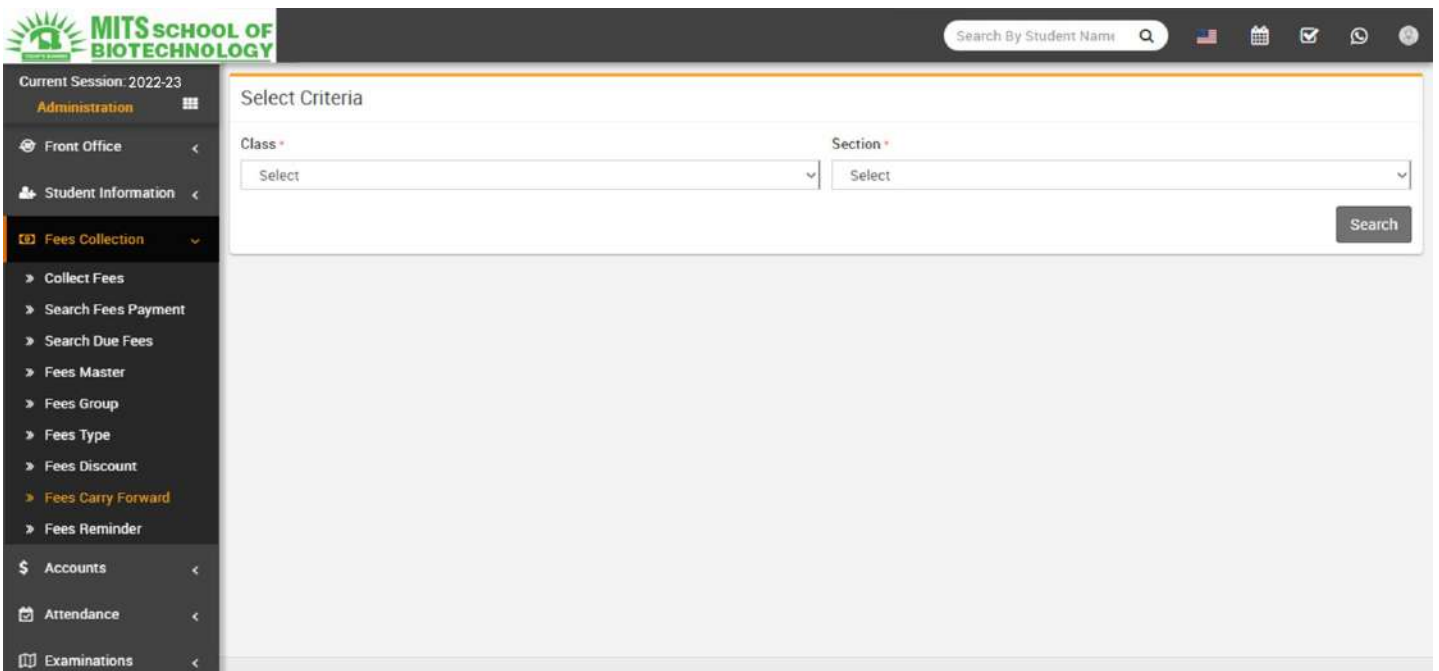
- **SearchDueFees-GotoFeesCollection>SearchDueFees** for searching those students who haven't done payment for a particular fees type then select **Fees Category** then **Fees Type** then **Class** then **Section** & click **Search** button, you will get all the students list for due fees.

The screenshot shows the MIT School of Biotechnology system interface. The top navigation bar includes the school logo, the current session (2022-23), and a search bar for student names. A sidebar on the left contains navigation options: Administration, Front Office, Student Information, Fees Collection (highlighted), Accounts, Attendance, and Examinations. The 'Fees Collection' menu is expanded, showing options like Collect Fees, Search Fees Payment (highlighted), Search Due Fees, Fees Master, Fees Group, Fees Type, Fees Discount, Fees Carry Forward, and Fees Reminder. The main content area is titled 'Search Fees Payment' and contains a search form with a 'Payment Id' input field and a 'Search' button.

- **Fees Carry Forward**- Go to **Fees Collection > Fees Carry Forward** if any student has balance fees in previous session then you can forward this balance fees to current session. Select **Class**, **Section** then click **Search** button. Students with balance fees will be display below. If you want you can edit balance fees amount to be forward. In Top right corner you can see **Due Date** for all these fees forward. This **Due Date** will be number of days ahead which is set in **System Settings > General Setting > Fees Due Days**. This balance fees carry forward can be see in collect fees page as Balance Master (Fees Group) and Previous Session Balance (Fees Code).



- Fees Reminder-** Go to **Fees Collection > Fees Reminder** Fees reminder is for sending fees reminder notification to guardians. Here two before and two after reminder has been given, reminder acts respect to your fees due days. To use it just activate reminder and set your days. Suppose a before reminder is set for 5 days then a fees reminder notification will be send 5 days before fees due date. To use this feature you should add `http://yoursite.com/cronurl` in your hosting cron job.



Income

This module has 3 sections-

1. AddIncome
2. SearchIncome

3. IncomeHead

First we will create our **Income Head** then we will **Add** our daily/monthly **Incomes** then we will **Search** our **Income**.

- **Income Head**- Goto **Income** > **Income Head** enter **Income Head** and its **Description** then click on **Save** button. All **Income head** can be seen right side of this page.

The screenshot shows the 'Fees Reminder' form in the MITS School of Biotechnology system. The form has a table with the following columns: Action, Reminder Type, and Days. There are four rows of data, each with an 'Active' checkbox, a 'Reminder Type' (Before or After), and a 'Days' input field (2 or 5). A 'Save' button is located at the bottom right of the form. The left sidebar shows the navigation menu with 'Fees Collection' expanded to 'Fees Reminder'.

Action	Reminder Type	Days
<input checked="" type="checkbox"/> Active	Before	2
<input type="checkbox"/> Active	Before	5
<input type="checkbox"/> Active	After	2
<input type="checkbox"/> Active	After	5


- **Add Income**- Go to **Income** > **Add Income** select **Income Head** then enter **Income Name** then **Invoice Number**, **Date of Income** then **Amount** then **Attach Document** then **Description** & click on **Save** button. Recent ly added 10 **Incomes** can be seen right side of this page.


The screenshot shows the 'Income Head' form and the 'Income Head List' table in the MITS School of Biotechnology system. The 'Income Head' form has fields for 'Income Head' and 'Description', and a 'Save' button. The 'Income Head List' table shows a list of income heads with columns for 'Income Head' and 'Action'. The table contains two records: 'RAMARAO' and 'REDDY'. The left sidebar shows the navigation menu with 'Accounts' expanded to 'Add Income' > 'Income Head'.

Income Head	Action
RAMARAO	
REDDY	

- **Search Income**- Goto **Income** > **Search Income** to search **Incomes** between two dates or by a keyword select **Date From** & **Date To** to enter keyword then click on **Search** button, you will get the list of all **Incomes** related to your search criteria.

Current Session: 2022-23

Administration 

Front Office 

Student Information 

Fees Collection 

Accounts 

» Add Income

» Search Income

» Income Head

» Add Expense

» Search Expense

» Expense Head

Attendance 


Examinations 

Online Examinations 

Lesson Plan 

Add Income

Income Head *

Select 


Name *

Invoice Number

Date *

Amount *

Attach Document

 Drag and drop a file here or click

Description

Income List

Search...

Name	Invoice Number	Date	Income Head	Amount	Action
KUMAR	1	08/24/2023	REDDY	R200	 
MANI	2	08/24/2023	RAMARAO	R100	 

Records: 1 to 2 of 2

 1 

Expenses

This module has 3 sections-

1. AddExpense
2. SearchExpense
3. ExpenseHead

First we will create our **ExpenseHead** then we will **Add** our daily/monthly **Expenses** then we will **Search** our **Expense**.

- **ExpenseHead**-Goto **Expenses**>**ExpenseHead** enter **ExpenseHead** and its **Description** then click on **Save** button. All expense head can be seen right side of this page.

The screenshot displays the MIT School of Biotechnology web application interface. At the top left, the logo and name 'MIT SCHOOL OF BIOTECHNOLOGY' are visible. The current session is '2022-23'. A navigation menu on the left includes 'Administration', 'Front Office', 'Student Information', 'Fees Collection', 'Accounts' (expanded), 'Attendance', 'Examinations', 'Online Examinations', and 'Lesson Plan'. The 'Accounts' menu is expanded to show 'Add Income', 'Search Income', 'Income Head', 'Add Expense', 'Search Expense', and 'Expense Head'. The main content area is titled 'Select Criteria' and contains a 'Search Type' dropdown menu with 'Select' as the current option. To the right of the dropdown is a 'Search' input field with the placeholder text 'Search by Income'. Below the input field is a 'Search' button. The interface also features a top navigation bar with a search bar labeled 'Search By Student Name' and several utility icons (calendar, mail, chat, etc.).

- **AddExpense-GotoExpenses>AddExpenseselectExpenseHeadthenenterexpenseNamethen InvoiceNumber,DateofexpensethenAmountthenAttachDocumentthenDescription&clickonSave button.Recentlyadded10expensescanbeseerightsideofthispage.**

The screenshot shows the MITS School of Biotechnology system interface. On the left is a navigation menu with 'Accounts' selected, showing options like 'Add Expense'. The main area is split into two panels. The left panel, titled 'Expense Head', contains a form with fields for 'Expense Head *', 'Description', and 'Invoice Number', along with a 'Save' button. The right panel, titled 'Expense Head List', shows a table with columns for 'Expense Head' and 'Action'. The table contains three entries: 'kumar', 'prncipal', and 'hod'. Below the table, it indicates 'Records: 1 to 3 of 3'.

- **Search Expense- Go to Expenses > Search Expense to search expenses between two dates or by akeywordselectDateFrom&DateToorenterkeywordthenclickonSearchbutton,youwillgetthelistofallexpensesrelatedtoyoursearchcriteria.**

The screenshot shows the MITS School of Biotechnology system interface. On the left is a navigation menu with 'Accounts' selected, showing options like 'Search Expense'. The main area is split into two panels. The left panel, titled 'Add Expense', contains a form with fields for 'Expense Head *' (a dropdown menu), 'Name *', 'Invoice Number', 'Date *' (with '08/24/2023' entered), 'Amount *', 'Attach Document' (with a 'Drag and drop a file here or click' instruction), and 'Description'. The right panel, titled 'Expense List', shows a table with columns for 'Name', 'Invoice Number', 'Date', 'Expense Head', 'Amount', and 'Action'. The table contains one entry: 'nani', '1', '08/24/2023', 'prncipal', 'R200.00'. Below the table, it indicates 'Records: 1 to 1 of 1'.

Attendance

This module has 3 sections-

1. Student Attendance

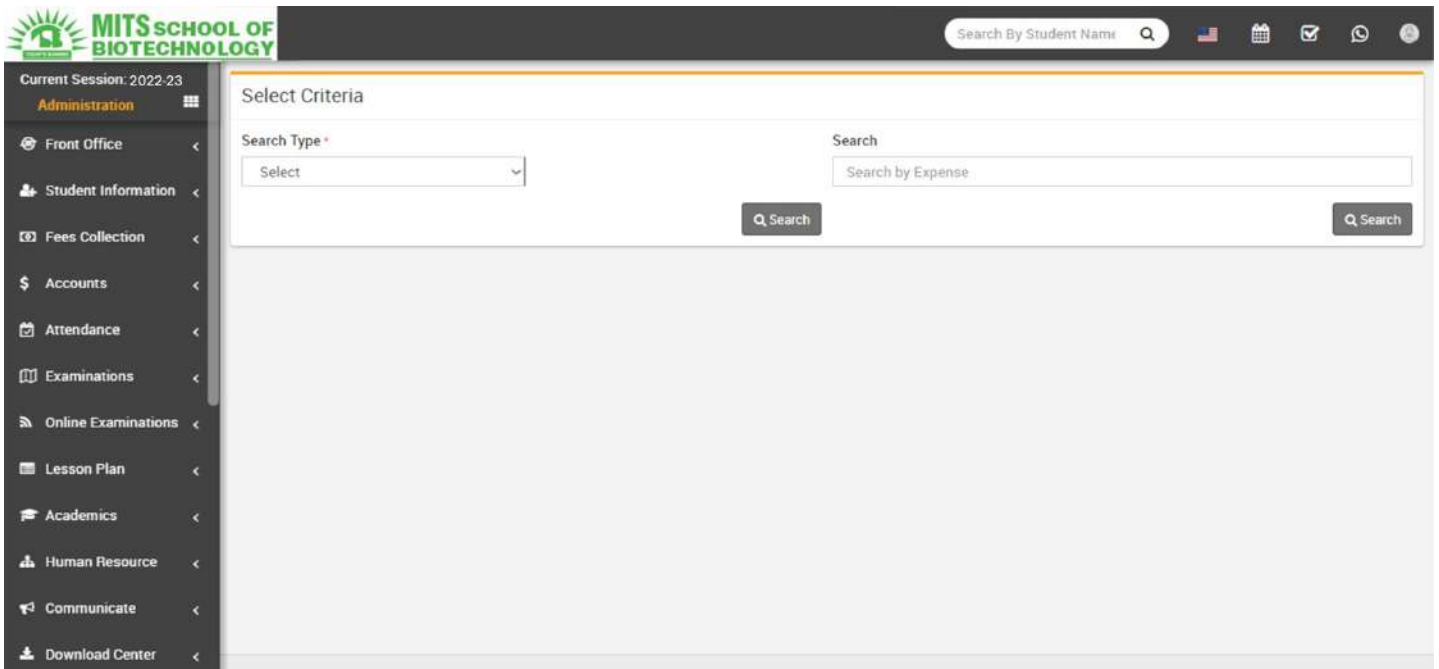
2. AttendanceByDate
3. ApproveLeave

College Management Software supports two types of attendance **Day Wise and Period Wise**. You can run any type at once at a time and attendance type can be selected from **System Settings > General Settings**. Now College Management Software also supports biometric attendance devices (currently only for day wise attendance) for automated attendance submission. You can enable biometric device feature from **System Settings > General Settings**. To utilize biometric device feature you should have **College Management Software Biometric Desktop Plugin Software**. Its desktop based application which fetch attendance data from biometric device and send to College Management Software web application.

First we will enter **Student Attendance** then we will search student attendance for a particular date.

- **Student Attendance-**

Goto **Attendance > Student Attendance** select **Class** then **Section** then **Attendance Date** then click **Search** button. Now below you can see list of students & attendance options like **Present, Late, Absent** etc. Select the attendance for students then click on **Submit Attendance** button. To enter National Holiday or Sunday select **Mark as holiday** button then **Submit Attendance** button. Note that if attendance is already submitted for a date then you can only edit attendance.



- **AttendanceByDate-**

Goto **Attendance > AttendanceByDate** to check attendance for a particular date select **Class** then **Section** then **Date** then click on **Search** button.

Current Session: 2022-23
Administration

Front Office
Student Information
Fees Collection
Accounts
Attendance
Student Attendance
Attendance By Date
Approve Leave
Examinations
Online Examinations
Lesson Plan
Academics
Human Resource

Select Criteria

Class *
Select

Section *
Select

Attendance Date
08/24/2023

Search

- **ApproveLeave-**

Goto **Attendance** > **Approve Leave** here you can see leave requests submitted by student to approve or add leaves for students.

Current Session: 2022-23
Administration

Front Office
Student Information
Fees Collection
Accounts
Attendance
Student Attendance
Attendance By Date
Approve Leave
Examinations
Online Examinations
Lesson Plan
Academics
Human Resource

Select Criteria

Class *
Select

Section *
Select

Attendance Date
08/24/2023

Search

- Current Session: 2022-23
- Administration ☰
 - Front Office <
 - Student Information <
 - Fees Collection <
 - Accounts <
 - Attendance >
 - Student Attendance
 - Attendance By Date
 - Approve Leave
 - Examinations <
 - Online Examinations <
 - Lesson Plan <
 - Academics <
 - Human Resource <

Select Criteria

Class * Section *

Approve Leave List



Student Name	Class	Section	Apply Date	From Date	To Date	Status	Approve By	Action
--------------	-------	---------	------------	-----------	---------	--------	------------	--------

No data available in table



← Add new record or search with different criteria.

Examinations

This module has 7 sections-

1. ExamGroup
2. ExamExamResult
3. DesignAdmitCard
4. PrintAdmitCard
5. DesignMarksheetCard
6. PrintMarksheetCard
7. MarksGrade

College Management Software supports 4 types of exam types **General Purpose (Pass/Fail), School Based Grading System, College Based Grading System and GPA Grading System.**

General Purpose (Pass/Fail)-

is general purpose non grading exam type used in majority of schools/institutions.

School Based Grading System - is grading exam type, in this you can merge two or more exams of same session to get consolidated result with final exam. For merging exam subjects should be same for all exams.

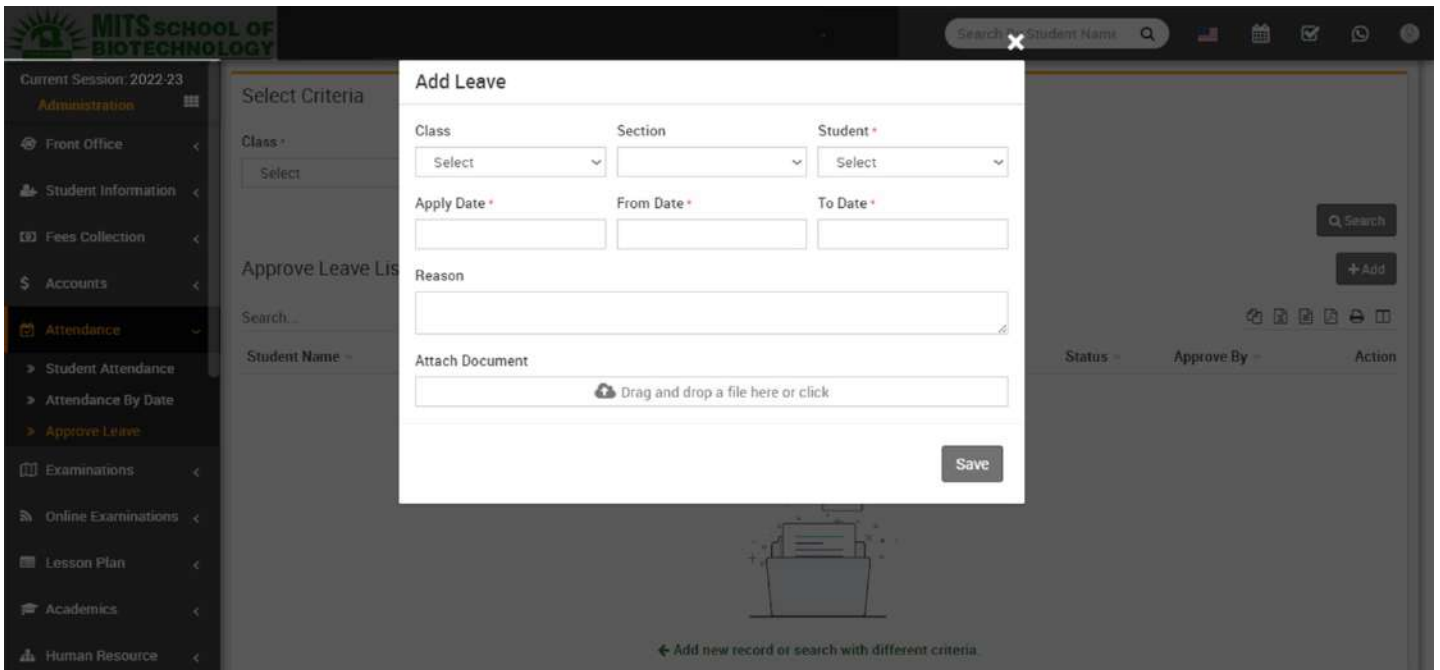
College Based Grading System-

is grading exam type, in this you can merge two or more exams of different session to get consolidated result with final exam.

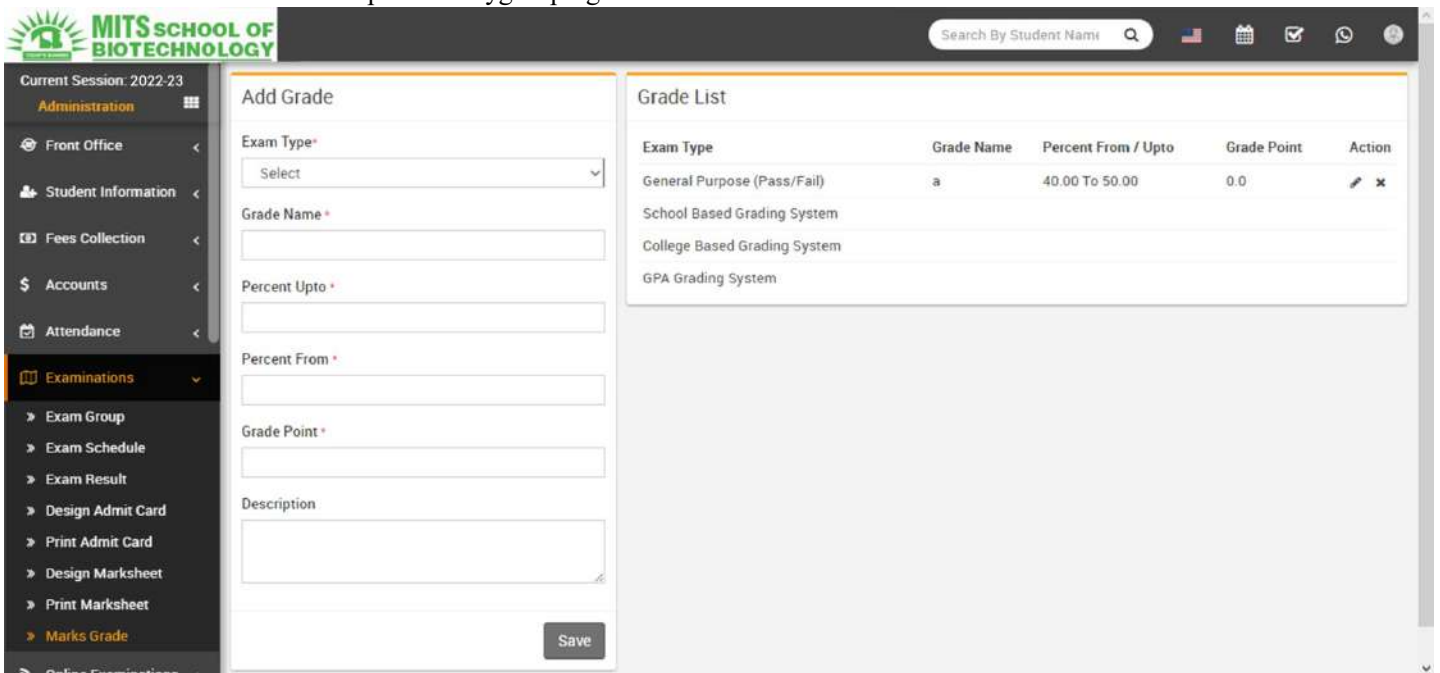
GPA Grading System- is GPA grading exam type based on credit hours and grade points.

First we will prepare **Marks Grade** then create exam in **Exam Group** then enter **Exam Schedule** then enter marks in **Marks Register**. Note that there is no need to prepare **Marks Grade** if your institution is not following **Grading System** in exams. Just leave **Marks Grade** & don't make any entry in it.

- **Marks Grade-** Go to **Examination > Marks Grade** select **Exam Type**, enter **Grade Name**, **Percent From**, **Percent Upto**, **Grade Point**, **Description** & click on **Save** button. All the grades can be seen at right side of this page.



- **Exam Group-** Goto **Examination > Exam Group** enter **Exam Name**, select **Exam Type**, **Description** and click **Save** button. Exam Group is basically grouping of exams.



- **Adding New Exam-** Goto **Examination > Exam Group** here at exam group list action column click on **+** icon button to reach Exam List page. Here click on **New Exam** button then enter **Exam name**, select **Session**, select **Publish** (to publish exam) and **Description** then click **Save** button.

MIT SCHOOL OF BIOTECHNOLOGY

Search By Student Name

Current Session: 2022-23

Administration

Front Office

Student Information

Fees Collection

Accounts

Attendance

Examinations

Exam Group

Exam Schedule

Exam Result

Design Admit Card

Print Admit Card

Design Marksheet

Print Marksheet

Marks Grade

Online Examinations

Add Exam Group

Name *

Exam Type *

Select

Description

Save

Exam Group List

Search...

Name	No Of Exams	Exam Type	Action
CSE	2	General Purpose (Pass/Fail)	+ / ✎ ✕
EEE	0	General Purpose (Pass/Fail)	+ / ✎ ✕
ECE	0	General Purpose (Pass/Fail)	+ / ✎ ✕
IT	0	College Based Grading System	+ / ✎ ✕

Records: 1 to 4 of 4

MIT SCHOOL OF BIOTECHNOLOGY

Search By Student Name

Current Session: 2022-23

Administration

Front Office

Student Information

Fees Collection

Accounts

Attendance

Examinations

Exam Group

Exam Schedule

Exam Result

Design Admit Card

Print Admit Card

Design Marksheet

Print Marksheet

Marks Grade

Online Examinations

Exam

Exam *

Session

2022-23

Publish Publish Result

Description

Save

New Exam Link Exams

Action

- **ExamResult-GotoExamination>ExamResult**thereselectallcriteriatogetexamresultofthatClass-Section.

Current Session: 2022-23
Administration

Search By Student Name

Exam List

New Exam Link Exams

Exam Group	Exam Type	Description
CSE	General Purpose (Pass/Fail)	

Name	Session	Subjects Included	Status	Publish Result	Description	Action
VLSI	2022-23	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
DSP	2022-23	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

- Examinations
 - Exam Group
 - Exam Schedule
 - Exam Result
 - Design Admit Card
 - Print Admit Card
 - Design Marksheet
 - Print Marksheet
 - Marks Grade

- **DesignAdmitCard-**

Goto **Examination > Design Admit Card** here enter details for admit card template design and enable/disable variables on admit card.

Current Session: 2022-23
Administration

Search By Student Name

Select Criteria

Exam Group * Exam * Session * Class * Section *

Select Select Select Select Select

Q Search

- Examinations
 - Exam Group
 - Exam Schedule
 - Exam Result
 - Design Admit Card
 - Print Admit Card
 - Design Marksheet
 - Print Marksheet
 - Marks Grade

- **Print Admit Card-** Go to **Examination > Print Admit Card** here select all criteria to get student list for printing admit card. Now select all student for which you want to generate admit card then click on Generate button. It is highly recommended to don't print admit card directly here instead of it use Save As PDF feature of Chrome browser and save PDF file then print admit cards using this PDF file.

Academics

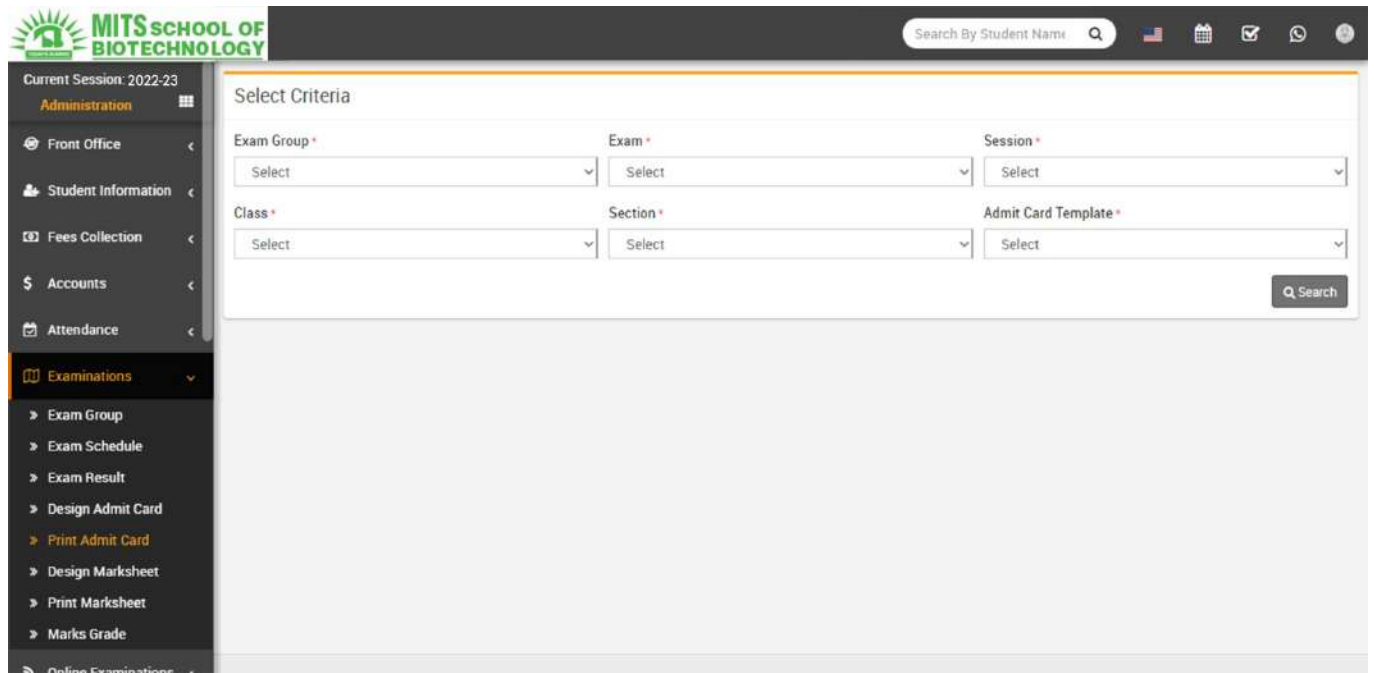
This module has 8 sections-

1. Class Timetable
2. Teachers Timetable
3. Assign Class Teacher
4. Promote Students
5. Subject Group
6. Subjects
7. Class
8. Sections

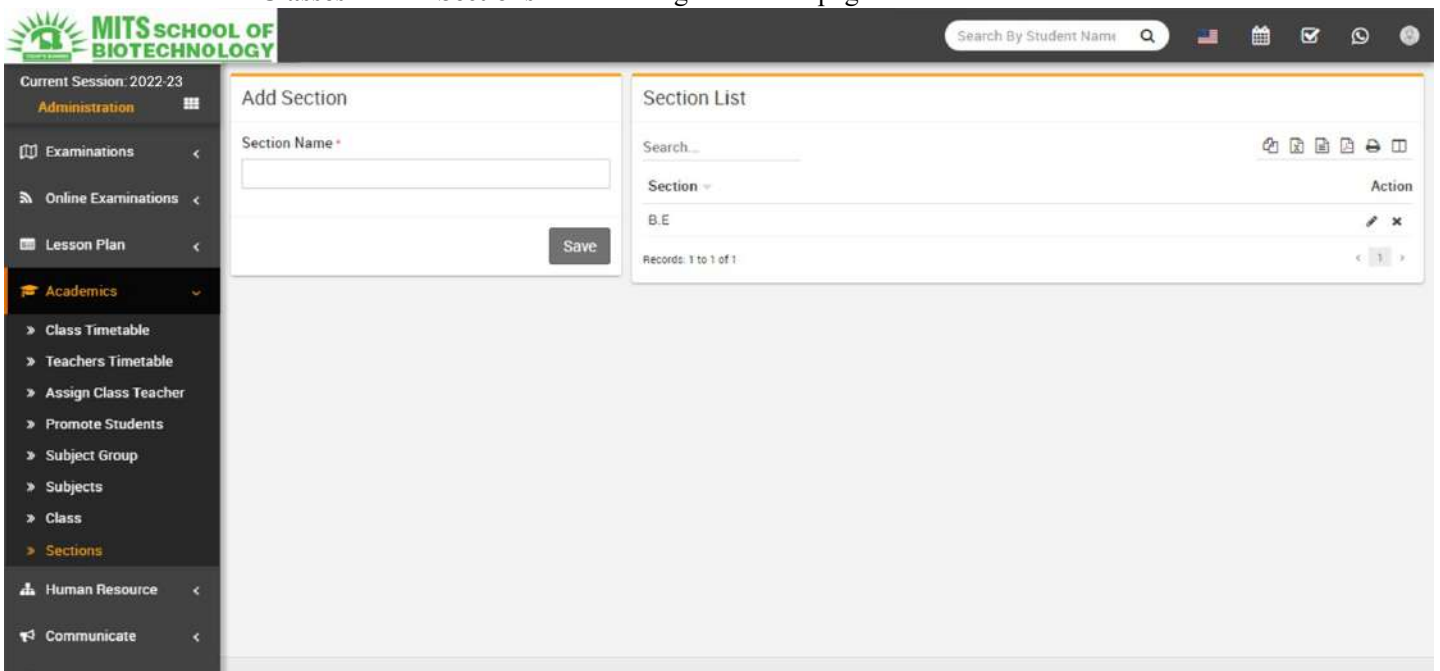
We have already described few sections of **Academics Module** during **Steps to Setup** your school, but now we will understand completely **Academics** module sections. First we will create **Sections** then **Classes** then **Subject Group** then **Assign Class Teacher** on class-section then create **Class Timetable**.

- **Sections-**

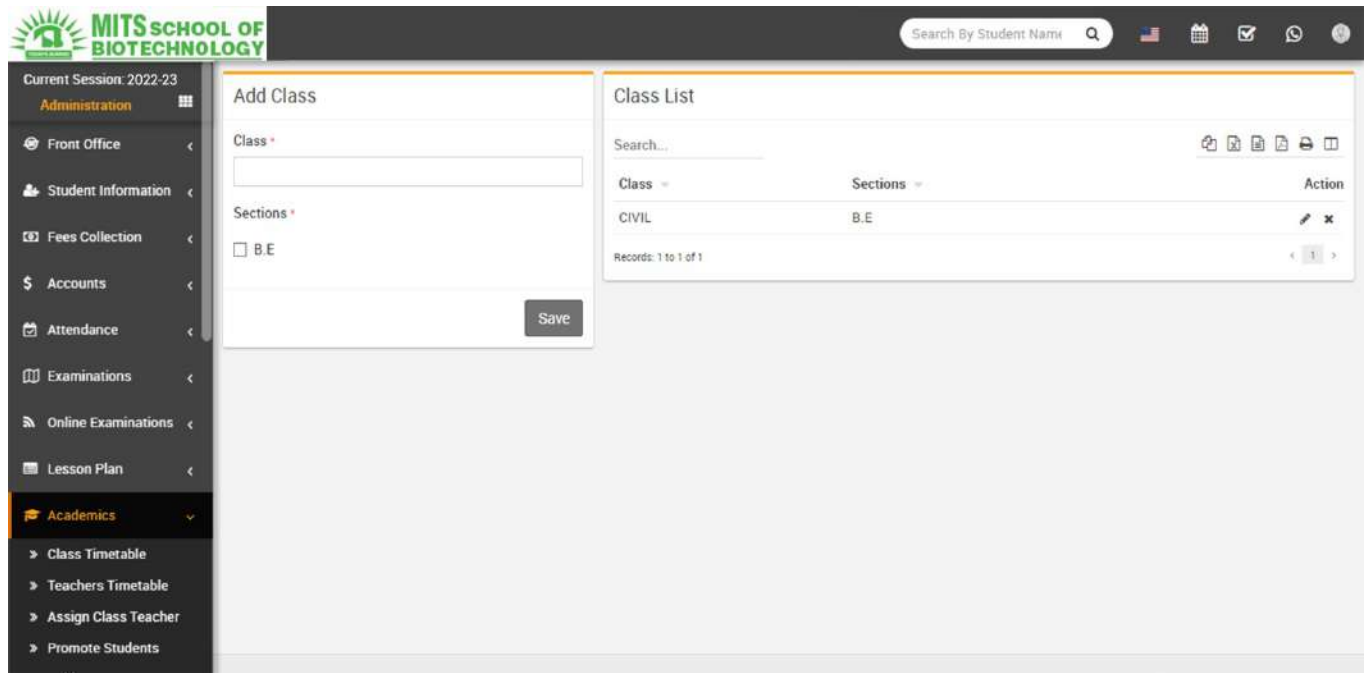
Goto **Academics > Sections** enter **Section Name** & click **Save** button. All these sections can be seen on the right side of this page.



- **Class-GotoAcademics>ClassenterClassName** then select **Sections** under this Class then click **Save** button. All the **Classes** and their **Sections** can be seen at right side of this page.



- **Assign ClassTeacher-** Go to **Academics> AssignclassTeacher** select **Class** then select **Section** then select **Class Teachers** for this Class Section then click **Save** button. All the **Class-Section** and their **Class Teachers** can be seen at right side of this page.



HumanResource

This module has 11 sections-

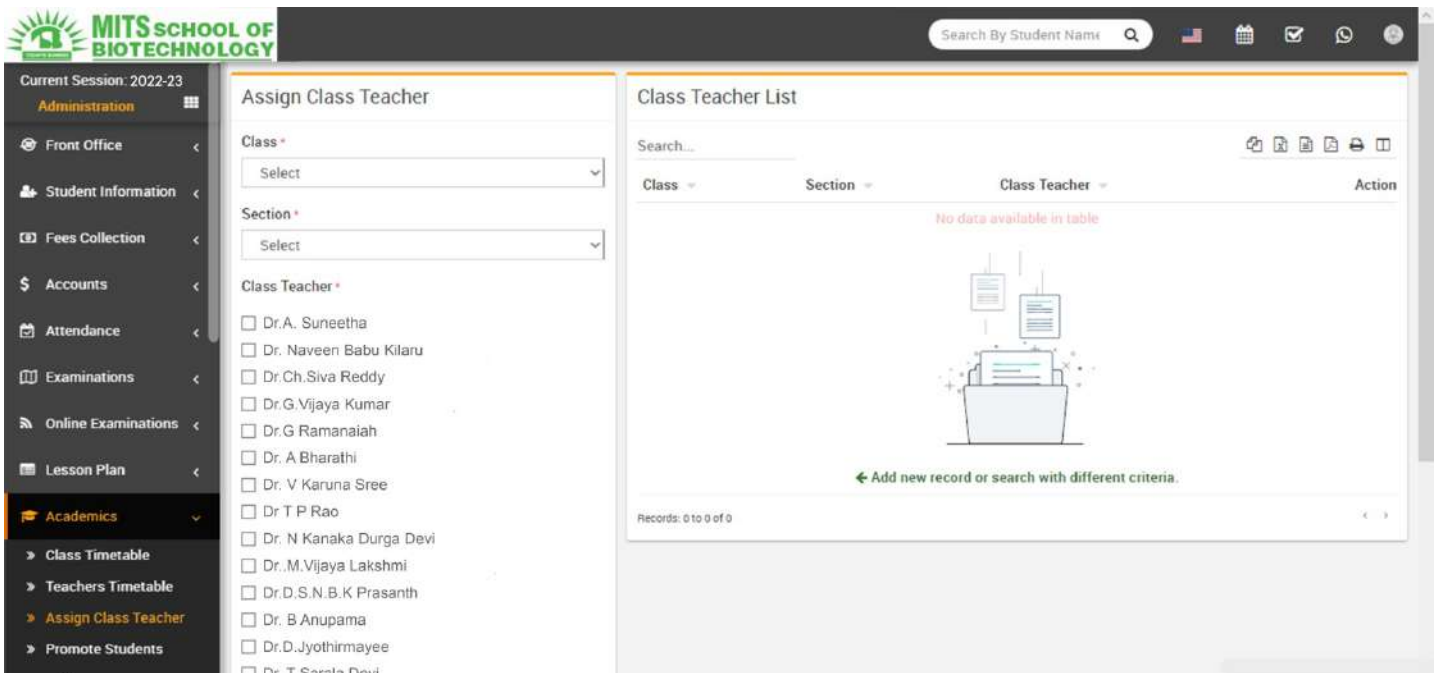
1. StaffDirectory
2. StaffAttendance
3. StaffAttendanceReport
4. Payroll
5. ApproveLeaveRequest
6. ApplyLeave
7. LeaveType
8. TeachersRating
9. Department
10. Designation
11. DisabledStaff

In Human Resource we will manage all activities of school staff (not student or parent or guardian) from Principal to Owner to Peon or any School member even he/she using or not using College Management Software application. First we will add Department, Designation, Leave Types then we will add Staff

Member from Staff Directory then we will manage day by day Staff Attendance then manage Payroll/Salary of staff then Apply or Approve Leave Request. If you want to add additional fields in staff form then you can use **Custom Fields** feature for this go to **System Settings > Custom Fields** and add your desired fields in Staff. If you also don't want any default fields in staff then you can disable it from **System Settings > System Fields** and disable staff system fields.

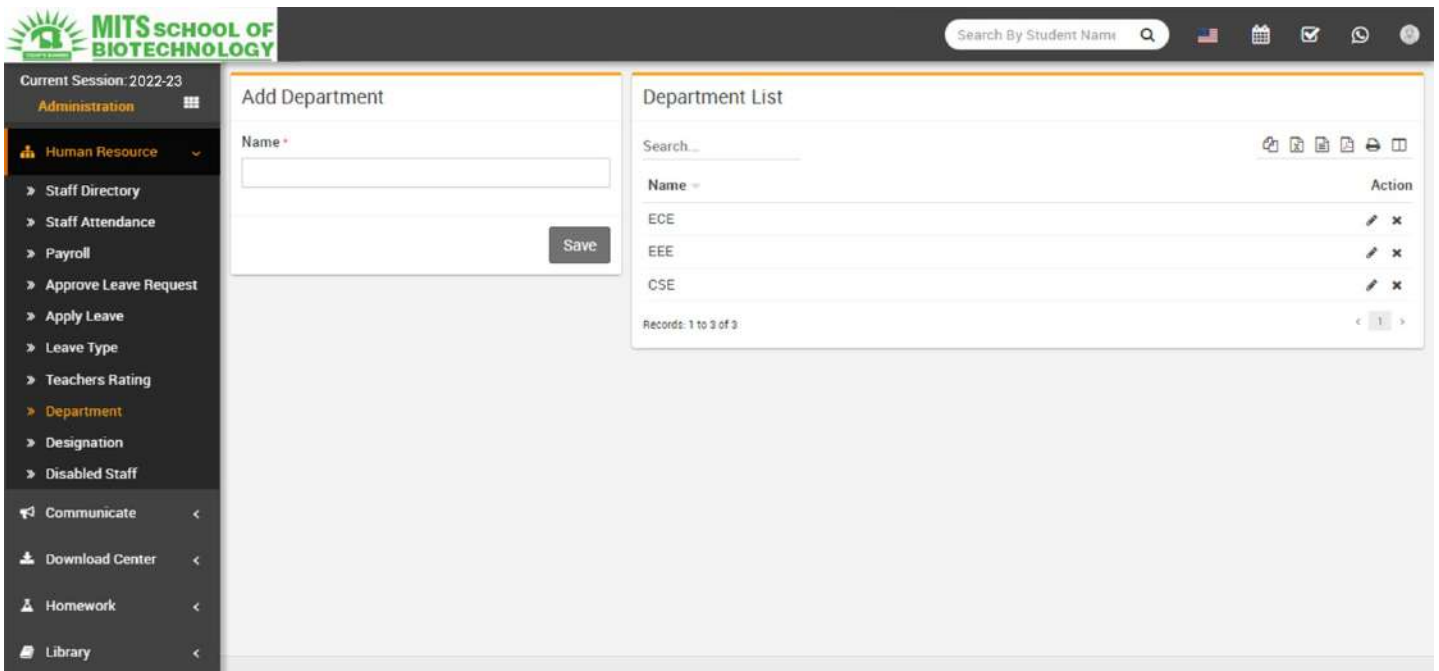
- **Department-**

Goto **Human Resource > Department** enter **Department Name** then click **Save** button. All existing Departments can be seen right side of this page.



- **Designation-**

Goto **Human Resource** > **Designation** enter **Designation Name** then click **Save** button. All existing Designation can be seen on the right side of this page.



To add new staff member click on **+Add Staff** button from top right corner of this page. Enter **Staff ID** (if you want to use auto generation of staff id number then enable it from System Setting > General Setting), select **Role** (roles can be managed from System Settings > Roles Permission), **Designation**, **Department**, **First Name**, **Last Name**, **Father Name**, **Mother Name**, **Gender**, **Marital Status**, **Date Of Birth**, **Date Of Joining**, **Phone**, **Emergency Contact Number**, **Email**, **Photo**, **Current Address**, **Permanent Address**, **Qualification**, **Work Experience**, **Note**, **EPF No** (Employee Provident Fund Number), **Basic Salary**, **Contract Type**, **Work Shift**, **Location**, **Number Of Leaves**, **Bank Account Title**, **Bank Account Number**, **Bank Name**, **IFSC Code**, **Bank Branch Name**, **Facebook URL**, **Twitter URL**, **LinkedIn URL**, **Instagram URL**, **Upload Resume**, **Joining Letter** and **Other Documents** then click on **Save** button.

Current Session: 2022-23

Administration

- Front Office
- Student Information
- Fees Collection
- Accounts
- Attendance
- Examinations
- Online Examinations
- Lesson Plan
- Academics
- Human Resource
 - Staff Directory
 - Staff Attendance
 - Payroll

Add Designation

Name *

Designation List

Search...

Designation	Action
ASST PROF	
PROF	

Records: 1 to 2 of 2

Library














This module has 4 sections-

1. Booklist
2. IssueReturn
3. AddStudent
4. AddStaff Member

First we will **Add Books** in library then view & search books in **Book List**.

- **Book List-**

Goto **Library > Book List** all the books in library can be view and search at this page. To add book click on **Add Book** button on the next page enter **Book Title, Book No, ISBN No, Publisher, Author, Subject, Rack No, QTY, Book Price, Inward Date, Description** & click **Save** button.

- Current Session: 2022-23
- Administration** 
- Front Office 
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- Examinations 
- Online Examinations 
- Lesson Plan 
- Academics 
- Human Resource 
- Communicate 
- Download Center 

Add Book

 Import Book

Book Title *	Book Number
<input type="text"/>	<input type="text"/>
ISBN Number	Publisher
<input type="text"/>	<input type="text"/>
Author	Subject
<input type="text"/>	<input type="text"/>
Rack Number	Qty
<input type="text"/>	<input type="text"/>
Book Price	Post Date
<input type="text"/>	<input type="text" value="08/24/2023"/>
Description	
<input type="text"/>	

Save